

# COLDWALTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

ON TUESDAY 13<sup>th</sup> MARCH 2018 7.30PM

IN THE STUDIO, AT THE LODGE HILL CENTRE, WATERSFIELD

<b>Those Present:</b>	<b>Cllr G Nelson</b>	<b>Chairman</b>
	<b>Cllr S Hewer</b>	<b>Vice -Chairman</b>
	<b>Cllr T Burr</b>	
	<b>Cllr O Dudman</b>	
	<b>Cllr A Hewitt</b>	
	<b>Cllr J Bowler</b>	
	<b>C Cllr P Arculus</b>	<b>County Councillor</b>
	<b>D Cllr B Donnelly</b>	<b>District Councillor</b>
	<b>D Cllr P Clark</b>	<b>District Councillor</b>
	<b>Mrs LD Sherlock-Fuidge</b>	<b>Clerk</b>
<b>Parishioners</b>	<b>J Sommerville</b>	<b>Chris Yeardsley</b>
	<b>P Bowler</b>	<b>Kerry Geoghegan</b>

### **ACTION**

#### **17 / 86.00     PUBLIC PARTICIPATION**

Cllr Nelson welcomed members of the public to the meeting. He agreed to allow, Chris Yeardsley to speak, although the subject was not on the agenda, reminding him of the allowed time.

Chris Yeardsley spoke on behalf of Coldwaltham Meadows Group, he had been advised by SDNPA that the revised Development Brief is due for public consultation next week, advising that there is a very short period or comments. In his opinion, the fact that SDNPA has had a Development Brief published, is trying to influence the inspector regarding the Local Plan.

He further asked regarding the Public Meeting held in October, why there had been no consensus agreement taken of those present. Continuing to request, that the Parish Council should take a more proactive stance in this ongoing process.

Three members of the public left at this point.

#### **17 / 87.00     TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Evans.

#### **17 / 88.00     TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS**

No declarations were received at this point for this meeting.

Cllr Burr reiterated that he was a member of the South Downs National Park Authority.

**17 / 89.00**      **TO APPROVE AND SIGN MINUTES**

Minutes for meetings held; 6<sup>th</sup> February 2018 was accepted and signed by the Chairman.

**17 / 90.00**      **TO CONFIRM AUDIT PROGRAM 2017/18 - YEAR END ACCOUNTS**

The Clerk advised that she wished to use Rachel Hall as the Internal Auditor again for the current year's accounts. The new External Auditors appointed from this year are Moore Stevens.

Timetable, - year ends 31<sup>st</sup> March, Audit to Rachel Hall, so the report can be received by the meeting in May, when the External Audit Report needs to be signed, as needs to be received by External Auditors by 11th June.

Members confirmed Rachel Hall for the audit.

**17 / 91.00**      **FINANCE**

**17 / 91.01**      **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 A & B respectively.

Clerk and Chairman to look at budget for the Alban Head Committee by 26<sup>th</sup> March, when they hold their meeting.

The Chairman reminded members of the unresolved issue regarding the pay owed to the Clerk – Chairman will review with the clerk to agree a way forward.

**17 / 91.02**      **Authorise & sign amendments to Bank Standing Order:**

- **Clerk Salary:** Authorised and signed letter instructing Lloyds Bank to amend the current Standing Order to reflect 2018/19 figures, by the Chairman, and Cllrs Hewer & Burr: Clerk's Salary to £279.13.
- **Alban Head** Authorised and signed letter instructing Lloyds Bank to amend the current Standing Order to reflect 2018/19 figures, by the Chairman, and Cllrs Hewer & Clerk: to £340.00; to cover the regular payments for Salaries and EDF.

