

# COLDWALTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

ON TUESDAY 9<sup>th</sup> MAY 2017 7.30PM

AT THE ST JAMES SCHOOL, CHURCH LANE, COLDWALTHAM

<b>Those Present:</b>	<b>Cllr G Nelson</b>	<b>Chairman</b>
	<b>Cllr S Hewer</b>	<b>Vice Chairman (late)</b>
	<b>Cllr T Burr</b>	
	<b>Cllr O Dudman</b>	
	<b>Cllr J Evans</b>	<b>(late)</b>
	<b>D Cllr B Donnelly</b>	<b>District Councillor</b>
	<b>D Cllr P Clarke</b>	<b>District Councillor</b>
	<b>Mrs LD Sherlock-Fudge</b>	<b>Clerk</b>
<b>Parishioner</b>	<b>Mrs A Hewitt</b>	

### ACTION

#### 17 / 01.00 PUBLIC PARTICIPATION

Cllr Nelson welcomed Ann Hewitt to the meeting.

#### 17 / 02.00 TO ELECT CHAIRMAN & VICE CHAIRMAN

Cllr Dudman proposed Cllr Nelson as Chairman; seconded by Cllr Burr; no one else was put forward. Cllr Nelson was duly elected Chairman.

Cllr Dudman proposed Cllr Hewer for Vice Chairman; seconded by Cllr Burr, no one else was proposed. Cllr Hewer duly elected as Vice-Chairman.

The Clerk distributed copies of the "Acceptance of Office" to Cllrs Nelson and Hewer, which were duly signed and witnessed by the Clerk.

#### 17 / 03.00 TO APPROVE AND SIGN MINUTES

Minutes for meetings held; 14<sup>th</sup> March 2017, and planning meetings held on 28<sup>th</sup> March and 3<sup>rd</sup> May 2017 was accepted and signed by the Chairman.

Minutes 16 93 02 "Cllr Burr responded that the Sussex Local is paid for by the revenue from advertisers, but this should not allow them to copy items from our website." to add "without payment" at the end of this line.

#### 17 / 04.00 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Bowler, Vicarri and Lilley. Cllr Evans advised he would be late.

#### 17 / 05.00 COUNCILLORS TO COMPLETE REGISTER OF MEMBERS' INTEREST UPDATES AND DECLARE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY

## INTEREST FROM MEMBERS, AND ANY CHANGES TO THEIR LAST DECLARATION OF INTERESTS

The Clerk had distributed Members' Register of Interest Update forms prior to the meeting; these were collected from all those present.

No declarations were received for this meeting.

### **17 / 06.00**     PARISH COUNCIL YEAR

**17 / 06.01**     The Council confirmed the current policies; Standing Orders, Financial Regulations, Publication Scheme, Members' Code of Conduct.

**17 / 06.02**     The Clerk reported to council regarding the: Roads, Footpaths, Bus Shelters, Noticeboard, and the Alban Head Play Equipment.

**17 / 06.03**     The Council reviewed the current list. The revised list is attached as Appendix A.

**17 / 06.04**     The Council reviewed & confirmed the current bailiffs; Steve Dudman, Paul Hubbard & Colin Smithson.

### **17 / 07.00**     FINANCE

**17 / 07.01**     **Year 2016/17 Annual Governance Statement:** The Clerk advised that she had completed Section 1 of the Local Councils Annual Return. Cllr Burr reviewed the statement. This was agreed and signed by the Clerk and the Chairman after the meeting. Copy is attached as Appendix B

**17 / 07.02**     **Year 2016/17 Internal Audit Report:** Members confirmed Rachel Hall for the audit. The Clerk advised that Rachel Hall had completed the internal audit, copy had been distributed to all Councillors prior to the meeting. This is attached as Appendix C.

**17 / 07.03**     **Year 2016/17 Accounts Statements:** The Clerk confirmed that Section 2 of the Local Councils Annual Return was also complete, this was signed by the Clerk and the Chairman after the meeting, ready to be sent to PKF Littlejohns by 12<sup>th</sup> June. Copy is attached as Appendix D

**17 / 07.04**     **Parish Bank Signatories:** Following the retirement of Brian Maher and previously Anne Mount, the clerk recommended that Council should appoint two replacements, and suggested Cllrs Burr and Evans. Council confirmed this appointment. The Clerk would contact the bank for the necessary forms to be completed.

The Clerk requested that telephone access to be set up with the bank for enquiry purposes only, as this would need to be authorised. Council confirmed this request and signatories signed the form after the meeting.

**17 / 07.05**     **Account Summary:** The Clerk gave all Councillors a copy of up to date accounts for the Parish Council and Alban Head Playing Fields Committee. These are attached as Appendix E & F respectively.

Cllr Nelson noted that the PWS invoice for spraying the field which is carried out bi-annually. He also asked how the Internal Audit fee was calculated, the clerk confirmed that the fee was £50.00 per hour +VAT, and shouldn't go up significantly.

Cllr Hewer arrived for this item and apologies for her lateness.

