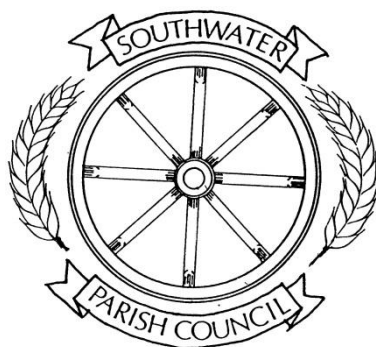


Southwater Parish Council



Full Parish Council Meeting Minutes

Wednesday 26th July 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 Hayley Timson
Cllr Rachael O'Toole-Quinn
Cllr Chris Pearce
Cllr Barbara Varley
Cllr Claire Vickers
Cllr Neil Whitear

Non Voting Committee Member

Mr Grant McGill, Mr Geoff Scoon



SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday 26th July 2017 at 7.30 pm in the Council Chamber, Beeson House, Lintot Square, Southwater, RH13 9LA.

Present Were:	Cllr G Watkins (Chairman)	
	Cllr L Apted	Cllr G Cole
	Cllr D Moore	Cllr M Neale
	Cllr R O'Toole-Quin	Cllr H Timson
	Cllr B Varley	Cllr N Whitear
Co-Opted Non-Voting*	Mr G Scoon, Mr G McGill	
Clerk:	Mrs C M Tobin	
County Councillor:	Cllr N Jupp	
District Councillors:	Cllr J Chidlow	
Members of the public:	None	
Guest Speaker:	Mr D Carden	
Press:	Not present	

MINUTE REF

F01/07/2017

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.

Cllr Nigel Jupp addressed the Council on the following topics.

- West Sussex County Council (WSSCC) is to carry out a review of the Hop Oast Waste Facility. Inspections will start the first week of August with a view to report by the end of September/early October.
- s106 funding will be made available to overhaul two or three of the classrooms belonging to the Infant and Junior Academies. Works are scheduled to take place in Summer 2018. In addition, an application for funding from WSSCC was granted for some equipment for the Academies.
- Car parking at locations such as Christ's Hospital and Southwater Country Park will be reviewed and any issues addressed.
- Speed restrictions along the Worthing Road from Hangman's Hill Roundabout down to the Hen and Chicken and Mill Straight will be re-visited with a view to reduce from 40mph to 30mph.

The Chairman thanked Cllr Jupp for his input and asked, due to the increasing traffic along Worthing Road, whether it would be possible to get Nitrogen Dioxide testing. Cllr Jupp will make enquiries.

F02/07/2017

APOLOGIES FOR ABSENCE

There were apologies noted and agreed from Cllrs Davies, Dye, Flores-Moore, Hutchings, Pearce and Vickers.

Members NOTED and APPROVED* the absence.

F03/07/2017

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.

There were no declarations of interest made.

F04/07/2017

MINUTES

It was RESOLVED* by all present having been proposed by Cllr Moore and seconded by Cllr Apted that the Minutes of the Full Parish Council meeting held on Wednesday 29th March 2017 be accepted as a true and correct record of the meeting.

F05/07/2017

CHAIRMAN'S ANNOUNCEMENTS

The Chairman had no announcements.

F06/07/2017

CORRESPONDENCE

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

F07/07/2017

COMMITTEES

Planning Committees dated 5th April, 3rd May, 7th June and 5th July 2017

It was RESOLVED* by all present having been proposed by Cllr Apted and seconded by Cllr Cole that the Minutes of the Planning Committees dated 5th April, 3rd May, 7th June and 5th July 2017 were **APPROVED*** by all those present as a true and correct record of the meetings held.

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

Finance and General Purposes Committees dated 12th April, 10th May 14th June 2017 and 12th July

It was RESOLVED* by all present having been proposed by Cllr Apted and seconded by Cllr Cole that the Minutes of the Finance and General Purposes Committee dated 12th April, 10th May, 14th June and 12th July 2017 were **APPROVED*** by all those present as a true and correct record of the meetings held.

