

COLDWALTHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 14th MAY 2019 7.30PM ST JAMES SCHOOL, CHURCH LANE, COLDWALTHAM

Those Present:	Cllr G Nelson	Chairman
	Cllr T Burr	Vice -Chairman
	Cllr S Hewer	
	Cllr O Dudman	
	Cllr A Lane	
	Cllr J Bowler	
	Mrs LD Sherlock-Fudge	Clerk
Parishioners	John Evans	Ben Schraffer
	Celia Dennis	

ACTION

19 / 01.00 TO RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE FROM MEMBERS

The Clerk received signed "Acceptance of Office" from all members present and countersigned these herself.

Cllr Hewitt did not attend the meeting, so has not signed her form yet.

19 / 02.00 PUBLIC PARTICIPATION

John Evans advised that St James hope to submit a planning application to build a new multipurpose unit, as a designated space for science, music, drama and ecology to be taught. He noted that the school will be seeking the support of the community and asked if they could call upon on support from the Parish Council. The estimated cost is expected to be <£250K, fitted and ready to use.

The School Governors had suggested that the Sandham Hall install an Electrical Hook-Up Charging Point for the use of the community. Cllr Nelson suggested making contact directly with the Sandham Hall Committee regarding this issue.

John advised that he would write the Parish Magazine copy as the deadline is imminent.

19 / 03.00 TO ELECT CHAIRMAN & VICE CHAIRMAN

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

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

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

19 / 04.00 COUNCILLORS TO COMPLETE REGISTER OF MEMBERS' INTEREST FORMS TO DECLARE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST FROM MEMBERS, AND ANY DECLARATION OF INTERESTS FOR THIS MEETING.

The Clerk had distributed Members' Register of Interest Forms prior to the meeting; these were collected from all those present. The Clerk would contact Cllr Hewitt for her completed form.

No declarations were received for this meeting.

19 / 05.00 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from C Cllr P Arculus and D Cllrs B Donnelly, P Clark & D Vanderklugt.

19 / 06.00 TO APPROVE AND SIGN MINUTES

Minutes for the council meeting held 12th March 2019 and planning meeting held on 28th March 2019, these were accepted and signed by the Chairman.

19 / 07.00 PARISH YEAR

19 / 07.01 Current Policies: The Clerk read the changes proposed for the wording for the Standing Orders regarding points: 24 & 25; Expenditure. These were discussed and the final wording was agreed and confirmed by members.

The Council confirmed all other current policies; Financial Regulations, Publication Scheme, Members' Code of Conduct.

19 / 07.02 The Clerk reported to council regarding: Roads, Footpaths, Bus Shelters, Noticeboard, and the Alban Head Play Equipment.

Cllr Dudman requested the preservative to paint the Bus Stops.

19 / 07.03 The Council reviewed the current list, changes were made, the agreed list is attached as Appendix A.

19 / 07.04 The Council reviewed the Piscary bailiffs; Owen & Steve Dudman & Colin Smithson. The Parish Council agreed to the removal of Paul Hubbard as a Piscary Bailiff. Cllr Nelson would write to him to thank him for his support.

Members confirmed the Piscary bailiffs; Owen & Steve Dudman & Colin Smithson.

19 / 08.00 2018/19 YEAR END ACCOUNTS

19 / 08.01 Year 2018/19 Annual Governance Statement: The Clerk advised that she had completed Section 1 of the Local Councils Annual Return. This will be available on the website.

19 / 08.02 Year 2018/19 Internal Audit Report: Members confirmed Rachel Hall for the audit. The Clerk advised that Rachel Hall had completed the internal audit, copies had been distributed to all Councillors prior to the meeting. This is attached as Appendix B and on the website.

19 / 08.03 Year 2018/19 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 Moore Stephens by 1st June. This will be available on the website.

19 / 09.00 FINANCE

19 / 09.01 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.

The Clerk also gave members a copy of the unaudited accounts for the Alban Head Playing Field for Year Ending 2018-19.

19 / 09.02 Confirmation of Parish Council Bank Signatories: Cllr G Nelson as Chairman, Mrs LD Sherlock-Fudge as Clerk and Cllrs Hewer, Burr and Mr J Evans. The bank requires Chairman, and any two others to sign.

The members did not decide on an additional signatory. Cllr Nelson suggested waiting until the vacancies were filled before making this decision.

