

# COLDWALTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 15<sup>th</sup> MAY 2018 7.30PM ST JAMES SCHOOL, CHURCH LANE, COLDWALTHAM

Those Present:	Cllr G Nelson	Chairman
	Cllr S Hewer	Vice -Chairman
	Cllr T Burr	
	Cllr O Dudman	
	Cllr A Hewitt	
	Cllr J Bowler	
	Cllr A Lilley	
	Cllr J Evans	(late)
	Mrs LD Sherlock-Fudge	Clerk

### ACTION

#### 18 / 01.00 PUBLIC PARTICIPATION

None Present

#### 18 / 02.00 TO ELECT CHAIRMAN & VICE CHAIRMAN

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

Thanks, were expressed to Cllr Hewer, for all she has done as the Vice-Chairman and the lead she took on planning.

Cllr Bowler proposed Cllr Burr for Vice Chairman; seconded by Cllr Hewitt, 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.

#### 18 / 03.00 TO APPROVE AND SIGN MINUTES

Minutes for meetings held; 15<sup>th</sup> March 2018 was accepted and signed by the Chairman.

#### 18 / 04.00 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

C Cllr Arculus sent her apologies, Cllrs Evans advised that he would be late.

#### 18 / 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 members.

No declarations were received at this point for this meeting.

**18 / 06.00**    **PARISH YEAR**

**18 / 06.01**    The Clerk distributed changes to the wording for the Standing Orders regarding points: 37; Members Interest, 38; Inspection of Documents and 47; Freedom of Information Act. These were agreed by members.

The Clerk advised that she had updated the wording of Privacy Notice on the Website. This was agreed by members. The clerk would need to check if the 20days is working or others.

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

**18 / 06.02**    The Clerk reported to council regarding: Roads, Footpaths, Bus Shelters, Noticeboard, and the Alban Head Play Equipment.

The use of weed killer, was questioned, at the playing fields, Cllr Nelson confirmed that it is safe for children and pets and is sprayed by a licenced operator. This is done bi-annually.

Cllr Nelson noted that the Accident Book at the pavilion needs to be checked, that it is still in place.

**18 / 06.03**    The Council reviewed the current list, changes were made, the updated list is attached as Appendix A.

Coldwaltham Youth Club – Members who attended their recent CYC AGM, reported back. The club are looking to give it one last push and are advertising this locally.

Cllr Burr updated members regarding Lodge Hill, who had made a representation to SDNPA regarding their Local Plan: all comments are now available on the SDNPA website. It revealed that Lodge Hill are proposing to develop about an acre of woodland around the youth club site.

**18 / 06.04**    The Council reviewed & confirmed the current bailiffs; Steve Dudman, Paul Hubbard & Colin Smithson.

Cllr Dudman asked to be included on the list of piscary bailiffs, noting that the Environment Agency is looking to increase the fishing season to all year, if this happens then the role would be all year.

Members agreed.

**18 / 07.00**    **2017/18 - YEAR END ACCOUNTS**

**18 / 07.01**    **Year 2017/18 Annual Governance Statement:** The Clerk advised that she had completed Section 1 of the Local Councils Annual Return. These are available on the website.

**18 / 07.02**    **Year 2017/18 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.

**18 / 07.03**    **Year 2017/18 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 12<sup>th</sup> June. These are available on the website.

**18 / 08.00**    **FINANCE**

**18 / 08.01**    **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 C & D respectively.

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.

Members agreed a payment towards the Royal Wedding Street Party to cover the Insurance premium.

