



## **SOUTHWATER PARISH COUNCIL**

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### **Minutes of the ordinary remote meeting of The Parish Council held on Wednesday 16<sup>th</sup> September, 2020 commenced at 7.40pm.**

**Councillors Present in the Chamber:** M Neale (Vice-Chairman), S Lewis, R Williams

**Councillors present remotely:** G Cole, N Knott, D Moore and G Scoon,

**Members of the Public** were able to view the meeting via remote streaming.

**Clerk:** D Clerk and IT Person from Octotech (*managing the meeting IT required for remote viewing*)

### **ACTIONS**

***Councillor Michael Neale Chaired the meeting. He apologised for the slightly late start due to IT issues. He checked with all those attending remotely that they were able to hear and apologised that only one Microphone was working in the Chamber.***

***Note:*** All those present in the Chamber were within the government guidelines for safe attendance in regard to Covid 19. He clarified to all those in the room that if symptoms developed during the meeting or they felt unwell in any way to please leave the room.

The Chairman confirmed that the meeting was not being recorded and did a roll call at the commencement of the meeting of all those attending both remotely and in person for the benefit of those viewing the streamed meeting. He stated that the meeting was being held in accordance with Government Regulations approved during the Covid 19 Pandemic for the period of May 2020 – May 2021.

The Chairman welcomed all Councillors in attendance both remotely and in person 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. He stated that when a member of the public does request to speak in any convened meeting that public are invited to speak at, this would be for maximum of 5 minutes

The Chairman confirmed with all Councillors that they had received the documentation required to consider the Agenda items with the exception of item 85/20.

The Chairman clarified the voting protocol required for decisions.

The Chairman explained that if the meeting was at any point not accessible to Councillors/Chairperson through remote means due to any technological or other failure of provision, then he would immediately adjourn the meeting. If the provision of access through remote means could not be restored within 10 minutes, then the remaining business will be considered at a time and date. If a new date could not be fixed the remaining business will be considered at the next ordinary meeting.

<p><b>83/20. Apologies for absence</b> Apologies received from Councillor Watkins.</p> <p><b>84/20. Declarations of Interest</b> Cllrs Neale, Lewis and Cole declared an interest in the following item:- 103/20 due to their roles as Trustees for The Ghyll CIO. However, due to the fact that no decision was being made on this item and it was for reporting only, all persons remained in the meeting.</p> <p><b>85/20 Application received for Co-Option for Councillor Vacancies</b>  This item was deferred to another meeting due to the fact that the Councillors had not received the application pack information on the proposed candidate. The Clerk assured all those present that the pack would be sent out the next day and apologised for them not having received it.</p> <p><b>86/20 Declaration of Office – co-opted Councillor to sign Declaration of Office</b>  This item was deferred to another meeting.</p> <p><b>87/20. Public Question Time – 15 minutes in total.</b> – No members of the public had requested to speak.  West Sussex County Councillor Nigel Jupp had requested to speak on County Council matters at item 97/20 and therefore requested to remain in the meeting via Zoom. The Chairman agreed that he could.</p> <p><b>88/20. Chairman’s Report –</b> i) Coronavirus discretionary grant  This item was deferred until Councillor Watkins was able to speak on the matter at the next meeting.</p> <p><b>89/20 Minutes</b> - To approve the Minutes of the Parish Council meeting held on Wednesday 29<sup>th</sup> July 2020.  Councillor Moore proposed approval of the Minutes of 29<sup>th</sup> July 2020, seconded by Councillor Cole and <b>AGREED</b> unanimously.</p> <p><b>90/20 Matters Arising</b> - To deal with any matters arising from the Minutes of the Parish Council meeting of the 29<sup>th</sup> July 2020 not covered elsewhere on this agenda. None.</p> <p><b>91/20 Minutes</b> – To approve the Extra-ordinary Parish Council meeting held on Wednesday 19<sup>th</sup> August 2020  Councillor Lewis proposed approval of the Minutes of 19<sup>th</sup> August 2020, seconded by Councillor Williams and <b>AGREED</b> unanimously.</p> <p><b>92/20 Matters Arising</b> - To deal with any matters arising from the Minutes of the Extra-ordinary Parish Council meeting of 19<sup>th</sup> August 2020. None.</p> <p><b>93/20 Minutes</b> – To approve the Extra-ordinary Parish Council meeting held on 4<sup>th</sup> September 2020</p>	<p>Nxt/Mtg</p>
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Councillor Cole proposed approval of the Minutes of 4<sup>th</sup> September 2020, seconded by Councillor Moore and **AGREED** unanimously.

