

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 25th January, 2017 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Cllr.G.Watkins (Chairman)**

Cllr L. Apted **Cllr G.Cole**
 Cllr P.Davies **Cllr. P.Flores-Moore**
 Cllr J. Hutchings **Cllr M. Neale**
 Cllr B. Varley **Cllr N. Whitear**

Clerk: **Mrs.C.M.Tobin**

County Councillor: **Not present**

District Councillors: **Not present**

Sussex Police: **Not present**

Members of the public: **2**

Press: **Not present**

F66/01/17 PUBLIC PARTICIPATION

The Chairman welcomed everyone to the meeting and gave out the housekeeping rules for the meeting including that relating to fire, asking whether anyone present wished to record the meeting. The Chairman informed those present that the meeting was being recorded by the Parish Council.

A local resident stated that she was concerned about the state of the local park (Leisure Centre) was present when caretaker took the gates off the park but indicated that they would be replaced. Explained that part of the slide mechanism had been removed, the boarding for that had been removed through vandalism, concern about the springer mechanisms which was dangerous. Need to replace the gates, she had twins and difficult to look after them with no gates and dogs getting into the area.

The Clerk explain the reason for the removal of the gates, but was unaware of the other issues raised. The Chairman stated that the Clerk had reported to him the previous day and he had inspected and he agreed with the resident.

The Clerk indicated that there had been a previous suggestion to remove the existing fencing and replace with a metal type fencing to avoid further vandalism. The Clerk explained fully the reason for the removal of the gates was so that children could not catch their fingers or hands in the mechanism. The Clerk indicated that there was a plan to refurbish the whole play area upon the Blue Coat Pond Old Goods Yard development commencing. Cllr Flores Moore

suggested temporary gates must be possible pending the replacement of the equipment. The Clerk requires instruction as to what the Council wished her to do in the current circumstances if not replacing the whole fence line. The Chairman stated that he felt that this was something that fell through the net as it were whilst the Clerk was off. The Chairman suggested a visit to the play area the following day after which the Clerk would write to the resident.

A discussion then took place between Members about the technical aspects of any replacement wooden gate. The Chairman said that this would be looked at the following day along with Cllr Cole and they would come back to the Clerk.

The resident said it was not just about the gates, again it was agreed that this would be looked at and temporary action to make safe. The main issue was the springers, which the Clerk had though had been removed; the resident confirmed that it was not. The Council would carry out a safety audit the following day but thanked the resident for her concern.

F67/01/17 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diamond, Dye, Greening, O'Toole-Quinn and Pearce.

Councillors NOTED and APPROVED the absences.

F68/01/17 DECLARATIONS OF INTEREST

The Clerk referred Members of the Council to information issued 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.

There were none recorded.

F69/01/17 MINUTES

The Full Council meeting minutes of the 14th December, 2016 were APPROVED by all those present as a true and correct record of the meeting.

F70/01/17 CHAIRMAN'S ANNOUNCEMENTS

The Chairman indicated that there was to be the first of two exhibitions in relation to the Neighbourhood Plan commencing on Saturday 28th January and Tuesday 31st January 2017. A press release has been sent and information put on social media advising residents of the dates.

Cllr Varley asked where the exhibitions to be held; it was confirmed that these would be held in Beeson House.

F71/01/17 CORRESPONDENCE

The Clerk indicated that the current list had been distributed by her office and asked whether there were any items wished councillors wished to discuss in relation to these or whether any item should be considered at a future meeting of the Council.

Councillors NOTED the information provided.

F72/01/17 COMMITTEES

Planning Committee – 4th January 2017

The Minutes of the Planning Committee dated 4th January 2017 were APPROVED by all those present as a true and correct record of the meeting held.

The date of the next meeting Wednesday, 8th February 2017.

Finance & General Purposes Committee – 11th January 2017

The Minutes of the Finance & General Purposes Committee dated 11th January 2017 were APPROVED by all those present as a true and correct record of the meeting held.

The date of the next meeting Wednesday, 15th February 2017.

