

SOUTHWATER PARISH COUNCIL

Minutes of the Annual General Meeting of Southwater Parish Council held on Wednesday 29th May, 2013 in the Council Chamber, Beeson House, Lintot Square, Southwater.

Present Were:	Mr.A.Bull (Chairman)	
	Mr.P.Buckley	Mr.G.Cole
	Mr.K.Diamond	Mrs.P.Flores-Moore
	Mr.R.W.Jackman	Mr.B.Sunderland
	Mrs.B.Varley	Mrs.C.Vickers
Clerk:	Mrs. C. Tobin	
County Councillor	Cllr B.Watson OBE	
District Councillor	Apologies: Mr.I.Howard	Present: Dr.J.Chidlow
Police	Apologies received	
Members of the Public:	10	
Press:	Not present	

The Chairman welcomed everyone to the meeting, and issued the housekeeping rules including the fact that mobile phones should be switched to silent and if the press were present could they please identify themselves.

Mr.Diamond suggested to the Chairman, that it may be appropriate for the Council prior to commencing its meeting to have a minutes silence for Drummer Lee Rigby. A minutes silence was observed by both Council and members of the public present.

AGM01/05/13 ELECTION OF PARISH COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE

The Chairman asked the Clerk to read the nominations for the position of Chairman.

The Clerk indicted that she had received a nomination for the position of Chairman, in respect of Mr.Bull; this having been duly proposed by Mr.Buckley and seconded by Mrs.Varley..

It was proposed by Mr.P.Buckley, seconded by Mrs.B.Varley and APPROVED by all present that Mr.A.Bull be elected Chairman for the Year.

AGM02/05/13 ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE

The Chairman indicated that the Clerk had received a nomination in relation to the position of Vice Chairman, this being for Mr.P.Buckley having been proposed by Mr.A.Bull and Mrs.Varley.

It was proposed by Mr.A.Bull, seconded by Mrs.Varley and agreed by all that Mr.P.Buckley, be elected as Vice-Chairman of the Parish Council.

AGM03/05/13 PUBLIC PARTICIPATION

At this point in the meeting the Chairman asked whether members of the public had anything they wished to discuss other than items which were on the agenda.

Mr.Jackman stated that despite having given the Deputy Clerk information about a variety of highways issues, he had not received a reply to these from the County Council. County Councillor Watson, said that he would be pleased to speak with the member after the meeting in order to brief him on his concerns.

Mr.Jackman stated that he was somewhat surprised by the low turn out of parish councillors for the meeting, for some of those with the loudest voices were not present. He wanted his views recorded, as he felt that this was disrespectful to those colleagues who had made arrangements to attend.

Mr.Diamond, stated that whilst he understood Mr.Jackman's frustrations, it was particularly difficult in terms that the meeting coincided with half term and some councillors had family holidays for this time, and that as volunteers there had to be a work life balance. Perhaps those who were not in attendance could report as to why they were not present at the Annual Parish Council meeting.

Mr.Bull said that he agreed that it was a Member's duty to attend and he had in the past highlighted the poor attendance rates amongst members, particularly in relation to the Finance & General Purposes Committee, who at time was extremely short and just quorate.

Mrs.Vickers apologised to the Chairman in that she had been unable of later to attend many meeting of the Council, this being due to her increased duties as both District Councillor and newly appointed Cabinet Member. The Chairman reassured MrsVickers, that the present situation had been understood by the Council, and had in his mind been accepted. He hoped that she would attend as many meetings as was possible.

Council were advised that Barratt Homes had submitted a revised planning application but had not submitted the relevant fee therefore the application was not yet valid. Barratt's were in breach of the Planning Conditions and there was a requirement for resubmission. Members stated that they were increasingly concerned about the disregard shown by Barratts in terms of the community and neighbouring properties and was disappointed in their approach despite the assurances received.

At this point the Chairman proposed the suspension of standing orders to allow members of the public to speak, this was seconded and AGREED by all present.

County Councillor Brad Watson, said that he was disappointed regarding the comments made at the meeting by parish councillors, actions had been undertaken in terms of the complaints received, and again reiterated that he would be happy to address these with the individual councillors concerned.

He would like to make two very quick points in that he believed that the Parish Council were to be invited to attend a Winter Maintenance meeting in order to deal with any issues prior to next winter.

The contract with British Telecom (BT) had been let in relation to the provision of Broadband in West Sussex.

The County Council were currently working with Crawley Borough Council in relation to implementation of consultations re Gatwick Airport; this topic is likely to be an agenda item for the next few years. Mr.Bull asked whether this was an indication that there was movement by the new owners as to the second runway? Mr.Bull had heard that the agreement for 2018/19 would see movement shortly. Mrs.Vickers stated that she had attended meetings with Stuart Wingate the Chief Executive Officer of Gatwick Diamond when discussions had been held on the future plans, but these were very dependent on the views of the Government going forward, she believed that there was a report going forward from the Davis Commission.

Standing Orders were then reinstated there being no further questions from members of the public.

AGM04/05/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Mrs.S.Alway, Mr.L.Apted, Dr.A.Cash, Mrs.P.Flores-Moore (who may arrive later in the meeting), Mr.Prosser-Snelling.

Members apologies were NOTED by the Council.

AGM05/05/13 MEMBERS CODE OF CONDUCT

The Clerk referred to the Order in exercise of the powers conferred on Sections 50(1) and (4), 81(2) and (3), and 105(2), (3) and (4) of the Local Government Action 2000(a). The Local Authorities (Model Code of Conduct) Order 2007 Statutory Instrument 2007 No.1159.

The Clerk referred Members to the Code of Conduct adopted in November 2012 by the Parish Council, and to the Parish Council's Protocol on Member/Officer Relations which was appended to the 2007 Parish Code of Conduct. This second document to be revised as part of the Council's Policy Procedures during 2013 in line with the Council's Employment Policies which were current being revised pending discussion by the relevant committee.

