

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 30th March 2016 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mr L. Apted **Mrs P. Flores-Moore**
 Mr B. Greening **Mrs J. Hutchings**
 Ms R. O’Toole-Quinn **Mrs B. Varley**
 Mrs C. Vickers **Mr G. Watkins**
 Mr N. Whitear

Locum Clerk: **Mr D. Carden**

County Councillor: **Mr B. Watson**

District Councillor: **Apologies**

Sussex Police: **Not present**

Members of the public: **16**

Press: **Not present**

F170/03/16 PUBLIC PARTICIPATION

The Chairman asked those present to set their mobile phones for the duration of the meeting to silent, 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.

The Chairman asked if anyone wished to record the meeting and also whether anyone in the public gallery wished to speak on behalf of any given matter, as this was the most appropriate point in the meeting to do so. No member of the public indicated at this point that they wished to tape or record the meeting.

Mr Whitear outlined his concerns over the congestion being caused by the temporary traffic lights currently operating at the Berkeley Homes development and whether they were operating 24/7, or just when work was being undertaken.

This will be taken up with Berkeley Homes.

Mr Greening expressed his concerns over the number of potholes on the route from Southwater to Horsham and the implications for road safety.

This will be reported to West Sussex County Council.

Mr Neale reported that hedge clearance had taken place near the Hop Oast slip road. Mrs Vickers confirmed this was a condition of the planning consent.

Mr Piper reported that Conways had only cleaned the ‘pots’ in Church Lane and not the pipes. He expressed his concerns over the implications of this approach. He also stated that the bottom string of the new flag had come unattached and that the flag would need to be changed for St. Georges Day, which fell on a Saturday this year.

Mr Watson informed those present that there were likely to be more road works and closures as the weather improves. He also requested the assistance of the Parish Council in the identification of vegetation overhanging footpaths and damage caused by parking on highway verges.

Mrs Flores-Moore expressed her concerns over the current lack of footpaths on the road to Horsham and the dangers for pedestrians.

This will be reported to West Sussex County Council.

F171/03/16 APOLOGIES FOR ABSENCE

Apologies and reasons for absence have been received from Mr Cole.

Members NOTED and APPROVED the absences.

F172/03/16 DECLARATIONS OF INTEREST

The Locum Clerk 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 at this point in the meeting anything of note to declare.

There were no declaration of interest at this point.

F173/03/16 MINUTES

The Council discussed the minutes of the meeting held on Wednesday, 27th January 2016 and considered that these reflected a true and correct record of the meeting.

It was RESOLVED by all present, that the minutes of the meeting held on Wednesday 27th January 2016 be APPROVED by all present.

F174/03/16 CHAIRMAN’S ANNOUNCEMENTS

Mr Buckley advised that the Clerk was still on sick leave, and there was no date for her return to work. Following her recent visit to Moorfields Hospital there was now a plan in place to treat her condition.

He reported that Mr Cole was in hospital, after complications with a recent operation.

With regard to the siting of Shayler’s fun fair at Church Lane, Berkeley Homes has no objection, provided that the Parish Council manage the fair, carrying out the relevant risk assessments etc., and that the permission is sought from Southwater Sports Club, who now has the lease on the land. The Sports Club had informed the Council that they had agreed for the fair to use the Church Lane site, in principle, subject to consideration at

their next meeting on 19 April.

At this point the Chairman then suspended Standing Orders in order to clarify some points raised by members of the public.

A discussion ensued and the Chairman explained the approach taken and stated that this arrangement was sought for this year and that further consideration would be given to the site of the fun fair for future years in due course.

Standing Order were reinstated

10 members of the public left the meeting at this stage.

F175/03/16

CORRESPONDENCE

The Locum Clerk referred Members to correspondence sent to them during the month and asked whether they wished to discuss any item that may not be covered on the agenda for the meeting.

There were no comments made on the correspondence that had been sent out.

F176/03/16

COMMITTEES

Finance & General Purposes Committee – 10th February 2016 and 9th March 2016

It was AGREED by all present, that the Finance & General Purposes Committee meeting minutes dated 10th February and 11th March 2016, be approved as true and correct records of the meetings held,

The date of the next meeting being Wednesday, 6th April 2016.

Planning Committee – 11th February and 10th March 2016

It was AGREED by all present, that the Planning Committee minutes dated 11th February and 12th March 2016 be approved as true and correct records of the meetings held.

The date of the next meeting being Thursday, 7th April 2016.

F177/03/16

PRESENTATION FROM DUNCAN JONES, CLINICAL OPERATIONS MANAGER AT SOUTH EAST COAST AMBULANCE SERVICE

The Chairman welcomed Mr Jones to the meeting. He said that SECAMBB had been invited to the meeting, as the Council was concerned to learn that Horsham Ambulance Station was to close.

Note – a full copy of Mr Jones presentation is appended to the Minutes.