F73/01/17 ACCOUNTS

The Clerk presented to Council the current financial position of the Council, including detailed Income & Expenditure, Sales Ledger Aged Account Balances, Bank Cash and Investment Reconciliation as at 25th January 2017.

The Financial information provided to the 25th January 2017 were APPROVED by those present, as a true and correct record of the financial position of the Council.

The Clerk reminded Members that the original £30k to be transferred to Virgin was not going ahead following the Finance & General Purposes Committee.

Members NOTED this information.

Cash Flow

The Clerk referred Members to the Balance Sheet information provided as of 25th January which included the salaries and payments to January 17. The Clerk expressed her concern about the availability of funds going forward as detailed on the Balance Sheet provided to Members. This showed a current year fund of £42,457, General Fund £36,766 and Earmarked Reserves of £233,279.

Cllr Neale said that the Council had had this discussion and that no monies be moved from deposit at this time, but perhaps this needs to be discussed again in March.

Members NOTED this information.

F74/01/17 ACCOUNTS FOR PAYMENT

The Clerk presented to the Council, the payment schedule to 25th January 2017 excluding the payroll schedule; the schedule totalling £3,749.32.

Cllr Flores-Moore said that she would like to discuss the outstanding debtors, as these appeared to be mounting up again. The Clerk stated that she knew a couple of these were related to Christmas donations. Cllr Flores-Moore asked why it showed in this area, the Clerk stated that this was because a purchase order was raised so that these would be shown on the system.

The Clerk to report back on items on the debtors list to Cllr Flores-Moore.

The schedule of payments were APPROVED by all present in the sum of £3,749.32. This excluded the payroll which would be authorised separately.

F75/01/17 DRAFT ANNUAL PARISH COUNCIL BUDGET 2017/18

The Chairman of the Finance & General Purposes Committee referred to the revised schedules provided to all members for discussion following those at the meeting of the Finance & General Purposes.

Cllr Neale stated, that he would like to present the Budget for 2017/18 to the Council. This budget was discussed and changes made at the last Finance & General Purposes Committee in January and subsequently approved by the Finance & General Purposes Committee for submission to Full Council for approval.

The production of the Budget has been challenging with several iterations made and we are currently on Version 13. We believe this to be a fair budget and the best solution.

The Budget comprises of two elements the detailed breakdown for each cost centre and Sheet 2 which has details of proposed money transfer and additional money to recover our general fund position to stabilise the Council's financial position.

There have been challenges during the production of the Budget as some of the assumptions made for 2016/17 have not been realised for a number of reasons. The basic differences in the two budgets amount to circa £90,000 this money had to be accounted for in this Budget which is presented. Details of these large differences have been reviewed at the Finance & General Purposes Committee.

The current situation with this years' budget is that the net expenditure is circa £72,500 and is expected to be £95,000 net expenditure at year end. The affect that this had along with the net expenditure in last year's finances means that our general funds are reducing with the affect that currently we cannot maintain the three months' salary in the general funds.

The production of the Budget has been based on current year and predicted end of year figures with realistic and challenging and achievable targets for income.

Sheet No.2 of the Budget has two areas showing proposed mitigation to transfer money at this end of year to help reduce the effect on the precept for next year.

The Budget currently has a net expenditure of £439,33 from the detailed cost code sheets which would normally be the precept figure if this figure is applied it would give a 32.9% increase in Band D.

The first element of the Sheet 2 figures adds £30,000 to the budget total to recover our position in the general reserves. We felt that by adding this figure to Sheet 2 was more transparent than adding the amount to a line in a cost centre.

The second element of Sheet 2 figure mitigates some of the potential increase in the precept by moving £70,000 from Public Open Space ring fenced to General Reserves.

After the transfer of monies, we have a figure of £399,334 which if applied to the precept calculator giving a Band D increase of 20.77% or in real terms £16.05 for the year.

Cllr Neale at this point stated that “he presented the Budget for the Council’s approval”.