The Clerk reminded Members also that the Council are required to also reaffirm its Standing Orders adopted in January 2013. These being the rules by which Members of the Parish Council must comply.

RESOLVED by all present that the Parish Council adopt the Members Code of Conduct (2012) associated documents and Standing Orders(2013).

AGM06/05/13 TO RECEIVE THE FOLLOWING DOCUMENTS IN CONJUNCTION WITH THE ELECTION TO THE POST OF PARISH COUNCILLOR FROM ALL MEMBERS

The Clerk referred to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (Statutory Instrument 2012 No.1464).

All Members were reminded that they should return the documents which had been issued prior to the meeting if they had not already done so, along with the document relating to registering of interests and, if necessary, a newly completed register of interest document if there had been any material changes other than previously stated. This should be dated and signed by the Member.

Member's were reminded that all registers would be held within the Parish Office, District Council Offices and on both authority websites for the purposes of transparency.

Should Members have questions regarding whether or not they should be declaring a matter, the Clerk would suggest that Members discuss this with either herself or The District Council's Monitoring Officer.

Acceptance of office – all present with a number of exceptions signed their acceptance of office documentation including those members not present, who had submitted this document prior to the meeting.

Declarations & Register of Member's Interests – all present signed their acceptance of office documentation with the exception on the evening of Mr.Jackman.

AGM07/05/13 TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE AND DECLARATIONS OF INTEREST WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.

It was **RESOLVED** that when all members should have completed the relevant documents, no later than Friday, 7th June 2013.

AGM08/05/13 MINUTES

It was **RESOLVED** by all present that the Minutes of the Annual Parish Council meeting held on 30th May 2012 be accepted as a true and correct record of that meeting.

AGM09/05/13 CO-OPTION OF TWO PARISH COUNCILLORS

The Clerk reminded Members that there were currently two vacancies within the Parish Council. The Clerk stated that she was delighted to confirm that whilst there had been five enquiries regarding the vacancies, four candidates were standing.

Mr.Bull suggested to those present that perhaps the candidates may wish to give a small presentation to the Council.

At this point the Chairman proposed the suspension of Standing Orders this being seconded by Mr.Buckley and agreed by all present.

Mr.M.Neale

Mr.Neale informed the Council that he had lived in the village for one and a half years, having worked and lived in Buckinghamshire for a number of years prior to this he had lived in Roffey, Horsham for eighteen years and was born in Horsham, so knew the area well. In 2010 he retired from Thompson Airways and had taken voluntary redundancy. Since coming to the village he had joined Neighbourhood Watch and had been appointed the Neighbourhood Co-Ordinator and sat on the Horsham District Council Committee on behalf of the organisation. He also worked one day per week at Nymans Gardens and at Horace Fullers.

Mr.G.Watkins

Mr.Watkins informed members that he was 60 years of age and had moved to the village around Christmas. A building Surveyor for twenty years, he had recently semi-retired and had knowledge of the planning system. Mr.Watkins stated that he and his wife had moved to be closer to their daughter. He was looking for additional activities in which to become involved in and had experienced in working with Age UK and charities and wanted to become involved in the community and felt that the work of the Parish Council would be of interest.

Mrs.J.Williamson

Mrs.Williamson stated that she had lived in the village for twenty-eight years but in the area for 60 of these. She had seen a lot of changes some good and some not so good within the village but was looking to become involved most especially with young people, already volunteering at the youth project.

Mrs.Williamson had worked in education for twenty years and was used to dealing with the public and young people, who at times got a bad name when not deserved. She felt that having brought up her children and engaged in all their activities over the years, she could help improve and make a difference in the village.

Mr.S.Lewis

Mr.Lewis introduced himself by stating that as the Council would hear he was not originally from Sussex, but had moved to the village some two and a half years ago from the Brighton area. His previous work was with the Police in Child Protection Work and he worked part time in a school in Brighton.

Mr.Lewis stated that he loved the village and was willing to both fight and embrace what may come in the future. He felt that the village was very diverse with a good mix of ages, he was particularly interested in working with young people and those who may be vulnerable.

The Chairman at this point thanked all the candidates for their presentations

explained the process and then reinstated standing orders.

The Chairman proposed that there should be a written ballot in relation to the co-options, this was seconded by Mr.Buckley, and AGREED by all present.

Rounds	Mr.Neale	Mr.Watkins	Mrs.Williamson	Mr.Lewis	Totals
One	3	3	2	-	8
Two	1	4	3		8

It was RESOLVED by all present that Mr.G.Watkins, and Mrs.J.Williamson be duly co-opted to the position of Parish Councillor for the Parish of Southwater.

The Chairman at this point indicated that Members may like to consider whether they wished to co-opt either of the remaining candidates to the Parish Council as a non-voting Co-Opted Member of Council; this being subject to the agreement of the candidates themselves.

Rounds	Mr.Neale	Mr.Watkins	Mrs.Williamson	Mr.Lewis	Totals
One	5			3	8

The question was raised by Mrs.Varley about the co-option of Cllr Howard as the other non voting co-opted member stating that this was for discussion later in the meeting. The Clerk confirmed that this was the case, but had highlighted the issue due to the fact the some Councillors wished to discuss the matter and consider whether this was appropriate. Mr.Jackman felt that it was appropriate to discuss, after which a vote ensued.

It was proposed by Mrs.Vickers, seconded by Mr.Bull that Cllr Ian Howard remain as the Council's second co-opted non voting member of Council. A vote on this matter took place with seven votes in FAVOUR of retaining Mr.Howard as the non-voting member and one VOTE against the proposition.

It was RESOLVED that Mr.M.Neale be co-opted as a non voting member of the Parish Council, the Council having RESOLVED also that Mr.I.Howard be the other co-opted non voting member of Council. This would also be confirmed later in the meeting as a formality.

