

## **SOUTHWATER PARISH COUNCIL**

Minutes of the Full Council Meeting held on Wednesday, 29<sup>th</sup> January, 2014 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

**Present Were:**                    **Mr P. Buckley**

**Mr L. Apted**    **Mr G. Cole**  
   **Mr D. Nagy**    **Mr.M.Neale**  
   **Mrs B. Varley**     **Mr G. Watkins**  
   **Mrs J. Williamson**

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

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

**Sussex Police:**                    **Apologies received**

**District Councillors:**        **Apologies received**

**Members of the public:**        **2**

**Press:**                                **Not present**

### **F287/02/14                    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 but there was none.**

**The Chairman indicated that should the Members of public wish to speak on any item other than an item on the agenda, then this was the point to do so.**

Mrs.Varley asked the Clerk whether she knew why the trees on the A24 had been cut back by Berkeley Homes. The Clerk stated that whilst she was not absolutely sure, she understood that this would in connection with the new flyover. Mrs.Varley and Mr.Cole expressed concern that the trees had been taken back a lot further than necessary to Farthings Hill roundabout; the Clerk could not comment on why these had also been taken back but would make enquiries, however, this area was not within the Southwater Parish boundary.

Mr.Neale asked the Clerk whether she had been informed that Barratts were off site having blocked up and carried out works to the footpath. The Clerk indicated that Barratts were still currently on site and that any works to the footpath were to be carried out in conjunction with the Parish Council.

Mr.Nagy said that he would like to give a vote of thanks to those involved in the clearance of the Ghyll adjacent to Easteds Lane Allotments site, the works appear to have been successful with no flooding during the last heavy bout of rain. Mr.Buckley stated that the Southwater Environmental Group would be meeting at 9.30 am., on Sunday, 2<sup>nd</sup> March 2014 at Easteds Barn.

Mr.Watkins indicated that he would be reporting under Section 16 of the Agenda.

County Councillor Brad Watson, informed the Council that the West Sussex County Council had agreed the budget for the forthcoming year which see yet another Council tax freeze. He believed that this would be the case for Horsham District Council. Cllr Watson stated that despite having a good response to the public survey carried out by the Police Commissioner for a rise in the police precept to 3.6% unfortunately, this was not possible due to the fact that the Secretary of State had put a cap on any increase this being 2% to include police the Police rise is therefore likely to be 1.95%.

A new £30M two year programme will be put in place to resurface unclassified roads and these would not just be rural roads, unfortunately the recent heavy rains had yet again played havoc with the road surfaces and pot holes reforming where they had just been repaired. Cllr Watson pointed out to the various road closures in the District over the next couple of weeks.

Cllr Watson stated that the Council would have heard that the County's Chief Executive Officer had left, this was due to his wishing to retire he was not pushed as reported. The County Council will revisit its structure moving away from direct delivery to a contracting role. Two ladies had been appointed, Diane Ashby who had an impeccable record having worked with Marks & Spencers and the Body Shop and it is hoped that along with Jill Stewart, the new Director of Transformation will take the Council forward in its new role.

Cllr Watson stated that he believed that there were on-going issues regarding Southwater parking issues, footpaths including the proposed 30 mph for the Worthing Road. He would along with officers and representatives of the Parish Council like to have a roundtable discussion to look at what is feasible and achievable. The Chairman of the Council stated that one of the main areas was the provision of a footway/cycleway from the RSPCA roundabout to Hangman's Hill. The Chairman indicated that Cllr Watson should ask his officers to make contact with the Parish Clerk to set up a convenient meeting.

Mrs.Varley stated that it was virtually impossible to speed on the roundabout to the southern end of the village and therefore could not see why a speed limit was required. Cllr Watson stated that he had received a number of representations from local residents including ones for the removal of the pinchpoints/speed humps and whilst some may wish this it was a 50/50 split between those for an against and he could not personally support their removal.