Cllr Neale asked if anyone had a question in relation to the Budget. Cllr Flores-Moore questioned the figure in the Youth Project Friday Club in that despite having no club there was expenditure in Month 5 and felt that this was a misallocation. The Clerk stated that she would report back on this.

The Clerk to report back on Month 5 in relation to the Ringfenced Youth Project funds.

It was proposed by Cllr Neale, seconded by Cllr Watkins and APPROVED by all present, that the Council APPROVE a Budget of £399,334 Band D 20.77%.

Cllr Whitear stated that he felt that the Council should congratulate Cllr Neale for all the work he had undertaken in relation to the Budget now formally approved. Cllr Neale stated that he and the Clerk had worked together in the preparation of the figures. Cllr Whitear thanked the Clerk also at this point.

F76/01/17 LEISURE CENTRE & EASTEDS BARN COUNCILLOR WORKING PARTY

The Chairman referred to the Report and Draft Working Party Remit which the Clerk had prepared for discussions by Councillors. It is assumed that the Chairman and Vice Chairman of Council, plus the Chairman and Vice Chairman of the outgoing sub-committee will be on this working party therefore, two spaces would remain subject to the remit being approved by Council. The Chairman suggested that the Working Party will commence within 14 days of the Full Council meeting. Subject to everyone’s approval, Cllr Davies asked whether he could be on the Working Party, with the Clerk informing those present that Cllr Pearce had also indicated his willingness to stand on the Working Party.

The Working Party Remit and Report were accepted by Council with no amendments with the following councillors have been appointed to the Working Party, Cllrs. Davies, Flores-Moore, Neale, Pearce, Watkins and Whitear. The first meeting of the group to be within 14 days of the date of appointment.

F77/01/17 CO-OPTION OF PARISH COUNCILLORS

The Clerk informed Members that an application had been received from Mr.Derek Moore in relation to a vacancy within the Parish Council. As the Council does not currently have any vacancies, but can co-opt two non voting members, the Clerk had discussed the matter with the

Chairman and therefore presented to members for consideration an application from Mr.Derek Moore. These positions are also known as co-options but are not the same co-options as those members recently appointed to Council who have such voting rights. This individual would have access to information provided to Council including that which may be confidential.

The Chairman asked Mr.Moore to address the Council, stating that his CV and information had been circulated. Councillors had no questions which they wished to raise. The Chairman asked whether Members wished to co-opt Mr.Derek Moore. Mrs.Flores-Moore said, that it was important that there were no restrictions.

At this point in the meeting the Clerk asked Mr.Moore to sign his declaration of office accepting the Council's Code of Conduct.

The Chairman asked Mr.Moore to join the Council at the table, he declined and sat in the audience.

F78/01/17 REPORTS BACK FROM REPRESENTATIVES ATTENTION OUTSIDE MEETING ON BEHALF OF THE COUNCIL

Southwater – Meeting with Berkeley's in relation to the LEAP/NEAP

The Chairman reported that he, Cllr Cole and the Clerk had attended this meeting with representatives of Berkeley's. A detailed breakdown of concerns were noted by Berkeley's and a revision with regard to the LEAP/NEAP proposals are to come forth for pre-consultation with the Council's representatives.

Meeting between Southwater Parish Council representatives, Southwater School Headteachers and Chairman of Governing Bodies, District Councillors and Officers from West Sussex County Council

The Chairman reported that as part of the Neighbourhood Plan project the Council's Clerk and Consultant had been in regular contact with the schools as to their needs going forward. District and County Council members and officers were also present. A meeting was held the previous evening when all parties had expressed their views and whilst there would be certain matters to be overcome a way forward was being pursued which would hopefully enable the Southwater Schools to access much needed Section 106 Development gain monies. A further meeting will be held in March 17.

Horsham District Council – Neighbourhood Plan Meeting Billingshurst

The Clerk indicated that she had attended the meeting that afternoon and reported that all parishes were invited, and it was basically a run through of how to do a Neighbourhood Plan. A few tips were picked up which may benefit Southwater's plan.

