

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 26th June 2013 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mr L. Apted **Dr A. Cash**
 Mr.G.Cole **Mr.K.Diamond**
 Mr R. Jackman **Mr B. Sunderland**
 Mrs B. Varley **Mr.G.Watkins**

Mr.M.Neale (non voting member)

Clerk: **Mrs C.Tobin**

County Councillor: **Mr B. Watson OBE.,**

Sussex Police: **Apologies received**

District Councillors: **Not present**

Members of the public: **4**

Press: **West Sussex County Times – Joshua Powling**

F140/06/13 PUBLIC PARTICIPATION

The Chairman asked those present to turn off their mobile phones for the duration of the meeting, unless in an emergency, when they should go through the Chair. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

He asked if there was any member of the press present and if so could they if they had not already done so make themselves known to the Clerk.

At this point in the meeting the Chairman proposed the Suspension of Standing Orders, this was seconded by Mr Apted and approved by all concerned in order to allow members of public to address the Council on matters not on the Agenda.

Mr.G.Cole said that he would like to congratulate the Clerk on Operation Watershed, however he was unaware of the sites selected and the possible further liabilities on the Parish Council. The Clerk stated that this matter had been discussed with Members on two previous occasions and that it was a matter being discussed under correspondence, was the Member (Mr.G.Cole) happy to take the item then?

Mr.Cole said that he must congratulate the County Council on its ability to make hay, following a seven week gap in their grassing cutting contract which was appalling compared to the service offered by the District and Parish Councils. Mr.Cole said that he felt that the standard set by the Parish Council should effectively be maintained throughout the village

with the County Council offering the same standard. Whilst he appreciated that there had been cuts in budget this was no excuse for the poor service delivery.

Mr.Jackman stated that he had raised a number of items at previous meetings relating to dangerous road signs, advertising hoardings, pinchpoints many of which had been reported to the County Council over a seven month period with no action taken. Mr.Jackman stated that the County Councillor had indicated that he would chase the list provided and come back to Council on these.

County Councillor Brad Watson stated that following the previous meetings at which these items were raised, he had taken up the issues with his officers. Unfortunately, officers had to prioritise in relation to works with pot holes taking precedent. Mr.Jackman stated that he considers the A24 road sign a priority as much of this was hanging on the edge of the dual carriageway and was rotten and dangerous. Cllr.Watson stated that the Highways Department took such matters extremely seriously however, as professionals it may be that they in the overall scheme of things and whilst on the list of outstanding items to be repaired, it may not be a priority compared to other more serious risks.

Cllr.Watson admitted that the grass cutting had been an issue, especially as there had been a spurt of growth due to the rain but he believed that they had been out in the last week. Mr.Cole was concerned about not only the standard being achieved but the scheduling of this which seemed haphazard. Cllr.Watson assured Mr.Cole that this was not the case, the actual contract was available as was the schedule which would specify the minimum number of cuts in light of budget cuts.

Mr.K.Diamond arrived at 7.42pm.

Mr.Jackman indicated that at the Finance & General Purposes Meeting he had mentioned that colleagues had difficulty in attending meetings resulting in a poor showing especially at the Annual Meeting of the Council. Mr.Jackman would like the meetings schedule reviewed in order that those members with families and who have difficulties in attending the Annual Meeting of the Council could do so. Mr.Jackman stated that he thought that perhaps with such a large agenda at Full Council that the planning session should be provided with a further meeting. The Clerk advised, that it was the Council who authorised the schedule and if the member wished to discuss this at the next Finance & General Purposes Meeting he should write to the Clerk asking for this to be an agenda item.

Dr.Cash asked the Clerk to respond to questions raised to the Chairman by himself. The Chairman of the meeting indicated that the most appropriate time would be when discussing the Annual Meeting of the Council.

Dr.Cash asked the Clerk's advice as to where he could obtain a copy of Mr.Bull's original conditions for taking on the role of the Chairman of Council as these were not on the website. The Clerk referred the Chairman to the relevant Minute, at which the Chairman of the Meeting, Peter Buckley read the content to those assembled. Dr.Cash said that he only asked in that the Chairman had brought up the non attendance at meetings by colleagues sometime ago, with some being unable to attend meetings due to family commitments and school holidays. Whilst Chairman Bull was away on business, Dr.Cash felt that he should give some respect to others who could not make meetings in order that he be consistent and conform to codes of practice.

Mr.Diamond apologised for the lateness of his arrival, but asked whether the Council were aware of travellers using the Blakes Farm Road area for racing horse and carts. Mr.Jackman stated that this normally occurred around the time of the Derby. The Chairman indicated that the local police team were aware. Mr.Diamond thanked the Chairman stating that this was an road traffic offence and was pleased to hear that the local team were aware and dealing with the matter. If it were the case that this surrounded the Derby, then perhaps the team could be proactive in dealing with the situation.

