



## **SOUTHWATER PARISH COUNCIL**

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### **DRAFT Minutes of the Annual Meeting of The Parish Council held on Wednesday, 19<sup>th</sup> May 2021 at 7.30pm.**

#### **Present:**

**Councillors Present:** G Watkins (Chairman), M Neale (Vice Chairman), P Flores Moore, G Scoon, S Lewis, D Moore and N Knott

**County Councillor Present:** Nigel Jupp

**Members of the Public Present:** None

**Members of the Public were able to view meeting by Live YouTube Stream**

**Clerk:** Dawn Spouge      **Deputy Clerk and RFO:** Justin Tyler

*The Chairman confirmed that the meeting was not being recorded but was being live streamed to the Public.*

*The Chairman welcomed all Councillors in attendance remotely and all members of the Public watching via live stream, to the meeting. He clarified with the Clerk that no members of the public had requested to speak at the meeting. However, should the public attend and if any person wished to speak, Item 3 (and all subsidiary items under item 3) would be adhered to.*

*The Chairman confirmed with all Councillors that they had received the documentation required to consider the Agenda items and confirmed that all papers had been circulated with the Agenda to all Councillor's*

*The Chairman clarified the voting protocol required for decisions, etiquette required at meetings and housekeeping rules and also reminded to all Councillors that if an interest had been declared, they would may be able to take part in a vote on that item. He explained that in cases where, in the opinion of the Chairperson, there is consensus, the Chairperson may seek to secure agreement whilst providing an opportunity for any dissenting members to be heard or to request a formal roll call vote.*

*The meeting would*

*be adjourned to allow for County Councillor Jupp to speak on Item 73, after which, the meeting will then be re-convened.*

#### **60. Election of Council Chairman and Acceptance of Office**

Councillor Watkins opened the meeting.

Councillor Flores-Moore proposed Councillor Watkins become Chairman, seconded by Councillor Moore and **Agreed** unanimously. Councillor Watkins accepted the post and signed his declaration of office

#### **61. Election of Vice Chairman of the Council and acceptance of Office**

Councillor Watkins proposed Councillor Neale become Vice Chairman, seconded by Councillor Flores-Moore and **Agreed** unanimously. Councillor Neale accepted the post and signed his declaration of office.

#### **62. Apologies for absence**

Apologies received from Councillors Slowly, Vickers and Cole. Councillor Stannard had notified the Clerk that he had another meeting to attend and may be late or may not be able to attend.

#### **ACTIONS**

**63. Declarations of Interest**

None

**64. Co-option of a Councillor**

Councillor Flores-Moore proposed Mrs Jan Watkins be co-opted as a Councillor for Southwater Parish Council, seconded by Councillor Lewis and **AGREED** unanimously. Votes were indicated by a show of hands.

**65. Acceptance of Office**

Prior to the meeting, Councillor Jan Watkins had agreed acceptance of the post as Councillor for Southwater Parish Council should it be proposed and agreed and would be signing her declaration of office and return it to the Clerk as soon as possible. This would be confirmed at the next meeting of the full Council. Once she had returned her declaration of interest forms prior to the next meeting, she would then be eligible to vote at meetings.

**66. PUBLIC PARTICIPATION – None**

**67. APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES, EMPLOYER BODIES AND OTHER LOCAL AUTHORITIES**

The following were agreed at the meeting.

**Finance & General Purposes Committee (12 Members)**

Chairman - Councillor Neale, Vice-Chairman – Councillor Moore.

*Councillors, Watkins, Lewis, Cole, Knott, Scoon, Flores-Moore, Vickers.*

*Councillor Slowly was also voted on to the F&GP Committee at this meeting upon request prior to the meeting.*

**Human Resources (HR) Committee (6 Members)**

Chairman – Councillor Watkins, Vice-Chairman – Councillor Neale

Councillors, Moore, Cole, Vickers and Flores-Moore

**Planning Committee (9 Members)**

Chairman – Councillor Watkins, Vice-Chairman – Councillor Cole

Councillors, Knott, Moore, Scoon, Neale and Flores-Moore

**Planning Pre-Application Panel (6 Members)**

Chairman – Councillor Watkins, Vice-Chairman – Councillor Neale

Councillors, Cole, Moore and Flores-Moore

**Leisure Centre Working Party** - now been disbanded due to the CIO in operation

**CIO-SPC – Project Liaison Group** - *This has been deferred for further discussions prior and at the next Parish Council meeting.*

