

COLDWALTHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD

ON TUESDAY 16th JUNE 2020 7.30PM

* HELD VIRTUALLY (via Zoom software)

* The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (Regulation 5)

Those Present:

Cllr G Nelson
Cllr T Burr
Cllr O Dudman
Cllr C Dennis
Cllr A Lane
Cllr Hewer
Cllr Bowler
Cllr J Evans

Chairman

Vice -Chairman

D Cllr B Donnelly

District Councillor

D Cllr P Clark

District Councillor

D Cllr D van der Klugt

District Councillor

Mrs LD Sherlock-Fudge

Clerk

Before the meeting there was an opportunity for members of the public present to speak with council. No public attendance.

ACTION

20 / 01.00 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

No apologies were received.

20 / 02.00 TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS

No new declarations were received for the meeting.

20 / 03.00 TO APPROVE AND SIGN MINUTES

Minutes for the council meeting held on 10th March 2020 and planning meetings held on 17th March and 2nd June 2020 were accepted and signed by the Chairman.

20 / 04.00 2019/20 YEAR END ACCOUNTS

The Clerk had distributed the Annual Governance and Accountability Return and the Internal Audit Report to members prior to the meeting.

20 / 04.01 Year 2019/20 Annual Governance Statement: The Clerk confirmed that she had completed Section 1 of the Local Councils Annual Return. This will be available on the website.

20 / 04.02 Year 2019/20 Internal Audit Report: The Clerk confirmed that Rachel Hall had completed the internal audit, copies of the revised report had been distributed to all Councillors prior to the meeting. This is attached as Appendix A and on the website.

20 / 04.03 Year 2019/20 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. This will be available on the website.

20 / 04.04 Year 2019/20 Certificate of Exemption: The Clerk confirmed that the Council met all conditions for exemption, including income and expenditure below £25,000. The certificate was signed by the Clerk and the Chairman after the meeting. This will be available on the website.

N.B. The Clerk displayed the Year End Reports on the website on 23rd June – so the inspection period would run from 24th June to 5th August rather than to 31st July as stated at the meeting.

20 / 05.00 FINANCE

20 / 05.01 Account Summary: The Clerk distributed copies of up to date accounts for the Parish Council and Alban Head Playing Fields Committee to members prior to the meeting. These are attached as Appendix B & C respectively.

Cllr Hewer asked for more detail regarding two items in the receipts as Upper Beeding Hub Appeal, - This was the distributing body who distributed Covid 19 Funds to the community hubs. A fuller explanation would be given under the next item.

The Clerk noted that the Alban Head is currently not receiving any income due to the current situation, however, July will be the final salary payment for the groundsman. Cllr Nelson updated members that he had been in regular contact with the groundsman, but he is not fit to return to work.

Although, 1 to 1 Fitness started back up this month, to invoice them from July.

20 / 05.02 Payments: Authorised and cheques signed by the Chairman, Cllrs Burr and Hewer after the meeting for:

R S Hall & Co	Internal Audit Fee	£180.00
Arun Mowers	Tractor Service	£354.31
Travis Perkins Trading Co	Bus Shelter Maintenance & Pavilion Paint	£187.23
HM Revenue & Customs	PAYE Apr to Jun	£217.80
Graham Phillips tra Ice Media	Web Hosting	£85.00
Mrs LD Sherlock-Fudge	Zoom Pro Meeting Package	£143.88

20 / 05.03 Authorisation of Payments made since last meeting: Authorisation of previously signed cheques by the Chairman, the Clerk and Cllrs Hewer for;

WSALC Limited	Annual Subscription	£316.18
Travis Perkins Trading Co	Bus Shelter Maintenance	£15.80

20 / 06.00 COVID 19 HUB

Cllr Nelson updated members regarding the success of the community hub activities. Following the lockdown announced in March, the entire country was divided up into local areas where volunteers came forward to run a local hub, Coldwaltham Parish Council put themselves forward for this. The purpose was fundamentally to support vulnerable members of the community, of which Coldwaltham has significant numbers. Thanks, were expressed to those who had helped, including PC members: Cllrs Dudman, Hewer and Mr and Mrs Bowler.

