

SLAUGHAM PARISH COUNCIL

2 Coltstaple Cottages, Coltstaple Lane, Horsham, RH13 9BB

PARISH COUNCIL MEETING MINUTES

Thursday 8th March 2018 at 7.30pm in the Pavilion, High Street,
Handcross

Sally Mclean - Clerk to the Council

Email clerk@slaughampc.co.uk Website: <http://www.slaughampc.co.uk>

Present: Cllrs John Welch (Chair), Andrew MacNaughton, Lesley Read, Julia Elliott, Bob St George,

1 **Apologies for Absence:** Cllr Michael Earle, Cllr Simon Goyder and Cllr David Dunn

Others Present: 1 member of public

2 **Declaration of interest from members in respect of any items on the agenda:**

3 **Approval of the Minutes of the Previous Meeting:** Cllr Lesley Read, Cllr Andrew MacNaughton

4 Co-Option – Council advertised Members vacancy in the villages of Handcross, Pease Pottage, Warninglid and Slaugham for the statutory period for the receipt of petitions for election from 10 electors or more and to date no valid notifications have been received, the Council are therefore permitted to co-opt in accordance with (Rule 6 of 1986 Rules and s86 Local Government Act 1972).

RESOLVED - Mr Pete Clark from the village of Handcross – In accordance with item 4 Mr Pete Clark was co-opted onto Council.

To receive Councillors declarations of office – New member/s will be asked to sign the declaration to office in front of the Proper Officer and produce their register of interests (ROI) within the statutory timescales.

Cllr Andrew MacNaughton noted that he had not seen a notice for the vacancies on the board in Pease Pottage. The Clerk advised that the vacancies were advertised on all the boards and the Councils website since 29th November 2017 in accordance with procedure. The Clerk was instructed to refresh all the notices in each location.

5 **Open Forum:** Council to consider adjournment of the meeting in accordance with Council's Standing Orders, to receive questions from members of the public in attendance –

6 **Matters from District & County Councillors:** to receive verbal reports from representatives of other authorities

6.1 Mid Sussex District Council (MSDC): Feedback from the District Plan Update.
Very little to add having considered representations received on the Main Modifications, the Inspector, Jonathan Bore, held a short hearing on the issues relating to the new site allocation on land north of Clayton Mills, Hassocks on Monday 5th February.
The hearing sessions have now closed, and the Council is awaiting the Inspector's Report, however we believe the Secretary State is close to releasing additional allocations which will feed into the housing numbers.

Hemsley meadow has been cut, not ready to plough and reseed at this time.

Cllr Welch added that he attended the District Plan briefing at MSDC which was very useful, with a graphic description of brown field sites being made available for development with funding DCLG 6.5 million funding to assist in clearing sites.

6.2 West Sussex County Council County Local Committee (WSCC/CLC) Nothing to report
Cllr Welch attended a Committee Review on the 20th February and raised the concerns surrounding Slaugham Mill Pond changing the footpath route, however WSCC supported the new route.

7 **Committee Reports:** to receive and note committee and advisory group updates

The Committee Chairmen will provide an update, Council to consider the RECOMMENDATIONS:

7.1 Finance & Policy: Nothing new to add

7.2 Recreation: Refurbishment of the Pavilion

Cllr Goyder, Ken Boyle and the Clerk have a meeting scheduled for the 13th March to start work on formulation the documentation required to initiate the project required for tendering to contractors.

The Clerk has received the quotes for the replacement/refurbishment of the Playgrounds.

7.3 Neighbourhood Planning: To update on progress
The consultation was extended by an additional two weeks to the end of January, the representations have been evaluated by the Planning Consultants. The Committee have reviewed the recommendations and will be meeting with the Consultants on the 22nd March (TBC) to discuss these in more detail. In addition to the representations made two additional sites came forward which will be looked at and assessed in accordance with the methodology used to assess all sites. It is worth noting that the Council are not obliged to look at any new sites that have come forward.

The Clerk to contact Dowsett & Mayhew with regards current fees and provide an update on the budget. Cllr Welch to check the funding deadline.

7.4 Community Halls: Finches Field to update on progress

Cllr MacNaughton updated members that Fowlers have taken possession of the site, removed the saplings to the area where the building is to be located.

The Clerk added from CTG progress report

- Fencing and site signage complete.
- Felling of trees and root protection complete.
- Building setting out to be completed for approval.
- Drainage Survey to be carried out.
- Levels to be established on site for approval.
- Excavation to commence w/c 5th March

8 Chairman's Report: to review Chairman's updates

8.1 Slaugham Street Lighting – Repairs Update, estimated repairs to the lights in the region of 2k due to the service changes that are required. A new mini pillar and pole box at the bottom have been agreed. Cllr Welch to progress with Street Lights for finalized estimated for works. Funding has also been received towards the costs.

8.2 Nymans Bus Shelter – Cllr Welch advised that repairs Update re-boarded and repainted

8.3 Nymans car park works -Update Cllr Welch advised that works have been running for the last few weeks, so half way through works. Cllr Welch asked if residents had reported issues with traffic of which there were none.

9 Clerks Report

9.1 GDPR - General Data Protection Regulation Clerks Networking Day Update –

The EU's General Data Protection Regulation (GDPR) will apply from 25 May 2018, when it supersedes the UK Data Protection Act 1998. Significant and wide-reaching in scope, the new law brings a 21st century approach to data protection. It expands the rights of individuals to control how their personal information is collected and processed, and places a range of new obligations on organisations to be more accountable for data protection.