**Neighbourhood Plan Steering Group** - This Steering group has now been disbanded, and changed to **SWNP consultation group** – Councillors, Watkins, Cole and Flores-Moore

**Southwater Art Project (2 Members and Clerk)** – This group has now been disbanded.

**Southwater Emergency Plan is made up of those on the Co-ordinators ROTA. These are the following:-** Proper Officers of the Council, Dawn Spouge and Justin Tyler, Councillors, Watkins, Lewis and Flores-Moore.

**Neighbourhood Warden Steering Group** – SPC – Proper Officer Dawn Spouge, Councillors, Lewis and Moore, HDC Officers, Greg Charman and Darren Worsfold and the Southwater Neighbourhood Wardens – Dominic Woodhead and Jacquie Cave.

**Southwater Youth Support Working Party – SPC** – Proper Officer Dawn Spouge, Councillors, Neale, Watkins, Moore, Scoon, 2 x SYP Representatives and 1x member of the public.

**68. Council Structure**

**The following were agreed at the meeting:**

The Ghyll CIO – (2-4 members) – Councillors, Neale, Watkins and Cole

Southwater Youth Project (SYP) (2 Members) – Councillors, Neale and Slowly

Southwater Village Surgery – Patient Participatory Group (PPG) (1 Member) – Councillor Lewis

Youth Club Management Board (2 Members) – Clerk to check the status

Children & Family Centre (1 Member) – Councillor Lewis

District Health Committee (1 Member) – Clerk to check the status

Village Hall Management Committee (2 Members) – Councillors Watkins and Slowly

Horsham Association of Local Councils (2 Members) – Councillors Neale and Moore

County & District Transport & Environmental Committees (1 Member) – Clerk to check the status

Southwater Bus Transport Group (1 Member/1 Officer) – Clerk to check the status

Age UK Horsham (1 Member) – Councillor Watkins

Horsham District Rural Six Towns Forum Group (1 Member/1 Officer) – Clerk to check the status

Southwater Community Partnership (4 Members) – Councillors, Watkins, Moore, Cole and Knott

County/District/Parish Policing and Neighbourhood Watch (1 Member/1 Officer) – Councillor Lewis, Officer of the Council, Justin Tyler

West Sussex County Council Local Area Committee (2 Members) – Councillors Watkins and Neale

Southwater Road Safety Partnership (1 Member) – Councillor Moore

Southwater Schools Meeting Group (2 Members/1 Officer) – Councillors Watkins and Neale, Officer of the Council, Dawn Spouge

Horsham District Council Community Resilience Group (1 Officer) – Clerk to check the status

Southwater Country Park Forum (2 Members/1 Officer) – Councillors, Cole and Flores Moore, Officer of the Council, Justin Tyler

Horsham District Council Older Persons Forum – (1 Member) – Councillor Moore

Clerk to check the status of all those marked above and will report back at the next Full Council meeting on 14<sup>th</sup> July.

**69. Lead Councillors –Due to recent Councillor changes** - To defer all further updates on this matter to the next FPC meeting 14<sup>th</sup> July 2021.

**70. MINUTES**

To approve the Minutes of **The Extraordinary Parish Council Meeting** held on 28<sup>th</sup> April 2021 as a true and correct record of that meeting.

The above was proposed by Councillor Moore and seconded by Councillor Neale and **AGREED** unanimously.

**71.** To receive from the following Committees – approve any decisions and recommendations:-

Clerk

i. **Finance & General Purposes Committee held on 21<sup>st</sup> April 2021**

The above was proposed as a true and correct record by Councillor Flores-Moore, seconded by Councillor Moore and **AGREED** unanimously.

ii. **Planning Committee Meeting held on 5<sup>th</sup> May 2021**

The above was deferred to the next Planning meeting and any recommendations to the full Council meeting of 14<sup>th</sup> July 2021.

