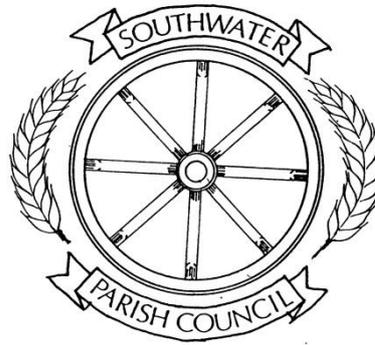


# Southwater Parish Council



## **Finance and General Purposes Meeting Minutes**

Wednesday 8<sup>th</sup> November 2017, 7.30pm

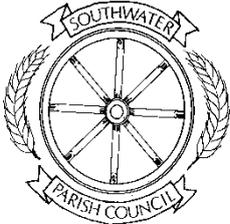
Beeson House  
Lintot Square  
Southwater  
Horsham  
RH13 9LA

### **Committee Members**

Cllr Michael Neale (Chairman)  
Cllr Geoff Cole (Vice Chairman)  
Cllr Laurie Apted  
Cllr Paul Davies  
Cllr Pauline Flores-Moore  
Cllr Derek Moore  
Cllr Chris Pearce  
Cllr Hayley Timson  
Cllr Clare Vickers  
Cllr Graham Watkins  
Cllr Neil Whitear

### **Non Voting Committee Member**

Mr Geoff Scoon



# SOUTHWATER PARISH COUNCIL

Beeson House,  
26 Lintot Square,  
Fairbank Road,  
Southwater,  
West Sussex  
RH13 9LA



Clerk: **Mrs.C.M.Tobin**  
Cert.Ed.L.Pol.FILCM.,

Telephone No: 01403 733202 Fax: 01403 732420  
Email: [Catherine@southwater.net](mailto:Catherine@southwater.net)  
Community Web Site: [www.southwater-pc.gov.uk](http://www.southwater-pc.gov.uk)

## MINUTES

**The Minutes of the FINANCE AND GENERAL PURPOSE COMMITTEE meeting held on Wednesday 8<sup>th</sup> November 2017 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.**

**Present: Chairman: Cllr M Neale**

<b>Cllr G Cole</b>	<b>Cllr P Flores-Moore</b>
<b>Cllr D Moore</b>	<b>Cllr C Pearce</b>
<b>Cllr H Timson</b>	<b>Cllr G Watkins</b>
<b>Cllr C Vickers</b>	<b>Cllr N Whitear</b>

**Clerk: Mrs C Tobin**

**Speaker: Mr David Carden**

**County Councillor: Not present**

**District Councillors: Not present**

**Press: Not present**

**Members of the Public: One**

### **FG106/11/17 PUBLIC PARTICIPATION**

The Chairman asked those present to turn mobile phones to silent for the duration of the meeting, unless the phone call was urgent in which phone calls may be received with permission from 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 in accordance with Standing Orders for minute purposes.

### **FG107/11/17 APOLOGIES**

There were apologies noted and agreed from Cllrs Apted, Davies and non voting member Mr Scoon.

**Members NOTED and APPROVED the absence.**

### **FG108/11/17 DECLARATION OF INTERESTS**

The Clerk to the Meeting referred Members of Council to information issued in

relation to the Member's Code of Conduct and Standing Orders and asked whether any Member had anything of note to declare at this point in the meeting.

**There were no declarations of interest received.**

**FG109/11/17 MINUTES**

**It was RESOLVED by all present having been proposed by Cllr Whitear and seconded by Cllr Pearce that the Minutes of the Finance and General Purposes Committee meeting held on Wednesday 11<sup>th</sup> October 2017 be accepted as a true and correct record of the meetings.**

**FG110/11/17 CHAIRMAN'S ANNOUNCEMENTS**

Brad Watson

A letter of thanks had been received from retired Cllr Brad Watson OBE for the recently bestowed Freedom of the Parish.

**Members NOTED the information.**

**FG111/11/17 CORRESPONDENCE**

Members were notified that the following items of correspondence, circulated prior to the meeting, had been received:

Southwater Community Responders

A letter of thanks had been received from Southwater Community Responders for a grant of £500 received from the Parish Council.

Southwater Art Club

A letter of thanks had been received from Southwater Art Club for a grant of £500 received from the Parish Council.

**Members NOTED the information.**

**FG112/11/17 ACCOUNTS & FINANCIAL MATTERS**

HMRC Inspection

The Clerk stated that this was completed on Tuesday 7<sup>th</sup> November. A report will be received in due course and other than an error in coding for the precept there was nothing of any significance. Going forward the Council would have to charge VAT on any sponsorship received. Thanks were offered to the Clerk and her team for all their hard work preparing for the visit.