19 / 09.03 Payments: Authorised and cheques signed by the Chairman, Clerk and Cllr Burr for;

Travis Perkins Trading Co	Wood Stain for Pavilion (AHPF)	£ 123.61
ClubTurf Cricket Ltd	Cricket's Net's Surface	£ 4740.00

BACS Payments: Authorised and signed by the Chairman, Clerk and Cllr Hewer for;

Professional Weed Solutions	Spraying at Alban Head	£ 456.00
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19 / 09.04 Authorisation of Payments made since last meeting: Authorisation of previously signed cheques by the Chairman, and Cllrs Hewer and Burr for;

Horsham Association of Local Councils	Annual Subscription	£ 15.00
West Sussex ALC Limited	Annual Subscription	£ 297.52
Travis Perkins Trading Company	Wood Stain for benches	£ 40.53
Arun Mowers	Tractor Service	£ 271.03
RS Hall & Co	Internal Audit Fee	£ 180.00
Burgess & Randall	Grass Seed and Engine Oil	£ 134.16

19 / 10.00 NOMINATION FOR PARISH MEMBER ON THE SDNPA

Parish members are elected to the SDNPA, two from West Sussex parishes, two from East Sussex and two from the East Hampshire Parishes.

SALC have advised that the Parish Councils may nominate a Parish Councillor. The Parish Members will be elected by way of a ballot, with two members representing West Sussex Parishes. The closing date for the nomination papers is 24th May.

Cllr Burr has indicated that he wishes to be nominated. Cllr Burr left the room for the members to discuss this issue.

Members agreed to nominate Cllr Burr, the Clerk will complete the Nomination Forms as soon as received.

Cllr Burr returned to the meeting.

19 / 11.00 PLANNING

The Clerk updated the Council regarding recent applications

- SDNP/19/00270/HOUS, Church Cottage London Road Hardham, Permitted
- SDNP/19/01220/TCA, Downsway London Road Watersfield, Permitted
- SDNP/19/00471/HOUS, Sandrock, Old London Road, Coldwaltham, Permitted

Cllr Burr noted his decision to not hold meeting: re SDNP/19/01862/FUL – Fold View Church Farm, construction of a new agricultural barn.

19 / 12.00 CORRESPONDENCE

Cllr Nelson has received comments regarding a footpath being blocked accessed up from Coldwaltham House along Waltham Park Road, - the path peters out. The Clerk will liaise with Cllr Nelson to confirm the footpath number and advise the PROW Rangers.

19 / 13.00 ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK

19 / 13.01 The Clerk advised that she would be posting an advert for the 2 councillor vacancies. The deadline for candidates to respond is Friday 7th June, to be invited to the June meeting. The details to be included in the Link.

19 / 13.02 Cllr Burr noted that the manure on the Brookview Meadow has not been moved yet, although he thought that the SDNPA had reached an agreement with the Barlavington Estate, for its removal as soon as conditions are favourable – the situation has not changed for the last 3 months.

Nitrifying the meadow would not be consistent with the field remaining a wildlife meadow. Cllr Burr asked for the support of the Parish Council to challenge the SDNPA for further information regarding the situation, as the issue has received some very scathing comments in the village.

19 / 13.03 Cllr Burr noted that the Waltham Brooks had received a very favourable mention in that day's Guardian.

19 / 13.04 Fittleworth Village Store – has been well received, it was noted that there are members of Coldwaltham Parish who volunteer there.

19 / 13.05 Cllr Hewer advised that there were two Give Way signs which had been damaged; at the junction of the A29 and the entrance to the Hardham Waterworks, and again on the A29 its junction with Old London Road on the Pub side at the Pulborough end. The Clerk will advise WSCC Highways to have these repaired.

19 / 13.06 A number on members commented on the fly tipping which had occurred on Brook Lane, also it has been noticed that tyres have been dumped there in the past.

Members suggested that an article is included in the Link advising that members of the public can report this directly to HDC, details are on their website.

19 / 13.07 Cllr Nelson is working on some questions for a Parish Survey.

19 / 13.08 Cllr Nelson advised that the Speedwatch Team are doing a very good job. It was great news that there are members of the community who are taking on voluntary roles within the village.

19 / 14.00 **PARISH MAGAZINE**

Cllr Evans will continue for this month, collected items from council for inclusion in the Parish Link for April.

- Alban Head update
- Advert for PC vacancies
- Fly tipping and who to report to
- Discussion regarding the ongoing issue of the manure
- Accounts will be on the website from June

19 / 15.00 **DATE OF NEXT MEETING.**

Next meeting of Council: is the Parish Council Meeting on Tuesday 18th June 2019 at 7.30pm, at St James School.

Meeting Closed at 8.45 pm.

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

Distributed to those present, also Cllr Hewitt, C Cllr Arculus and D Cllrs Donnelly, Clark and Vanderklugt.