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

F08/07/2017

PARISH COUNCILLOR VACANCY

The Chairman stated the Clerk had received an application from Ms Hayley Timson for the role of Parish Councillor with voting rights. The Chairman asked whether members wished to vote or were they happy to appoint Ms Timson to this position. No vote was required and Ms Timson was asked to sign her declaration of office and register.

It was RESOLVED* by all present that Ms Hayley Timson be duly **CO-OPTED** to the Parish Council as a Parish Councillor with full voting rights.

F09/07/2017

CO-OPTION OF NON VOTING PARISH COUNCILLOR

The Clerk stated that she was delighted to confirm that Mr Grant McGill had applied for the second non-voting role within the Parish Council. The Chairman asked whether members wished to vote, or were they happy to appoint Mr McGill to this position. No vote was required and Mr McGill was asked to sign the relevant Declarations of Office and received documentation in relation to the role of a Parish Councillor albeit non-voting.

It was RESOLVED* by all present that Mr Grant McGill be duly **CO-OPTED** to the Parish Council as a non-voting member.

F10/07/2017 **TRANSFER OF COUNCILLOR DAVIES FROM PLANNING TO FINANCE AND GENERAL PURPOSES COMMITTEE**

Members **APPROVED*** the transfer of Cllr Davies from the Planning Committee to the Finance and General Purposes Committee with immediate effect.

F11/07/2017 **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 26th July 2017.

The Financial information provided to the 26th July 2017 were APPROVED* by those present, as a true and correct record of the financial position of the Council.

F12/07/2017 **ACCOUNTS FOR PAYMENT**

The Clerk presented to the Council, the payment schedule to 26th July 2017 being £7,422.88.

A question was raised about the breakdown of credit card payments. The Clerk explained these are signed off internally and available to the internal controller to inspect these purchases in office.

The Schedule of Payments were APPROVED* by all present in the sum of £7,422.88.

F13/07/2017 **TOWN COUNCIL STATUS**

A report prepared by Trevor Leggo had been circulated prior to the meeting. Cllr Whitear stated that although all liked the identity of being a village indicated by the moniker Southwater Parish Council, in order to be competitive with other increasing developments in the area, being referred to as a 'Town Council' will give Southwater more kudos. Residents of the village now number circa 11,500 which is equivalent to the size of a small town.

The Clerk clarified that the Village centre and surrounding areas such as Christ's Hospital and Newfoundout will still be referred to as such. It is only the Parish Council's name that will change.

The Chairman clarified that funding from District and County will not change and if there were any political leanings, it would be not be affected or enhanced by becoming a Town Council. The Clerk explained that in government terms the Council was already considered to be a small rural town and that Southwater was a member of the Horsham Rural Towns Forum.

It was the Chairman's view the next step should be some form of public consultation to garner the views of residents and public groups, to see if there are any great objections and if there are, to bring back to

Full Council to discuss the nature of those objections.

Clarification was sought regarding the requirement of a Mayor. It was confirmed that a Mayor would not be appointed.

It was observed that at the point of consultation, it is important to explain why the Council are seeking to change status, as there may be a perception that Town Council Status will be viewed dimly by residents who would equate it with more building works and increased stresses on infrastructure.

Members AGREED* that the Clerk would pursue the option of a public consultation from residents and public groups regarding the change of status from Parish Council to Town Council.

F14/07/2017

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

To receive reports from Senior Officers and Councillors in relation to meetings or conferences attended on behalf of the Council and discuss the Council's attendance at CAGNE Gatwick meetings

SSALC Training Days

The Clerk indicated that she had attended two training days, relating to legal matters, data protection, transparency and account practices. Both were extremely well attended and informative. Members had been issued with new information "The Good Councillor's Guide to Finance & Transparency".

Patient Participation Group (PPG) Meeting

The Chairman attended and will refer to it later in the meeting. In addition, on the 10th April Cllr Neale and the Clerk attended the doctor's surgery as a follow on from the community conference. This was the first step for participation in the PPG.

Residents of the Courtland Development

On 11th April representative from the Parish Council attended and offered advice with regards to issues with the road surface. This issue is still on going and legal advice is being pursued.

