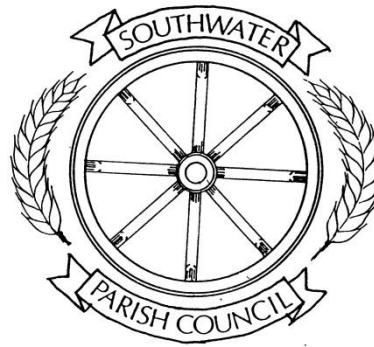


# Southwater Parish Council



## **Finance and General Purposes Meeting Minutes**

Wednesday 12<sup>th</sup> July 2017, 7.30pm

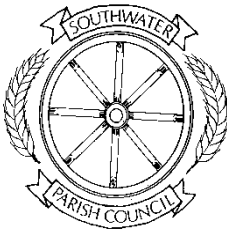
Beeson House  
Lintot Square  
Southwater  
Horsham  
RH13 9LA

### **Committee Members**

Cllr Michael Neale (Chairman)  
Cllr Geoff Cole (Vice Chairman)  
Cllr Laurie Apted  
Cllr Pauline Flores-Moore  
Cllr Derek Moore  
Cllr Chris Pearce  
Cllr Clare Vickers  
Cllr Graham Watkins  
Cllr Neil Whitear

### **Non Voting Committee Member**

Ms H Timson, Mr Geoff Scoon



# SOUTHWATER PARISH COUNCIL

Beeson House,  
26 Lintot Square,  
Fairbank Road,  
Southwater,  
West Sussex  
RH13 9LA



Clerk: **Mrs.C.M.Tobin**  
Cert.Ed.L.Pol.FILCM.,

Telephone No: 01403 733202 Fax: 01403 732420  
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## MINUTES

**The Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 12<sup>th</sup> July 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.**

**Present:           Chairman:   Cllr M Neale**

<b>Cllr L Apted</b>	<b>Cllr G Cole</b>
<b>Cllr P Flores-Moore</b>	<b>Cllr D Moore</b>
<b>Cllr C Pearce</b>	<b>Cllr C Vickers</b>

**Mr G Scoon, Co-Opted Non-Voting\* Member of Council**

**Clerk to the Meeting:       Mrs J Whitcombe**

**County Councillor:       Not present**

**District Councillors:     Not present**

**Press:                       Not present**

**Members of the Public:   Cllr P Davies**

### **FG55/07/17           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 Chairman. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded. Public present indicated they did not wish to say anything.

### **FG56/07/17           APOLOGIES**

There were apologies noted and agreed from Cllrs Watkins and Whitear and Ms Timson.

**Members NOTED and APPROVED\* the absence.**

**FG57/07/17**

**DECLARATION OF INTERESTS**

The Clerk to the Meeting referred Members of Council to information issued in relation to the Member's Code of Conduct and Standing Orders and asked whether any Member had anything of note to declare at this point in the meeting.

**Cllr Flores-Moore declared an interest in item FG 63/07/17, Southwater Responders.**

**FG58/07/17**

**MINUTES**

**It was RESOLVED\* by all present having been proposed by Cllr Cole and seconded by Cllr Apted that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 14<sup>th</sup> June 2017 be accepted as a true and correct record of the meetings.**

**FG59/07/17**

**CHAIRMAN'S ANNOUNCEMENTS**

The Chairman indicated that he had no announcements.

**FG60/07/17**

**CORRESPONDENCE**

The Clerk to the Meeting indicated that there was no correspondence for consideration at this meeting other than that previously circulated.

**FG61/07/17**

**ACCOUNTS & FINANCIAL MATTERS**

The Chairman referred Members to the meeting pack circulated prior to the meeting, containing the sales ledger, income and expenditure and the balance sheet detailing current assets and liabilities up to 12<sup>th</sup> July 2017.

A question was raised regarding a small amount of accounts shown as 60 days due on the Sales Ledger as outstanding balances as at 5<sup>th</sup> July 2017. The Clerk to the Meeting explained she would check what these were and report back via the usual channels.