**94/20 Matters Arising** – To deal with any matter arising from the Minutes of Extra-ordinary Parish Council meeting of 4<sup>th</sup> September 2020.

None.

**95/20 Correspondence**

None

**96/20 Accounts**

The Chairman reported to the Council that all Council employees had received a national pay award for local government of 2.75% to be back dated to 1<sup>st</sup> April 2020. Those employees who had been employed for less than 5 years would also receive an additional day of annual leave. Salaries for the month of September would include the increase and also back dated pay until 1<sup>st</sup> April 2020.

- i) Balance Sheet to date – To receive, note and approve

Councillor Moore proposed approval of the Balance sheet to date, seconded by Councillor Williams and **AGREED** unanimously.

- ii) Income and expenditure – To receive, note and approve as at the date of this meeting

Councillor Moore proposed approval of the Income and expenditure, seconded by Councillor Williams and **AGREED** unanimously.

**97/20. To Receive and Consider any County Council Reports and Communications not covered elsewhere on this Agenda**

The meeting was adjourned to receive the following report from County Councillor Jupp:-

The Covid 19 pandemic had had a devastating effect on West Sussex County Council finances. There was an anticipated loss of between 9 – 14 million taking into account any grant/s received from central government. It was felt there would still be difficult times ahead and that central government would provide additional support.

As set out in their business plan, 19 million would be spent on much needed road repairs in the coming months.

Pleased to report the replacement classrooms in the infants and junior school academy in Southwater were in situ and being well used.

The permanent class for the infants would be ready providing all went smoothly for the week commencing 4<sup>th</sup> November. The one for the Junior school will be ready the week commencing 23<sup>rd</sup> November. Schools are very pleased with both temporary and permanent classrooms.

The return of pupils to school has been well received with 90% attendance. Some testing for Covid had taken place with seasonal coughs and colds, however, had been returned negative. Schools are prepared for positive tests creeping up in the Autumn and Winter months and one issue to address this had been for the programmed staggered start and pick up times.

The Roundabout at Mill Straight is still not acceptable to WSCC and contractors for Miller Homes have been requested to make good.

The old Railway bridge are of Cripplegate Lane where there have been flooding problems over recent years, WSCC are looking back at old issues to help them with a current solution to the problem.

The repairs on the north band carriageway of the A24 had now been completed.

WSCC had been looking at speed limits in the parish and consideration for a 30 mile speed limit on Tower Hill. Several requests to look at this and other areas had been received and were being considered.

The Bollards at the Hen & Chicken – with due consideration, WSCC felt mindful that they would be kept.

Cases of Covid 19 in West Sussex generally had been fairly low with the County coming in 125<sup>th</sup> out of 149 authorities. Although there had been a recent spike in the Horsham area, cases still remained well below the national average.

Councillor Moore asked about consideration of a footpath between the Miller Homes estate and the Country path with the current path being too narrow. Councillor Jupp said he would look at this issue.

There was a general discussion on traffic speed monitoring in the Village. All agreed it was good news about the new school classrooms.

**98/20. To Receive and Consider any District Council Reports and Communications not covered elsewhere on this Agenda.**

Councillor Vickers was not present at the meeting and there was no report to receive.

**99/20. To Receive from the following Committees; reports, note any delegated decisions taken and make any recommendations**

**F&GP Committee – updates including:**

- Minutes of the Meeting held on the 19<sup>th</sup> August 2020

Subject to the following amendments which were read out by the Chairman:-

Item 8 (ii) should read – Councillor Vickers proposed acceptance of the Income and Expenditure report, seconded by Councillor Watkins and **AGREED** unanimously.

Item 8 (iii) should read – Councillor Williams proposed acceptance of the Bank Reconciliation of 31<sup>st</sup> July 2020, seconded by Councillor Watkins and **AGREED** unanimously.

Item 9 should read – Councillor Williams proposed acceptance of the Payment Schedule, seconded by Councillor Vickers and **AGREED** unanimously.

Councillor Moore proposed acceptance of the above with the amendments, seconded by Councillor Scoon and **AGREED** unanimously.

**Planning Committee – updates including:**

- Minutes of the Meeting held on the 2<sup>nd</sup> September 2020

Councillor Moore proposed approval of the Planning Minutes of 2<sup>nd</sup> September 2020, seconded by Councillor Cole and **AGREED** unanimously.