A number of points of clarification were made by Mr Jones during his presentation, namely:

- Although there had been a reduction in conveying patients to hospital by ambulance there had been an increase in handover delays at A & E. As a result there had been a consequential loss in vehicle hours, particularly in East Surrey.
- There had been a 1% increase year on year for ambulances.
- There was a serious concern over the number of trained staff moving from the Ambulance Service into Primary Care.
- SECAMB were aiming to treat as many patients as possible in the home or in the community at the point of call, in order to ease the pressure on A & E.
- The range of medical skills possessed by ambulance crews was outlined and the value of the Community First Responders in an enhanced role.
- Response Time Standards were confirmed as 8 minutes for a serious incident, followed by a range of other classifications up to a maximum of up to 4 hours.
- The reason for only achieving between 53% and 54% of their target for the Horsham District was due to the rural geography of the area.
- Mr Jones confirmed the nearest Make Ready Centre (“MRC”) in Crawley would be operational on 18 April. There would be a phased occupation of the centre. He also explained the advantage of non-medically trained staff preparing, cleaning and maintaining ambulance stock levels.
- Mr Jones stressed the importance of the role of the 667 Community First Responders across the SECAMB area. He also encouraged local community groups to install Public Access Defibrillators.

There followed a number of questions from councillors and further points of clarification, as follows:

- Where will the nearest ambulance to Southwater be located? The site of Horsham Ambulance Station will still accommodate an Ambulance Response Post and it would also be a condition of sale for the site. In due course, the Horsham Hospital site could be used.
- Will the MRC at Crawley impact on response times for Southwater? Although current response times are not very good for Southwater it could be covered by ambulances from other locations during the interim. Mr Jones also confirmed that were seeking to improve the current response times and this would be monitored. He also hoped that a paramedic team would be located at the Medical Centre in due course. This arrangement could include them taking on some of the GP’s out of hours work.
- What is the current level of ambulance cover? Mr Jones confirmed that during the 09-00 to 13-00 peak, there were 12 ambulances, but this did reduce during the afternoons and it was down to 1 during the night. This level of cover was based on historic demand, but there were special arrangements for major emergencies and increased cover over periods such as Easter and Christmas.
- Were arrangements in place to increased cover as Southwater is a growing community? Mr Jones confirmed that SECAMB were aware of the housing growth areas and this is being monitored. He confirmed that the government allocated funding for 1one ambulance for every 50,000 growth in population. In addition, use was made of private ambulances to cover peak demands where appropriate.
- Were there enough Community First Responders? Mrs Flores-Moore confirmed there were 6 Community First Responders serving Southwater with two more

being trained, but she was expecting to lose one. The aim was for 10 in due course.

- Should a site for an ambulance be included in the Neighbourhood Plan? Mr Watkins stated that there was a possibility that the plan could be 'tweaked' accordingly but it was agreed that the Visioning Plan should address this issue.

The Chairman thanked Mr Jones for his presentation and for the dedication and commitment of SECAMB staff.

F178/03/16 ACCOUNTS

Councillors were referred to the meeting pack for 30th March 2016 and asked to confirm that the documents provided were a true position of the Council financial affairs, e.g. Bank reconciliation, income and expenditure analysis and sales ledger.

It was RESOLVED by all present that the information provided by the Locum Clerk represented a true record of the financial position of the Council as at 30th March 2016.

Money Transfer

The Chairman reported that £30,000 had been transferred out of the Virgin Savings Account to cover costs until the precept is received toward the end of April. He reminded Councillors that the annual insurance premium and grant for the Youth Worker had to be paid during the interim but this would be paid back on receipt of the precept.

Mrs Flores-Moore expressed her concern regarding the layout of the accounts and a point of detail. The Chairman explained the change in headings and that, although there had been an arithmetic error, the totals were fine.

Members noted this information.

F179/03/16 ACCOUNTS FOR PAYMENT

The Chairman presented to Members the Payments to 30th March 2016 in the sum of £30,873.83

It was RESOLVED by all present that the Payments Schedule to 30th March 2016 in the total sum of £30,873.83 be APPROVED for payment

F180/03/16 CHANGE IN MEETING DATE SCHEDULE

The Chairman advised that due to the absence of the Clerk, the Acting Clerk is attending meetings on two consecutive evenings, these being Finance & General Purposes Committee on the first Wednesday of the month, and Planning Committee the first Thursday of the month.

The Chairman asked the Council to consider moving the Planning Committee to the second Thursday of the month to avoid consecutive meetings. This would not affect April meetings, as the agendas have already been issued for these. Should the Council agree to this change, the Acting Clerk would produce a revised meeting schedule for

meetings up to and including November 2016.

Mr Watkins informed Council that he already had a commitment on the second Thursday of the month. Therefore it was decided to hold the Planning Committee on the first Thursday of the month and F & GP on the second Wednesday. It was generally agreed that not having two meetings in a week would also be a benefit councillors.