Mr.Jackman stated that with so many new members some of whom were co-opted recently and who were on the planning committee, it would be good if the Clerk could provide these members with the small booklets which he had received. The Clerk indicated that this would be possible and indicated that her office would be arranging in-house planning training available to all councillors in the near future.

Mr.Chapman asked the Chairman whether he would permit him as Chairman of the Southwater Action Team to report at this point in the meeting. The Chairman indicated that he was prepared to move the agenda item forward subject to the approval of the Council. The Clerk was asked for her advice on this matter and indicated that this matter could not be taken until after Item. 7 of the Agenda. Mr.Chapman thanked the Chairman.

County Councillor Brad Watson said that the issues surround the Highways issues had been taken seriously by the County Council and that a Highways Taskforce had been set up to ensure that the Council were receiving value for money. Mr.Cash asked when the County Councillor was going to provide the report requested including the man hours of the highways team. Cllr Watson indicated that this had been provided to the Chairman of the Council at the end of the previous meeting.

Cllr Watson was concerned about the announcement that day by the Chancellor who had indicated that he was looking for a further 10% decrease in expenditure. This would leave the County Council with a further £55M of savings to be found, therefore it is likely that things in terms of services will become tighter and decision made as to where monies would go.

Mr.K.Diamond, asked whether there was any indication that the District Councillor numbers could be depleted in order to make a saving. Cllr Watson stated that this was a matter for the Boundary Commission. Mr.Diamond stated that with the Compulsory Spending Review reducing the number of employees surely this should be applied to the District Councillors. Cllr Watson said that merely by reducing the number of District Councillors would not reduce the budgets you would simply get less. Mr.Diamond said that surely more for less was being applied across the sector.

F141/06/13 APOLOGIES FOR ABSENCE

Apologies have been received from Mrs.S.Alway, Mr.A.Bull, Mrs.P.Flores-Moore, and Mr.Prosser-Snelling, Mrs.Vickers and Mrs.J.Williamson.

F142/06/13 DECLARATIONS OF INTEREST

There were no declarations of interest at this point.

F143/06/13 MINUTES – 27th March and 29th May 2013

It was RESOLVED by all present that the minutes of the meetings held on the 27th March and 29th May be approved, following the following alterations.

27th March 2013 No changes made to the minutes

29th May 2013

Dr.Cash asked whether the Clerk could provide a response to questions raised with the Chairman in relation to the Annual General Meeting. The Clerk gave a report on the items questioned. Dr.Cash indicated that he was happy with the Clerk's response to the questions raised and had no further questions.

Dr.Cash stated that he believed that he may have inadvertently have issued to a wider audience than was intended an email, which had caused offence this was due to his lack of knowledge when using his Apple Mac. Dr.Cash said he was sorry for the offence caused.

Dr.Cash advised the Clerk that she had not minuted him present at the Annual Meeting of the Council, the Clerk responded that this was because to her knowledge Dr.Cash had provided apologies for that particular meeting. Dr.Cash then stated that it was actually the Finance & General Purposes at which he was marked absent when he had arrived late. The Chairman indicated that this matter would be taken at the appropriate point in the meeting.

F144/06/13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Peter Buckley referring to matters at the Planning Meeting indicated that the Clerk is happy to hold a briefing session for all councillors. This would be a private meeting allowing Councillors to both ask and posed questions on various topics. Mr.Jackman thanked the Parish Clerk for the recent NALC publication on Media which highlighted the correct way for the council to communicate with the public at large.

The Chairman reminded Members that as a Councillor the responsibilities and opportunities are more limited, that is because as a Councillor you are bound by the Code of Conduct and any expression whilst acting as a Councillor could be viewed as predetermination in a given matter.

Therefore if Councillors wish to go down the route of making sweeping statements/remarks, as Councillors you must consider your options. As a member of public you can do anything you may like, but without the safeguard of qualified privilege.

Mr.Diamond stated that individual councillors may issue a press statement in their own right expressing their personal view only making it clear that this does not represent the view of the Parish Council. Councillors having made it clear that this is the case, should out of courtesy pass a copy to the Clerk. Obviously any statement from the Council should be directed through the Clerk's office and Chairman.

The Chairman informed Members that two employee complaints had been received by the Council, addressed to the Chairman of Council. Both the Chairman and Vice Chairman had

sought legal advice from the County Association and were seeking to resolve this matter. The Chairman felt that the Council should be aware that these complaints were likely to form part of two grievances against the Council in its duties as an employer if they remain unresolved.

The Chairman advised Members that having redrafted the Council HR Employment documentation, there would be a HR Committee meeting held on Wednesday, 31st July 2013 commencing at 7pm., in order to discuss the draft documents prepared.

F145/06/13 CORRESPONDENCE

The Clerk asked Members whether they wish to raise matters in relation to correspondence received by the Council.

District Planning Framework

The Clerk informed Members that she had today received correspondence from the Chief Executive of Horsham District Council in relation to the above documents, the draft framework document being reported to the District Council meeting on the 25th July.

