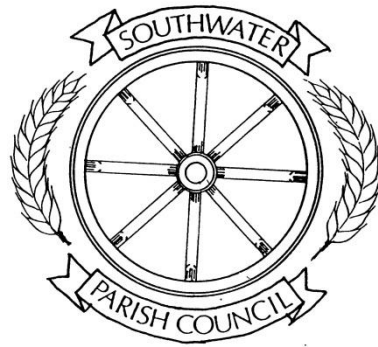


Southwater Parish Council



Full Parish Council Meeting Draft Minutes

Wednesday 29th November 2017, 7.30pm

Beeson House

Lintot Square

Southwater

Horsham

RH13 9LA

Committee Members

Cllr Graham Watkins (Chairman)
Cllr Michael Neale (Vice-Chairman)
Cllr Laurie Apted
Cllr Geoff Cole
Cllr Paul Davies
Cllr Ross Dye
Cllr Pauline Flores-Moore
Cllr Joy Hutchings
Cllr Derek Moore
Cllr Rachael O'Toole-Quinn
Cllr Hayley Timson
Cllr Barbara Varley
Cllr Claire Vickers
Cllr Neil Whitear

Non Voting Committee Members

Mr Grant McGill, Mr Geoff Scoon



SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday 29th November 2017 at 7.30 pm in the Council Chamber, Beeson House, Lintot Square, Southwater, RH13 9LA.

Present Were:	Cllr G Watkins (Chairman)	
	Cllr G Cole	Cllr R Dye
	Cllr P Flores-Moore	Cllr J Hutchings
	Cllr D Moore	Cllr M Neale
	Cllr H Timson	Cllr B Varley
	Cllr N Whitear	
Co-Opted Non-Voting*	Mr G McGill	
Clerk:	Mrs C Tobin	
County Councillor:	Nigel Jupp	
District Councillors:	Not present	
Members of the public:	One	
Press:	Not present	

MINUTE REF

F47/11/17

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 for the purposes of minute taking.

At this point the Chairman suspended standing orders to permit a member of the public to speak.

The member of the public addressed the Council regarding personnel matters.

Members NOTED the information and the Chairman reinstated Standing Orders.

Members were then addressed by Cllr Nigel Jupp. The County Council are in the process of setting budgets for 2018/19. No additional grant funding for schooling or adult social care has been made available for West Sussex County Council both of which press heavily on the budgets.

Southwater academies have received a small grant for items for various events.

A discussion is ongoing regarding places at the two academies. The Cabinet Member for Education and Finance have been included in the discussion and the outcome will be fed back to the Clerk via the usual channels.

Members NOTED the information.

F48/11/17

APOLOGIES FOR ABSENCE

There were apologies noted and agreed from Cllrs Apted, Davies, O'Toole-Quinn, Vickers and non voting member Geoff Scoon.

Members NOTED and APPROVED* the absence.

F49/11/17

DECLARATION OF INTERESTS

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

Non voting member Mr Grant McGill declared an interest in item 16 – Personnel and WSCC Local Government Pension Scheme.

F50/11/17

MINUTES

It was RESOLVED* by all present having been proposed by Cllr Whítear and seconded by Cllr Cole that the Minutes of the Full Parish Council meeting held on Wednesday 27th September 2017 be accepted as a true and correct record of the meeting.

F51/11/17

CHAIRMAN'S ANNOUNCEMENTS

The Chairman offered congratulations to all Parish Council staff and volunteers who assisted with the Christmas Fair last Saturday 25th November 2017. Further thanks were offered to all sponsors involved in the event.

Members NOTED the information.

F52/11/17

CORRESPONDENCE

The Clerk stated that there was no correspondence for consideration at this meeting other than that previously circulated.

F53/11/17

COMMITTEES

Planning Committee

It was **RESOLVED*** by all present having been proposed by Cllr Cole and seconded by Cllr Neale that the Minutes of the Planning Committee dated 4th October and 1st November 2017 were **APPROVED*** by all those present as a true and correct record of the meeting held.

The date of the next meeting is Wednesday 6th December 2017.

Finance and General Purposes Committee

It was **RESOLVED*** by all present having been proposed by Cllr Cole and seconded by Cllr Neale that the Minutes of the Finance & General Purposes Committee dated 11th October and 8th November 2017 were **APPROVED*** by all those present as a true and correct record of the meeting held.

