

COLDWALTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 26th JUNE 2018 7.30PM ST JAMES SCHOOL, CHURCH LANE, COLDWALTHAM

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| Those Present: | Cllr G Nelson Cllr T Burr Cllr S Hewer Cllr O Dudman Cllr A Hewitt Cllr J Bowler Cllr A Lilley | Chairman Vice -Chairman |
| | Mrs LD Sherlock-Fudge | Clerk |
| Parishioners | Chrissie McGinn | Richard Hewitt |

ACTION

18 / 14.00 PUBLIC PARTICIPATION

Cllr Nelson welcomed everyone to the meeting.

Chrissie McGinn appreciated the report that the PC put into the SDNP following the Development Briefing for the site adjacent to Brookview.

18 / 15.00 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Evans, C Cllr Arculus and D Cllr Clarke.

Cllr Nelson noted that Andy Lane is still keen to join the Parish Council, but, was unable to attend this meeting.

18 / 16.00 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.

18 / 17.00 TO APPROVE AND SIGN MINUTES

Minutes for meetings held; 15th May 2018 was accepted and signed by the Chairman.

It was highlighted to all members, that although the Parish Council Meeting Minutes are not signed until the next meeting, under Transparency Rules, all minutes of meetings must be posted onto the website within a month of the meeting in question. The clerk will update the website to reflect this; that minutes are posted as draft minutes until the following meeting. The PC accepts no responsibility or liability for any use by others of unapproved minutes. We urge our community to be vigilant, as we are aware of a local magazine, who have been publishing extracts of our minutes from our website without our agreement before they have been approved thus attributing inaccurate statement to the Parish Council.

18 / 18.00 FINANCE

18 / 18.01 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 left the meeting at this point.

Cllr Nelson confirmed that payment for the clerk's extra hours was agreed by members, noting the clerk wished this to be spread over the rest of this financial year. Standing Order Letter instructing Lloyds Bank to amend the current Standing Order was signed by the Chairman, and Cllrs Hewer & Burr: amending Clerk's Salary to £417.04. Members agreed to discuss proposal for the Clerk's hours at the Sept meeting.

18 / 18.03 Payments: Authorised and signed cheques by the Chairman, Clerk and Cllr Burr for;

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|-------------------------------|---------------------------|---------|
| HM Revenue & Customs | PAYE Apr to Jun | £208.80 |
| St James Primary School | Meeting Fees (Apr to Jun) | £80.00 |
| Travis Perkins Trading Co | Ironmongery (AHPF) | £3.18 |
| Graham Phillips t/a Ice Media | Annual Web Hosting Fee | £85.00 |
| Sandham Memorial Village Hall | Post Office Rent | £150.00 |
| Sandham Memorial Village Hall | Street Party Insurance | £134.00 |

18 / 18.04 Confirmation payments made at the last meeting: Authorised and previously signed cheques by the Chairman, Clerk and Cllr Burr for;

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|-------------------|-----------------------------|---------|
| Travis Perkins | Line marking Paint (AHPF) | £15.00 |
| Arun Mowers | Mower Service (AHPF) | £619.91 |
| Burgess & Randall | Purchase of Strimmer (AHPF) | £219.00 |

18 / 19.00 CHAIRMAN'S REPORT

Cllr Nelson reported that the Street Party went very well, not all the money hasn't been collected yet. It had been agreed that the money will be distributed to sports clubs in the community.

Members of the PC & Alban Head Committee met with SDNP regarding some outstanding Section 106 money, which is nearing its reclaim date: The Transport Portion, has been used to fund the Speed Radar and safety equipment; high visibility jackets. The Community Portion, the Alban Head are looking to claim this money to put towards refurbishment of the changing room showers and the kitchen facilities. This will enable the many clubs, who now regularly use the pavilion, to keep their supplies of tea and coffee securely during the week.

Mark Streeter has been asked to quote for replacement of the fencing and gate around the play area, hoping to have this complete for the summer holidays.

Cllr Nelson highlighted that the Alban Head is being used more especially over the last few years: The appointment of Matt Dingle as the manager, has seen an increase of activities, and being able to sell the facilities more, not only in this community; addition of Storrington Vipers, his Fitness Group use this, for which the Alban Head receives a monthly income; also, the Petworth Schools using tomorrow. Cllr Burr noted that there is still an untapped market; women and the more senior members of the community.