**Councillors NOTED this information.**

The Chairman referred Members to the meeting pack circulated prior to the meeting, containing the sales ledger, income and expenditure and the balance sheet detailing current assets and liabilities up to 8<sup>th</sup> November 2017.

**The meeting pack containing the financial information relating to the current financial position of the Council was APPROVED by all present.**

**FG113/11/17 PAYMENTS SCHEDULE**

To discuss and approve the payments schedule to 8<sup>th</sup> November 2017.

**It was AGREED by all present that the payment schedule dated 8<sup>th</sup> November 2017 to the sum of £21,290.41 be APPROVED.**

**FG114/11/17 CHRISTMAS EVENT**

Members received an update regarding the preparations for the Christmas Event, which were going well.

The Parish Council has undertaken the works for the Christmas lights. This work was awarded to Blachere Illumination UK Ltd at a cost of £5,457.60 plus VAT. Unfortunately, due to vandalism, some of the tree lights needed to be replaced at a cost of £867.40 plus VAT. Further investigations found other lighting to be in a poor condition and requiring replacement at a cost of £1,217.00 plus VAT. Therefore the total cost of works is £7,542.00.

The Council currently has £3,800 provided by Lambert Smith Hampton, the managing agents for Lintot Square and £2,200 within its own budget for Christmas Events. There is another £1,600 available in the Community Events budget. Councillors are recommended to retrospectively approve the scheduled works and approve the transfer of monies from the Community Events budget into the Christmas Events budget.

The Worthing Road lights project was prohibitive due to the cost of installation and removal. The lights in Lintot Square will be taken down at the end of the season to prevent the criminal damage experienced last year and the Clerk will pursue options to submit an insurance claim on behalf of the Council.

The lights project was handed to the Parish Council from the District Council in late Summer this year. From next year, the Parish Council will have the option to go back to a contract system, which will offer more in the way of negotiation of cost and best value.

**Councillors RESOLVED to retrospectively APPROVE the scheduled works for the Christmas Lights and APPROVE the transfer of monies from the Community Events budget into the Christmas Events budget.**

**FG115/11/17 GRANT APPLICATION – AGE UK HORSHAM**

Members were referred to the grant application received from Age UK Horsham for the sum of £500. Members were informed that the Parish Council had an allocated budget of £4,000 for Grant applications of which £1,800 had been spent in this financial year.

It was clarified that the grant request was for ‘outreach work’ which has recently suffered a reduction in service and as the Age Concern representative for the Parish Council, Cllr Watkins will make enquiries to guarantee that the grant will be used for Southwater residents.

It was commented that care needs to be applied to grants to be used for running costs. A grant should be allocated for a specific project and in future, a critical review of each application should be conducted to determine whether it is a grant or a subsidy. The Parish Council would prefer to open the grant system to smaller organisations in Southwater that would directly benefit the community. In the future, grant applicants would be invited to attend a Council meeting prior to a decision being made, to clarify details of the project benefitting from a successful grant application.

**It was RESOLVED\* by all present, with the exception of Cllrs Cole and Whitear who abstained, that the Council APPROVE\* the grant application of £500 to Age UK Horsham.**

**FG116/11/17 OIL CLUB**

The Clerk informed Councillors that a company called 'Oil Club' had contacted the Parish Council to offer its services to members of the Parish. Members felt this was not something the Parish Council wished to be involved in at this time.

**Members NOTED the information.**

**FG117/11/17 HORSHAM LOCALITY PATIENT GROUP**

The Clerk informed members an e-mail had been received from the Chairman of the Horsham Locality Patient Group requesting the use of the Chamber free of charge for a meeting on Thursday 25<sup>th</sup> January 2018.

Members were referred to a report received from the group and circulated prior to the meeting. Members felt future reports need to include clarification of outcomes and a question needs to be asked regarding what works are being carried out to improve the appointments system at the local GP surgery.

**It was RESOLVED by all present to AGREE to extend the free use of Beeson House to enable the Horsham Locality Patient Group to hold meetings in 2018. To be subject to a review in twelve months time.**

**Cllr Vickers entered the meeting at 8.10pm**

**FG118/11/17 PARISH NEWSLETTER**

Members were requested to volunteer topics for discussion and possible inclusion in the forthcoming Parish Newsletter.

Discussions occurred around the ability for the community to engage with the Parish Council on all levels and particularly with regard to monthly surgeries, meetings, et al. Members were requested to volunteer topics for inclusion in the newsletter via the usual means.