The date of the next meeting is Wednesday 13th December 2017.

ACCOUNTS & FINANCIAL MATTERS

F54/11/17

Accounts

The Chairman referred Members to the meeting pack circulated prior to the meeting regarding the financial position of the Council, including detailed Income & Expenditure, Sales Ledger, Aged Account Balances, Bank Cash and Investment Reconciliation as at 29th November 2017.

Members NOTED the information.

Draft Budget Calculations 2018/19

The Finance & General Purposes Chairman, Cllr Neale advised those present that these calculations would be issued following the meeting for members to view. These would then be discussed briefly at the Finance & General Purposes Meeting, however it was his intention to hold a Working Party Meeting immediately after that meeting so that the figures can be reviewed; all members could attend whether they wished to do so or not. Non Voting Members would not be able to comment.

Members NOTED this information.

F55/11/17

Bank Signatories

Members were notified steps had been taken to remove resigned Members of Council and add the Chairman and Vice Chairman of Council to the bank signatories list for the Parish Council current account. Final confirmation that the exchange had taken place was due imminently.

Members NOTED the information.

F56/11/17

NALC/SSALC Subscriptions For 2018/19

To approve the cost of the NALC/SSALC subscription for 2018/19 at a cost of £2,202.92.

It was AGREED* by all present to APPROVE* the cost of £2,202.92 for the NALC/SSALC subscription cost for 2018/19.

F57/11/17

VAT Inspection

The Clerk stated that this was completed on Tuesday 7th November. The report received from the HMRC has now been circulated to Members.

Members NOTED the information.

F58/11/17

ACCOUNTS FOR PAYMENT

The Clerk presented to the Council the payment schedule to 29th November 2017 being £85,393.87.

It was AGREED* by all present that the payment schedule dated 27th September 2017 to the sum of £85,393.87 be APPROVED*.

F59/11/17

REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Members received the following updates from Senior Officers and Councillors in relation to meetings or conferences attended on behalf of the Council:

NALC Conference Milton Keynes

The Clerk referred Members to the notes circulated from the two day NALC Conference at Milton Keynes in November and it had been an extremely informative conference.

Chairman's Networking Day

Cllrs Watkins and Neale attended the Chairman's Networking Day on 28th September 2017 and received a presentation from the Chief Constable regarding the new Policing Model for West Sussex.

Schools Meeting

Cllr Neale attended the schools meeting on 27th November 2017 to discuss the procurement of replacement buildings for Southwater Academies' through release of s106 funds.

Parish Networking Meeting

Neighbouring Parishes were invited to attend a meeting recently to discuss working in partnership. Another meeting to discuss progress will be scheduled for the New Year.

Clerks Technical Networking Day

Including finance and legal updates. The Clerk attended with Finance Co-ordinator and the Officer to the Clerk.

Southwater Village Hall

Cllr Varley attended the latest meeting of the village hall. There was nothing to report.

Members were informed that many of the meetings attended are documented and these documents are usually circulated to Members. In addition, all supporting documents for training offered by SSALC are listed in the membership section of the SSALC website should Members require more information.

Members NOTED the information.

F60/11/17

MEMBERS CORRESPONDENCE

The Chairman referred Members to the Council Relationships sheet circulated prior to the meeting and detailing the correct correspondence process for Members of Council.

Members NOTED the information.

PARISH COUNCIL POLICIES

The Clerk referred Members to the following policies for approval and adoption:

F61/11/17

Standing Orders and Financial Regulations

Discussion had previously taken place at Committee and with individual councillors in relation to these document, Council are however required to adopt.

It was RESOLVED* that the Parish Council adopt Standing Orders and the Financial Regulations policy as recommended by the Finance and General Purposes Committee on 11th October 2017.

F62/11/17

General HR Policies

The following policies agreed at the HR Committee required the authorisation of Full Council.

It was RESOLVED* that the Parish Council adopt the Staff Handbook, Absence Management Policy, Employees Official Conduct & Confidential Reporting Policy, Dismissal & Disciplinary Procedures Policy, Social Media Internet Email and Telephone Policy, Employee Volunteering Policy, Equal Opportunities Policy, Flexible Working Policy, Grievance Policy, Compassionate Leave Policy, Confidentiality Policy, Dignity at Work Policy, Health & Safety Statement (Employees), Jury & Witness Service Policy, Lone Worker Policy, Parental Leave Policy, Personal Safety Policy, Recruitment Policy, Non Council Work Activities Policy, Staff Postage/Photocopying Policy, Staff Notification of Personal Detail Changes Policy as recommended by the HR Committee meeting of 20th September 2017.