Mr.Crowley has indicated that the County Times will be running a feature on the housing aspects of the emerging draft plan this week. This will refer to the proposed allocation of land for 500 homes in Southwater. This would be partly based on the current application but would remove development from more sensitive locations within the current site.

Mr.Crowley has indicated that he is more than happy to discuss both with the Clerk and Council at a meeting should Council wish him to do so. Meanwhile Mr.Crowley advises that the draft framework document will be circulates before the meeting on the 25th in order that there will be opportunities to comment on this before at and after the meeting. Meanwhile it is the Clerk's intention that she will attend the meeting. Cllrs Apted, Bull, Cole possibly attending the meeting with the Clerk. The Clerk stated that she was not aware of the Chairman's diary but would inform him of the date of the meeting.

The Clerk asked to invite the Chief Executive Officer of Horsham District Council to the Parish Council's Planning meeting to be held at 7.30pm in Beeson House, on Thursday, 11th July 2013.

Leisure Survey

The Clerk informed Members that the Council now had the ability to conduct surveys, this would be most helpful to the Parish Council in taking forward consultations in relation to the production of the Neighbourhood Plan. This leisure survey had been shared through the Parish Council's social media sites.

Councillors noted the Clerks comments.

Operation Watershed

The Clerk referring to the news release from the Parish Council, stated that the Parish Council were delighted to received a grant of £66,034.72 as part of the WSCC 'Operation Watershed Communities Fund'. The Clerk would like to pay particular thanks for the help and assistance received from County Council Officer, George Chisenga and Jonathan Ulmer for their invaluable contribution towards the bid itself.

Mr.Cole reiterated comments made previously on this matter, with Mr.Jackman reminding the Clerk that it was the land owners responsibility to ensure that ditches were kept clear. Mr.Jackman reported to the Clerk that the ditch along the field boundary of the Worthing Road close to New Road had not been cleared for a number of years and this to his mind may be the cause of the problems in that particular area. The Clerk responded that she would report to the landowner the concerns about the ditch, but that the problem of the flooding/pooling of water in the area was felt to be connected to drainage issues.

Dr.Cash said that he believed that not so long ago, Cllr Watson informed the Council that the County were now responsible for drainage. He believed that he had given the report requested to the Chairman of Council following the last meeting. In relation to the grant obtained by the Council Mr.Cole, again questioned the potential costs of the drainage works and whether £66k was sufficient to meet the costs of the intended works. Cllr Watson reiterated that the Clerk had consulted with professional officers within the Highways Department who had knowledge of current costs from preferred suppliers.

The Clerk was asked to remind Councillors of the areas identified, the Clerk duly did so.

Butterfly Project

A meeting with the three schools had taken place, and the project will progress with each child being given the opportunity of submitting a coloured drawing within a shell to be provided. The children will be informed by the schools that following the end of term that any drawings not as yet submitted can be handed to the Leisure Centre until the 1st September. The competition will then be judged by the three Heads of Schools, Mr.Bull Chairman of the Parish Council, Mr.P.Bedford (BEL Signs), Mr.S.Chapman and Damian Cecil the local PCSO, should they all be available on the 6th September when judging will take place. The winning entries of 8 large A2 butterflies and 22 smaller butterflyes will then be processed with the hope that the project be formally launched in mid October. This project will also involve the Butterfly Project a local charity who worked with people with learning and physical disabilities in that they will provide some planters, bird/bug/bat boxes.

Members noted the Clerks comments.

West Sussex – Resident and Business Survey Air Travel

The Council was invited to attend a meeting to discuss resident and business attitudes to air travel on Wednesday 10th July from 7.30pm. The meeting is to be held at the Civic Hall, The Boulevard, Crawley. The Clerk would like to know if a member of Council wished to attend.

Mr.Buckley suggested that perhaps a Councillor from the Planning Committee attend, there being no persons coming forth Mr.Jackman indicated that he may be able to get a copy of any minutes for the Council.

Mr.Jackman to acquire if possible a copy of any minutes of this meeting in relation to the Resident and Business Survey Air Travel.

The Schools of Southwater

Vice Chairman of the PTFA has written to thank the Council for the loan of its bunting for the Schools Village Fete. The loan of the bunting having saved money which will now be

used for the benefit of the schools.

Members noted the Clerk's comments.

Seven Councils Facing Special Measures

The Clerk said that she would like to congratulate the Deputy Clerk in bring this matter to the attention of the Parish Council, which as Members were aware resulted in a public statement by the District Council on the implications of the new legislation proposed by Government.

Members noted the Clerk's comments.

Southern Water

The Clerk referred to the email received on the 17th June, on Southern Water's latest news on its plans for the future. Following the publication of the draft Business Plan, Southern Water will be holding a series of stakeholder workshops to which councillors are invited.