<p><b>100/20. Reports from Lead Councillors</b> – To receive and consider any reports from Lead Councillors on the following areas:-</p> <p><b>Amenities</b>, - Report circulated with the Agenda. Councillor Scoon gave an update. The Chairman made clear that Easteds Barn was leased out to Little Barn Owls and should be removed from his list of buildings to inspect in regards to risk assessments. These were managed by Little Barn Owls.</p> <p><b>Green &amp; Boundaries</b>, - No report received at this time. Clerk to meet with the Lead and Deputy Lead Councillor.</p> <p><b>Public Realm</b> - No report received at this time. Councillor Moor stated that he and Councillor Stranks had met with the Clerk to discuss what was required and they were working on a schedule. They would report at the next Full Council meeting.</p> <p><b>Play &amp; Leisure facilities</b> - No report received at this time. Clerk to meet with the Lead and Deputy Lead Councillor.</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>101/20. Planning White Paper consultation</b> This item was deferred to the next meeting.</p> <p><b>102/20. Tree Management on Parish Council Land</b> – To consider setting up a Tree Management Sub- Committee</p> <p>The Clerk read out the main points that had been raised by Mr Greg Sweeney, Tree consultant engaged by the Council on items that the Council needed to consider.</p> <p>It was decided that a sub-committee would be beneficial to discuss issues raised and planned future maintenance required for SPC Tree Stock especially in light of Ash die back and Oak processionary moth disease.</p> <p>It was decided that initially those on the Sub-Committee would be: Councillor Lewis, Williams, the Clerk and Office Staff administrator, Luisa Masella.</p> <p>The above was proposed by Councillor Lewis, seconded by Councillor Williams and <b>AGREED</b> unanimously.</p> <p>The Clerk would initiate the first meeting to discuss the points that had been raised. The Tree Management Sub-Committee would report back to the Full Council and SPC meetings if required.</p>	<p>Clerk</p>
<p><b>103/20</b> Update on The Ghyll CIO, The Ghyll and Laurie Apted Building</p> <p>The Chairman updated those present on progress of The Ghyll CIO taking over the management of The Ghyll and the Laurie Apted Building. He reminded everyone that the legal documents were still in progress, the Council had agreed the specification and The Clerk had been given delegated powers to progress this to an agreeable conclusion where the document is signed without the need to bring back any further minor details or changes to the Parish Council. The Clerk, Deputy Clerk, SPC Solicitor and Trustees of the CIO were working together on this.</p> <p>Infinity Gymnastics had requested to be allowed to commence their licensed hire of the Main Hall (as was arranged pre-lockdown of the Covid Pandemic). They had submitted all their risk assessments and method statements of working to safe and legal guidance which had proved satisfactory to both SPC and The Ghyll CIO.</p>	<p>Clerk</p>

The Clerk requested to reiterate that the decision on whether to open The Ghyll or not for Infinity did not fall personally and solely to The Clerk, but is was a corporate decision that fell to the Council. The Clerk has taken advice on this from Ian Davidson, SPC Solicitor advising on the licencing of The Ghyll and LAB.

The Chairman informed those present that adequate ventilation of the Main Hall had been installed and the windows fixed. Electro cleaning was to take place on Thursday to ensure safe disinfection of all areas after the Contractors had completed their works. He reiterated that The Ghyll CIO would not object to Infinity commencing offering their services from the Main Hall from Saturday 19<sup>th</sup> September. The Chairman asked all the Councillors present in the meeting if they were happy to allow Infinity back into the building and all those present agreed that they were.

The Chairman also informed those present that the refurbishment of The Lardner Hall and Kitchen was complete and it looked really nice. There were interested parties who had put forward their interest in hiring the Lardner Hall for their activities. The details of those interested were being collated.

***The next item was taken in confidential session due to the confidential nature of the business to be transacted. The live streamed meeting was stopped at this point and the meeting was no longer available to view via live stream.***

*The meeting was adjourned and a comfort break taken whilst live streaming was stopped and IT support left the Chamber.*

*The Meeting was re-convened at 8.38pm.*

**104/20. Friday Night Youth Club**

This matter was discussed and would be an item on the next Agenda.

**105/20. DATE OF NEXT MEETING – 18<sup>th</sup> November 2020**

*The meeting finished at 9pm.*

Nxt/Mtg