With reference to the Ring Fenced Year end as at 31<sup>st</sup> March 2017, a question was raised regarding the negative figure in the 2016/17 column of £5700. The Clerk to the Meeting explained that this was to correct an error. The negative figure was shown to adjust a duplicate entry in the correct accounting manner and the actual amount against this budget is £4131 (£9831 – £5700).

**The meeting pack containing the financial information relating to the current financial position of the Council was APPROVED\* by all present.**

**FG62/07/17**

**PAYMENTS SCHEDULE**

The Chairman presented to Members the payment schedule up to 12<sup>th</sup> July 2017 in the sum of £59,356.33.

**It was AGREED\* by all present that the payment schedule dated 12<sup>th</sup> July 2017 to the sum of £59,356.33 be APPROVED\*.**

**FG63/07/17**

**GRANT REQUEST FROM SOUTHWATER RESPONDERS**

The Chairman referred Members to the community grant application from Southwater Responders for £500 to assist the group to purchase additional defibrillators to be sited around Southwater.

**Cllr Flores-Moore was permitted to remain in the room but not contribute to discussions other than to answer questions and was not permitted to vote.**

The Chairman observed that it appeared the Parish Council were the first port of call for a request for funding by the Southwater Responders. Having been asked to comment, Cllr Flores-Moore explained that additional sources of funding were being explored.

There was discussion regarding the possibility of routine updates being given to explain how the roll out is progressing and this should include the funding pledges received.

**It was APPROVED\* by all present that the Council approve the grant application of £500 to Southwater Responders.**

**FG64/07/17**

**‘STAR COUNCILS’ 2017**

The Clerk to the Meeting referred Councillors to the ‘Star Council’ awards organised by National Association of Local Councils (NALC). Currently the Clerk to the Council has advised that the Council is not yet in a position to apply for the award and will review next year.

**Members NOTED the information.**

**FG65/07/17**

**PREVENTING TERRORISM**

The Chairman brought Councillors attention to s26 of the Counter Terrorism and Security Act 2015 which places a duty on specified authorities to have ‘due regard of the need to prevent people from being drawn in to terrorism’.

Horsham District Council (HDC) have forwarded a wording suggestion for inclusion on all hire agreements. The suggestion, in summary, specifies the Council ‘will not hire premises for purposes that conflict with policies on Equality and Diversity, Safeguarding, Counter Terrorism and Security’. The Clerk to the Council has advised the wording be adopted by Southwater Parish Council in line with recommendation from HDC.

**Members APPROVED\* to include the wording suggested by Horsham District Council on all Parish Council hire agreements.**

**FG66/07/17**

**LEISURE CENTRE MANAGERS REPORTS**

**Leisure Centre Managers Report**

The Clerk to the Meeting referred Members to the Leisure Centre Manager’s Report produced for Members comment.

There were comments regarding the continuing downward trend of patrons paying by Direct Debit and the quiet period regarding the use of the MUGA. Especially the apparent lack of promotion of other sports such as tennis and netball. The Clerk to the Meeting informed Members that Leisure Centre staff are working closely with the Media and Marketing Assistant to promote the available Leisure Centre activities through social media.

**Members NOTED the information.**

**Service Contract for Gym Equipment at Southwater Leisure Centre**

The Chairman referred Members to the report circulated regarding the service contract for the Gym Equipment at the Leisure Centre. There are two recommendations to be considered by Council. Firstly, the action of remedial works identified in the last service by Gym Fit and secondly, the allocation of the ongoing service contract to maintain the equipment.

The Clerk to the Council would recommend that the remedial works identified as necessary by Gym Fit to the sum of £1511.61 plus labour charges of £75 (ex VAT for the first hour and £35 (ex VAT) for subsequent hours be undertaken as soon as possible.

