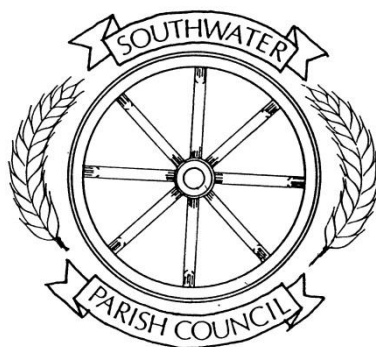


Southwater Parish Council



Full Parish Council Meeting Draft Minutes

Wednesday 20th December 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 Rachael O'Toole-Quinn

Cllr Hayley Timson

Cllr Barbara Varley

Cllr Claire Vickers

Cllr Neil Whitear

Non Voting Committee Members

Mr Grant McGill, Mr Geoff Scoon



SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday 20th December 2017 at 7.30 pm in the Council Chamber, Beeson House, Lintot Square, Southwater, RH13 9LA.

Present Were:	Cllr G Watkins (Chairman)
	Cllr G Cole
	Cllr P Flores-Moore
	Cllr D Moore
	Cllr H Timson
	Cllr C Vickers
	Cllr R Dye
	Cllr J Hutchings
	Cllr M Neale
	Cllr B Varley
	Cllr N Whitear
Co-Opted Non-Voting*	None
Clerk:	Mrs C Tobin
County Councillor:	Cllr Nigel Jupp
District Councillors:	None
Members of the public:	Two
Press:	Not present

F69/12/17 PUBLIC PARTICIPATION

The Chairman welcomed everyone to the meeting. He then 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.

F70/12/17 APOLOGIES FOR ABSENCE

There were apologies noted and agreed from Cllrs Apted, Davies, O'Toole-Quinn and non voting members Mr Scoon and Mr McGill.

Members NOTED and APPROVED the absences.

F71/12/17

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.

F72/12/17

MINUTES

Cllr Flores-Moore wished to note that she was not happy with the content and style of the minutes since the Officer to the Clerk had been writing them. She wished it to be put on record that she preferred the style of writing of the Clerk.

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

F73/12/17

CHAIRMAN'S ANNOUNCEMENTS

The Chairman wished the Members of the Council a very Happy Christmas.

F74/12/17

CORRESPONDENCE

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

F75/12/17

COMMITTEES

Planning Committee

It was RESOLVED* by all present having been proposed by Cllr Neale and seconded by Cllr Cole that the Minutes of the Planning Committee dated 6th December 2017 were APPROVED* by all those present as a true and correct record of the meeting held.

The date of the next meeting is Wednesday 3rd January 2018.

Finance and General Purposes Committee

No minutes were available for approval. Approval of the minutes of the Finance and General Purposes Committee Meeting held on Wednesday 13th December 2017 will be deferred until the next Parish Council meeting.

The date of the next meeting is Wednesday 10th January 2018.

F76/12/17

COUNTY COUNCILLORS REPORT

County Councillor Jupp addressed the meeting. He attended the Councillors surgery on Saturday 2nd December 2017 and received two items of note for investigation. Firstly the pavement in Cripplegate Lane and secondly the standard of lighting in Andrews Road.

There is still the question of commuter parking at Christ's Hospital. Discussions with Bluecoats Residents Association and Christ's Hospital are ongoing.

This discussion of additional funds for the two Southwater Academies will continue at a meeting on 5th January 2018.

Cllr Flores-Moore raised the issue of a lack of footpath in Blakes Farm Road. She cited that big Juggernauts are parking in the road while drivers take time to eat lunch or sleep; this stops people walking along the road towards the traffic and the alternate verge is grass is really muddy at the moment so is also not an option.

Members NOTED the information.

F77/12/17

DISTRICT COUNCILLORS REPORT

Members received a verbal report from District Councillor Claire Vickers. She reported that planning training for Parish Councillors had recently been carried out by the District Council and she encouraged feedback from those who attended.

Members NOTED the information.

F78/12/17

TO APPOINT A COUNCIL REPRESENTATIVE TO CAGNE

As a result of the vacancy left by the resignation of Cllr Billy Greening, Cllr Moore was proposed as Southwater Parish Council representative to CAGNE. It was stated that the Parish Council do not hold a formal position within CAGNE and any representation must be impartial.

It was RESOLVED by all present that Cllr Moore be appointed as the Parish representative to CAGNE.

ACCOUNTS AND FINANCIAL MATTERS**

F79/12/17

Budget

The Chairman designated this item to be moved to the end of the agenda after item 88/12/17 PERSONNEL & WSCC LOCAL GOVERNMENT PENSION SCHEME** to enable it to be dealt with as a confidential item.

‘Confidential Minute’

It was RESOLVED by all present to defer discussions to permit the Clerk and Chairman of the Finance and General Purposes Committee to make further enquiries to be brought back to Council at the next Finance and General Purposes meeting.

Standing Orders were reinstated.