Mr.Ian Mitchell informed the Council that he had come to discuss Item 14 on the Agenda, but believed from the Clerk that the Holy Innocents Church for whom he was Church Warden has already registered their interest in being on the

Neighbourhood Plan Steering Group.

Mr.Richard Duncan informed Council he was attending the meeting of the Council again as representatives of the Denne Park residents and wished to report back on the meeting held by Horsham Football Club. Many local residents attended along with those in Salisbury Road, although they are not particularly supportive and were more interested in the increase in traffic on the Worthing Road.

MrDuncan said that the meeting was particular disappointing, as it had been not a presentation but a consultation with only a one to one questions and answer session with Directors of the Club.

With regards to the proposals he was particularly concerned about the condition of the Worthing Road, although he believed that this was being addressed by either Croudace or Horsham Football Club, it was apparent however, that the County Council had no plans at this time.

The Group had requested a meeting between the Football Club and local residents as they felt that they had been unable to address their concerns with the Club. Mr.Duncan stated that he had formally requested assistance from the Parish Council in relation to the free hire of a room to hold the meeting there being no suitable venue close to Denne Park, but no doubt the Clerk would speak to the Council on this at a later stage in the meeting. Mr.Duncan hoped that local residents of Southwater would also come along and support their efforts. The Chairman of the Council pointed out to Mr.Duncan that Denne Park was actually within the Parished boundary of Southwater.

**F288/02/14**

**APOLOGIES FOR ABSENCE**

Apologies and reason for absence have been received from Dr.A.Cash, Mr.K.Diamond, Mrs.Flores-Moore, Mrs.J.Hutchings and Mrs.C.Vickers

**F289/02/14**

**DECLARATIONS OF INTEREST**

There were no declarations declared at this point in the meeting. Mr.Nagy stated that he may have to declare in relation to Agenda Item 17.

Mr.Nagy stated that in light of subsequent issues in relation to the declaration of interest and Code of Conduct at the last months meeting where there appeared to be breaches of the Council's protocols, he would like it noted, that it was he who had raised the question with the Clerk and had consulted the Monitoring Officer, seeking clarity. This then led to the Clerk issuing the reminder about the protocols to be adopted by all Councillors.

**F290/02/14**

**MINUTES**

The Council discussed the minutes of the meeting held on Wednesday, 29<sup>th</sup> January 2014 and there being no amendments to these minutes they were duly approved.

**It was RESOLVED by all present that the minutes of the meeting held on 29<sup>th</sup>**

**January 2014 be APPROVED by all present, following the changes made.**

**F291/02/14**

**CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that there would be an additional meeting of the Council on Wednesday 30<sup>th</sup> April 2014 there being no Full Council meeting in March 2014.

The Chairman announced the resignation of Mr.Bryan Sunderland as a Parish Councillor. The Clerk would had issued the necessary vacancy notice this expiring on the 19<sup>th</sup> March 2014 this will allow the Council to co-opt if necessary at their meeting in April 2014.

**F292/02/14**

**CORRESPONDENCE**

Horsham District Council – Scrutiny and Overview Programme

The Parish Council are once again asked to provide suggestions for the work of the Scrutiny and Overview Committee of the District Council. This could be in relation to a service/operation or otherwise provided by the District Council. For example, the grant funding application system could be a point in question, as Members had questioned this previously.

**Councillors NOTED the Clerk's comments.**

South & South East in Bloom

This organisation marks the 50<sup>th</sup> Anniversary of Britain in Bloom. To mark this they are encouraging local communities to get involved through Our Blooming Schools encouraging younger people to grow vegetables, flowers or generally care for their environment. Entry is free.

There will be two seminars/workshops this year:-

19<sup>th</sup> March at the Assembly Rooms, Chichester

26<sup>th</sup> March at Doddington (near Faversham) Kent

**Councillors RESOLVED that the Clerk should share the information with the three local schools.**

## COMMITTEES

Finance & General Purposes Committee – 5<sup>th</sup> February 2014

It was **RESOLVED** by all present that the Finance & General Purposes Committee minutes dated 5<sup>th</sup> February 2014 as a true and correct record of the meeting, with no amendments.