**Members NOTED the information.**

**FG119/11/17 HORSHAM YEAR OF CULTURE 2019**

Members were informed that Cllr Jonathan Chowen was willing to attend a future meeting to address the Parish Council regarding plans for the Horsham Year of Culture 2019.

**Members AGREED to invite Cllr Chowen, if available, to attend the Full Council meeting on 31<sup>st</sup> January 2018.**

**FG120/11/17 CHANGES TO REFUSE COLLECTION**

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

Members received a brief speech from a member of the public regarding the proposed changes to the refuse collection. Concern centred around a potential increase in fly tipping caused by the reduction in the waste collection service and exacerbated by the reduced opening hours currently operating at the household waste recycling facilities at Hop Oast.

**Standing orders were re-instated.**

The Parish Council supported the notion of waste recycling; however concerns from Councillors mirrored those already expressed by the member of the public.

Cllr Vickers clarified that the revenue support grant from central government had significantly reduced in recent years and would stop in 2019/20. It was decided by the District Council to implement the proposals being discussed once the current contract had expired. The proposal had already been tested by other Councils and was found to be successful for the majority of households. Households who struggle with the new scheme will be assessed on an individual needs basis.

The driving reason for the decision is a requirement for the District Council to achieve a recycling rate of 50% (an increase of 6% from its current position of 44%). Supplementary blue bins are available at a cost of £5 for delivery. Brown bin collections are unaffected.

Fly tipping is a concern for the District Council, as they pick up the cost of clearing up after offenders. The District Council are also concerned about the reduction in opening hours to the Hop Oast waste recycling facility, run by the County Council.

Since, the new proposals for waste collection will go ahead, it was suggested that the Parish Council focus its efforts in securing better opening hours for Hop Oast.

After protracted discussions the following actions were proposed.

**Members AGREED that Southwater Parish Council would contact both the Cabinet Member for Waste, Recycling and Cleansing at Horsham District Council and Horsham Association of Local Councillors and offer its support to campaign for increased opening hours at the Hop Oast Waste Recycling facility.**

**Members AGREED to contact County Councillor Nigel Jupp and invite him to a meeting to address members of the public and Council Members regarding the Hop Oast Waste Facility opening hours.**

**FG121/11/17 POLICING MATTERS RELATING TO SOUTHWATER PARISH AREA**

An invitation had been accepted by the Police and Crime Commissioner to attend a Full Parish Council meeting on 28<sup>th</sup> March 2018 to address anti-social behaviour issues in Southwater.

Plans are afoot for the Southwater Action Group and reports of anti-social behaviour in Lintot Square have gone down. This may be a reflection of people declining to report incidences of anti-social behaviour. The message needs to be re-enforced to public to report any incidences of crime to the police services.

The Southwater representative for Horsham Association of Local Councillors will attend the Joint Action Group meeting on Thursday 9<sup>th</sup> November to raise issues experienced by Southwater Residents and receive more information regarding the new Local Policing Model which came into effect recently.

A new initiative by West Sussex Police is the introduction of ‘street briefings’ in areas experiencing high volumes of crime. The Council may be involved in the delivery of the street briefings.

**Members NOTED the information.**

**FG122/11/17 LEISURE CENTRE MANAGERS REPORTS**

The Chairman to the Meeting referred Members to the Leisure Centre Manager's Report produced for Members comment.

The queries raised previously regarding clarification of the unallocated fee of £298 and the historic gross income and expenditure had not yet been answered. The Clerk explained that investigations were ongoing and would be presented to Council in due course.

A question was raised regarding the possibility of issuing and enforcing parking permits for the leisure centre overflow car park. It was agreed by all that the Clerk should pursue this matter.

Members were unhappy with the accuracy of the information held within the leisure centre report and abstained from making further comment until December once issues had been ironed out.

**Members NOTED the information and AGREED the Clerk should pursue the matter of issuing parking permits for Southwater Leisure Centre Car Park.**

**FG123/11/17 COUNCIL PREMISES & LAND\***

**At this point in the meeting the Chairman of the Meeting proposed the suspension of Standing Orders in order to discuss matters of a confidential matter.**

“Confidential Minute”

**Members AGREED that the Clerk and Mr Carden will research budget figures to agree proposed increases to the precept to put to public consultation by the end of November. Members AGREED the Parish Council will host a stall, staffed by Councillors at the Christmas event to answer any questions from members of the public.**

**FG124/11/17 PERSONNEL, PENSIONS & TRAINING\***

There were no items to report.

**FG125/11/17 DATE OF NEXT MEETING: Wednesday 13<sup>th</sup> December 2017**

The meeting closed at 9.30pm