**Members RESOLVED\* that remedial works identified as necessary by Gym Fit to the sum of £1511.61 plus labour charges of £75 (ex VAT for the first hour and £35 (ex VAT) for subsequent hours be undertaken as soon as possible.**

The Chairman referred Members to the report regarding the allocation of the service contract for gym equipment at the Leisure Centre for discussion and agreement. The Clerk to the Council would recommend that the quote of £320 (plus VAT) from Gym Fit be accepted for the ongoing service of the equipment to occur twice a year. This should be subject to the satisfactory completion of the repair schedule discussed in the previous resolution and would run for one year only.

**Members RESOLVED\* to accept the quote of £320 (plus VAT) from Gym Fit be accepted for the ongoing service of the equipment to occur twice a year, subject to the satisfactory completion of the repair scheduled in the previous resolution.**

**FG67/07/17**

**WINTER MAINTENANCE PLAN**

The Clerk to the Meeting referred Members to the need to address the Winter Maintenance Plan for 2017/18.

Bags of salt are currently available for £80 per tonne. The price rises to £150 per tonne after 4<sup>th</sup> September 2017. There is currently no storage available, salt should be stored under cover. Most of the current bins have salt in them although provision will need to be considered for the new bin to be located at Bonfire Hill. There have been no significant weather events serious enough to warrant

triggering the use of salt since 2013. NB West Sussex County Council Highways Department will grit bus routes in the village in the event of ice being forecast.

Southwater Parish Council currently have a number of bags stored adjacent to the Easteds Allotments. This is considered to be perished and no longer viable to use.

A question needs to be asked of West Sussex County Council (WSSCC) regarding the salt store and whether they would consider it to be perished and if so, how disposal is arranged.

**Members AGREED\* to purchase bags of salt at £150 per tonne on a needs only basis.**

**FG68/07/17**

### **POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA**

The Chairman updated Members regarding crime and disorder/anti social behaviour in Southwater. There were 65 crimes recorded in April 2017 across Southwater and Broadbridge Heath. 27 of those were in Broadbridge Heath.

Anti-social behaviour is still a prevalent problem in Southwater. Cllr Vickers stated that HDC have appointed Tricia Youtan, as cabinet member for Community and Well Being, who is involved in the crime prevention panel with Greg Charman. Anti-social behaviour is one of the priorities for that panel.

The focus needs to be on using Parish Council communication channels encouraging members of the public to report crime online and via the Police Office if it is not an emergency. The Parish Council may also want to consider Neighbourhood Wardens in the future. Government grants are available for setting up a scheme although there is a significant cost implication, beyond the initial set up, to be considered.

**Members NOTED the information.**

**FG69/07/17**

### **COUNCIL PREMISES & LAND\*\***

#### **Update on Southwater Skate Park insurance claim**

The Clerk to the Meeting informed Members that a claim was sent to Zurich, the Council's insurers, who have advised the following:

The amount claimed for the ramp and back board was £950 and after a deduction for wear and tear of 20% and deduction for improvements of 15% the settlement is £703.70 less £100 excess.

The amount claimed for the Grind Box was £595 and after a deduction for wear and tear of 20% the settlement is £495.83 less £100 excess.

The total cost of the work was £850 as the Chairman of the Council negotiated a discount and the total reimbursement figure was £999.53. Members were advised that at present the Grind Box has

been removed from site and no decision has been taken on its replacement.

**Members NOTED the information.**

**Poppy Close Play Equipment**

The Clerk to the Meeting referred Members to the report circulated regarding the removal of damaged play equipment from Poppy Close play area.

Members are recommended to approve Brierley Groundworks Services Ltd to undertake the removal of the play equipment and seat from the Poppy Close Play Area and make good any trip hazards at a cost of £700 plus VAT to be funded from the public open space ring fenced budget.

It was suggested that residents around Poppy Close were canvassed for opinions on the future use of the space.