SALC

- Comes into effect on 25th May 2018 by which time all Parish Councils and Parish Meetings must be compliant
- From a position of not being prepared to create a template pack and guidelines, NALC has now agreed to oversee its development using external bodies who wish to be involved..
- A difference of opinion has existed between SLCC and NALC/SSALC over the ability of the Clerk to serve as Data Protection Officer; it is now understood that SLCC has shifted its position and recognised the Clerk cannot be the DPO.
- SSALC is in discussion with Satswana, a cyber protection solutions company set up by Colin Howard specifically to offer externalised DPO services to local councils across the Country. The Company ethos is to remove the 'fear and uncertainty' from the process and provide ongoing support. For a single user council the cost will be £150 pa, for a council with 2+ it will be £500 and for the largest town councils, up to £2,000. For this fee an initial impact assessment audit of the Council's data and relationships with Data Processors will be carried out, advice given on steps to be taken and telephone support provided.
- Discussions are also taking place with Maureen Chaffe who has undertaken training for SSALC, Maureen is able to offer a DPO service to a limited number of councils in West Sussex.
- It is vital for councils to understand they are the Data Controller with responsibility for ensuring the integrity and security of the data held by the council.
- This leads us to consider the wisdom of clerks in smaller councils continuing to use their own IT equipment and councillors using their own email addresses rather than a common style eg john.smith@lyttonchaterpc.org.uk
This is an evolving situation with new information emerging on an almost daily basis
The Clerk is talking to the various companies that can assist with the DPO and DC, she is also making the required changes that can be applied at this stage to ensure compliance with the changes.
It is worth noting that the Council do not hold or share information in accordance with current DP rules. The Council will be looking at a new email system to comply with the changes for all of its members.
Cllr Elliott recommended that a process is documented for members as a guide, The Clerk agreed and felt that an evening session could be arrange to discuss this and any changes that members felt were required to current statutory documents would be helpful to ensure that we are following procedure. The Clerk to advise.

- 9.2 For Information 26th May 2018 Cycle Race – Four races in one day which will be coming through the High Street in Handcross
 CSM Sport & Entertainment LLP (CSM Active) is bringing a cycling event to West Sussex under the name Velo South. Velo South is advertised as a cycling road race hosting 15,000 riders on 100 miles of closed roads in West Sussex on 23rd September 2018.
 Velo South is the sequel to Velo Birmingham, a cycling event of the same scale, 15,000 riders, that caused widespread disruption to residents of Birmingham and surrounding villages in 2017, resulting in acts of sabotage by local residents following complaints of a lack of sufficient consultation. Subsequently Velo Birmingham has not been allowed to return in 2018.
 Press coverage: <https://www.birminghammail.co.uk/whats-on/whats-on-news/controversial-velo-birmingham-cycle-ride-14229058>
- 9.3 Sussex Day 6th June – MSDC would like to know if villages are holding fetes etc
- 9.4 A23 resurfacing update – Dates and works have been listed on the Councils website.
- 9.5 Street Naming new development Hoadlands – Cllr Lesley Read to email residents suggestions
- 9.6 Pease Pottage Thakeham Hardriding Farm Development – The Clerk attended a meeting with the Thakeham Project Team as an introduction and an update on the commencement of works. The Clerk showed members the new layout for the work to the highway. This will start middle of March for approx. 13 weeks. A new metro bus service will be running into the new site. The Horsham Road footpath on the bridge will be narrowed slightly to create cycle path. The Council were asked if they wished to take on four new bus shelters members were asked to consider these. Initial thoughts are that is the site has a management company that are looking after the street lights, playgrounds etc and would be best suited to manage the shelters.
 The Clerk will forward the various maps and updates to members.
- 9.7 Water Issues at the Pavilion – South East Water Report
 Description of Works – Water Regulation Rectifications as per South East Water Company Inspection & Survey
 Cistern, 50 gallon requires lid to be installed with insulation jacket and will need to be drained and Repositioned away from the wall.
 Install a double check valve to a hose union tap in disabled WC
 Urinals 1, require new isolation tap, Pet cock, with alteration to filling pipe work and a Hydraulic inferred activated Cisterniser to time and restrict the filling process.
 2x water heaters require single check valves on inlets
 Quote for the works has been received £840.59

10 Correspondence/Information Items/Publications/Consultations:

11 List of Accounts for Payment: To review list of accounts for payment

- 11.1 List of payments February 2018:
Total Payments:
 Total Expenditure £6,170.77 VAT £572.09 Total Payment £5,598.68
 APPROVED-Proposed Cllr Elliott/St George

12 Highways/Footpaths: to review highways projects/items

- 12.1 Parish Traffic Calming Project – To report on progress- Design Meeting scheduled with for the 11th March 2018.
 Cllr Welch asked if members had significant issues with snow, Cllr MacNaughton advised that there was little to no effect, Handcross Cllr Read/St George advised that they were three road traffic accidents on the Horsham Road, the roundabout and on High Beeches Lane, which did involve police and ambulance. A resident James has been putting out the salt on the top of Coos Lane.

13 Police / NHW Report / Resilience Group Reports

- 13.1 Crime Reports cc'd members

14 Any other matters that the Chairman wishes to raise for future discussion:

- Cllr Welch - Relocation of Salt from Parish Lane
 Waste Water – Fat in the waste water, sewage treatment works
 Planters – Bus Shelter Cllr Read coordinating with Richard Speller
 Mid Sussex Living – Article on the Petanque at the Recreation Ground, Handcross

15 Date of next meeting/s –29th March 2018

Signed: _____ Date: _____