**72. Chairman's Report** – The Chairman reported as follows:-

- The Neighbourhood plan was approved at referendum by an overwhelming majority and thanks was given to all those that took part over the last 5 years. SPC can now move forward with a plan for the future of Southwater. A full statement will be given in the Chairman's Report at the Annual Parish Meeting on the 23<sup>rd</sup> June and this would include thanking individuals and companies without whose help this project may never have come to fruition, along with the residents of Southwater for their support.
- Thanks was given to all Councillors who have left or retired from the Parish Council this year; for their help and support.
- Skate-Park – Tenders had now been received and SPC were now looking for members of the public with an interest in this item to come forward to form a user group for finalising the project. All those interested to contact Justin Tyler at the Parish Office.
- SPC were short of Councillors, if anyone had a genuine interest in Southwater and representing their Community, please do enquire with the Parish Clerk for an information pack.
- District Councillor Ray Dawe had resigned as Leader of HDC and Paul Clarke had been elected as Leader and hoped to take up the role at HDC's AGM next week.
- The Local Plan is still under discussion and HDC hope to have a strategy for Council approval by the end of June.

*The meeting was adjourned to allow County Councillor, Nigel Jupp to give an update on WSCC matters.*

**73. County Council Report** – County Councillor Nigel Jupp reported as follows:-

- Greetings were given to all present and Councillor Jupp expressed his pleasure at being given an opportunity to serve for the next four years. Thanks were given to SPC for their support and congratulations on the Neighbourhood Plan approval given.
- Flooding on Cripplegate Lane is a long standing issue and had been raised with the newly installed cabinet member for Highways. Continued chasing and pressure to address this matter would be given.
- The Consultation for the closure of the Family and Children's centre would end this week. There has been interest for future use of this building, however no decision would be forthcoming for several months. An update would be given when more information was available.
- An initial informal meeting would take place with the Chairman of SPC in particular in regards to S106 monies due from developers and also to further discussions on transport and pavements in Southwater.
- The Chairman of SPC stated that residents had raised concerns in regards to parking in Cedar Drive and whether a TRO was appropriate. Cllr Jupp responded that he would visit the hotspots prior to liaising with the Highways Officer.
- Councillor Flores-Moore raised her continued concerns on the pavement issue in Blakes-Farm Road and the Zebra Crossings on the Worthing Road. A discussion ensued. Berkeley Homes would be approached to see if they would consider any improvement of the Zebra Crossings and Councillor Jupp acknowledged his awareness of the pavement issue described and expressed that it was being looked at.
- Councillor Moore mentioned his concern on the full gullies in the Cripplegate Lane and Mill Straight area. Councillor Jupp was aware of this and a discussion took place.
- The Chairman congratulated Nigel Jupp on his re-election on behalf of SPC and the residents of Southwater and expressed his thanks for all the input given in the past and looked forward to continue to work with him on matters in Southwater.

*The meeting was re-convened.*

**74. District Council Report** – To receive and consider any CCC reports and communications not covered elsewhere on this Agenda.

A short report sent by Councillor Vickers on the day of the meeting had been given by the Chairman in Chairman's Reports.

**75. Internal Auditors Report 2020/21** – To receive and approve the final internal Auditors Report for year ended 31<sup>st</sup> March 2021.

Approval of the above was proposed by Councillor Flores-Moore, seconded by Councillor Neale and **AGREED** unanimously.

Next  
Planning  
Mtg

Dep  
Clerk

**76. Internal Auditor** – To consider and approve commencement of a new three-year contract with Mulberry & Co as Internal Auditor. Southwater Parish Council has completed its final year of the three-year contract.

The above item was proposed by Councillor Neale, seconded by Councillor Lewis and **AGREED** unanimously.

**77. Draft Annual Accounts for year ending 31<sup>ST</sup> March 2021** – to consider and approve – these had been circulated and approved at the F&GP Committee of 28<sup>th</sup> April 2021.

The RFO stated there was a change to be noted from the Balance Sheet and Income & Expenditure circulated and approved at the F&GP Committee Meeting of 28<sup>th</sup> April 2021. There had been an increase of £1200 in the Balance Sheet's Net Current Assets with the change relating specifically to income recorded under '102/1507 HDC Service Charge'. The updated documents had all been sent with the Agenda.