Southwater Youth Project

A meeting occurred on 2nd May and was attended by Cllr Neale and Whitear. There was also a follow up meeting on 20th June. This will be referred to later in the meeting.

Miller/Wates Homes

A meeting occurred on 19th June to discuss initial traffic proposals. A further meeting occurred on site and was attended by Cllrs Neale and Cole where further proposals were discussed regarding the installation of the new roundabout.

Southwater Schools

Cllrs Watkins, Neale and the Clerk attended a meeting on 14th July. The outcome was summarised by Cllr Jupp earlier in the meeting. A joint publication on the proposals will be issued by all in the Autumn.

Southwater Country Park

Representatives of the Country Park met recently with Cllr Neale, Watkins and Cole.

Berkeley Homes

A meeting occurred recently to discuss phasing of the development and a report will be issued soon. The build is on target. Discussions had also taken place in relation to the new play area to be known as the Downlink Play Area.

Councillors NOTED this information.

F15/07/2017

FREEDOM OF THE PARISH

At this point Cllr Apted left the room.

The Chairman advised those present that this agenda item was to discuss and if suitable approve nominees Cllr Laurie Apted and retired County Councillor Brad Watson OBE for the Freedom of the Parish honour.

It was confirmed, following investigation, that Cllr Apted could remain as a serving member of the Councillor on receipt of the award.

It was proposed by Cllr Moore seconded by Cllr Cole and APPROVED* by all that the retired County Councillor Brad Watson OBE and Cllr Laurie Apted be awarded the Freedom of the Parish for their services to the community over many years. Members AGREED* that the Clerk would arrange a separate meeting for this presentation event.

Cllr Apted returned to the room and received congratulations from the Council.

F16/07/2017

DELEGATION OF PLANNING RECOMMENDATIONS AND FINANCIAL MATTERS FOR AUGUST COUNCIL RECESS

The Clerk advised that it was necessary during the August recess for Council to consider delegated powers as in previous years for both financial and planning matters.

It was RESOLVED* that delegated financial powers be given to the Chairman and Vice Chairman of Council, Vice Chairman of Finance and General Purposes Committee and the Clerk to ensure the effective management of the Council's financial and legal affairs during the August recess period.

It was further RESOLVED* that delegated authority in relation to planning recommendations be given to the member to whom the application is allocated, together with the Chairman and Vice Chairman of the Planning Committee and the Clerk; all recommendations submitted during this period to be ratified at the next Planning Committee on 6th September 2017.

F17/07/2017

HORSHAM AGE UK

The Clerk referred to a report circulated prior to the meeting regarding a potential working arrangement to ensure the viability of the Wednesday Horsham Age UK Dementia Support Group.

Sonia Mangan from Horsham Age UK confirmed that services offered in the Southwater area are under duress due to financial constraints.

Members were asked to consider the following grant funding to Horsham Age UK:-

- Provide a grant of £1,167 equating to a three month free hall hire to assist them with the costs of providing the Wednesday Dementia group.
- Authorise the Clerk to continue discussions with Horsham Age UK with the hope of finding a solution to the retention of the service in the longer term with other partners.
- Authorise the Clerk to work with other parish councils adjoining Southwater Parish Council with the hope that they would support a central service delivery.
- Authorise the Clerk to liaise with the Monday (Know) Dementia Group in relation to the provision of staff training in the autumn months in order that the Council can progress to becoming a Dementia Friendly Council.

It was RESOLVED* by all present, that a grant of £1,167 equating to a three month free hall hire would be provided to the Wednesday Dementia group.

It was APPROVED* that the Clerk be authorised to continue discussions with Horsham Age UK with the hope of finding a solution to the retention of the service in the longer term with other partners.

It was APPROVED* that the Clerk be authorise to work with other Parish Councils adjoining Southwater Parish Council with the hope that they would support a central service delivery.

It was APPROVED* that the Clerk be authorised to liaise with the Monday (Know) Dementia Group in relation to the provision of staff training in the autumn months in order that the Council can progress to becoming a Dementia Friendly Council.

