

COLDWALTHAM PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD

ON TUESDAY 23rd MAY 2023 7.30PM

SANDHAM HALL, LONDON ROAD, COLDWALTHAM

Those Present:	Cllr G Nelson	Chairman
	Cllr J Evans	Vice-Chairman
	Cllr C Dennis	
	Cllr A Davies	
	Cllr O Dudman	
	Cllr K Coughtrey	
	D Cllr Paul Clarke	District Councillor
	D Cllr Len Ellis Brown	District Council
	Mrs LD Sherlock-Fudge	Clerk

No members of public present.

23 / 01.00 **TO ELECT CHAIRMAN & VICE CHAIRMAN**

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

Cllr Dennis proposed Cllr Evans for Vice Chairman; seconded by Cllr Coughtrey, no one else was proposed. Cllr Evans duly elected as Vice-Chairman.

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

23 / 02.00 **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 Lane completed his after the meeting.

23 / 03.00 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted from D Cllr Jon Campbell.

Cllr Nelson advised that there are two vacancies on the council following the elections.

23 / 04.00 **TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS**

The Clerk had distributed Members' Register of Interest update forms prior to the meeting; all were received at the meeting.

23 / 05.00 **TO APPROVE AND SIGN MINUTES**

Minutes for the Full Council meeting held on 14th March 2023 and the Planning Meeting held on 28th March 2023 were accepted and signed by the Chairman.

23 / 06.00 **PARISH COUNCIL YEAR**

23 / 06.01 **Current Policies:** The Council confirmed all current policies: Standing Orders, Financial Regulations, Publication Scheme, Members' Code of Conduct.

23 / 06.02 **Council Roles:** The Council reviewed the current list, members agreed nominations to outside bodies. The clerk will distribute and post the list on the website.

Piscary Bailiffs: Council reviewed the Piscary bailiffs; Owen & Steve Dudman, Paul Hubbard & Colin Smithson.

RESOLVED: Members confirmed their revised roles and Piscary Bailiffs.

23 / 07.00 **2022/23 YEAR END ACCOUNTS**

23 / 07.01 **Year 2022/23 Internal Audit Report:** The Clerk confirmed that Rachel Hall had completed the internal audit, copies of the report had been distributed to all Councillors prior to the meeting. This will be posted on the website and in the noticeboards.

23 / 07.02 **Year 2022/23 Section 1 - Annual Governance Statement:** The Clerk confirmed that she had completed Section 1 of the Local Councils Annual Return and was signed by the Clerk and the Chairman after the meeting. This will be available on the website and in the noticeboards.

23 / 07.03 **Year 2022/23 Section 2 - 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 and in the noticeboards.

The clerk will post the Notices of Public Inspection and documents on the noticeboards on the 8th June.

23 / 08.00 **FINANCE**

23 / 08.01 **Account Summary:** The Clerk distributed the accounts for Parish Council and Alban Head Playing Fields Committee to members prior to the meeting. These are attached as Appendix A & B respectively.

23 / 08.02 **Payments:** Authorised and payments signed by signatories after the meeting for:

Travis Perkins Trading Company	Paint for Line Marking	£45.00
WSALC	Annual Subscription	£329.64
Sandham Memorial Village Hall	Meeting Fees (Mar & Apr)	£20.00
Shannon Electrical Services	Pavilion Electrical Works	£150.00
RS Hall & Co	Audit Fees	£360.00
TM Mowers	Mower Services	£764.69
Inca Creative Print	Jubilee Printing	£161.00
Sandham Memorial Village Hall	Meeting Fees (May)	£10.00

Members to revisit the bank signatories after the vacancies are filled.

23 / 09.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

23 / 09.01 The Clerk updated the Council regarding recent applications:

- SDNP/23/00437/HOUS, Colbrook House, Old London Road, Coldwaltham, Permitted
- SDNP/23/00026/HOUS, Sandy Lane Cottage, Sandy Lane, Watersfield, Permitted

Cllr Dennis updated members regarding applications for: Ingrams Barn, Garages at Brookland Way, Yew Tree Cottage – all no updates yet; Ennismore is awaiting the parish comment which will be written after the meeting; and Hoelands Cottage the enforcement officer has advised that an application is required.

23 / 09.02 D Cllr Clarke updated members:

- Horsham District Council was taken by Liberal Democrats at the elections, who now hold a majority.
- Traffic lights on Church Hill seem to be working – however WSCC do not appear to be making any progress with the landowners.
- Pulborough PC also had an election, with a new council formed, Len Ellis Brown was elected the new chair.

23 / 09.03 It was noted that the Sandham Hall AGM is very soon

23 / 09.04 Cllr Evans updated members regarding the issues faced by residents in Silverdale: the parish has really been badly served: the signs advertising the work were incorrect, with the work not being carried out on the day specified, and the work carried out is very poor. The process is a three stage but only the first two stages have been completed, leaving the drains completely covered over, causing water run-off to flow into residents' drives, other drains have now sunk and there are still potholes. The scar on the A29 has continued to worsen but has not been addressed by this work. There was no communication for the residents beforehand. There are

more water collecting puddles since the work has been completed than there had been previously.

Update Traffic Calming Proposals: the village style gates do not need planning so can be put up when the funding has been received. However, WSCC Highways only allow certain types of Speed Indicator Devices (SID). Fittleworth PC are paying a company to move their two SID around the village every 6-8 wks. Cllr Evans feels that WSCC have advised what the PC cannot do but not what the PC can do.

Cllr Evans advised members that new signs have appeared in the village advising that it is a speed-controlled area.

23 / 09.06 D Cllr Ellis Brown advised that the traffic lights on Church Hill will be kept until the full repairs are sanctioned.

23 / 09.07 Cllr Evans and D Cllr Ellis Brown advised that the parishes along the A29 need to work together on the issues of speed, motorcycles and HGVs, each parish acting separately will not achieve the desired outcomes.

23 / 09.08 Cllr Nelson advised that there are two events in the village over the summer months, the first is in June the second at the Alban Head is in September.

23 / 09.09 Cllr Davies advised that the Coronation Street Party was a great success, raising over £3000, for a free event this was a great total.

23 / 10.00 **DATE OF NEXT MEETING.**

Next meeting of Council is on Tuesday 11th July 2023, at 7.30pm, in the Sandham Hall.

Meeting closed at 8.20 pm.

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

Distributed to those present, also Cllr Lane, C Cllr Kenyon and D Cllr Jon Campbell.