PARISH COUNCIL LAND AND BUILDINGS

To receive a report, discuss and approve any relevant expenditure in relation to land management issues, play areas and other areas of land in the ownership/management of the Parish Council:

F63/11/17

Church Lane Little Barn Owls

The Parish Council building on Church Lane is leased on a fully repairing lease to Little Barn Owls. The Clerk reported that, after a year of occupancy, it would appear that three heaters were not working. The proposed cost of a heater being £242.00 each plus installation costs, the total proposed quotation is £936.00 excluding VAT. Little Barn Owls have requested that the Parish Council assist with the cost of replacing the heaters.

Members discussed the possibility of offering a grant but would need to view the accounts of the business before making a decision.

Members AGREED* to consider a grant application to assist with the cost of replacing the heaters subject to scrutiny of the accounts of the business.

F64/11/17

Leisure Centre Tenders for Boiler Room

This item had been deferred from the Parish Council meeting held on 27th September 2017 (Minute F33/09/17 refers). The Clerk informed Members the Parish Council reopened the request for tenders inviting five companies to submit a tender for the works of which three had returned quotes. The tenders were opened in the presence of the Clerk and Chairman.

It was RESOLVED* by all present having been proposed by Cllr Whítear and seconded by Cllr Neale to accept the tender submitted by Triple Gas for £3,093.28 plus VAT.

The Clerk informed Members that following a Legionnaires report, a tender process will need to be opened for works to be completed in all Southwater Leisure Centre shower areas. This is to ensure compliance with recommendations in the report.

Members NOTED the information.

Members were informed that a report was forthcoming from the consultants carrying out a review of the Leisure Centre and once received, the Working Party to the Leisure Centre would re-convene.

Members NOTED the information.

Members reviewed the terminology use regarding the 'one off' clean of the Leisure Centre. Enquiries into the cost of a 'deep clean' revealed significant costs therefore members concurred that a 'thorough clean', conducted by a local company would be acceptable.

Members AGREED* that the Clerk pursue the costs of the 'thorough clean' of the Leisure Centre conducted by a local company.

F65/11/17

NEIGHBOURHOOD PLAN

The Chairman offered a verbal report on the current position of the Neighbourhood Plan and Housing Needs Assessment. The consultants to the Parish Council have recommended that the Council appoint a barrister to carry out a light touch audit. The cost of which was dependent on the work carried out and is expected to be between £1,250 and £1,750. This cost will be deducted from the Neighbourhood Plan ring-fenced cost centre.

It was RESOLVED* by all present that the Parish Council appoint a barrister to conduct a 'light touch' audit, expected to be between £1,250 and £1,750.

Members were informed that they would soon receive the Housing Needs

Assessment 2017, showing the minimum housing required in Southwater in the plan period going up to 2031. This is a draft document and will possibly be amended after consultation with the general public.

Members NOTED* the information.

F66/11/17

SOUTHWATER YOUTH PROJECT**

Members were informed that Cllrs Neale and Whitear attended a recent meeting of the Southwater Youth Project and minutes from the meeting will be circulated in the usual manner once they are received.

The summer events scheduled were very successful. It was confirmed that the budget contribution by Southwater Parish Council will remain the same for 2018/19, on a three year plan.

A question was raised regarding the lack of interest in involvement of certain age groups and whether there should be a view to broaden the activities offered to include those age groups. The Youth Project do offer activities for older children such as a DJ evening and Duke of Edinburgh award scheme.

Members NOTED the information.

F67/11/17

PERSONNEL & WSCC LOCAL GOVERNMENT PENSION SCHEME**

At this point in the meeting the Chairman proposed the Suspension of Standing Orders in light of the confidential nature of the HR Staffing matter to be discussed; this was APPROVED by all present and Mr McGill declared an interest in the following and was asked to leave the room.

“Confidential Note”

It was RESOLVED that the Clerk should proceed with her discussions with the relevant staff members involved at the appointed Grade 38 and APPROVED the necessary staff budget to do so.

Standing Orders were re-instated and Mr McGill re-entered the room.

F68/11/17

DATE OF NEXT MEETING: Wednesday 20th December 2017

The meeting finished at 9.45 pm.