The Chairman thanked all the candidates for coming forward and in particular Mr.Lewis, asking that Mr.Lewis kept in touch with the Council in the future, should a further vacancy come forward suggesting that at that stage he should reapply. Mr.Bull stated that his initial applications had been unsuccessful but he had again applied and had then been successful. Mr.Lewis indicated that he would be delighted to keep in touch with the Council.

Newly Appointed Members were then issued with their Acceptance of Office Documentation, Register of Member's Interests and other

associated documentation. The Chairman asked that the Members make the necessary appointment with the Clerk to discuss training etc.

AGM10/05/13

TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

The Chairman reminded all present that where Members were elected as representatives on outside bodies, they should act in the best interests of the Parish Council, and whilst they could enter into discussions etc., Members could not make decisions on behalf of the Parish Council on such bodies as Parish Councillors.

The process was that those appointed representatives should report back to the relevant Committee or Council, should they wish clarification on any matter or point. Individual Councillors were not permitted under the Rules to act on their own in any decision making process as this would be acting outside of their powers and as such may cause liabilities on the part of the Council and the public purse.

Tree Warden (3 Members)

The Chairman indicated that currently Mrs.Alway was the only Parish Councillor tree warden. If any member wished to put their name forward the Clerk's office would organise the relevant training.

Mr.Bull indicated that he would be willing to undertake the training, as did Mr.Cole and Mr.Diamond. The Clerk indicated that should Mrs.Alway be reappointed this would make four tree wardens, and therefore did the Council wish to change the remit to four.

It was RESOLVED by all present, that the remit in terms of numbers of appointed tree wardens be raised from 3 to 4, and that the following members of Council be appointed Parish Tree Wardens, Mrs.S.Alway, Mr.A.Bull, Mr.G.Cole and Mr.K.Diamond.

Youth Management Board (2 Members*)

The Clerk informed Members of the new position with regards to the Management of the Youth Project, as highlighted at the Parish Meeting by the Rev.Jones. The Parish Council will have two representatives, one of which is District Councillor Ian Howard, who had acted as Chairman of the Youth Steering Group which had now been disbanded. Whilst Cllr Howard was still willing to stand as a co-opted Member for the Parish Council, Mrs.Flores-Moore the Council's other representatives wished to stand down, therefore a new member should be elected as the Parish Council's second representative.

It was RESOLVED by all, that Mrs.J.Williamson and Mr.I.Howard be elected as the Council's representatives on the Youth Club Management Board.

The Clerk indicated that currently Mr.I.Howard* (the Council's present co-opted member of the parish council) acted as Chairman of the Youth Steering and should Council wish to appoint him for a further term he would be willing to do so. *(Co-opted non voting member)

District Health Committees (1 Member)

The Chairman asked whether any member of Council wished to attend such meetings; only a few taking place each year.

It was RESOLVED by all that Mrs.Flores-Moore be appointed as the representative of the Council on all outside bodies in relation to District Health & Primary Care Trust issues.

Village Hall Management Committee (2 Members)

The Clerk indicated that the Council should nominate two members of Council to attend the Management Committee meetings of the Village Hall. Currently Mrs.Alway and Mrs.Varley were the appointed representatives.

It was RESOLVED by all that Mrs.S.Alway and Mrs.B.Varley be nominated that the Parish Council's representatives on the Village Hall Management Committee.

Horsham Association of Local Councils (2 Members)

The Clerk advised Councillors that historically it was the Chairman and Mr.Apted represented Council at these meetings; if neither could attend then the Clerk would attend. These meetings were generally held quarterly in the evenings. The next meeting will be Monday, 3rd June 2013.

It was RESOLVED by all present that Mr.L.Apted and Mr.A.Bull be nominated as the Parish representatives on this body. In the event of a Member being unable to attend such meetings the Clerk would represent the Council should another Councillor not wish to attend.

Mr.Diamond asked the Clerk whether this was a public meeting, the Clerk confirmed that this was not open to the public, being a sector led meeting. Mr.Diamond stated that he would like to come along as an observer. The Clerk stated that she would make enquiries of the Chairman for an exception to the two member rule and advise Mr.Diamond of the Chairman of HALC's response.

The Clerk to advise Mr.Diamond as to whether or not he could attend along with Mr.Apted, Mr.Bull and the Clerk the meeting of HALC being held in Steyning on the 3rd June.

West Sussex & Horsham District Councils - Transport & Environmental Committees (1 Member)

The Clerk advised that in the past the Chairman had represented the Parish Council on these bodies as and when meetings were called. In the absence of the Chairman the Deputy Clerk has attended such meetings for continuity purposes.

It was RESOLVED by all present that Mr.K.Diamond be appointed the Parish representative and attend both District & County Transport and Environmental Committees and other meetings relating to transportation.

8.20 pm Mrs.Flores-Moore arrived at the meeting.

Age Concern (1 Member)

It was reported that the Mrs.Varley was currently the representative who attended Horsham Age Concern meetings. It was suggested that perhaps a councillor would wish to attend these meetings on behalf of the Council. The Chairman asked whether any Member wished to attend as the Council's representative. Mr.Graham Watkins indicated that he had held a position with Age UK previously and would very much like to represent the Council at these meetings. Mr.Bull enquired as to whether Mrs.Varley had any objection to this, to which she had none. Mr.Bull thanked Mrs.Varley for her previous attendance such meetings.

It was RESOLVED by all present that Mr.G.Watkins be appointed as the Parish representative in relation to meetings of Horsham Age Concern.

Southwater Action Team (4 Members)

The Clerk advised members that current Mrs.Alway, Dr.Cash, and Mrs. Varley sat on this committee as representatives of the Parish Council. There was a vacancy on this body for a further Parish Council representative. The Clerk reported that whilst Dr.Cash was not present she believed that he had indicated his willingness to continue in his role on the Action Team.