The date of the next meeting being Wednesday, 5<sup>th</sup> March 2014

Planning Committee –6<sup>th</sup> February 2014

It was **RESOLVED** by all present that the minutes of the Planning Committee dated 6<sup>th</sup> February 2014 be approved as a true and correct record of the meeting.

The date of the next meeting being Thursday, 6<sup>th</sup> March 2014.

## ACCOUNTS

The Chairman referring to the Councillors Meeting asked the Council to confirm the current financial position of the Council in that the Council were happy with the information provided via the Income and Expenditure and bank balances as at 26<sup>th</sup> February 2014.

Mrs.Varley questioned the recharge figures as did Mr.Cole. Mr.Buckley informed both Members that this was the recharge made on the sub-tenancies within Beeson House. Members acknowledged the response, Mr.Cole felt that having the figures a week in advance allowed greater scrutiny by Members.

**It was APPROVED by all present, that the figures presented in the Members Pack represented the true financial position of the Council.**

The Co-Operative Bank

The Clerk informed Members that the final deposit with the Co-Operative had matured in the sum of £105,407.83. This currently said in the Council's Co-Operative Bank Account No.2. With the impending works to both Beeson House and Easteds Barn, the Clerk wondered whether Council wished to reinvest at this stage in a high interest account as the first instalment of the precept would be made at the end of April 14, or whether Council wished to retain this within the bank account for easy access without loss of interest.

Mr.Cole asked when the Council would receive the precept, the Clerk responded that this was normally received on the last Friday of April and September. Mr.Buckley felt that the monies should be reinvested with Virgin which had easy access but that the Clerk should also check with the other two new banks Lloyds and Nat West to see what their rates would be.

**It was APPROVED by all present, that the Clerk should reinvest/retain with Virgin the monies dependent on the rates being offered by Lloyds and Nat West Banks.**

Campaign to Protect Rural England Subscription

The annual subscription to this organisation was now due the cost of which being £29.

**Members RESOLVED not to subscribe to this organisation as the information provided was available via other sources.**

Financial Briefing – Repeal of S.150 of the Local Government Act 1972

The Clerk referred Members to the proposals under the above Act in relation to the fact that currently requires all cheque or other payable orders to be signed by two councillors. The draft Legislative Reform Order (LRO) which repeals S.150 (5) has been approved, however cannot yet be enacted until signed off by the Minister.

**Members NOTED the changes proposed by Parliament.**

Denne Park Residents

The Chairman of the Denne Park Residents group would like the Council to consider the free use of the Council Chamber to allow them to meet with Horsham Football Club as there are no suitable facilities within their particular area of the Parish. The group would like to have a neutral venue locally in which to meet with the Football Club.

**It was RESOLVED that on this one occasion the Parish Council would assist local residents in obtaining access to a meeting space free of charge. This decision does not in any way reflect the Council's recommendations in relation to any future planning application to be received.**

**F295/02/14**

**ACCOUNTS FOR PAYMENT**

The Chairman presented to Members the Payments to 26<sup>th</sup> February 2014.

**It was RESOLVED by all present that the Payments Schedule to 26<sup>th</sup> February 2014 in the sum of £12,618.34 be APPROVED.**

**F296/02/14**

**BEESON HOUSE "TENDERING"**

Members were advised that six tenders were sent out with five companies tendering prices. The Council's appointed consultant recommends in his report that the contract be awarded to Ashbridge (Builders) Limited of Orpington in the sum of £49,648.00

The Clerk was asked to approach the consultant with the view to a possible discount in relation to the contract should the tender for Easteds Barn also be approved. Mr. Watkins also informed the Clerk that the retention figures will have to be held by the Parish Council in a separate account. It was agreed that the Clerk should open an account for such monies with the Co-Operative.