**Members APPROVED\* Brierley Groundworks Services Ltd to undertake the removal of the play equipment and seat from the Poppy Close Play Area and make good any trip hazards at a cost of £700 plus VAT to be funded from the public open space ring fenced budget.**

**Provision of Seating in Southwater**

The Clerk to the Meeting referred Members to the report circulated regarding the provision of seating in Southwater. This was generated from a discussion at the Welcome Club at the Village Hall on Wednesday 28<sup>th</sup> June. From that meeting it was recommended that Members consider and agree the following:

That the Parish Council discuss with Berkeley the earlier provision of a bus shelter at the Cock Inn, ensuring that a seat is provided with this.

That, subject to the repairs at the Shipley Road bus stop, the Parish Council negotiates with WSCC and Metrobus the re-siting of the bus signage to move it to the shelter and include Real Time Passenger Information (RTPI).

That Parish Council continues to seek from the District Council two replacement seats for the Church Lane Green.

That the Clerk to the Council be given authorisation to include any new provision in the next year's budget and authorisation to progress other matters brought to the Council's attention subject to expenditure limits.

Cllr Cole expressed his disappointment at the lack of a perch seat in the bus shelter at the corner of Cripplegate Lane. The Clerk to the Meeting said a further review of the operational areas under the responsibility of the Parish Council is planned and a report will be presented to Council on completion.

**It was APPROVED\* by all present that the Parish Council discuss with Berkeley's the earlier provision of the bus shelter at the Cock Inn ensuring that a seat is provided with this. That subject to the repairs at the Shipley Road, the Parish Council negotiates with WSCC and Metrobus the re-siting of the bus signage to the shelter and include RTPI and that the Parish Council continues to seek from the District Council two replacement seats for the Church Lane Green.**

**It was RESOLVED\* by all present that the Clerk to the Council be given authorisation to include any new provision in the 2018/19 budget and authorisation to progress other matters brought to the Council's attention subject to expenditure limits.**

### **Replacement Flagpole**

The Clerk to the Meeting referred Members to the quotes received from three contractors and circulated in a report prior to the meeting, in relation to the replacement flagpole.

Members are recommended to approve Harrison EDS to undertake the works required to install a new flag pole at a cost of £1163.99 plus VAT and approve CBS Electrical Contractors Ltd to undertake the associated works required to the adjacent tree lights and catenary wire at a cost of £500 plus VAT, subject to the relevant permission being granted by SSE Contracting Ltd, both funded from the ring fenced public open space budget.

**It was APPROVED\* by all present to approve Harrison EDS to undertake the works required to install a new flag pole at a cost of £1163.99 plus VAT and to approve CBS Electrical Contractors Ltd to undertake the associated works required to the tree lights and catenary wire at a cost of £500 plus VAT, subject to the relevant permission being granted by SSE, both funded from the ring fenced public open space budget.**

### **Woodlands/Trees**

The Clerk to the Meeting referred Members to the report circulated regarding the management of Parish Council owned woodlands and tree stock. The Chairman explained that due to an admin error, only half of the report was circulated, so any recommendations from the meeting would need to go to the Parish Council meeting on Wednesday 26<sup>th</sup> July for approval.

A question was asked regarding the extent of the survey conducted in 2014. The Clerk to the Meeting said the 2014 plan will be taken into account but not all trees were surveyed at that time. This was because some trees were recorded on a negative basis (ie were not requiring attention or worthy of a special note), hence the need for a full survey now. The new survey will facilitate budget preparation and a systematic approach to tree management over the next five years.

It was emphasised that any contractor hired to carry out works must have £10 million Public Liability insurance cover.



A Tree Management Policy was approved by the Council in 2016 in accordance with the Landowner Occupier Liability Act and other legislation regarding the management of trees and woodlands.

The following proposal was put to Members:

To continue to receive the Draft Policy on the way in which the Council will manage day to day queries from members of the public and others. Once in place, this policy will then be advertised via the website and social media ensuring that so far as possible anyone concerned about trees can then be directed to this policy (approved 2016).