<b>18 / 08.02</b>	<b>Payments:</b> Authorised and signed cheques by the Chairman, Clerk and Cllr Burr for;		
	RS Hall & Co	Internal Audit Fee	£ 180.00
	Travis Perkins	Line marking Paint (AHPF)	£15.00
	Arun Mowers	Mower Service (AHPF)	£619.91
	Burgess & Randall	Purchase of Strimmer (AHPF)	£219.00

<b>18 / 08.03</b>	<b>Confirmation payments made since the last meeting:</b> Authorised and previously signed cheques by the Chairman, Clerk and Cllr Burr for;		
	Horsham Association of Local Councils	Annual Subscription	£15.00
	West Sussex ALC Limited	Annual Subscription	£291.59
	Sussex ALC Limited	Annual Subscription	£17.00

#### **18 / 09.00**    **CHAIRMAN'S REPORT**

Nothing to report.

#### **18 / 10.00**    **PLANNING**

The Clerk updated the Council regarding recent applications;

- SDNP/17/05406/HOUS, Oakwood Cottage, Colebrook Lane, Watersfield, Permitted
- SDNP/17/01633/FUL, Hardham House, London Road, Hardham, Permitted.
- SDNP/18/00059/FUL, Bury Gate House Bury Gate, Permitted.

#### **18 / 11.00**    **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

**18 / 11.01**    Cllr Nelson had received an enquiry from a local parent regarding the vacancy on the PC, who has lived in the village a long time.

**18 / 11.02**    **GDPR** – The Clerk noted that the government had relented, in that parish councils do not now need to appoint a Data Protection Officer; however, NALC are still recommending they do. She wants to check this before finally advising council. Speaking to other local Parish Clerks, the larger councils appear to be appointing but the smaller councils not.

The clerk highlighted issues which need to be considered:

- The use of councillor personal email addresses. Where the clerk receives an enquiry from a resident, will cut the question into a second email conversation, so ensuring the residents personal details are only kept by the clerk. However, should the resident email the councillor directly the council needs to have a policy for this instance.
- Residents details held on the Winter Help Scheme - not under the PC control, also held in paper form.

Cllr Nelson proposed that he, the Vice-Chair and Clerk would meet to discuss the way forward.

**18 / 11.00**    **Footpath 2451** from Silverdale to Brook Lane (closer to the railway bridge) problems where the tenant had cut back trees, sprayed to kill the grass, and then burnt the field, causing the fire brigade to be called, the footpath along the edge of the field had then been ploughed up. Cllr Evans advised that he had spoken to Neil Dallyn, the situation is now under control.

**18 / 11.00**    HDC have invited two councillors to their next Planning Forum.

**18 / 11.00**    Cllr Evans updated members regarding his meeting with the police, when he assessed the sites for our Speed Watch, two sites have been agreed: between Church Lane and Arun Vale & at the junction of the River Lane & Sandy Lane, he despaired about the 30mph speed limit along the A29 through the parish, whilst assessing the sites, he caught 2 motorbikes at 72 miles an hour. Cllr Evans has received further details of some new volunteers.

**18 / 11.00**    Cllr Bowler noted that following the burglary mentioned at the last meeting, a further two have occurred in the village, along with two cars that have been seen in the vicinity.

**18 / 11.00** Cllr Burr updated members regarding the SDNPA Local Plan submission The Secretary of State has appointed an examiner. The next issue for the PC to agree is whether the PC would wish to give oral evidence to any Inquiry. Members were asked to consider this.

**18 / 11.00** Cllr Burr updated members regarding the decision by Highways England, who have announced their preferred route for the A27 around Arundel. This is Option 5A the Binstead route, however this is still several years distant.

**18 / 12.00** **PARISH MAGAZINE**

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

- Street Party Report.
- Bike Story
- Burning Path
- GDPR
- Highlight the burglaries
- Music Event here at school.

**18 / 13.00** **DATE OF NEXT MEETING.**

Owing to the number of apologies received for the next meeting on 12<sup>th</sup> June, it was proposed change this to Tuesday 26<sup>th</sup> June. The Clerk to confirm the with the school.

**Next meeting of Council:** is the Parish Council Meeting on Tuesday 26th June 2018 at 7.30pm, St James School, subject to confirmation.

POST MEETING NOTE – St James School has confirmed the change of date.

Meeting Closed at 8.45 pm.

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

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