It was RESOLVED by all present, that Mrs.Alway, Dr.Cash, Mr.G.Watkins and Mrs.B.Varley would represent the Council on Southwater Action Team.

Market Towns Forum (2) & Southwater Economic Forum (2)

The Clerk indicated that both the Chairman and herself attended the Rural Town Forum meetings on behalf of the Council. Mr.Everard had also attended as an additional member the Southwater Economic Forum, prior to his resignation, a further member of Council should be appointed.

It was RESOLVED by all concerned that the Chairman Mr.A.Bull, Mr.G.Cole and Clerk continue to represent the Council on the Market Towns Forum and that Mr.A.Bull, Mr.G.Cole and the Clerk represent the Council on the Southwater Economic Forum.

Horsham District Community Partnership

Members were advised that the Clerk and Dr.Cash had been nominated in May 2012, and both were willing to attend these meetings in the future in order to provide some form of continuity. Should however another member wish to attend the Clerk would be happy to brief them and stand down attending only as and when Members could not attend.

It was RESOLVED by all present that Dr.A.Cash and the Clerk be appointed the representative of the Parish Council on the Horsham District Community Partnership meetings.

County/District and Parish Policing (Neighbourhood Watch)

The Clerk indicated that it would be appropriate for a Member of the Parish Council to attend such meetings held in relation to the policing of the Parish, currently the Clerk had attended due to the local protocols in place, and

Mr.Diamond had stepped in at the last meeting attending as a Councillor.

It was RESOLVED by all present that Mr.M.Neale, Co-opted member of Council represent the Council on Parish/District/County Neighbourhood Watch Forums. Mr.K.Diamond and the Clerk would continue to represent the Council at any Crime Reduction Partnership or Police meetings.

Beeson House Management Committee (3)

The Chairman indicated that there were now only a limited number of issues outstanding in relation to the defects on Beeson House, and it would shortly be a matter of discussing the Head Lease once again with the District Council; many of the terms having already been agreed over the preceding seven years. For the sake of continuity it was his view that the remaining Members of the Committee be retained, these being himself as Chairman of the Council, Mr.Buckley and the Clerk. Mr.Apted attending as and when the Chairman and Vice Chairman could not due to the fact that Mr.Apted had the historical knowledge of the on-going negotiations.

It was RESOLVED that Mr.A.Bull, Mr.P.Buckley and the Clerk would continue to represent the Council at Management Meetings in relation to Beeson House as and when required. Mr. Apted would attend in the event of the Chairman or Vice-Chairman being unable to do so.

West Sussex County Local Area Committee (2)

The Clerk indicated that in the past two members attended these meetings, one of which should be the Chairman of Council. There remains a vacancy therefore for another member of Council to attend such meetings. The Clerk would normally attend only if the appointed Members were unavailable.

It was RESOLVED by all present that the Chairman Mr.A.Bull and the Clerk would attend these meetings on behalf of the Council.

Southwater Bus Transport Group (2)

The Clerk indicated that both she and Dr.Cash had attended these meetings in the past, the Clerk believed that Dr.Cash would wish to continue in his role.

It was RESOLVED that Dr.A.Cash and the Clerk continue to represent the Council on this committee.

Southwater Road Safety Partnership (2)

The Clerk indicated that she had attended these meetings, whilst only one had taken place it was hoped that this would progress now that the data had been received from the West Sussex Road Safety Partnership.

It was RESOLVED that Mr.M.Neale and Mr.B.Sunderland would represent the Council on this committee, the Clerk to minute such meetings.

Horsham District Council Community Resilience Group (2)

This group generally met quarterly and discussed matters relating to general

emergencies, community emergency and evacuation plans. The Clerk currently represented the Council on this and a County Committee.

It was RESOLVED by all present that Mr.K.Diamond and the Clerk would represent the Council at such meetings.

AGM11/05/13 TO APPOINT COMMITTEES AND SUB-COMMITTEES

Finance & General Purposes Committee (12 Members)

The following members indicated their willingness to sit on this committee: -

Members		Members	
1	Mr.L.Apted	2	Mr.P.Buckley
3	Mr.A.Bull	4	Dr.A.Cash
5	Mr.G.Cole	6	Mrs.Flores-Moore
7	Mr.R.Jackman	8	Mr.M.Neale*
9	Mr.A.Prosser-Snelling	10	Mrs.Vickers
11	Mrs.J.Williamson	12.	Mr.G.Watkins

***Non Voting Member**

It was RESOLVED by Council that in order to avoid the embarrassment of not being quorate at this Committee that the numbers on the Committee be expanded from 11 to 12.

Leisure Sub-Committee (8 Members)

The Chairman informed Members that this sub-Committee reported directly to the Finance & General Purposes Committee. A small working party committee consisting of two members was also required, one of these being the Chairman of the Leisure Sub-Committee. The working party would work with the Clerk and a small team of employees to progress new projects and suggestions.

The following members indicated their willingness to sit on this committee: -

Members		Members	
1	Mr.L.Apted	2	Mr.P.Buckley
3	Mr.A.Bull	4	Dr.A.Cash
5	Mr.G.Cole	6	Mrs.P.Flores-Moore

7	Mr.G.Watkins	8	Mrs.J.Williamson
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Working Party (2 Members)

Members		Members	
1	Mrs.P.Flores-Moore	2	Dr.A.Cash

Human Resources Sub-Committee (6 Members)

The Clerk informed those present that this Committee comprised of Chairman of the various Committees and sub-Committees. The Chairman would suggest that Mr.Alex Prosser-Snelling also be appointed due to his experience in Human Resources.