It was RESOLVED that Planning Committee meetings would continue to take place on the second Thursday, with F & GP moving to the second Wednesday of the month from May 2016 to the end of November 2016

F181/03/16

POLICY DOCUMENTS

It has been brought to the Acting Clerk's attention that some policies are in need of updating.

Employee Social Media Policy

The Locum Clerk referred Councillors to the report prepared by the Acting Clerk in relation to the adoption of a revised Employee Social Media Policy. The previous policy was considered to be outdated, and was not clear in several areas.

Concern was expressed that Section 9 was too rigid and after some discussion. It was agreed that the level of managerial discretion was sufficient. In addition, the situation would be monitored over forthcoming months.

A vote was taken with 9 councillors in favour with two abstentions.

It was RESOLVED that the Council adopt the Employee Social Media Policy. Copies of the revised policy would be circulated amongst staff.

Council Facebook Policy and New Facebook Page

The Council operates several Facebook pages, these being:

- Southwater Parish Council – original page
- Southwater Parish Council – organisation page
- Southwater Leisure Centre
- Southwater Parish Neighbourhood Plan
- Southwater Skate Park

The Council's original Facebook page was set up some years ago incorrectly, in that it was a "personal" page and not an organisation's page. This has led to difficulties in complying with new identification requirements. Due to the fact that the Council operates two Southwater Parish Council pages, it was decided to shut the original down, whilst keeping the organisation page open. This has now been done.

However, it was felt that the Council's dealing with users of all of its Facebook pages needed to be clarified, so a Facebook Policy has been written to deal with the issue.

Once adopted, this policy will be referenced on the Parish Council website.

Council agreed the policy and stated that formal responses to postal enquiries and emails was sufficient and that Facebook should be primarily used as a communication mechanism to the community.

It was RESOLVED that the Council adopt the Facebook Policy.

Volunteering Agreement

The Acting Clerk has become aware that there is no agreement in place with those that volunteer with the Council. Such roles include litter picking, supervising at lunch club, gardening and other general assistance. It was felt that the consideration that both parties, Council and Volunteer, had towards each other should be clarified; hence this draft agreement.

It was RESOLVED that the Council adopt the Volunteering Agreement; the Acting Clerk will meet with all Council volunteers to discuss the reasons behind the document, and to obtain their signatures.

F182/03/16

REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL – to receive reports from Councillors and Officers in relation to meetings/conferences attended on behalf of the Council.

Older Persons' Forum 4th March 2016

Councillor Barbara Varley attended but was unable to report to this meeting.

New Councillor Training 10th March 2016

Councillors Greening and Whitear attended this course and both stated that it had been very informative, particularly with regard to legal issues.

Project Griffin Briefing 23rd March 2016

Councillor Neal attended this event which covered anti-terrorism arrangements. He stated that they had been advised that every organisation should have a plan for terrorism. Councillors were informed that they were part of the Horsham District Council cascade arrangements for major incidents. It was agreed that the existing policy for dealing with aggressive visitors should be refined according and form part of the existing Emergency Plan. This should also include threats made by telephone.

It was AGREED that this amendment to the policy and plan should be made.

Sussex Police Consultation 21st March 2016

Councillor Buckley attended and outlined the new Police model that had been presented. This included a new 'triage' approach at the Police Resolution at Lewes and a reduction of PCSO's in the Horsham area.

Councillor Watkins said that distribute a note to all councillors on changes to community land development and the consequential changes to Neighbourhood Planning and Rural Exception Sites.

F183/03/16

PERSONNEL & PENSION SCHEME

As previously reported, the Clerk has been on sick leave since the beginning of January

with no date for her return.

The Locum Clerk advised that two new members of staff had joined the Council since the last meeting; Mr Dave Hutchins as Litter Warden, and Mr Richard Millis as Fitness Instructor.

F184/03/16 COUNCIL PREMISES AND LAND

Skateboard Park

Council noted the cost of damage to the Skatepark was quoted at £725 and AGREED that a quote from a local contractor should be sort to replace the panels if this could not be undertaken by the Council's Maintenance Team. Only repairs to the ramps should be undertaken by the specialist contractors.

Due the contractual nature of the matter to be discussed, the Chairman announced that the press and public would be excluded for the next item.

6 members of public left the meeting.

The next item is minuted under CONFIDENTIAL MINUTE.

F185/03/16 DATE OF NEXT MEETING – the date of the next meeting will be Wednesday, 20th April; this being the Annual Parish Meeting.

The Annual Meeting of the Parish Council will be Wednesday 25th May and the next Full Council meeting will be Wednesday, 27th July 2016

F186/03/16 PLANNING – Planning applications will be considered at the next Planning Committee meeting on 7th April 2016

The meeting closed at 9.17pm