F18/07/2017

SOUTHWATER SURGERY PATIENT PARTICIPATORY

GROUP (PPG)

Members received a verbal report from the Chairman who attended a meeting with Southwater Surgery PPG on behalf of the Council. There were two items of note from the meeting. The first was a request from the Southwater Surgery PPG for help from the Parish Council to promote a Virtual PPG they are in the process of setting up. This would be done by the Parish Council using their social media sites and other communications to make residents aware of the scheme.

The Clerk then informed Members that the second was an opportunity to commence a project to meet the aims of the Council's current Vision document going forward.

This would be to employ a contractor, with relevant qualifications, to provide local GP Referrals, personal training and post and pre natal care. The scheme would operate from the Leisure Centre with the overall benefit being that the Leisure Centre would gain new customers whilst providing additional services within the community. Costings were still being worked upon and the Clerk would like delegated authority to move forward on the project.

The next meeting with the PPG is in September.

It was APPROVED* that the Parish Council will assist the PPG promote their Virtual PPG scheme through the use of Parish Council social and other communications with residents.

It was APPROVED* that the Clerk be delegated authority to move forward on this potential Health & Wellbeing Scheme in order to provide improved services from the Leisure Centre this scheme also being a model of excellence within the local council sector.

F19/07/2017

PARISH COUNCIL LAND AND BUILDINGS

The Clerk explained to Members that work is still ongoing regarding the evaluation of required works at each of the play areas managed by the Parish Council. This is alongside works required to bring the Parish Council public open spaces up to acceptable standards. The Clerk would like to thank Cllr Moore and Non-Voting Cllr Geoff Scoon for assisting the management team with these enquiries.

Going forward, the grounds maintenance contract will need to be discussed and agreed with a view to extending it to include other vegetation. Cllr Moore explained that this is necessary, as it appears contracts commissioned in the past were not sufficient and the Parish Council are currently playing catch up with cutting back of footways, hedges and tree management.

Non voting Cllr Scoon explained that play areas are also requiring a similar level of attention.

The Parish Council has applied to West Sussex County Council for permission to write letters to residents and businesses to address overgrown vegetation and if the instruction is ignored, carry out the works and bill accordingly. The Parish Council are awaiting a response from WSCC.

A report will be submitted to the Finance and General Purposes Committee Meeting in September. However, items requiring urgent attention have been identified and so the Clerk requested delegated authority to move forward on the project.

It was APPROVED* that the Clerk be delegated authority to address urgent items requiring attention on Parish Council owned land in the interim period prior to the report being submitted to the Finance and General Purposes Committee meeting in September 2017.

With regard to the new Parish Council Community Building, Little Barn Owls Nursery, the interested tenant, had raised concerns over the distance from the car park to the new building. With the permission of the Parish Council, the Clerk and Chairman of Council will instigate discussions between the Fletcher Trust and Berkeley. The Chairman has summarily asked Berkeley to consider appointing twelve car park spaces dedicated to the community building.

It was AGREED* that the Clerk and Chairman to the Council instigate discussions on behalf of the Parish Council regarding the Community Building and associated car parking provision.

F20/07/2017

PARISH COUNCIL TREE SURVEY

This item was referred from the Finance and General Purposes meeting held on Wednesday 12th July for ratification. The following proposal was put to Members:

- To continue to receive the Draft Policy regarding the process used by the Parish Council to manage day to day queries from members of the public and others. Once in place, this policy will 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 Quaipe Woodlands of 3rd 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 to programme the works recommended over a five year period to ensure the works are carried out by the appointed contractors. This will also permit the Parish Council to set an appropriate budget year on year to address issues.

Members AGREED* 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 on condition it is not in excess of that offered by Horsham District Council.

Members RESOLVED* to approve the quotation for the completion of a fresh tree survey as specified in the letter from Quaife Woodlands of 3rd July 2017.

Members RESOLVED* 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

Members AGREED* that a Management Plan, to programme the works recommended over a five year period, be effected to ensure the works are carried out by the appointed contractors.

F21/07/2017

COUNCIL VISION 2 REPORT**

Mr David Carden, the Council's appointed consultant in relation to the Council's Vision for the Future (Part 2), referred to the report dated 7th June 2017 generated from a meeting held on Saturday 3rd June 2017 and circulated to Councillors prior to this meeting.