**It was APPROVED by all present that the tender price submitted from Ashbridge (Builders) Limited, Orpington in the sum of £49,648.00 should be**

**pursued with works commencing as soon as reasonably practicable subject to a review of the documentation by Mr.Starling, Mr.Cole and the Clerk to the Council.**

**F297/02/14**

**EASTEDS BARN “TENDERING FOR WORKS”**

Members were advised that six tenders were sent out with five companies tendering prices. The Council’s appointed consultant recommends that the contract be awarded to Ashbridge (Builders) Limited of Orpington in the sum of £41,033.00.

In light of the comments raised by Mr.Watkins in relation to the retention monies, it was further approved that the Clerk open up another account with the Co-Operative Bank.

**It was APPROVED by all present that the tender price submitted from Ashbridge (Builders) Limited in the sum of £41,033.00 should be pursued with works commencing as soon as reasonably practicable, subject to a review by Mr.Starling, Mr.Cole and the Clerk to the Council.**

**It was APPROVED by all present that the Clerk should open up two further accounts in relation to retention monies in relation to the Beeson House and Easteds Barn Projects.**

**F298/02/14**

**TREE SURVEY “TENDERS FOR SURVEY”**

The Clerk referred to the Deputy Clerk’s report in relation to the proposed contract, and asked Members to confirm the recommendation. The Chairman reminded Members that the Council was bringing forwards it planned programme of maintenance and works due to the high winds and recent inclement weather.

**It was APPROVED by all present that the tender price submitted from Quaife Woodland be ACCEPTED and the order raised.**

**F299/02/14**

**SOUTHWATER ACTION TEAM**

The Clerk informed Members that the proposed meeting had been cancelled by the Group’s Vice Chairman due to lack of numbers attending.

A meeting is to be held with Mrs.Priebe (Vice Chairman) and Mr.Prosser-Snelling (Secretary) of SWAT on Monday 3<sup>rd</sup> March with the Chairman of Council and Clerk.

Mr.Nagy reported that the reason for the cancellation may also have had an affect on the attendance as this has not been issued in good time and in accordance with the Constitution, therefore even had the meeting taken place no formal decisions could have been made. It was therefore right that it had been cancelled.

Mr.Buckley hoped that the next meeting date of Southwater Action Team would be discussed at the meeting on Monday, when he hoped that the situation could be moved forward.

**F300/02/14**

## **SOUTHWATER NEIGHBOURHOOD PLAN**

The Chairman referred to the Deputy Clerk's report. The Clerk reminded Members that Stammerham Amenity Association (which would represent residents in Denne Park, Salisbury Road, Two Mile Ash and Christ's Hospital) was to reform as a constitutional body and it was their intent it was believed to be included in the nomination process.

Mr.Cole said that having attended the training session the previous evening held by SSALC/AiRS at Pulborough it was obvious that over the period of a plan, some volunteers were lost along the way, and suggested that it may be prudent for the Council to consider all nominations from constituted bodies. The Clerk confirmed that whilst the Council had originally agreed to a 12 strong Steering Committee it could extend this to allow all whom had come forward to be involved. Other community groups could also volunteer as there would be considerable consultation on many of the six topics. Mr.Nagy agreed that this was indeed a good idea, Mr.Buckley did however state that this should be no more than 14 for any more would make the Steering Group process unmanageable. Others in the community would not be prohibited in coming forward to assist with aspects of the plan which will require consultation.

It was further agreed that subject to Stammerham Amenity Association reconstituting then they should also be included in the Steering Group.

Mr.Buckley stated that as the plan was effectively being led by the Parish Council, then he would proposed that the Chairman of the Group when the first meeting took place, be a Parish Councillor; this was agreed by all present.