Members		Members	
1	Mr.L.Apted	2	Mr.A.Bull
3	Mr.P.Buckley	4	Mrs.P.Flores-Moore
5	Mr.A.Prosser-Snelling	6	Mrs.C.Vickers

Planning Committee (10 Members)

The following members indicated their willingness to sit on this committee: -

Members		Members	
1	Mrs.S.Alway	2	Mr.L.Apted
3	Mr.P.Buckley	4	Mr.A.Bull
5	Mr.G.Cole	6	Mr.K.Diamond
7	Mr.R.Jackman	8	Mr.M.Neale*
9	Mrs.B.Varley	10	Mr.G.Watkins

* Non Voting Member

AGM12/05/13

ELECT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES

Finance & General Purposes Committee

At this point in the meeting the Chairman indicated that the current Chairman of the Committee was Mr.P.Buckley and asked if any other member of Council wished to come forward?

	<u>Nominated</u>	<u>Proposed</u>	<u>Seconded</u>
Chairman	Mr.P.Buckley	Mrs.C.Vickers	Mrs.Flores-Moore

At this point in the meeting the Chairman indicated that currently Mr.Apted acted as Vice Chairman of this Committee. The Vote:

	Nominated	Proposed	Seconded
Vice Chairman	Mr.G.Cole	Mr.K.Diamond	Mrs.C.Vickers

Leisure Sub-Committee

	<u>Nominated</u>	<u>Proposed</u>	<u>Seconded</u>
Chairman	Mrs.Flores-Moore	Mr.P.Buckley	Mrs.C.Vickers
Vice Chairman	Dr.A.Cash	Mr.K.Diamond	Mrs.Flores-Moore

Human Resources Sub-Committee (6)

The Clerk indicated that this committee was normally made up by way of the various committee/sub-committee Chairman and Vice Chairman.

Resolved by all present that the Chairman and Vice Chairman of Council act as the Chairman and Vice-Chairman of the HR Sub Committee.

Members		Members	
1	Mr.L.Apted	2	Mr.P.Buckley
3	Mr.A.Bull	4	Mrs.P.Flores-Moore
5	Mr.A.Prosser-Snelling	6	Mrs.C.Vickers

Planning Committee

The Chairman indicated that Mr.Apted was the current Chairman of the Planning Committee, and asked whether any other Councillor wished to stand.

	<u>Nominated</u>	<u>Proposed</u>	<u>Seconded</u>
Chairman	Mr.L.Apted	Mr.A.Bull	Mr.P.Buckley

The Chairman of Council indicated that Mr.Jackman was currently Vice Chairman of the Planning Committee, again did anyone wish to stand? Mr.Jackman did not wish to stand again.

	Nominated	Proposed	Seconded
Vice Chairman	Mr.G.Watkins	Mr.K.Diamond	Mr.A.Bull

RESOLVED by all in attendance that the nominations be carried.

AGM13/05/13

MINUTES

Finance & General Purposes Committee – 8th May 2013

It was RESOLVED by all present that the Minutes of the Finance & General Purposes Committee held on Wednesday, 8th May 2013 be approved and accepted as a true and proper record of the meeting held.

The next meeting being on Wednesday, 12th June 2013.

Planning Meeting – 9th May 2013

It was RESOLVED by all present that the Minutes of the Planning Committee held on Thursday, 9th May 2013 be approved and accepted as a true and proper record.

The next meeting being on Thursday, 13th June, 2013.

AGM14/05/13

COUNCIL POLICIES & STANDING ORDERS

The Clerk referred to the Schedule produced for Members at the meeting giving a list of all current policies adopted by the Parish Council.

The Clerk confirmed that a number of policies had been updated during the Year 2012/13, but further policies as indicated on the schedule would be reviewed in the near future mainly in relation to the Council's HR Policies.

Mr.Diamond questioned when the Council would be looking at these policies as he deemed that there were too many. Mr.Buckley stated that these were reviewed by the Finance & General Purposes Committee, which then made recommendations to the Full Council. The Clerk stated that she would put this item on the next Finance & General Purposes Committee in June. However generally, policies were required to comply with Government Legislation or Regulations and were based upon the advice provided by the County Association and were dependent on the nature of the Council's business and services. These being over and above those in relation to HR which were currently being reviewed.

One of the other items on the agenda for June will be a report on the Council's Corporate Plan 2009/14.

It was RESOLVED by all present that the Council's existing Policies and Standing Orders be approved with a review in June 2013.

AGM15/05/13

RESPONSIBLE FINANCIAL OFFICER

The Chairman stated that each year it was a requirement that the Council appoint a Responsible Financial Officer (RFO) under the current financial regulations and governance practices, the Council's RFO being the Clerk to the Council.

It was RESOLVED by all present, that the Clerk (Mrs. C. Tobin) be reappointed as Responsible Financial Officer of the Council. The Clerk stated that she would carry out her duties to the best of her abilities on behalf of the Council.

AGM16/05/13

INTERNAL FINANCIAL CONTROLLER

The Chairman indicated that presently Mr. Buckley, recently appointed Chairman of Finance & General Purposes Committee, had acted in this

capacity for the Council.

The Chairman advised Members that he was extremely grateful to Mr. Buckley for his continued support during the year and most especially at year-end in assisting the Clerk's office with the completion of the accounts.

It was RESOLVED by all present that Mr. Buckley be reappointed as the Council's Internal Financial Controller as it was felt his role as Chairman of Finance & General Purposes would not conflict with this purely internal role.

AGM17/05/13 AUDITOR

The Clerk advised Members that Mrs. G. Pritchitt had been appointed Internal Auditor for Year 2013/14. Whilst this appointment had been agreed by the Finance & General Purposes for a further year, this required formal approval by Council.

It was RESOLVED by all present that Mrs. G. Pritchitt be retained as the Council's Internal Auditor for the period 2013/14. The Clerk to issue the formal contract in this respect.

AGM18/05/13 CO-OPTED MEMBER (CASUAL) TO PARISH COUNCIL

It was RESOLVED by all present that Mr. Ian Howard be appointed a co-opted member of Council, acting as the Parish Council's representative on the Youth Management Group.