Kent	9.30am – 3.30 pm, Tuesday 3 rd September 2013 Bridgewood Manor Hotel, Chatham
Sussex	9.30am – 3.30pm. Wednesday 4 th September 2013 Hilton Avisford Park Hotel, Arundel
Hampshire	9.30am – 3.30 pm, Thursday, 5 th September 2013, Hilton Southampton Hotel, Chilworth
Isle of Wight	9.30am – 3.30 pm, Tuesday 10 th September 2013, Venue to be confirmed

Member's noted the Clerk's comments.

Sustainable Communities Act

Local Works who have been leading the inclusion of the Town and Parish Council sector along with NALC, have written asking this Council for their continued support in seeking a supermarket levy. Local Works are requesting a £10 donation towards the cost of leaflet distribution in order to try and secure the support for such a levy. If successful in raising such funds they could produce and send out thousands more broadsheets on the supermarket levy to build support for the overall campaign especially with large supermarkets having a devastating impact on local jobs, the environment and local businesses. The overall idea is that Council ask for the power to impose a levy on large supermarkets with the money going back into that local area. This has already been introduced in Northern Ireland and is dubbed the 'Tesco Tax' and has helped 8000 small business in Ireland, not only that but is has not led to any increased prices to customers either.

The Clerk indicated that she was delighted on behalf of the Council in that it was being proposed that the inclusion of town and parish councils into the Act may become legislation by Christmas. As and when this becomes fact the Clerk will report further on actions which the Council may like to consider.

Member's noted the Clerk's comments.

A24 Bund – Local Resident approach to the County Council

The County Councillor for Southwater, Brad Watson OBE., had informed the Clerk's office of a request from a local resident in Turners Close to have a bund situated to the southern end of the village to try and reduce the amount of noise being experienced from the A24 traffic. The idea is that developers would provide the County Council free of charge soil, however this project is now being evaluated by the County Council.

The Council asked the Clerk to keep them informed of any progress in relation to the residents request.

F146/06/13 COMMITTEES

Finance & General Purposes Committee – 12th June 2013

It was RESOLVED by all present that the Finance & General Purposes Committee minutes dated 12th June 2013 be approved as a true and correct record of the meeting, with amendments made as follows.

Dr.Cash indicated that he had been omitted from the attendance for the meeting, he had indeed been present.

Mr.Jackman added that he would like his comments minuted in that the minutes did not correctly minute his comments, in that he had stated that none of the items highlighted to the County Councillor had been addressed.

The date of the next meeting being 10th July, 2013.

Planning Committee –13th June 2013

It was RESOLVED by all present that the minutes of the Planning Committee dated 13th June, 2013 be approved.

The date of the next meeting being 11th July 2013.

At this point in the meeting it was proposed by the Chairman, seconded by Mr.Jackman and approved by all that the Agenda Item “Southwater Action Team” be taken at this point, but for the ease of reading the minutes this remains in the order as per the Meeting Agenda.

F147/06/13 ACCOUNTS

The Clerk referred members to the Income and Expenditure and Bank Reconciliations to 26th June, 2013.

It was RESOLVED by all present that the Income & Expenditure and Bank Reconciliations and associated documentation was APPROVED as the true and correct position of the Council.

F148/06/13 ACCOUNTS FOR PAYMENT

The Clerk presented to Members the Payments two schedules to 26th June 2013 one for general payments and the other for salaries amounting to £36,717.06.

Dr.Cash stated why are we “paying them so much.”

It was RESOLVED by all present that the Payments Schedule to 26th June 2013 be APPROVED.

F149/06/13 FINANCIAL ADMINISTRATION

The Clerk informed Members that it was necessary to review the till floats within the Leisure Centre, due to financial policies in place.

It was APPROVED by all present that the till floats be increased from £20 to £30 at the Leisure Centre.

SCUBA

The Clerk informed members that whilst there were still on-going issues with the system things were progressing, the next stage of the project will be to ensure that the marketing aspect of the system is functioning in the manner which the Council expects. A schedule of any issues is being maintained as it is envisaged that a meeting with the supplier be held in the future to review the implementation of the system.

Members noted and approved the implementation programme.

WSSC & Sussex Police

There remains a dispute with both the County Council and Sussex Police in relation to the payment of invoices. The County in particular are questioning the electricity costs in relation to their occupation of Beeson House; this service having been contracted out to a service provider. This matter is being discussed with senior management.

Members noted the action taken to resolve the outstanding invoices in relation to both West Sussex County Council and Sussex Police.

F150/06/13 COUNCIL COMMITTEES

The Clerk indicated that following the Annual General Meeting of the Council, it was noted that the following had occurred.

Mr.Alex Prosser Snelling was omitted from acting as the Council’s Southwater Action Team representation, a position he had held previously. Mr.Watkins had been appointed but has since agreed to stand down in favour of Mr.Prosser Snelling the Clerk believed both Councillors were happy with this position.