Meeting between Parish Council and Representatives from Southwater Youth Management Board

A meeting was held but will be discussed at a later stage.

Village Hall Management Meetings

Cllr Varley stated that she should be in a Village Hall Management Meeting along with the Chairman of Council, but the meeting dates always clashed. The Chairman suggested that

perhaps the Clerk could approach the Management Committee with a view to moving their dates to accommodate the Council.

The Clerk to contact the Village Hall Management Committee to discuss the possibility of their changing their meetings to accommodate the parish council representatives who currently had an obligation to attend the Council meetings as Councillors.

F79/01/17 PARISH COUNCIL LAND & BUILDINGS

Littering and Fly Tipping – it would appear that the Parish are experiencing yet again from a spate of such littering which seems deliberate as this is in one particular areas despite the Council asking anyone to report such incidents. Someone continues to take garden refuse to the allotment site; each clearance of this cost the parish council £50 as it does not currently have a vehicle of its own although this is planned. Cllr Cole suggested that it was someone who did not want to pay the new charges being imposed at the tip and stated that he thought that this would be a natural consequence. Cllr Whitear asked how many times during the year had this happened, the Clerk believed that on at least three times. Cllr Whitear suggest signed and perhaps a camera. The Clerk stated that she was investigating the use of a remote camera and was pursuing this and had put up signage for this to be removed. Cllr Whitear stated that there was a problem in Two Mile Ash Road where there is a layby with some flytipping. The Clerk stated that currently the Parish litter team did cover that particular area.

Fly tipping in the parish has not been a problem over the years, yet since the change in operating times at the local tip, three incidents are known to have taken place and have been reported to Horsham District Council the latest being in Stakers Lane. Residents are encourage to report such incidents, and it could be that anyone using a contractor not licenced to carry out such disposal could be liable for prosecution if the material is found to come from their property.

The Chairman indicated that cars were backing out onto the Worthing Road, due to the new system in place they cant get in and out dependent on whether free or chargeable rubbish; the summer will only be worse. Cllr Hutchings said that she believed that it was illegal to charge, the Chairman said that he too had read this in the newspapers, but had not verified this. Cllr Hutchings said that because of the restrictions people were dumping because it is then free of charge as the Council would pick up, in Tower Hill there were some fly tipping.

The Clerk indicated that the Council had written to the Secretary of State in relation to this matter. Cllr Davies said that the possible introduction of two weekly bin collections this problem may be acerbated. Cllr Watkins said, that the Parish Council did make representations but he felt that the County had already made up its decision.

Cllr Hutchings said that coming north there were black bags with insulation coming from Buck Barn on the A24. The Clerk asked for a more precise location which was provided. The Clerk to report to Horsham District Council.

The Clerk will continue to monitor these incidents.

Fencing to an area at the top of Nutham Lane

The Clerk confirmed that as previously reported contractors had visited the site but had only

recently quoted. The quotation in the sum of £350 + VAT has been accepted and works will be put in hand. The Clerk apologised for the delay in this work being completed.

Councillors NOTED and APPROVED this matter.

Tree Works

The Clerk visited the site in Wild Orchid Way, which had recently seen a tree fall following a severe storm. Three trees have been identified as needing works to remove dead branches and remove Ivy from another. The Clerk was meeting with the residents the following day. The cost of these works being £190+VAT have also been accepted due to the need to have these works done speedily.

Councillors NOTED and APPROVED the action to be taken.

Insurance

The Clerk referred to a previously reported matter involving trees indicating that the insurance company had now dealt with this matter satisfactorily. Council would be eligible for half the cost.

Councillors NOTED and APPROVED this matter.

Leisure Centre

The Clerk reported that there were two accidents to note both having taken place at the leisure centre one of which had been reported through RIDDOR as required by the HSE. Staff dealt with both incidents effectively.

Beeson House

The Clerk reported that there was damp to the windows in the area known as Office 4 which appears to be coming from the roof area. MSA have indicated that they will assess this and if necessary this will be reported to the District Council who are responsible for the roof; another tenant has experienced water also; this too has been reported to HDC.