**17 / 91.03**      **Payments:** Authorised and signed cheques by the Chairman, Clerk and Cllr Hewer for;

HM Revenue & Customs	PAYE Jan to Mar	£ 113.40
Lodge Hill Trust Ltd	March Meeting Fee	£ 25.00
Chubb Fire & Security Ltd	Fire Extinguisher Service & Rental (AHPF)	£ 64.60

Authorised and signed cheque by the Chairman, and Cllrs Hewer & Burr for;

Mrs LD Sherlock-Fuidge	Travel and Sundry expenses	£ 205.11
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**17 / 92.00**      **CHAIRMAN'S REPORT**

**17 / 92.01**      **Royal Wedding Street Party:**

Chairman explained the history of the street party held in London Road, these had been organised for the Jubilee and the previous Royal Wedding. Both had been supported by the parish council by way of a donation of £150.00.

He confirmed that a request had been made on behalf of members from the pub, for the PC to support a street party to celebrate the upcoming Royal Wedding. It is expected that they will be a request help with organising a leaflet drop and making sandwiches.

The Chairman asked if members were willing to support it. Cllr Burr asked if this was at the pubs request, the chairman clarified that it was members of the pub not the pub itself.

Cllr Hewitt suggested that this would be a great opportunity to bring the village together following the issues faced over the last year and continue to face.

Members agreed to support the Street Party – members were happy to agree a donation up to £150.00 upon receipt of invoices.

**17 / 92.02**     **Alban Head** – Matt Dingle doing very well and is expecting to bring news to the AH meeting next week.

The Chairman has met with the Alban Head Manager, minuting these meetings to maintain evidence of how the role is progressing.

**17 / 93.00**     **GENERAL DATA PROTECTION REGULATIONS**

The Clerk updated members,

**Standing Orders:** whilst looking at the current standing orders she highlighted that changes were needed to the wording of sections 37 & 38 to reflect that information is already displayed on the PC website – that of Members' Registered Interests, Minutes and Accounts. The Standing Orders may need further updates to include new wording to reflect the GDPR in sections 46 Data Protection Act & 47 Freedom of Information Act. The clerk to look at this further for the Annual Parish Meeting when these would be confirmed.

**Councillor Email Addresses:** The clerk highlighted an issue with councillors using personal email addresses, especially if these addresses could be viewed by other family members. The clerk noted that this had been behind the change of the Parish Council's email address to the [coldwalthampc@btinternet.com](mailto:coldwalthampc@btinternet.com) account.

There are two options: to set up councillors with individual accounts or for the clerk to not forward any emails on to them directly, but to communicate the information or question separately without any personal data. Then, once the issue was complete the original emails could be deleted. Thereby, not holding personal data for longer than is necessary. The clerk had started to do this, but it did take extra time.

**Privacy Notice:** The clerk had received as part of the days SALC training, attended in February, some generic wording which could be used for the purposes of displaying on the parish website. These had raised some questions which needed Ice Media to respond, then these could also be displayed.

**Website Contact Form.** – the clerk distributed additional wording for the "Contact Us" page on the website, which it was agreed should be included.

**Existing data:** the clerk advised that a review was required of what data the parish council currently held, how it is held, was it still needed and if so how long should it be held for, this would need to be an ongoing process. Under the GDPR data if stored on a cloud system, this would have to be based in the EU.

This existing data includes: councillor information, resident data, especially for the Winter Plan, employee data, contractor data, volunteer's data.

**17 / 94.00**     **CORRESPONDENCE**

**17 / 94.01**     **Shackleton Close** – to go live on HDC website today, people wishing to apply need to complete the on-line registration, the clerk agreed wording for our website, and a link to the application site, which was posted yesterday.

**17 / 94.02**     Angela Brown, a resident in Watersfield has asked to sow some wild flowers around the Watersfield sign (as approached from Coldwaltham) and keep the nettles at bay.

**17 / 94.03** An invitation from Stonewater for an event, to be held in November to celebrate the opening of Shackleton Close, members are all welcome.

**17 / 94.04** **Velo South** – The clerk advised that provisional details had been circulated regarding a 100-mile, closed roads, 15,000 cyclists, cycle-race for Sunday 23<sup>rd</sup> September. Although, the route does not actually travel through Coldwaltham; the route goes along the A283 from Petworth to Pulborough, the onto the A29, continuing up Church Hill to the Adversane crossroad. This route will be closed to allow the riders to pass through, this will inevitably have a knock-on effect to the surrounding roads.