**17 / 07.06**     **Payments:** Authorised and signed cheques by the Chairman, Clerk and Cllr Hewer for;

West Sussex ALC Limited	Annual Subscription	£ 290.03
Horsham Assoc of Local Councils	Annual Subscription	£ 15.00
Travis Perkins	Paint (AHPF)	£ 30.24
RS Hall & Co	Internal Audit Fee	£ 180.00
Professional Weed Solutions	Spraying at Alban Head	£ 432.00
Arun Mowers	Machinery Costs/Serviceing	£ 2150.01

**17 / 08.00**      **PARISH MEMBER APPOINTMENT TO THE SOUTH DONS NATIONAL PARK AUTHORITY**

Cllr Burr advised that the South Downs National Park Authority has influence over our Parish. A casual vacancy has arisen for Parish Member, following the resignation of Karen Roberts.

Cllr J Evans suggested that Coldwaltham Parish nominate Cllr Burr for the vacancy for Parish Member. Cllr Burr has agreed to be nominated, but noted that there is no guarantee he will be elected. The Clerk to contact SSALC for nomination papers.

**17 / 09.00**      **CHAIRMAN'S REPORT**

Cllr Nelson has responded to Sandham Hall, regarding their position about the Sussex Local, and Cllr Dudman confirmed that they consider the issue closed now.

Cllr Nelson is to meet with Paul Byford regarding Coldwaltham Youth Club and future funding from the Parish Council

**Alban Head Chairman Report:**

Cllr Nelson has received no comments regarding the Job Description which had been circulated in March and the Committee is on track to advertise the position shortly with the view of appointing during the summer.

Cllr Hewer has been in liaising with the local family, who are going to hold a party, the weekend of 3/4<sup>th</sup> June.

**17 / 10.00**      **PLANNING**

**17 / 10.01**      The Clerk updated the Council regarding recent applications;

- SDNP/17/00302/HOUS, The Granary London Road Hardham, REFUSED – The Applicant has appealed this decision.
- SDNP/17/00717/FUL, Hardham Green House, London Road, Hardham, REFUSED.
- SDNP/17/01157/HOUS, 38 Junction Cottages, London Road, Hardham, PERMITTED

Cllr Hewer thanked Cllr Dudman for his continued support at planning meetings.

Silverdale Development Update: there is no work currently and it is unlikely to start before September, as there are still delays with moving the power cables to the other side of the railway.

**17 / 11.00**      **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

**17 / 11.01**      Good News that St James School has received their recent OFSTED rating, which has improved to Good. Cllr Nelson suggested that he writes a letter of congratulations on behalf of the Parish Council. **Cllr Nelson**

Ann Hewitt also advised that St James School has received a legacy, and are looking for ideas how to use this money. School looking to increase numbers by 30.

The Clerk advised she had received an invitation to the opening of the new mud kitchen

**17 / 11.02**      Cllr Burr confirmed that the Planning Allocation had been increased to 40 homes. The Parish Meeting had been well attended, and had a good response.

The Parish Council need to have a feel of what the issues resident already have. Before putting a list of questions on the Website.

Village Plan – reluctant to consider any large-scale applications – however, in light of the lack of school numbers maybe this gives a different slant.

Cllr Nelson asked for this to be included in the June Meeting, to allow residents to respond by the September Public Consultation

**17 / 11.03** Broken Stile on the boundary of Waltham Brooks along the Permissive Path: a resident has reported that there is a dangerous stile on the boundary between SWT and Barlavington land along the permissive path. Cllr Burr recommended replacing with a kissing gate, rather than a new stile, - Cllr Burr will investigate the options.

**17 / 11.04** Cllr Nelson had received a copy of a letter complaining about the Car Park charges.

**17 / 11.05** Councillor Vacancy – HDC has advised that no election has been requested – so the Parish Council may go ahead and Co-opt a new member

**17 / 11.06** Sandham Hall – are not going to pursue the issue of regarding Sussex Local any more.

**17 / 11.07** D Cllr Donnelly noted:

- business rates relief of 460k has been obtained by HDC from Government to assist small companies who have incurred large revaluations
- 14200 parking discs had been issued, raising over £200K. Addition discs have been purchased by people outside the district.
- Annual discs have been over-subscribed.
- Without a disc parking costs 75p per hour

**17 / 11.08** D Cllr Clarke advised that the Planning Development in North Horsham will be discussed at the Planning Committee.

The proposed changes to the Pulborough/Coldwaltham Ward will go ahead at the next District Elections in 2019, to include Parham and Amberley

**17 / 11.09** Cllr Hewer asked if HDC would be reminding residents to renew their parking discs next year.

Also, she reminded members about the Wildbrooks Plant Fair on Saturday to raise money from which they are able to make donations to various local groups.

Cllr Evans arrived at this point in the meeting.

**17 / 12.00** **PARISH MAGAZINE**

Cllr Evans collected items from council for inclusion in the Parish Link for June:

- Speedwatch – is happening near to training
- Ofsted Report for the school
- Vacancy on the Parish Council
- Housing Allocation – request for responses before June’s meeting
- Result of the County Councillor election.

**17 / 13.00** **DATE OF NEXT MEETING.**

**Next meeting of Council:** is on Tuesday 13th June 2017 at 7.30pm, at St James School.

Meeting Closed at 8.30 pm.

**Chairman:**..... **Date:**.....

Distributed to those present, also Cllrs Bowler, Vicarri and Lilley and C Cllr Arculus.