COLDWALTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 23RD SEPTEMBER 2025 7.30PM SANDHAM HALL, LONDON ROAD, COLDWALTHAM

Those Present:	**Cllr G Nelson**	**Chairman**
	Cllr J Evans	**Vice-Chairman**
	Cllr O Dudman	
	Cllr C Dennis	
	Cllr K Coughtrey	
	Cllr J Stevens	
	Cllr A Lane	
	Cllr A Davies	
	Mrs LD Sherlock-Fuidge	**Clerk**
Parishioners:	**Mr S & Mrs J Berry**	

DRAFT MINUTES - Not confirmed until the next council meeting

Cllr Nelson welcomed members of the public to the meeting:

Jane Berry, Secretary to Sandham Hall updated the members on the formation of a new 'Friends of Coldwaltham Post Office' group and the role of the SH in making future contributions to the running of the PO. Mrs Berry kindly left a summary of her notes for members.

Cllr Nelson thanked the public for their comments.

25 / 19.00 **TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received and accepted Cllr Dreger, C Cllr Kenyon and D Cllrs Clarke, Ellis Brown and Campbell.

25 / 20.00 **TO RECEIVE ANY DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS FROM MEMBERS, AND ANY CHANGES SINCE THEIR LAST DECLARATION OF INTERESTS**

No new declarations were received, Cllr Nelson confirmed that he had been appointed as a governor to St James school.

25 / 21.00 **TO APPROVE AND SIGN MINUTES**

The clerk noted that a member of the public had highlighted a couple of omissions in the July Minutes, firstly in the public speaking and in item 25 / 13:00.

Minutes for the Parish Council meeting held on 15th July 2025 were accepted and signed by the Chairman.

25 / 21.00 **2024/25 YEAR END ACCOUNTS**

The Clerk confirmed that, Moore had completed the external audit of last years' accounts and highlighting that the council website and email address do not match which became compulsory from 1st April 2025. To be explained later in the meeting.

This report has been added to the reports for the 2024-25 Year End Accounts on the website and have been posted on the noticeboards for the last two months.

25 / 23.00 **FINANCE**

25 / 23.01 **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.

Cllr Evans asked if the work recently carried out on the older play equipment bring the equipment up to standard? Cllr Nelson confirmed that this was the case.

25 / 23.02 **Insurance Premium:** The Clerk advised that the insurance renewal premium for the renewal date 1st October, is £3930.30 for a one year or £3740.49 the first year of a 3-year deal. This is a significant increase; however, this equates to an annual increase of 10.7% and 8.6% respectively since the last 3-year policy was taken up. The Clerk advised that she had been unable to secure any alternative quotes from over providers.

To further reduce the premium, the clerk, with the agreement of the AH chairman and manager, had removed some items from the asset list. Then, following discussions with the broker, the only possibility of any further reductions is to be able to confirm any of the General Risk Management statements. The clerk has considered these and there are two which are possible: Fire Prevention and Housekeeping and Maintenance. This reduces the premium to £3720.52 for an annual policy and £3,524.13 for year one of the 3-year deal.

Resolved: **Members confirmed the £3,524.13 for year one of a 3-year deal with confirmation of the General Risk Management statements.**

The Clerk and Chair to implement changes to comply with General Risk Management statements.

25 / 23.03 **Payments:** payments were authorised for:

Moore	External Audit	£378.00
Chichester Farm Machinery	Tractor and Cutter Service	£1,180.12
Consentino Outreach	Post Office Salaries (July)	£300.00
Mark Streeter	Sandham Hall to Church Lane Hedge	£250.00
Chubb Fire Service	Fire Extinguishers Service and Rental	£185.92
Consentino Outreach	Post Office Salaries (August)	£240.00
Playsafe Playgrounds Ltd	Play Equipment Repairs	£3,266.40
Mrs LD Sherlock Fuidge	Clerks Expenses and Travel	£84.32
Business Services at CAS Ltd	Annual Insurance Premium	£3,524.13
Fields in Trust	Play Inspection Fee	£127.80
Sandham Memorial Village Hall	Meeting Fees	£30.00

25 / 24.00 **SAPPP ASSERTION 10**

The Clerk explained that at Assertion 10 is a new declaration in next year's AGAR audit, around digital, data and information governance. This will be part of the AGAR 25/26, so in the next audit. The clerk noted that there are four main areas: the council's website, the clerk's email address, accessibility of the website and agreeing an IT policy:

- **Council's Website:** needs to be in the form of either abcparishcouncil.gov.uk or abcparishcouncil.org.uk. She was unable to find any information not allowing coldwalthampc.org.uk, so felt that the website complied. The website is owned by Parish Council.
- **Website Accessibility:** the website is being checked by Graham at Ice Media and is mostly compliant, Graham will advise if there are any major problems.
- **IT policy:** to cover the secure and lawful use of digital devices within the parish council, the clerk has distributed a draft policy based on the NALC template. Councillors need to consider how they use their own equipment especially with respect to data security. This IT policy will need to be adopted by council.
- **Council's Main Email:** without looking at emails for councillors. The clerk's email address needs to match the website which it currently doesn't, being @btinternet.com. The clerk with Graham's help is looking at options.