F80/12/17

Accounts

The Clerk referred Members to the meeting pack circulated prior to the meeting and an amendment to those handed out in the meeting, regarding the financial position of the Council. This includes detailed Income & Expenditure, Sales Ledger, Aged Account Balances, Cash and Investment Reconciliation as at 20th December 2017.

Members NOTED the information.

F81/12/17

Bank Reconciliation

Members were referred to the Bank Reconciliation in the meeting pack circulated prior to the meeting.

It was RESOLVED* by all present having been proposed by Cllr Varley and seconded by Cllr Neale and agreed by all present that the Bank Reconciliation dated the 30th November 2017 was APPROVED*.

F82/12/17 ACCOUNTS FOR PAYMENT

The Clerk presented to the Council the payment schedule to 20th December 2017 being £55,051.82.

It was AGREED* by all present that the payment schedule dated 20th December 2017 to the sum of £55,051.82 be APPROVED*.

F83/12/17 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Members received the following updates from Senior Officers and Councillors in relation to meetings or conferences attended on behalf of the Council:

Planning Training at Horsham District Council

The Chairman attended with the Clerk, Vice Chairman and the Officer to the Clerk on Tuesday 19th December 2017.

Schools s106 Meeting

The Chairman and Clerk attended a meeting on Tuesday 11th December 2017.

Berkeley Homes

The Chairman, Vice Chairman, Cllr Cole and the Clerk attended.

Miller Homes

The Chairman attended a meeting on Wednesday 20th December 2017 with Miller Homes to discuss the roundabout at Mill Straight.

West Sussex Highways permitted an amended depth of 25mm of tarmac top coating on the newly installed roundabout to the South of Southwater Village on Mill Straight junction with Roman Lane.

Miller Homes have confirmed there will be a four day road closure in March 2018. The Chairman noted that Miller Homes were not a very successful contractor. Cllr Vickers stated she had received a number of complaints from members of the public and had raised it with the Director of Planning at Horsham District Council who has raised it with the Managing Director of Miller Homes.

Miller Homes have confirmed that they would attend monthly meetings with representatives of the Council and in the interest of brevity will combine with the Berkeley's meeting.

Feedback will be forthcoming shortly for all of the above by the usual means.

Members NOTED the information.

F84/12/17

STANDING ORDERS

The Chairman referred Members to the suggested amendments to Standing Orders and the Financial Regulations contained in Appendix C of the document and circulated prior to the meeting in the Information Pack for Councillors.

In addition to the suggested amendments, the Chairman also requested that the speaking time limit be revised from three minutes to two minutes to concur with the regulations followed by Horsham District Council and an amendment be made to delegate the disposal of legal matters to the Clerk to the Council (with the exception of appointing a Barrister which must be approved by Full Council).

It was RESOLVED* by all present that the Parish Council adopt the suggested revisions to Standing Orders and the Financial Regulations contained in Appendix C of the document, amend the speaking time limit in public meetings for members of the public from three minutes to two minutes and delegate the disposal of legal matters to the Clerk to the Council (with the exception of appointing a Barrister, which must be approved by the Parish Council).

It was also proposed that from April 2018 the Finance and General Purposes Committee meeting be changed from the second Wednesday of the month to the third Wednesday of the month.

It was AGREED by all present that from April 2018, the Finance and General Purposes Committee Meeting be changed from the second Wednesday to the third Wednesday in the month.

F85/12/17

INTERNAL AUDIT

The Clerk referred members to the Audit Report received from the Internal Auditor and circulated prior to the meeting. She directed Councillors specifically to the section in relation to budget precept and reserves which needs to be noted and steps taken to address the content of the comments regarding the reserve fund.

Members NOTED the information.

F86/12/17

PARISH COUNCIL LAND AND BUILDINGS

The Clerk reported to members that she had recently approved the cutting back of an area behind Hazel Close in order to protect the Council's interests.

Leisure Centre

The Clerk confirmed that an order for the boiler works was being issued. The purchase order for the shower works and water softener would be placed in January 2018.

The Operations Manager is currently progressing tenders for works to the main hall roof area and will start works to commission a clean of the reception area in the New Year.

Councillors NOTED the information.

F87/12/17

NEIGHBOURHOOD PLAN**

Members received a verbal update from the Clerk regarding the Neighbourhood Plan.

Members NOTED the information.

F88/12/17

PERSONNEL & WSCC LOCAL GOVERNMENT PENSION SCHEME**

At this point in the meeting the Chairman suspended Standing Orders in order to discuss matters regarding personnel matters. Members of the public were asked to leave.

“Confidential Note”

Members NOTED the information.

“Confidential Note”

It was NOTED that the Clerk would be undergoing an operation to replace her knee.

It was APPROVED that David Carden, Consultant be retained for two days per week during the Clerk’s absence, including her holiday in January, to ensure continuity of business and support the Management Team.

F68/11/17

DATE OF NEXT MEETING: Wednesday 31st January 2018

The meeting finished at 9.15pm.