AGM19/05/13 REPORT ON THE YEAR 2012/13

THE CHAIRMAN'S ANNUAL PARISH REPORT YEAR 2012/13

The Chairman referred to the speech given at the Annual Parishioner's Meeting held on Wednesday 17th April, 2013 a copy of the full report can be found in the minutes of the meeting available on the Council's website (www.southwater-pc.gov.uk).

It was RESOLVED by all present that the Chairman's Annual Report for 2012/13 be APPROVED.

AGM20/05/13 CORRESPONDENCE

Department for Communities and Local Government

The Clerk referred Members to a consultation on access by Councillors and other elected local office holders to the Local Government Pension Scheme 2014. This consultation began on the 10th April and details can be found at

<https://www.gov.uk/government/consultations/taxpayer-funded-pensions-for-councillors-and-other-elected-local-office-holders>

Members noted the Clerk's comments.

Blakes Farm Road, Southwater – Flooding Issues

The Clerk referred to Members meeting packs in that her office had now received and distributed information received from her County Council colleague who had been investigating the issues surround the flooding by the Bridge in Blakes Farm Road.

Referring to the schedule but it would appear that the main problems was a blockage to one of the two attenuation tanks within the Oakhurst business development site. Works have been undertaken to map out the system but the concern remains that there still remains on section of drainage not accounted for. Investigations are to continue. Officers report that they will put this drainage system on a schedule, but should flooding be noted again, it may be that the system at the point of the attenuation tanks has again become blocked. Member would note that there is no direct access to any of these drainage points and therefore jetting and cleaning is problematic in terms of unrestricted access.

A general discussion took place in relation to this matter, with Mr. Jackman expressing his amazement that the District Council's Building Control and other departments had no plans for the area.

The Clerk stated that she would be discussing this matter with Senior County Officers the following day.

Member's noted the Clerks comments.

Christ's Hospital – Housey Magazine

The Clerk reported receipt of the Summer 2013 edition of the Housey Magazine which carried an interview with the new Clerk and Chief Executive of the Foundation, Greg Andrews. Mr. Andrews background, is in banking and investments and charities having been based in the City.

The Chairman indicated he looked forward to meeting the new Clerk having had an excellent working relationship with his predecessor.

Councillors noted the information provided by the Clerk.

Sustainable Community Act 2007 – Power to be Extended to Town and Parish Councils (England)

The Government announced on the 13th May 2013 that it is aiming to make the order giving powers to town and parish councils to submit proposals under the Sustainable Communities Act 2007 shortly. Members can find further information at www.gov.uk. The Governments view is that this positively embodies the Government's commitment towards localism and the principle of empowering communities to take decision about the social, economic and environmental improvements it wants to see introduced in their local areas. The National Association of Local Councils (NALC) has been appointed a Parish Selector under the Act. If in future the Secretary of State rejects a parish proposal made to him under the Act, he will communicate this to the proposing council direct. However, if the proposing council wishes either the original proposal or an amended version to be resubmitted then it must be resubmitted under the current proposal to NALC direct. More information on this will be provided by the National Association shortly.

Members noted the information received.

Individual Electoral Representation Update

Individual Electoral Registration (IER) will require electors to register individually and end reliance on registration through heads of household. Local authorities play a crucial role in the introduction of IER in part through the responsibilities of Electoral Registration Officers (ERO's) in leading the changes in administration in part through the corporate effort involved in promoting understanding of the changes and supporting and encouraging individuals to register, perhaps for the first time. Further information is available and is set out in an online document 'Implementing the Change 2012-2016'.

Members noted the information received.

Southwater Youth Project

Referring to the on-going discussions with the District Council over the youth club rental, the Clerk reported that as per correspondence circulates to Members, the District Council are not minded to further reduce to a peppercorn rent the rental paid by the Parish Council on this area within Beeson House. Had this been possible then it had been hoped to further assist the Youth Project in securing a part time youth worker to assist the full time youth worker. This project is nationally recognised as a model in partnership work and in work with young people; the partnership being between Southwater Parish Council, Southwater Community Methodist and United Reform Churches. The proven success rate being highlighted at the recent Annual Parish Meeting held in April and for which the minutes are available at: www.southwater-pc.gov.uk.

Mrs.Vickers stated that thought that the Parish Council had done extremely well in reducing the initial rental of £23,250 to £7,635 per annum.

Members noted the Clerks comments and letter received from Horsham District Council.

AGM21/05/13

ACCOUNTS & FINANCIAL MATTERS

The Clerk reported that the year-end payroll and VAT for 2012/13 had been submitted to the Inland Revenue & Customs and Excise.

Council noted that these returns had been submitted electronically to the Inland Revenue.

Parish Council Allowances

The Clerk advised members that the legal notices regarding parish council allowances were to be issued on parish notice boards and also on the website. This stated that the rate set for allowances was zero, Chairman's allowance of £300 and members travel and subsistence allowances in total £250.

Members noted the action taken.

Parish Policy Statements

The Clerk referred members to the Council's existing policy statements and asked Members whether they would like to review any of these during the forthcoming financial year. The review being conducted in June 2013.

It was RESOLVED that this matter be discussed by the Finance & General Purposes Committee in June.

Investment Policy

The Clerk asked members whether as discussed under policy documents they wished to renew the current policy of investing with the Co-Operative Bank. The Clerk stated that the Council were required at this meeting to review the Council's Investment Policy annually.

The Clerk advised Member's that the Co-Operative Bank who held all the Council's deposits had had its financial dropped, along with other banks to B1 from BAA1, the equivalent standalone bank financial strength rates (BSFR) is now E+from C- previously. Moody's opinion is "that the bank faces the risk of further substantial losses in its non core portfolio as demonstrated recently by the unexpectedly significant deterioration of its commercial real estate" (Moody's Investment Service 2013).

The Council as at 31st March 2013 had deposits with the Britannia of £327,424.73.