Mr.Bryan Sunderland was not nominated to a committee, Mr.Sunderland has agreed to be appointed to the Planning Committee.

Dr.Cash and Mrs.Flores-Moore have indicated that they saw little need of this working party to the relevant Committee and it was agreed by the Committee, that there was no need for the Councillors to be nominated to the Working Party; any matters being addressed by the Clerk in her management role and should authorisation be required then matters would be discussed with the relevant committee.

Dr.Cash has indicated that he does not wish to represent the Council in relation to either the Transport meetings held or the District Community Plan; Dr.Cash had agreed the previous year to attend such meetings when held and the Council in his absence at the Annual Meeting of the Council had thought he may wish to do so again. Dr.Cash informs the Clerk that he wishes to decline the invitation to attend such meetings on behalf of the Council. Mr.Jackman said that the Clerk may perhaps consider another member of staff attend these meetings. The Clerk noted the comment.

The Clerk indicated that should another member wish to attend she would be happy to brief the member on the meetings held which were few and far between, if not she and her Deputy would continue to attend such meetings.

The Clerk reminded Members that all representatives of the Council were appointed or otherwise by the Council, and their first obligation was to the Council as Councillors.

It was RESOLVED that Mr.Alex Prosser Snelling replace Mr.Watkins as the Council's Representative on Southwater Action Team, that Mr.B.Sunderland be appointed to the Planning Committee, that the Clerk or Deputy Clerk attend any Transport Meetings, the Working Party be dismantled and that any future actions be discussed by the relevant committees otherwise delivered by the management team.

F151/06/13 SOUTHWATER NEIGHBOURHOOD PLAN

The Clerk referred Members to the draft remit in relation to the proposed Steering Group in relation to the preparation of Southwater's Neighbourhood Plan and asked Members if they wished to comment on the documents provided?

Should the Council be happy with the proposed draft remit for the Steering Group it would be useful if the Council could appoint the four members of Council at this point. The Clerk could then consult with the community and groups by letter and press asking for volunteers to come forward to participate under the guidance of the remit provided, at which time the Council could select from those who may come forward and then appoint those individuals to the Steering Group dependent on their knowledge of both the community and expertise which will be required within the Steering Group. This will enable the Clerk's office to proceed with the first meeting of the Steering Group and the commencement of the plan process.

Dr.Cash stated the documentation provided by the Clerk's office had been extremely helpful, he himself sitting on at least three charitable trusts.

The Clerk asked Members whether they were in general agreement with the provisions of the proposed Steering Group remit; the Council indicated that it was.

Council then nominated the four Parish Council representatives to sit on the Steering Group, these being Mr.L.Apted (Chairman of Planning), Dr.A.Cash, Mr.G.Watkins (Vice Chairman

of Planning) and Mr.R.Jackman. All matters appertaining to the proposals put forward by the Steering Group to come forward to the Full Council for final approval as per the remit.

It was APPROVED by all that the remit for the Neighbourhood Plan be adopted by the Council, and that Mr.L.Apted (Chairman of Planning), Dr.A.Cash, Mr.G.Watkins (Vice Chairman of Planning) and Mr.R.Jackman be the Council's nominated representatives on the Neighbourhood Plan Steering Group.

F152/06/13 SOUTHWATER ACTION TEAM (Note this Item was taken earlier in the meeting)**

Memorandum of Understanding & Constitution Documents

Mr.Chapman, Chairman of the Action Team had met with the Chairman of Council, Mr.Bull and the Clerk. At the meeting with the Clerk, Mr.Chapman had indicated again that whilst the group were happy to agree to the amended Memorandum of Understanding it was not willing to change the Constitution.

The Clerk in discussions with the Mr.Chapman informed him of the importance of the documents being signed by the Action Team, especially with the impending Neighbourhood Plan process due to commence. The Clerk strongly recommended to Mr.Chapman, that the Group agree to the changes to both documents. The Clerk reminded Members of the Council's resolution at the Annual General Meeting that the Constitution be discussed by the Group at an Extraordinary Meeting. The Clerk was concerned that having now received the SWAT minutes at which this matter was discussed, it was felt that the Group would not be willing to comply with the Council's request.

The Clerk advised the Council, that the relevant acts were indeed current legislation and that should the Council wish to continue its relationship with SWAT then both documents should be signed by SWAT. The Clerk's advice as confirmed by SALC, was regrettably, therefore that SWAT be required to sign both documents, Memorandum of Understanding and Constitution otherwise the Council should suspend the existing agreements pending formal approval of the new documents.

If Members were to consider continuing under the current arrangements then the Clerk would advise that she would be minuting this fact and that should any future liability come forward from the Council's failure to comply with the legal advice provided by SALC/NALC then she could not be considered negligent in any form in her advice.

Dr.Cash stated that the Clerk's viewpoint was fair enough.

At this point in the meeting it was RESOLVED by all present that the Chairman suspend standing orders.