**It was RESOLVED that the ten representatives from the following constituted community groups would be appointed to the Steering Group of the Neighbourhood Plan. Any Steering Group to be led and Chaired by one of the four parish councillors appointed by the Council.**

**Anne Frank Montessori, Holy Innocents Church, Southwater Football Club, Southwater Junior Academy, Londis (Ramesh Shingadia), Southwater Methodist Church, Southwater Village Hall, Southwater Youth Project, Southwater Action Team and Stammerham Amenity Association.**

**F301/20/14**

## **MEMBER'S CODE OF CONDUCT AND STANDING ORDERS**

The Clerk referred Member's of Council to correspondence issued in relation to the Member's Code of Conduct and Standing Orders. The reason behind the information being recirculated was due to proper concerns raised by a Member of Council as to procedures and protocols in relation to the Code, as it was felt that these may have been breached at the last Full Council Meeting. The information contained a flow chart which should assist Members in reach their decision this not being overly complicated.

The Clerk informed Members that as previously indicated her role was to provide impartial information and advice in relation to such matters, but that it was for the Member concerned to decide whether or not to declare an interest and what the nature of that may be. The Clerk referred Members at this point to the Nolan principles setting out standards of behaviour required by Members of a Council.

Members are advised to consider the agenda for the meeting and determine in advance if they may have a personal, prejudicial or Disclosable Pecuniary Interest in any agenda item. If a Member decided they do have a declarable interest, they are reminded that the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of the interest will be minuted.

Where you have a Prejudicial Interest (which is not a Disclosable Pecuniary Interest) Members are reminded that they must now withdraw from the meeting chamber after making representations or asking questions.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussion of the item at all; or participate in any voting; and must withdraw from the meeting chamber; unless they have received a dispensation.

The Clerk also referred to information provided by the County Association in relation to Campaigning Groups by the Parish Council, individual Members of Parish Councils, Predetermination/Bias and Members Code of Conduct.

**All Members NOTED the Clerk's advice and information received.**

Mr.Nagy said that he would like to both ask and question and make comment in relation to the Clerks information. Mr.Nagy said that his question was in relation to the Declarations of Interests and the differing types of interests and when exactly these should be made. The Clerk referred to the guidance given. Mr.Buckley and Mr.Apted said that the rule of thumb was that if you felt you had an interest or your felt that the public may perceive that you did then you should declare, take no part in the meeting or vote and just to be safe leave the meeting. The Clerk again referred to the Code of Conduct and stated that the rules were quite clear that at the commencement of an agenda item, for the sake of public transparency.

Mr.Nagy said that during his conversation with the Monitoring Officer he believed that the District Council for example required Members where they had a personal interest remove themselves to a particular seat in the chamber so that the public could see that they were not at that point speaking as a councillor. Mr.Nagy suggested that this may be possible for the Parish Council to adopt to avoid any future doubt. The Clerk suggested that as Standing Orders were to be revised in the future, that perhaps this could be addressed through these.

**It was RESOLVED by all present that the Clerk look at this matter when revising the Council's Standing Orders for the sake of public transparency in that Members would know when a Member was discussing Council business or something in which they had an interest within the remit of the Code of Conduct.**

**REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL**Meeting with Sussex Police (Chief Inspector Howard Hodges/Inspector Claire McKnight

Mr. Buckley reported that both he and the Clerk had attended a meeting with the Chief Inspector and Inspector, and whilst it had been anticipated that there would be a move to lose the PCSO yet again from Southwater, it had been confirmed that this would not be the case. The only change would be the further reduction in time that the PC spent in the village, as he would be required to cover further villages with others within the force being on long term sick leave. The Parish would retain Special Constable Worth, who having been a PCSO in Southwater for a number of years, was well acquainted with the parish in general.

Meeting in Public – Strategic Plan

The Clerk indicated that she had presented the Council's question at the meeting as requested. The meeting was informative with a number of queries now being raised by her office especially in relation to the presentation by WSP the consultant employed by Horsham District Council in respect of Highway considerations. The Clerk was in particular asking what mitigations were planned on the A24, Hop Oast and why the southern roundabout at Pollards Hill had not been included within the strategic report.