Mr.Buckley stated that hitherto the Co-Operative had been one of the best performing banks providing higher interest rates, the problem would appear to have occurred when the bank took over the Britannia Building Society who had undisclosed debts in relation to property.

Mr.Bull reminded Members that the Council's investments were not covered by the Governments Guarantee Scheme. Mr.Diamond questioned whether there was a total sum that could be retained on deposit with one investment bank? The Clerk stated that this matter had been audited previously, no questions had been asked for the Council had in the past constantly carried out their risk assessments, and up until this point had had no major concerns. Mr.Buckley informed Mr.Diamond, that previously the Council had had its bank accounts with the Co-Operative but its investment with Britannia but this changed with their merger.

The Clerk indicated that a deposit would be maturing shortly, with two others on one year deposits and not due until December 2013 and January 2014. Would the Council like her to make the necessary enquiries with other investment banks/buildings society's. Mr.Buckley advised Members that in the past it had been difficult to provide banks/building societies with the necessary interest rates and controls.

The Council RESOLVED that the Clerk should make the necessary arrangements to enquire what other investment opportunities were available and open to the Parish Council and that the soon to mature sum be taken off deposit with the Co-Operative.

Grants

The Clerk indicated that her office would be advertising again the existence of

the Parish Council grant fund which could be applied for by local community groups, so long as they could show the benefit for the inhabitants of Southwater. All such groups should have a constitution and set of annual audited accounts.

Members noted and approved the Clerk's comment.

Precept – 1st Half

The Clerk informed Members that the 1st half of the Precept (Local Council Tax) was received in April 2013.

Members noted the Clerk's comments.

Financial Information

The Clerk referred members to their financial information as contained in their Member's Pack dated 30th May 2013, containing the following information.

Income and Expenditure – to 29th May 2013

Bank Reconciliation – to 29th May 2013

Mrs.Flores-Moore asked why the County Council Library Service had not paid their invoices, the Clerk stated that having only just closed the month of April, she could not confirm whether this had been received in early May. The Clerk was asked to ensure that if the payment terms of the Parish Council had not been complied with that she add the agreed amount for non payment within 30 days.

The Clerk to make enquiries as to why the County Council Library Service had apparently failed to pay within the agreed credit time invoices.

It was RESOLVED by all present that the schedule dated 29th May 2013 be authorised and signed as a true and correct record of the financial position of the Council as at 29th May 2013.

Local Audit and Accountability Bill

The referred members to the Plain English Guide in relation to the above Bill. This Bill follows the Secretary of State for Communities and Local Government's announcement in August 2010, of the government's intention to close the Audit Commission and create new arrangements for auditing England's local public bodies. A copy of this document was forwarded by email to all councillors.

It was generally felt that these changes would have implications on the costs to be borne by the Parish and Town Council sectors.

Members noted the information received.

AGM22/05/13

PAYMENT SCHEDULES

The Clerk presented to members within their meeting packs payment schedules to 29th May 2013 for discussion and approval.

Resolved that the payment schedules to 29th May 2013 in the sum of £37,026.24 be approved.

AGM23/05/13 DRAFT ANNUAL ACCOUNTS YEAR ENDING 2012/13

The Vice-Chairman presented to Members the Draft Parish Council Annual Accounts for Year Ending 31st March 2013, a recommendation for approval having been received from the Finance & General Purposes Committee. The draft documents being:-

- Annual Return for Year Ended 31st March 2013
Section 1 figures inserted for year ending with amendment signed off by Internal Controller (there had been an error in the asset figure)
Section 4 completed and signed off by the Council's appointed Internal Auditors
- Notice of Appointment of Date for the Exercise of Electors' Rights
- Internal Controllers Report year ended 31st March 2013
- Annual Review of Effectiveness of Internal Auditor 2012/13 and Audit Response
- Risk Assessment 31st March 2013
- Grant Listing showing grants income and expenditure for Year 2012/13
- Variances Report 2012/13
- Analysis of Reserves Year Ended 31st March 2013
- Ringfenced Accounts Year Ending 31st March 2013
- Asset Register for Year 2012/13
- Leases, Tenancies, Section 137 Payments, Agency Work, Advertising and Publicity, Contingent Liabilities, Pensions and Staffing Costs
- Computerised Income & Expenditure Account for Year Ended 31st March 2013 both detailed and summary
- Balance Sheet 31st March 2013
- Working Details for Reserves Reconciliation for Annual Return to 31st March 2013

The Clerk asked whether any members wished to comment on the Internal Auditors report received? The Clerk indicated that she had advised the Finance & General Purposes Committee of the issue highlighted by the Internal Auditors in that both cheque signatories must at all times sign the counterfoils of the cheque books presented.

Mr.Diamond proposed a vote of thanks to the Clerk and her team for ensuring that the Accounts had been reconciled within the appropriate timescales

considering the work which must have been involved. The Clerk thanked Mr.Diamond on behalf of the team.

It was RESOLVED by all present, that the Draft Annual Accounts for the Year 2012/13 be approved by Council, signed by Chairman and Clerk and sent to the External Auditors Littlejohn's as required.

AGM24/05/13 FRS17 WEST SUSSEX PENSION SCHEME REPORT

WSSC Local Government Pension Scheme

The Clerk indicated that the Council had now received the FRS17 for the financial year and that this had been distributed. Mr.Buckley reminded members that the Council were members of the West Sussex Local Government Pension Scheme under a pooling arrangement. Referring to Section 3 of the Southwater Report, Mr.Buckley stated the Council's Assets as of March 2013 accounted for £442k with Liabilities of £432k leaving a positive surplus of £10k. He was therefore relatively happy with the way in which the Parish Council's scheme was operating. These figures were not included in the Annual Accounts as this was not a requirement.

AGM25/05/13 SOUTHWATER ACTION TEAM (MEMORANDUM OF UNDERSTANDING & CONSTITUTION)

The Clerk reminded Members of Council of the existing remit of Southwater Action Team which was for the benefit of those new Members appointed and general public present, and the relationship between the Group and the Parish Council.