Council consider and approve the quotation for the completion of a fresh tree survey as specified in the letter from Quaife Woodlands of 3<sup>rd</sup> July 2017.

On completion of the tree survey, the Council should then tender for the works from qualified Tree Surgeons holding a minimum of £10M public liability

Effect a Management Plan system to programme the works recommended over a five year period to ensure the works are carried out by the appointed contractors.

Members asked if the 2014 survey could be made available for Members to view prior to the Parish Council meeting.

**Members AGREED\* to forward the following proposals for ratification at the Parish Council meeting to be held on Wednesday 26<sup>th</sup> July 2017.**

**To continue to receive the Draft Policy on the way in which the Council manages day to day queries from members of the public and others.**

**To approve the quotation for the completion of a fresh tree survey as specified in the letter from Quaife Woodlands of 3<sup>rd</sup> July 2017.**

**To resolve that on completion of the tree survey, the Council should then tender for the works from qualified Tree Surgeons holding a minimum of £10M public liability.**

**To agree a Tree Management Plan system, to programme the works recommended over a five year period, be effected to ensure the works are carried out by the appointed contractors.**

#### **Easteds Barn Garden Maintenance**

The Clerk to the Meeting referred Members to the report circulated regarding the ongoing grounds maintenance around Easteds Barn and explained that changes had occurred after the report was circulated.

A member of the public has presented himself as a volunteer to look after the area. This is subject to appropriate training if required and the

appropriate risk assessments and due diligence being carried out. Hedge cutting and works with specialist equipment cannot be carried out by him and will still require a contractor to undertake them.

A review of this voluntary work needs to be carried out regularly to ensure the appropriate works are being carried out.

**Members APPROVED\* the volunteer subject to the appropriate due diligence and risk assessments being carried out and that works requiring machinery be included in the grounds maintenance review currently being undertaken.**

#### **Parish Council Business Continuity Plan**

The Clerk of the Council updated Members to say that Mr Geoff Scoon and the Clerk to the Council are currently working on the Parish Council Business Continuity Plan and will report to Council once completed.

**Members NOTED the information.**

#### **Church Lane – Little Barn Owls**

The Clerk to the Meeting referred Members to the report circulated regarding the build of a new community building. The Clerk of the Council has made the following recommendations for Council to consider:

That the Clerk of the Council and the Chairman meet with the relevant parties including Berkeley's to see whether the car parking issue can be overcome.

The Clerk to the Council and the Chairman discuss with Berkeley Homes the proposals for the new community building as is within the current planning permissions.

That the Clerk to the Council continue discussions with Mr Perter Bond of the Fletcher Trust in relation to any possible additional space to facilitate a larger building.

That the Clerk to the Council, in the interim, investigates potential funding sources for any additional land/building which could be used for the future benefit of the Southwater Community.

**Members AGREED that the Clerk of the Council and the Chairman meet with the relevant parties including Berkeley's to see whether the car parking issue can be overcome; that the Clerk to the Council and the Chairman discuss with Berkeley the proposals for the new community building as is within the current planning permissions; that the Clerk to the Council continue discussions with Mr Perter Bond of the Fletcher Trust in relation to any possible additional space to facilitate a larger building and the Clerk to the Council, in the interim, investigates potential funding sources for any additional land/building which could be used for the future benefit of the Southwater Community.**

### **War Memorial Gates**

The Clerk to the Meeting referred Members to the report circulated prior to the meeting to consider the cost supplied by Mr Keith Reynolds, a local Blacksmith, to refurbish the War Memorial Gates at a cost of £220 plus VAT.

**Members APPROVED Mr Keith Reynolds undertake the works required to the War Memorial gates at a cost of £220 plus VAT funded from the ring fenced public open space budget.**

**FG70/07/17 PERSONNEL, PENSIONS & TRAINING\*\***

There were no matters to discuss.

**FG71/07/17 DATE OF NEXT MEETING: Wednesday 13<sup>th</sup> September 2017**

**The meeting closed at 9pm.**