**78. Annual Governance and Accountability Return (AGAR)** – To receive, approve and sign the AGAR for 2020/21

**i) Section 1 - Annual Governance Statement 2020/21 – to approve and sign**

The Chairman read out the statement and put the required questions to the Council. It was **AGREED** unanimously that all necessary measures had been put in place and all questions were answered yes.

The above was proposed as accepted by Councillor Knott, seconded by Councillor Neale, **AGREED** unanimously and signed.

**ii) Section 2 – Accounting Statements 2020/21 – to approve and sign**

These had been circulated to all prior to the meeting. These were proposed for approval by Councillor Moore, seconded by Councillor Flores-Moore, **AGREED** unanimously and signed.

**iii) Notice of Public Rights** – Update from the RFO

The intended dates for the inspection period will commence Monday, 14 June 2021 to Friday, 23 July 2021. More details on the announcement to be published on the website nearer the time.

**79. Risk Management Schedule** – to note and approve the Risk Management Schedule 2021/22

Noted and approval proposed by Councillor Moore, seconded by Councillor Scoon and **AGREED** unanimously.

**80. Standing Orders and Finance Regulations** – To approve the update to Item 15 (a) to Standing Orders made at the extraordinary meeting of SPC on 28<sup>th</sup> April 2021.

It was noted that changes in the office re-structure would commence from the 1<sup>st</sup> June 2021 and therefore the above changes would also apply from this date. Proposed for approval by Councillor Neale, seconded by Councillor Moore and **AGREED** unanimously.

Further updates to both Standing Orders and the Finance Regulations would be presented to the next full Council meeting.

**81. Data Protection Officer** – to appoint Justin Tyler – RFO and Officer of the Council as Data Protection Officer for SPC  
The above was proposed as accepted by Councillor Flores-Moore, seconded by Councillor Scoon and **AGREED** unanimously.

**82. RFO** – To note and confirm Justin Tyler as the RFO for SPC  
Noted and confirmed.

**83. Council Policies** – to set up a Policy Approval Panel to review all current Council Policies

This was noted and agreed. The panel selected as follows:-

Clerk and Deputy Clerk, Councillors, Watkins, Lewis and Flores-Moore.

**84. Calendar of Meetings** – to approve the Calendar of Meetings from May 2021 – May 2022 and delegate authority to the Proper Officers to amend the Calendar as and when necessary.

Councillor Flores-Moore objected that there was no recess in August as there used to be. The Clerk explained that in 2019 the schedule of meetings was changed from monthly to bi-monthly with F&GP and Full Council alternating, hence why it was agreed at the time to not therefore have a recess in August. It was also explained that certain meetings, such as the Annual Meeting of the Parish Council and the Annual Parish Meeting had to be held within certain time frames as per LGA 1972. It was possible for any Councillor to give apologies if not able to attend due to their annual holiday.

Further discussion took place and it was decided to vote on approval of the Calendar of Meetings as presented, however, to also itemise this again at the next meeting where further discussion could take place if required. A vote on the presented Calendar of meetings took place, proposed by Councillor Lewis, seconded by Councillor Moore and **AGREED** with seven votes in favour and one against.

Next Mtg

Policy Panel

Next Meeting

**85. Freedom of the Parish**

The Chairman explained that it was at the discretion of the Chairman to propose awarding the above. He therefore proposed awarding the Freedom of the Parish to staff member, Janine Taylor, who was retiring, for her outstanding service to the Council during the 16 years she had worked there, often going above and beyond her duties within the office to ensure good service delivery. He stated that Janine was a worthy recipient of the award and this was echoed by all the Councillors attending the meeting.

The Chairman's proposal of the above was seconded by Councillor Flores-Moore and **AGREED** unanimously.

**86. Date of the next Parish Council Meeting – 14<sup>th</sup> July 2021**

**Date of the next Annual Meeting of the Parish Council – 18<sup>th</sup> May 2022**

*The meeting ended at 8.30pm.*

DRAFT