**Members asked that the Clerk pursue this matter with the District Council.**

Southwater Friday Luncheon Club

The Chairman reported that he and other councillors had attended the Southwater Luncheon Club. This was formerly opened by County Councillor Brad Watson and the County Times were present to report this new venture. It is hoped that the group will now constitute formally. Seven volunteers also helped out along with Leisure Centre and Council Office staff all of whom should be congratulated on the Club's success. The caterers had provided an outstanding meal.

The Clerk indicated that a further £1,000 grant had been received through the Horsham District Council's Grant panel process; this being much appreciated by the Group.

Mr. Nagy said that the new venture was a credit to everyone involved and proposed a vote of thanks to the members, staff and volunteers. The Clerk thanked Mr. Nagy for his comments.

Horsham Football Club – Public Consultation Meeting 24<sup>th</sup> February 2014

Mr. Watkins reported that both he and Mr. Apted attended as guests a meeting held at the Holbrook Club, Horsham at 7.30pm on the 24th February 2014 to view Plans and Elevations of the New Clubhouse and Football Pitches to be sighted just off the

Worthing Road, at the Hop Oast Roundabout, opposite the Park and Ride.

We were met by Directors of the Football Club and representative from Croudace, who answered questions, put to them on a one to one basis.

The development at Holbrook consists of 57 Units including 10 affordable units (20%) this development is not in our Parish and outside our remit.

The Football pitches, clubhouse and Car parking are within the Parish Council defined area, and Planning Consent is being sought for this from the HDC, and we shall be consulted. We at the meeting requested a consultation meeting with the Parish Council, which is in the process of being arranged.

Our decision should be made prior to the end of the consultation period and after the proposed joint meeting based on the Local Plan in force at the time of the application.

#### Horsham District Bus Partnership

The Clerk advised that she had attended the latest Horsham District Bus Partnership, this being Chaired by Cllr.David Holmes of Horsham District Council. The issue regarding the parking at Christ's Hospital was again raised, as was the potential of a bus service to relieve the situation. The Clerk stated that Pulborough Parish Council's representative had given to the committee results based on a survey used in relation to those using their railway station and thought that perhaps this should be replicated to see what results were obtained at Christ's Hospital.

Mr.Nagy said it was also a question of whether timetables coincided between the buses and trains, being a frequent user of both timings were extremely tight in getting from the platforms to the bus stop.

#### Action in Rural Sussex – Planning Seminar Pulborough

It was reported that the Chairman of Council Mr.Buckley, Mrs.Alway, Mr.Apted, Mr.Watkins and the Deputy Clerk attended the meeting and whilst the meeting had been labelled Neighbourhood Planning, there were also items on planning in general which whilst useful, Members felt that it would have been better to have concentrated on just one aspect.

**The Clerk was asked to obtain the questionnaire and take this matter forward.**

**F303/02/14**

#### **PERSONNEL & PENSION SCHEME\*\***

The Clerk informed Members that there were currently staff shortages due to illness, these posts are currently being covered by others within the team.

The Clerk is hopeful that the Council will be able to take two more young people on the Work Experience Programme. The current Work Experience person having progressed extremely well and who has written an article to appear in the next Newsletter about his experience; this will also be used to provide background information for a grant application to Saxon Weald. The Clerk was hopeful that the majority of those completing their work experience would contact to find employment

locally. Mrs. Williamson said that she had received feedback on the training being provided and this had been extremely positive. The Clerk stated that the young people were proving to be very capable individuals.

F304/02/14

## CLERK'S REPORT

### Functions Open Day

This was well attended by exhibitors, although only twelve members of public turned up on the day, four of which were local residents to the barn itself. The Clerk would like to thank her staff for assisting at the event at short notice, again due to staff sickness.

### Summer Festival

The Clerk as previously instructed was looking to provide an event based at the Leisure Centre towards the end of May. Unfortunately whilst it was hoped to encompass a circus and the annual funfair this would not be possible, as the circus is fully booked. However the funfair are happy to attend, Members views were then sought about the structure of the proposed event, for which sponsorship would be required from local businesses.