Some of the recommendations from the initial Vision project, held in 2015, have already been actioned. The Vision 2 has been helpful to garner input from new Councillors and refresh the project and as a result, refinements have been made and new projects identified. For example, instigating pre-planned inspections of the Parish Council public open spaces and installing adequate maintenance contracts. Mr Carden emphasised the importance of addressing the regular inspection and maintenance of trees.

It is also important for the Council to consider the move from Parish to Town Council status, as this could create a hub on which surrounding services could be based. Thus enabling more functions to be dealt with by Southwater Council in liaison with other local Parish Councils. With this in mind, West Sussex County Council have already set precedence in the devolving to local Councils the requests for (and enforcement of) vegetation management by local residents and businesses. This has been done with good results and has significantly speeded up the process to the benefit of local residents particularly affected by overhanging trees and bushes and obstructions of the footway.

The list of the priorities and requirement for a monitoring system are

outlined in the report. As is identifying and maximising Councillors business expertise and looking at a system of operating with a lead Councillor and lead Officer and revisit the scheme of delegation.

It was suggested that a Gantt Chart should be used as a ‘master document’ for project target dates.

The Clerk requested approval for a one off project to bring in a system to get the Operational Management Process underway. There will be a cost implication as yet unknown.

Members APPROVED* the Vision 2 report and delegated to the Clerk, Chairman and Vice Chairman of the Council to commission a project to bring in a system to get the Operational Management Process underway. This is on condition that costs are ratified by the Finance and General Purposes Committee.

F22/07/2017

SOUTHWATER YOUTH PROJECT**

Cllr Neale referred to the report circulated to Members prior to the meeting regarding the draft constitution for the Southwater Youth Project. The Chairman thanked Cllrs Neale and Whitear for all their work regarding the project.

Council APPROVED* the Draft Constitution for the Southwater Youth Project, asking their Members on the body to take this forward.

F23/07/2017

LEISURE CENTRE WORKING PARTY REPORT/UPDATE**

Members received a verbal update regarding the Leisure Centre working party. The Working Party is at the modelling stage and requires an extension to the time scale to further enable it to produce an independent performance management report. It would therefore like to appoint a specialist consultant to advise on the next stage of the process. It would also like to commission a deep clean of the Leisure Centre.

It was APPROVED* that the Leisure Centre Working Party be given a further six months, until December 2017, to produce the report on the future of the Leisure Centre. It was further APPROVED* the Working Party appoint a specialist consultant to review and advise on the next stage of the process and commission a deep clean of the Leisure Centre in the interim.

F24/07/2017

PERSONNEL & WSCC LOCAL GOVERNMENT PENSION SCHEME**

At this point in the meeting the Chairman suspended standing orders to exclude Members of the Public and Press from the meeting due to confidential matters to be discussed.

“Confidential Note”

Councillors NOTED the information and APPROVED* the change in the makeup of the Leisure Centre team and that this would come within the current budget.

Standing Orders were re-instated.

Three volunteers were in the process of being registered in relation to the Friday Night Youth Scheme all will undergo DBS checks.

A further volunteer has come forward to assist with Easteds Barn garden. A letter has been issued and safety equipment etc., will be provided. This person will commence on Monday 7th August 2017 hours will be flexible but contact when on site will be made before and after completing any works.

Another volunteer has come forward, this person being a previous parish councillor. It is intended that this person will undertake to look at the planning applications in relation to trees. This person has previously undertaken training as a Tree Warden, but will attend a refresher course along with other members of staff in the near future when arranged.

Councillors NOTED and APPROVED* these volunteers.

Appraisals

Appraisal training has been undertaken with the senior management team, Chairman and Vice Chairman of Council were also present. Since the training further comments were received and changes to the documentation are in hand with HR Services as previously approved. It is hoped that appraisals will commence in September 2017.

Going forward it may be necessary to convene a HR Committee Meeting in September 2017 to discuss changes to the HR Manual etc.

Councillors NOTED and APPROVED* this information.

F25/07/2017

DATE OF NEXT MEETING: Wednesday 27th September 2017

The meeting closed at 9.05pm.