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Cllr Nelson was reluctant to accept these requirements, noting that it is more bureaucracy for small councils. Cllr Dennis advised that sometimes you had to accept that changes are made which needed to be taken on board.

The clerk will continue to investigate the options for firstly, the clerk's email and potentially for councillors' emails too.

25 / 25.00 **TRANSPORT ISSUES IN THE VILLAGE**

In Cllr Dreger's absence Cllr Evans noted that a passage had been written for the Link on the road improvements for the parish.

Cllr Nelson had recently been traveling in Surrey, where numerous average speed cameras had been installed along the A283 through Chiddingfold and Witley, if these were installed that would ensure better compliance with speed limits.

25 / 26.00 **SPNPA - SOUTH DOWNS LOCAL PLAN REVIEW**

25 / 26.01 **Call for Gypsy, Traveller, and Travelling Show People accommodation:** The Clerk advised that SDNPA had emailed calling for sites to meet this, Cllr Nelson noted that the parish have no sites to recommend.

25 / 26.02 **HO052 Hardham Mill, Hardham:** The clerk advised that SDNPA as part of the Regulation 18 consultation new sites were submitted for consideration. One site has been added in the parish adjacent to Hardham Business Park, for the provision of 2760sqm of employment space. SDNPA are seeking local evidence for this site. Members suggested that consideration was given to the increases in traffic expected and detail of the proposed development.

25 / 27.00 **ITEMS FROM MEMBERS OF THE COUNCIL / PARISH CLERK**

25 / 27.01 The Clerk updated Council regarding recent applications decisions:

- SDNP/25/01491/HOUS - Besley Farm, River Lane, Watersfield, Permitted.
- SDNP/25/03234/PNTEL – Telecommunications Mast, Lodge Hill Education Centre, London Road, Watersfield. Permitted.

25 / 27.02 Cllr Dennis updated Council regarding recent planning applications.

- Cherry Tree Cottage – replacement windows
- Telecommunication mast at Lodge Hill – changes to the mast.
- Besley Farm – Application has been received for the barn following the prenotification application.
- Coldwaltham Farm, - an application has been received to convert the stables into accommodation, a barn to an open room. Also, the proposals mention installing water tanks. As the property is listed there is a further element where the current 1950's front elevation will be changed, the lower brickwork to be painted and the upper part to be hung with tiles to better reflect an older façade. Cllr Dennis to provide a comment in agreement.
- Planning Compliance – The field mentioned at the last meeting – the clerk contacted SDNPA who were happy that there were no breaches with the track and fencing.
- A second field at the end of Kings Lane, a previous application had been refused, where changes to the layout had been made and containers sited in the field. The clerk had contacted SDNPA compliance team. SDNPA were aware of this field and had already visited it to check following the planning refusal, they were currently happy with the changes as the field shelters were not fixed. But they would make further visits to ensure that this remained the situation.

25 / 27.03 HDC have advised that the new development on Waltham Park Road, would have a road name of "Forest Edge" and each house will have an individual name based on trees to reflect the wooded situation of the development. Members had no comments; the Clerk will confirm to HDC.

25 / 27.04 Cllr Dennis noted that the footpath passing the Sewage Works still has damage to a footbridge. Notices had been up on the path; however, no repairs appear to have been carried out. The Clerk to contact both WSCC PROW and SWT.

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25 / 27.05 Cllr Davies suggested contacting the NFU for a standalone tractor policy. The clerk would look into this but advised that it might not be possible to set up before the renewal date.

25 / 27.06 Cllr Lane – advised that Friends of St James school were looking for funding for the new outside classroom. Cllr Nelson suggested that the made a formal request to council.

25 / 27.07 The Clerk and Cllr Nelson advised that HDC had contacted the parish regarding Asset Transfers of land they own to either the parish council or a community group. There are two sites in the parish: a small site Land at Brook Lane a very narrow strip of land south of Tudor House and north of Allotments, and Brookland Way Play Area. Cllr Nelson advised that the play area is an important asset for the village but could be a considerable financial commitment, in the same way the play facilities are at the Alban Head Playing Fields. However, there might be a community group, new or existing who might consider this. If the council want to be aspirational, council need to consider this.

25 / 27.08 Cllr Nelson advised of recent comments received from St James School suggesting that the Parish Council doesn't support the school. Cllr Dennis disputed this noting that in recent planning applications along Church Lane consideration of the school is stressed with regards to child safety and safeguarding.

25 / 27.09 Cllr Nelson highlighted that Billingshurst PC was recently involved in a local dispute, following an insurance claim for property damage from trees on council land. A cautionary tale to consider.

25 / 28.00 **DATE OF NEXT MEETING.**

Next meeting of Council is on Tuesday 11th November 2025, at 7.30pm, in the Sandham Hall.

The clerk requested options for consideration for council meeting for next year, members suggestion meeting at the school.

Meeting closed at 8.30 pm.

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Chairman:…… Date:……

Distributed to those present and Cllr Dreger, C Cllr Kenyon, and D Cllrs Clarke, Campbell and Ellis Brown.