The help mainly took three forms: making about 15 weekly phone calls to vulnerable people and checking that they were okay, co-ordinating the delivery of over 24-30 prescriptions from the local chemists via the Labouring Man and arranging usually 10 weekly deliveries of food. This has proved a success. Most residents were able to manage themselves with the

assistance of their neighbours, the Hub received two additional referrals from county or district, where there was a great need. He again thanked those volunteers who came forward and helped the community. Over the 12 weeks Cllr Nelson had kept in close contact with our coordinator Julie Mckenzie from HDC.

Moving on from the current situation, the Labouring Man is preparing to recommence their primary business in July but, might continue to provide some food supplies. Some Community Hubs have decided to continue a more active role in their community. However, Cllr Nelson proposed that when the situation ends, the council would return to providing only the regular assistance associated with a Parish Council.

HDC raised a funds from donation for the use by hubs in the local area, which was distributed by another Upper Beeding Hub. Coldwaltham's Hub received a proportion of this funding for the Hub's use, towards travel expenses and providing groceries.

Cllr Bowler asked if there were many people who were in dire need in the village. Cllr Nelson noted that those who had been having problems were assisted to apply for universal credit which had been received quickly to help them.

20 / 07.00 ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK

- 20 / 07.01** The Clerk updated the Council regarding recent applications
- SDNP/2000256/FUL, Studios 7 & 8 Hardham Mill Business Park London Road Hardham, Permitted
 - SDNP/19/05509/LDP, Ingrams Barn Ingrams Farm London Road Hardham, Refused
 - SDNP/19/04741/HOUS, The Old Mechanics Church Lane Coldwaltham, Permitted
 - SDNP/19/05696/FUL, 1 Mapleleaf Coldwaltham, Permitted
 - SDNP/20/00694/FUL, Land North Of Waltham Park Road, Coldwaltham, Withdrawn.

Cllr Burr added that there had been about 40 objections regarding the campsite on Waltham Road, including from Fittleworth PC, the site is more visible from there.

- 20 / 07.02** Cllr Evans updated members regarding St James School, the current head of St James and Amberley is leaving at the end of the term to take up a new position in East Sussex. This has prompted discussions regarding a possibility of bringing Bury school into the partnership situation. Small local schools are under immense pressure by WSCC to be financially efficient. This is seen as a further step of ensuring all three schools have a viable financial future, whilst they have differing speeds of increasing their pupil numbers. Discussions are still ongoing on how to achieve this three-school partnership in time for the new school year in September.

Cllr Nelson asked for clarification regarding the position of the governing bodies: Cllr Evans noted that the current St James & Amberley governing body and Bury governing body will remain until the three-school partnership has been embedded. Highlighting; that St James is currently the growing school in numbers and possibly the most financially strongest at the moment. Both St James and Bury have space pressure – hence the planning application for an additional classroom, which they hope to hear about shortly.

Cllr Nelson asked if there is to be any public consultation regarding these changes. Cllr Lane confirmed that letter have been sent to current parents. Cllr Dennis asked about consulting parent who have children who will be attending in the next couple of years. Cllr Evans advised that the school can only contact those parents known about.

Cllr Evans noted that it was interesting, that all three schools are beginning to take pupils from outside immediate catchment areas, Bury from north Arundel, Amberley from west Storrington and Coldwaltham from Pulborough. There is a certain attraction among some parents to a small village school, which is pulling pupils in from other areas with the benefits that a small school bring to some pupils.