Mr.Chapman thanked the Chairman for taking the matter earlier than as proposed in the Agenda and noted the Clerk's fine words, but what the Council had to remember that this was essentially a partnership to get both done and delivered, and was not tied down to bureaucracy. He felt that the impositions of the various acts was bureaucratic and that he intended to bring forward this matter at the Annual General Meeting of the Group in September and not before as this added to general bureaucracy of the situation as the signing of the document would have seen no fundamental difference in the way the Group delivered

things to serve the community and deliver the Action Plan.

Mr.Chapman challenged the councillors who sat as Councillors representatives to state their views on the matter.

Dr.Cash referred to comments within the Annual General Meeting of Council's meeting of the 29th May, felt that the Chairman of the Meeting, Mr.Bull's comments were out of order in light that there were very few of the actual councillors on SWAT at that particular meeting, due to the fact that they were on holiday. Mr.Buckley reminded the Member, Dr.Cash that this had been the Council's request, not Mr.Bull's and it had not been an instruction merely a request as previously stated that the Group consider holding an Extraordinary Meeting of the Southwater Action Team in order to ensure continued partnership working. Nevertheless Dr.Cash there appears to have been no comment from the two representatives present; Mr.Buckley stated that this was because they had not spoken and had voted accordingly hence the resolution.

The Clerk gave the Council her continued professional advice based on that provided by NALC/SALC but stated that it was for the Council to decide whether or not they wished to ignore her advice as their Proper Officer or not. The Clerk was asked to give an idea of the sort of liabilities the Council could be subject to, the Clerk stated that she would do so, but this was only an example and could not cover all the potential liabilities involved. The Clerk then gave those present an example of potential liabilities in terms of the health and safety of volunteers in relation to the SID provision, which the Council had asked SWAT to conduct on their behalf.

At this point in the meeting Mr.Chapman shouted at the Clerk, to which the Clerk responded that this was not a personal issue, but her professional advice, however she was not prepared to be addressed in such a tone and manner and would she advised Council, if the matter were allowed to continue unchecked, leave her with little alternative other than to leave the meeting. The Chairman interceded at this moment at which time Mr.Chapman apologised to the Clerk for his outburst.

Mr.Chapman stated that he had held meetings with both the Clerk and the Chairman of Council on this matter, and the Clerk had provided him with copies of the original amendments required, which amount to in his view no more than a couple of words. He could see no reason why this could not wait until the Annual General Meeting of Southwater Action Team in September.

Discussion then took place on the position with regards to the other community partnerships within the Horsham District, with many of those having chosen to become Companies Limited by Guarantee, this had been discussed by SWAT and a decision due the bureaucracy involve not to become a Company Limited by Guarantee for what the Group did carried out did not warrant such a decision as they were a "paper based organisation" currently and any future Chairman of SWAT may like to pursue this further.

Mr.Cole asked the Clerk the background of the matter, to which she replied that originally when discussed whether or not to set up a Company Limited by Guarantee, the Clerk had been asked by Council to investigate whether or not the Council's representatives could then become Directors or Trustees. Advice was sought at that time with copy documents being sent to the National Association of Local Councils (NALC) who advised that the Council's

representatives could not other than in their own personal capacity. However NALC questioned the legal standing of both the Constitution and Memorandum of Understanding, the Clerk then reported the comments to Council, who instructed her to pursue the required amendments following advise through NALC/SALC and a meeting with the County Director. This matter had been on-going for a period of eighteen months. Mr.Chapman agreed stating however, that there had been an issue with the receipt of emails from the Clerk.

Mr.Diamond and Mr.Jackman felt that there should be a compromise found in relation to this matter in order to progress matters. Dr.Cash did not feel that with the Constitution and Memorandum of Understanding in Place, that the Council were not at risk as the Group operated under the spirit and intention of both documents and that in his view there was no merit in suspending the agreements. Mr.Chapman stated he was authorised to currently sign the Memorandum of Understanding. The Clerk reiterated her advice to Council at this point.

It was proposed that if SWAT were to increase their insurance liability to £10M that this should cover all liabilities, the Clerk again stated her advice to Members. Mr.Chapman questioned the cost of additional insurance premiums, however Dr.Cash stated to Mr.Chapman that this could be sorted quite cheaply in his view and he would discuss with Mr.Chapman later. Mr.Chapman said that he would be happy not have CID undertaken until after the Group's Annual Meeting. Dr.Cash stated that perhaps the Action Team could apply for a grant from the Parish Council. Mr.Diamond felt that this matter could then be reviewed after two to three months. The Clerk reminded Members that the Council could either suspend dealings as she would propose until the documents were agreed, or as Members appeared to be indicating continue in the relationship contrary to her advice which was the prerogative of those present. Her position was that of advisor it was for the Council to make a decision on the matter.

A member of the public at this point mentioned that all groups involved in the Neighbourhood Plan process should be constituted bodies.

Standing Orders were reinstated.