Members noted that the road would only be closed for the time the riders were traveling on it, however it was noted that there are to be 15,000 riders. This section is nearer to the start than the finish.

The Chairman asked if Pulborough Parish Council had comments yet, D Cllr Clarke would respond following their council meeting.

**17 / 95.00** **PLANNING**

The Clerk updated the Council regarding recent applications;

- SDNP/17/06313/HOUS, MR M COYLE, THE OLD DAIRY RIVER LANE WATERSFIELD, Removal of existing shed and erection of replacement summerhouse/shed, PERMITTED
- SDNP/17/06415/HOUS, QUINTINS, SANDY LANE, WATERSIELD, MR & MRS G BLACK, Erection of a detached 4.2 x 5.4m pitched roof garden room to side of existing dwelling PERMITTED

A member posed a question, if a resident wished to change two windows into double doors at the rear of their property, the resident should contact SDNPA Planning department, or visit the SDNP website, where there are links to the Planning Portal which has very useful information regarding planning, and whether an application would be needed.

**17 / 96.00** **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

**17 / 96.01** Clerk advised that the Public Rights of Way Ranger is due in the area this month, the Chairman advised that the visit had already taken place.

**17 / 96.02** Chairman reminded members about the Parish Meeting on 17<sup>th</sup> April, at the School Hall, encouraging members to attend to meet with residents.

**17 / 96.03** Cllr Hewitt was surprised by the comments given by the Meadows Group, she felt that the PC had been fair about the public meeting, the chairman reminded members that there remains a vacancy on the council still, and no one from the group has put themselves forward.

D Cllr Donnelly commented that planning is the one most divisive and emotive topic faced by local councils.

**17 / 96.04** Cllr Burr brought forward a request from Parish in Bloom (South & South East) for more village participation noting that it was not just gardens but promoting the environment and community involvement.

**17 / 96.05** C Cllr Arculus had received a request regarding the information about the other sites identified in the parish, as part of the consultation of the SDNPA Local Plan, – are these sites continuing to be considered after the local plan has been agreed?  
Cllr Burr noted that the other sites, which had been highlighted through this have been listed and passed to the Inspectorate.

C Cllr Arculus left to attend another meeting.

**17 / 96.06** D Cllr Donnelly updated members of council regarding HDC news:

- New council tax figures have been issued.
- Glen Chip, is to take the post of Chief Executive
- New waste collection scheme is now up and running
- New year's parking disc are now available for renewal.
- Piries place – development well under way the car park next to go. May June 2019

**17 / 96.07** Cllr Hewer requested an explanation of the two next meetings:

- The Annual Parish Meeting is an opportunity for residents to receive reports from the Parish Council, how the previous year has gone.
- The Annual Parish Council Meeting is the first meeting of council in the next municipal year, when councillors review the procedures, appoint a chairman etc.

**17 / 96.08** Cllr Dudman asked for some signs for along the roadside by the allotments, reminding dog owners to dispose of dog waste correctly. The issue is persisting, where the dog fouling continues along the road side.

The chairman advised, that there were several signs available at the Alban Head.

**17 / 97.00** **PARISH MAGAZINE**

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

- Annual Parish meeting – 17<sup>th</sup> April.
- Low nature of the council tax 1.5% for this parish
- Speed-watch training
- Highway closures for the cycling event on 23rd September
- Street party – volunteers needed for sandwich making.

**17 / 98.00** **DATE OF NEXT MEETING.**

**Annual Parish Meeting – 17<sup>th</sup> April at St James School.**

**Next meeting of Council:** is the annual Parish Council Meeting on Tuesday 15th May 2018 at 7.30pm, St James School.

Meeting Closed at 8.50 pm.

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

Distributed to those present, also Cllrs Evans & Lilley.