Councillors NOTED the action proposed by the Clerk.

Diversion in Colleague Road, Southwater

Cllr Varley express her concern about the dangers being experienced in this diversion. The Clerk reported that the WSCC Area Highways Manager was dealt with the situation and an email had been sent to Councillors that day. The problem is with contractors vehicles mounting the verges, they will along with the HDC refuse lorries be asked to reinstate the verges. Cllr Cole said that he agreed with the Clerks comments that people driving were behaving very badly in the area which was causing excessive problems people are not adhering to the Highways Code.

At this point of the meeting the Chairman proposed the suspension of Standing Orders and this was approved by all present.

The resident who was present stated that as a police officer she would suggest that perhaps the vehicles in College Road could be parked opposite the blind corners which would avoid some of the difficulties. The Chairman thanked the resident for her remarks, stating that the Council

had the ability to appoint another co-opted non voting member should she wish to consider standing.

Standing Orders were reinstated.

F80/01/17 SOUTHWATER YOUTH PROJECT**

The Chairman referred to the notes provided by the Clerk of the meeting held on the 20th January 2017 with representatives of the Youth Board and also of the Parish Council.

Cllr Watkins said that he had thought the meeting had gone very well on the evening in question, but he had seen a number of emails which led him to believe that may have not been the case. There are some matters to resolve and this should be left in the hands of the Clerk to obtain the information required. The Clerk stated that having receiving the information late that day, the Council could authorise that subject to those being in order for the Clerk to pay the invoice.

Cllr Neale stated that they had provided the information albeit at the 12th hour, although there were a few matters to be investigated. Cllr Cole says that this account did not show the sums paid by the Parish Council in terms of rent, service charge etc. Cllr Whitear said that there is one point he would like queried on the payments bottom line “staff training and recruitment” for as the Council understands that there is only one member of staff. Previous requests as to what this was in relation to had to date not been forthcoming.

The Chairman suggested that the Chairman of Finance & General Purposes and the Clerk look at this point. The Chairman, Vice Chairman and Clerk would be responding to the various emails. The Clerk indicated that the Council do have their costs in relation to rent, service charge, electricity, alarm and cleaning.

Cllr Neale advised Members that Cllr Flores-Moore had stepped down and that he would be stepping into this position along with Cllr Whitear. The Chairman indicated that should either not be able to attend that it had been agreed that either he or the Clerk would attend.

Cllr Apted asked that the Council thank Cllr Flores-Moore for all her work over the years in attending the Youth Management Board.

It was AGREED that Cllr Neale would replace Cllr Flores-Moore on the Youth Management Board. Should either Cllr Neale or Whitear be unable to attend then the Chairman of Council, Cllr Watkins or the Clerk would attend to ensure that at all times there be two representatives from the Parish Council.

It was RESOLVED that the Chairman, Vice Chairman and Clerk would take the necessary action in order to pay the sum of £17k being the Parish Council’s grant to the Youth Management Board.

F81/01/17 PERSONEL & WSCC LOCAL GOVERNMENT PENSION SCHEME**

Staff Review

The Clerk reported that as of the 19th all staff with the exception of one had signed their new

job descriptions and contracts all of which now complied with NJC conditions as discussed and approved previously.

Cllr Whitear asked whether the individual who had not signed the contract was this because they were unwilling to do so? The Clerk responded that this was not the case and was purely down to circumstances prevailing at the time.

Staff Vacancies

The Clerk indicated that the staff vacancies were now to be advertised externally.

With regard to the PR/Market/Social Media position, an offer had been made it was anticipated that this new member of staff would commence on Monday 28th February. The Clerk was taking the relevant steps to provide for new equipment required.

Councillors NOTED the information provided.

The Chairman thanked everyone who had attended the meeting.

F82/01/17 DATE OF THE NEXT MEETING

The date of the next meeting to be Wednesday, 29th March 2017.

The meeting closed at 8.20 pm.