Southwater Action Teams principal aims being within the Memorandum of Understanding (August 2009):-

- To implement the actions in the Southwater Community Action Plan issued in May 2009;
- To work together on issues and projects of interest and concern to Southwater Parish in order to ensure that any change best preserves the special identity of Southwater village and the local environment and fosters a socially inclusive and caring community;
- To review progress against and update as required the current Parish Action Plan and to be aware of and incorporate arising community concerns where applicable.

The Clerk reported that the Council had previously issued instructions some 18 months that her office was to progress the new Draft Memorandum of Understanding with the Chairman of Southwater Action Team as required by the Parish Council following legal advice received the National Association of Local Council's solicitors.

Whilst this matter had taken some time to progress, the Chairman of the Action Team had now indicated his willingness to accept the revised draft Memorandum of Understanding but states that he is unable at this point pending the Group's Annual General Meeting to agree to the Constitutional

changes proposed but would be willing to propose these in September 2013.

The Chairman stated that due to proposals impending from the County and District Councils on such a Memorandum of Understanding, it was in his mind imperative that this matter be dealt with by Southwater Action Team prior to September 2013, and he thought that the Chairman of the Action Team should call an Extraordinary General Meeting in order that they may discuss and approve the draft constitution provided. After all the Group has had some 18 months during which they should have progressed this; the Clerk had been pushing for a conclusion on behalf of the Council and should be congratulated for her persistence in trying to resolve the matter in order that the Partnership may continue.

The Clerk confirmed her understanding of the situation between the Partnerships and the District Councils, stating that she had been informed that the Parish Council's involved would also be consulted on the final draft of any proposed Memorandum of Understanding between the District, County and Partnerships, after all the Parish Council in each location should be an equal partner in the process.

On the basis of this the Chairman asked whether any of the Parish Council SWAT representatives knew of what actions from the previous plan were outstanding in terms of delivery, especially bearing in mind that it was the Parish Council's responsibility to lead and deliver the future Neighbourhood Plan when the time was appropriate in conjunction with the community at large and it would be necessary for the Council to account for these within any new Neighbourhood Plan. Any consultations would of course include the whole Parished area including any community partnership organisations.

It was RESOLVED by all present that the Clerk should write requesting that the Chairman of Southwater Action Team call an Extraordinary Meeting of the Action Team in order discuss and approve both the Draft Memorandum of Understanding and Constitution with the Parish Council.

AGM26/05/13 PERSONNEL**

Member/Officer Protocol Policy

The Chairman said that he would like to bring to the attention of all Members the Member/Officer Protocol Policy which had been adopted by the Council in 2007 and which was still relevant to the way in which officers and Members of Council should conduct themselves. The Chairman stated that should any Member wish to discuss this further then they should make an appointment with both himself and the Clerk.

AGM27/05/13 DATE OF NEXT ANNUAL PARISH COUNCIL MEETING

The date of the next Annual Parish Council Meeting. The next Annual Parish Council meeting to be held on **Wednesday 28th May 2014.**

The Meeting closed at 9.50 pm.

AGM28/05/13 PLANNING

<i>Application No.</i>	<i>Applicant</i>	<i>Decision</i>
DC/13/0404 Amended Plan Mr P. Buckley	Mr & Mrs Buttle The Coppice Tower Hill Horsham Erection of 2 car cover with deck over attached to existing garage Amended Plan	Objection based on previous comments, as there is no material change
DC/13/0749 Mrs S. Alway	Max Ferretti Mapledown Close Works to 1 x Ash (tree located to the right of 25 Mapledown Close behind parking space boundary)	Objection due to the fact that permission is required by the Landowner and this has not been applied for
DC/13/0781 Mr L.Apted	Mr Paul Hunt Land West of Blakes Farm Cottage Southwater Street 3 new houses	Strong Objection based on previous comments summarised below: <ul style="list-style-type: none"> • Proposal forward of the building line • Out of keeping with the area all of same design • Concerns about damage to TPO's on site • Environmental Assessment required due to concerns on affects on wildlife in area • Proposed layout • Lack of footpath proposed in the original Masterplan for the area • Concerns about water attenuation tanks on site and access to same <p><u>The Parish Council would wish to speak at the District Council's Planning North Development Committee</u></p>
DC/13/0791 Mrs S. Alway	Mrs J Slinger 12 Bottings Hill Cripplegate Lane Retrospective non-material amendment to previously approved DC/11/2588 (Two storey side extension and part two storey and part single storey rear extension) to include an additional high level window on side elevation	Objection intrusive on neighbouring properties.
DC/13/0810 Mr A. Bull	Mr R. Andrews Rosebriar Worthing Road Proposed front dormer window extension and front and side roof lights	No objection

<i>Application No.</i>	<i>Applicant</i>	<i>Decision</i>
DC/13/0841 Mr P. Buckley	Mr & Mrs K. Whiteman 37 Castlewood Road First floor side extension over garage	No objection
DC/13/0848 Mr G. Cole	Mr & Mrs D .Tuppen 3 Ash Road Single storey rear extension	No objection but would suggest all side windows be frosted glazing
DC/13/0856 Mr.B.Sunderland	Mr S. Lintott 36 Cedar Drive First floor side extension over garage	Objection on the grounds of over development of site.
DC/13/0865 Mr.G.Cole	Mr S. Duneclift 10 Eversfield Single storey front extension and rear extension and reshaping of the roof to form traditional hip and eaves construction	No objection
DC/13/0875 Mr K. Diamond	Mr I Stronach 17 York Close Two storey side extension with existing stairs relocated and new entrance lobby	No objection
DC/13/0884 Mr R. Jackman	Mr & Mrs Leach 12 Cedar Drive Proposed rear ground floor extension	No objection

The meeting closed at 10.15 pm.