18 / 20.00 GENERAL DATA PROTECTION REGULATIONS

Cllr Nelson and Cllr Burr and the clerk had met to discuss the develop of a policy. They agreed an action plan, which has been circulated to all members.

Cllr Nelson highlighted that there is one item which affects all members. The use of personal emails by councillors, the clerk stressed that members email addresses are also personal and so should not be given to members of the public, for their own privacy.

When emails are received by the Clerk, she will cut the query into a separate email to the councillor, so keeping the resident and councillors email information separate. However when an email is received directly from a resident by a councillor, the councillor is to forward onto the clerk,

to be treated as before, and then to delete both the incoming and sent email so protecting the residents privacy.

Cllr Lilley suggested having councillor email addresses linked to the website address. The Clerk will investigate this.

D Cllr Donnelly noted that HDC have a new Monitoring Officer, who has been looking GDPR for HDC.

18 / 21.00 **CORRESPONDENCE**

The Clerk advised that Stonewater has invited members of the council to a small event at the new development to celebrate Rural Housing Week on Monday 2nd July.

18 / 22.00 **PLANNING**

The Clerk updated the Council regarding recent applications;

- SDNP/18/00955/HOUS, Beacon House, London Rod, Watersfield, Permitted
- SDNP/18/01085/HOUS & SDNP/18/01086/LIS, Fowlers Cottage London Road Coldwaltham, Permitted

The Clerk advised that a Planning Meeting, was required members agreed next Monday 2nd July.

18 / 23.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

18 / 23.01 The Clerk advised that there were two items of maintenance items at the Alban Head have been approved: cladding to the rear of the Pavilion and replacement of the Ladies external loo door. Chris Glitheroe is managing these works.

18 / 23.02 Cllr Lilley noted that it was good to speak about the Youth Club earlier. She noted that some people think that it is only for those at St James school, it isn't the case, as there are other ages involved. There is now an opportunity for the community to put together something.

Cllr Hewitt suggested getting a meeting together to form a new youth club. Cllr Evans believes that the Head at St James school is willing to test the waters, with a meeting, perhaps before the end of term.

18 / 23.03 Cllr Hewitt highlighted that the footpath around the development is very overgrown, the clerk will advise Stonewater as it is the landowner's responsible for any footpath on their land.

18 / 23.04 C Cllr Donnelly updated members regarding HDC:

- Development at Stopham Road; the proposed housing development adjacent to the station to include additional station carparking has been delayed, however the applicant is not responsible, but by Network Rail.
- Bins – asked if the PC had received any complaints.
- Changes to Rural Parking – PC noted that still receiving complaints.
- Governance Team are looking at the planning committees; currently North or South areas, Cllr Lilley asked about if HDC were going to appoint a heritage officer; Planning appointments are hard to fill and retain.

Incinerator at Warnham – was turned down at committee, it is expected that the applicant will appeal. Cllr Donnelly noted that HDC have no landfill for general waste, which had been sent to China, however China have stopped taking it.

18 / 23.05 Cllr Dudman requested dog fouling signs for along Brook Lane adjacent to the allotments.

18 / 23.06 Cllr Dudman noted that the fence behind the Brookview bus shelter is falling apart, need to contact who manages this area. The Clerk will investigate.

18 / 23.07 Cllr Burr attended a HALC meeting: received a briefing from Velo South, – large scale cycle event on 23rd Sept, aware of closures on A29

18 / 23.08 Cllr Nelson advised that the Cricket club is putting together a Lottery Funding Bid for the replacement Cricket Nets, given the intensity of current use. The past the council made the purchase to recover the VAT.

18 / 23.09 Update the Winter Contingency Plan: to update the list of helpers and those in need, suggested to include a requested in the parish magazine.

18 / 24.00 **PARISH MAGAZINE**

Cllr Evans collected items from council for inclusion in the Parish Link for August & September, over the summer recess:

- Cycle Ride
- GDPR – simple detail regarding residents accessing their information

18 / 25.00 **DATE OF NEXT MEETING.**

Next meeting of Council: is the Parish Council Meeting on Tuesday 11th September 2018 at 7.30pm, the Limerick Studio, Lodge Hill, subject to confirmation.

The lodge Hill AGM is on 23rd October so will not clash with any meetings.

Meeting Closed at 8.55 pm.

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

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