Prior to any vote taking place the Clerk as the Proper Officer of the Council reiterated the advice given, being that the Council should comply with the NALC/SALC legal guidance obtained by the Council and until the Memorandum of Understanding and Constitution were agreed that the Council should suspend dealings with Southwater Action Team.

Councillors noted the position of the Clerk with regard to the advice given.

At this point the following resolution was put to the vote in relation to the matter.

Motion to Suspend the current partnership agreement allowing SWAT the opportunity of holding an Extraordinary Meeting to agree to the proposed changes in both the Memorandum of Understanding and Constitution.

In Favour: Mr.L.Apted, Mr.B.Sunderland and Mr.G.Watkins

Against: Dr.A.Cash, Mr.K.Diamond, Mr.R.Jackman and Mrs.B.Varley

Abstention: Mr.G.Cole

Motion that the Council continue to work in partnership with Southwater Action Team provided that Southwater Action Team acquire £10M public liability insurance with immediate effect and provided that the matter of the Constitution be discussed at the Group's Annual General Meeting with a view to a recommendation being made in favour of the proposed changes.

In Favour: Dr.A.Cash, Mr.K.Diamond, Mr.R.Jackman and Mrs.B.Varley
Against: Mr.L.Apted, Mr.B.Sunderland and Mr.G.Watkins
Abstention: Mr.G.Cole

It was RESOLVED that the Council continue to work in partnership with Southwater Action Team provided that Southwater Action Team acquire £10M public liability insurance with immediate effect and provided that the matter of the Constitution be discussed at the Group's Annual General Meeting with a view to a recommendation being made in favour of the proposed changes.

F153/06/13 COUNCIL PREMISES & LAND

Old Stakers Lane

The Clerk informed Members that now that 12 years had elapsed it was now appropriate for the Council's appointed solicitors to take forward the Council's application for land ownership. As such the Solicitors, Hedley's had asked for an interim payment on account of £500 with the total cost of fees being approximately £750 plus VAT.

It was APPROVED by all that the Council instruct Hedley's formally and that the Clerk sign the appropriate instructions on behalf of the Council in relation to the acquisitions of land known as Old Stakers Lane, the Council having managed this land for a period of 12 years.

Easteds Barn

The Clerk reported that an onsite meeting had been arranged with officers of the District Council in order to move forward on the issuing of planning permission for the Barn.

Mr.Watkins stated that he and the Clerk had attended the meeting on behalf of the Parish Council and he would report as follows on the meeting held with Mr.R.Brown (Head of Planning) Mr.S.Booth (Planning Dept) and Mr.M.Rankin (Environment Health Dept) which followed on from the lengthy discussions over a eighteen month period with regards to insulation.

The fact was that the Planning Committee had delegated the matter with the purpose of imposing a noise restriction in that this should not "exceed the existing background noise levels (as measured in the applicant's noise assessment dated June 2011). In order to achieve this, the activities should be designed/selected, or the noise from the activities attenuated so as to maintain the existing noise climate and assist in reducing 'ambient noise creep' (the gradual increase in background noise levels in a built up area due to consecutive small increases). Daytime noise measurements to be based on a 1 hour LAeq and night time on a 5 minute LAeq in line with BS4142.

The remaining issue of the original Section 106 Agreement can be dealt with by an amendment currently being applied for by the Council's solicitors. This process could take between 8 and 10 weeks.

Dr.Cash stated that on the basis of what he had heard the matter should be progressed as described by the Clerk, Mr.Cole and Mr.Watkins with the Council's appointed contractor, with the Council submitting a further minor amendment in order to comply with the condition. A brief conversation took place for the benefit of new Members of Council, as to the original reason for the application and the response given in relation to the various activities within the Barn requiring D1 and D2 classification.

It was RESOLVED that the Council would submit an amended plan in relation to Easteds Barn and would progress a works schedule in order to tender for the project.

Library Project

The Clerk informed Members that the Council had now heard from the County Council and they have indicated that they are to release to the District Council the upper floor of the current library. The intention being that this will be let to the Parish Council, with rent achieved from the existing youth club used towards both library and youth provision.

Mr.Jackman asked whether the discussion over the headlease with the District Council was progressing? The Clerk indicated that she had an item next which hopefully would answer the question raised.

Councillors noted the Clerk's comments.

Beeson House

The Clerk confirmed that she would be holding a meeting with District Council officers at the end of July to discuss the head lease and how this is to proceed in the future. Once terms are again drafted this matter will come forward to the Parish Council for formal approval; this is obviously subject to conditions within the head lease regarding the outside future maintenance of the building following building remedial works and that all identified remedial works are complete. One further item that within the original draft and which would be discussed would be the responsibility for the on-going repair and maintenance of the ventilation system.

Councillors noted the Clerks comments.

F154/06/13 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

HALC Meeting

Mr.Apted and the Clerk reported their attendance along with the Chairman of Council, Tony Bull at this meeting.