20 / 07.03 Cllr Evans updated members regarding Speed Watch - there has been a lot of activity generated in Bury PC, which is in the Chichester District Council, who have been engaging with their District Councillors and Andrew Griffiths our MP. It all hinges on the fact that the bottom of Bury Hill is a 50mph speed limit, and Speed Watch activity has no authority to act so Bury PC has no ability to act, so it is reliant on a police presence, which was well noted over the recent two bank holidays. It is also very difficult to deal with motorbike activity, without a double vision police camera. So Bury PC are very reliant on police presence unless they can get the speed limit at the bottom of Bury Hill reduced. It is also important to be mindful of the fact that if the motorbikes are removed from one location it will only move them to another in the community, difficult to control. It was noted during the lockdown period, the carpark had been shut and there had been lots of irresponsible parking along the road.

Cllr Nelson asked if there was any update with the meeting set up by Chichester D Cllr Alan Sutton, - Both Cllrs Bowler and Evans had tried to attend the zoom meeting but had been unable to. Cllr Bowler advised that this is a large action group set up by Chichester District Council looking the nuisance caused by groups of motorbikes in wider area: not just along the A29 and Bury Hill, but also along the A272 from Midhurst through to Wisborough Green. Both to contact Alan Sutton to be included in future meetings.

Speed Watch is empowered to be back in action, but the group are anxious regarding the 2m distancing rule and are looking at it and hoping to be back on the road in the next 10 days.

Cllr Dudman left the meeting at this point.

20 / 07.04 Cllr Evans asked if there had been any feedback about the effectiveness of the Parish Newsletter during the lockdown period, Cllr Nelson advised that this had been sent to about a hundred email addresses during the period and had received many very positive comments.

20 / 07.05 Cllr Burr as we proceed into the autumn, not to lose sight of the initiative the Parish Council started, looking into a Neighbourhood Plan, and recommence where we left off, look at restarting the initiative. Highlighting the time scales regarding the window to be able to influence the next SDNPA Local Plan talks.

Cllr Nelson cautioned that in the present climate the logistics would need to be looked at very carefully. The Parish Council need to review this in the autumn.

20 / 07.06 Cllr Nelson updated members regarding Cllr Hewitt, who has been in strict isolation conditions, he has been in contact with her for discussions over her future role on the PC.

20 / 07.07 Cllr Dennis updated members regarding the Sandham Hall committee who haven't meet since our last meeting in March. Everyone is well aware that: the lighting has been replaced and that the Post Office is back up and running. The committee is due to meet this week via zoom as further updates should come out of this.

Cllr Nelson noted that since the school had restarted, he has received comments from residents worried about the parking again. Cllr Dennis has already asked for this to be included as an agenda item.

20 / 07.08 Cllr Dennis updated members about the sports activities she had been investigating, sadly these have become a victim of the COVID situation, however, will restart her efforts when able to.

20 / 07.09 Cllr Dennis confirmed that the Schools Crossing Person had changed in March.

20 / 07.10 D Cllr Clark updated members with HDC items:

- HDC Local Plan has received over 6000 comments – currently reviewing these.
- Leader of Council wrote to the Secretary of State asking for the delay for the process but are not able to delay this.
- HDC has paid out on behalf of the government over £26.2 million to businesses, another discretionary grant of £1.3 million just received, £128K grant towards shopping areas to enable them to open safely and to encourage people to go shopping.

20 / 07.11 Cllr Nelson asked members that he would need the assistance of a couple of councillors to meet with the Environment Agency regarding an issue with the Slipway at Swan Corner in the autumn.

20 / 07.12 The Clerk updated members regarding the field on the flood plain outside Pulborough, which was recently sold for £60K.

20 / 07.13 Items collected from council for inclusion in the Parish Link for July:

- Community Hub experience and thanks
- Speeding news
- Weekly Newsletter
- Village Hall and alert people on parking

20 / 08.00 **DATE OF NEXT MEETING.**

Next meeting of Council: is on Tuesday 15th September 2020 at 7.30pm. Cllr Nelson hopes that the Parish Council will be able to hold this meeting in person, but can be held virtually if necessary.

Meeting Closed at 8.35 pm.

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

Distributed to those present, also Cllrs Hewitt and C Cllr Arculus.