- *Two day event, one for younger people and one for those slightly older (eg., band night/disco and a Buble/Disc/Dancing tribute evening possible with dinner and wine provided)*
- *The fun fare would perform over the weekend either from the Leisure Centre or at Church Lane.*
- *Funding sought for a larger based community event 'Arts Festival' with the view of arranging when funding was in place a week long annual event.*

**Members asked the Clerk to look at the funding possibilities to provide a week long Arts Festival to cover, bands, artists etc. this to be based at the Southwater Leisure Centre possible towards the end of June 2015.**

### Civic Service

The Clerk confirmed that the date set for this year's civic service was Sunday 29<sup>th</sup> June 2014 at 10am at Holy Innocents Church.

### Southwater Environmental Group

This meeting will now take place at 9.30 am on Sunday 2<sup>nd</sup> March 2014 commencing at Easteds Barn.

### Disclosure Debarring Service

The Clerk is looking at another provider for the DBS checks for staff and volunteers alike. This will again assist with reducing costs.

### Elections 2015

The Clerk would be issuing new dates for the Annual Meeting of the Council in May which would take into account meetings dates for May 2015 following the elections. Council may like to consider promoting the Elections for the Parish Council during the course of the year.

### Solar Panels

This is being progressed with other companies having now been approached. The Clerk has asked whether planning permission is required or whether the Council can go ahead under its permitted development rights; no response had been received at the time of the meeting.

Councillors felt that the Clerk based on the information received from the various companies should take the appropriate time to ensure that the necessary permissions were sought and in place prior to the Council making any formal position regarding orders.

**Clerk to continue to pursue information regarding the possibility of installing Voltaic panels to both Easteds Barn and Southwater Leisure Centre to ensure that all necessary permissions are either in place or sought.**

**At this point in the meeting the Clerk indicated to Mr.Nagy that he may like to declare an interest under the Code of Conduct. At this point in the meeting Mr.Nagy left the room and took no part in the discussion; his wife being the Deputy Clerk.**

### Pension Scheme Updates

Revision to the current system to comply with the Government and West Sussex Local Government Scheme requirements are underway, with an update in the Sage Payroll system being commenced. The Pension Scheme require information to be available from 1st April, 2014 although the Parish Council do not have to auto enrol staff until 2016/17. The Clerk stated that she would be attending a further briefing the following Wednesday prior to the Finance & General Purposes Meeting and would report further at that point if necessary.

**Councillors noted the information provided by the Clerk.**

**Mr.Nagy returned to the Chamber.**

**F305/02/14**

### **DATE OF NEXT MEETING**

The date of the next meeting will be **Wednesday, 30<sup>th</sup> April, 2014** the meeting will commence at 7.30pm and will be held in the Council Chamber in Beeson House.

**The meting finished at 9.10 pm.**

**The Planning Committee meeting followed immediately after the Full Council meeting.**

**F306/02/14**

### **PLANNING**

**Present Were:**

**Mr L. Apted**

**Mr P. Buckley**

**Mr G. Cole**

**Mr.M.Neale  
Mr G. Watkins**

**Mrs B. Varley**

**Members of the Public: None Present**

<b>Application No.</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>Recommendation</b>
DC/13/2464 Geoff Cole	Mr.D.Winderbank Wellfield House Southwater Street	Workshop extension to existing garage (Development affects the setting of a Listed Building)	No objection with non severance order
DC/14/0155 Geoff Cole	Mr.& Mrs.B and K. Dock 3 Pipers Close, Southwater	Enlargement of an existing dormer window on the north elevation.	No objection subject to obscure glass being fitted
DC/14/0161 Sheree Alway	Mr.Dunn, Millstone Cottage,Cripplegate Lane	Surgery to 2 x Oak trees	No objection to 15% reduction to the crowns
DC/14/0236 Michael Neale	Mr.Matthew Brailey, Terra Cotta, 13 Worthing Road, Southwater	Extension and alterations to existing detached garage	No objection subject to non severance clause and obscure glass to side windows

**The meeting closed at 9.37 pm.**