Whilst there had been a presentation on the SHLAA, it had been regrettable that officers of the District Council had attended late and did not give the intended Powerpoint presentation but a verbal one in its place. Mrs.Court, Chairman of Nuthurst Parish Council was re-elected for a further term of office as Chairman of Horsham Association of Local Councils, as were

all other existing representatives.

Southwater Action Team

Dr.Cash stated that he had attended the last meeting and that the minutes were published on the website. The Clerk stated that due to staff shortages at the present time she had not had the opportunity of posting these but would do so as soon as practicable.

Neighbourhood Planning

The Clerk indicated that both she and the Deputy Clerk had attended this meeting. Opportunities were taken at the meeting to discuss possible partnership organisations in the compilation of the neighbourhood plan process. Whilst informative to the smaller councils, both the Clerk and Deputy Clerk had already attended meetings at which the presentations overall had been seen.

CYPP Group

Mrs.Williamson attend this meeting in relation to young people and reports that. Saxon Weald have some grant funding for intergenerational and young people projects within local communities.

Southwater Parish Council was mentioned in relation to the on-going work with young people who are not currently in employment.

The District are conducting Mocktail Apprentice programmes with local Secondary Schools, in six months the scheme has reached 700 students, with more young people agreeing not to drink alcohol before 18. The final is at South Lodge on the 10th July at 12.30pm.

Mrs.Williamson informed the group about the work of the Southwater Youth Project 'B the Best You Can' which was a six week self esteem course. It is intended that there will be a Job Club at the Y Centre in Horsham weekly.

Civic Services in Horsham and Southwater

Mrs.Varley indicated that she had attended both of these services along with a few other colleagues. Dr.Cash felt that the Vicar had done a particularly good job and appreciated that there was a difference between work undertaken by Councillors in their lay activities and church.

F155/06/13 STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA)

The Clerk referred to the report prepared for Council by the Deputy Clerk and to the various discussions held in relation to this matter.

Council are required to put forward their submission in relation to the sites put forward by landowners and developers; many of which in relation to Southwater either have been or have received planning permission.

In relation to the request from the District Council that they provide information on land put forward on adjacent parishes eg., Shipley and Itchingfield, this request has been denied despite the concerns of the Parish Council that such land could potentially affect the social, economic and welfare of the Parish of Southwater. The District Council are also unwilling

to use a scoring mechanism for each area of identified land as in the past. Of course in addition to the proposed sites within Southwater, it would be permissible for the Council to put forward other sites within the confines of the Parish as yet not identified.

At this point in the meeting the Members discussed each individual site put forward and asked the Clerk to respond accordingly to the District Council.

It was RESOLVED that based on the comments made by Members of Council that the Clerk should respond accordingly to the District Council in regard to the SHLAA sites put forward by landowners and developers within the Parish of Southwater.

At this point in the meeting Dr.Cash asked whether the Clerk could respond to an email he had sent to her asking for a response by the meeting and to which he had not received a reply. The Clerk stated that as Dr.Cash had sent various emails, she could not recall which of these he was referring. The Chairman ruled that it was not appropriate to take this matter or ask the question of the Clerk as this was not an agenda item.

F156/06/13 DATE OF NEXT MEETING

The date of the next meeting will be **Wednesday, 31st July, 2013** the meeting will commence at 7.30pm and will be held in the Council Chamber in Beeson House.

The meeting closed at 9.45 pm.

F157/06/13 PLANNING

Present Were:

Mr L. Apted

**Mr P. Buckley
Mr R. Jackman
Mrs B. Varley**

**Mr K. Diamond
Mr.B.Sunderland
Mr.G.Watkins**

Mr.A.Neale (non voting member)

Members of the Public:

One

Press:

West Sussex County Council

Application Number	Applicant	Reason	Recommendation
DC/13/0974 Mr Apted	Barratt southern counties Martindales, Worthing Road, Southwater	Variation of Condition 1 (Management plan shall include details of the primary construction access which shall be taken off Blakes Farm Road and the secondary construction access which shall be taken Worthing Road. The details shall include the design, location and a	Object on previous grounds expressed by the Parish Council.

		timetable for their provision and use during the construction period) of DC/12/0579 (Erection of 44 dwellings with associated garaging and parking, new access road onto Blakes Farm Road and internal service road following demolition of the existing dwelling and outbuildings.	
DC/13/1036 Mr.G.Cole	Mr D Edginton Doneechka Worthing Road	Rear 2-story extension, 'dummy' pitched roof over garage and conversion of part of garage to habitable accommodation.	No objection
DC/13/1057 Mr.R.Jackman	Mr D Campbell 7 The Glen	Retention of garden fence 1.8m high, to the rear of the property.	Objection based on that this would alter the street scene as contained in the original design and plans for the estate the plan being misleading compared to that on the ground eg., low level laurels

The meeting closed at 10.15 pm.