



**SOUTHWATER PARISH COUNCIL**  
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**Minutes of the remote Finance & General-Purpose Committee meeting held on Wednesday, 28 April 2021 at 7:30pm via Zoom Video Conferencing.**

**Present:**

**Councillors Present by Remote Means:** M Neale (Chairman), P Flores Moore (Vice Chair), G Watkins, G Cole, D Moore, G Scoon, R Stranks, S Lewis

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

**Deputy Clerk:** Justin Tyler

	Actions
<p>The Chairman did a roll call at the commencement of the meeting of all those attending remotely 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.</p> <p>The Chairman welcomed all Councillors in attendance remotely and all members of the Public watching via live stream, to 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.</p> <p>The Chairman clarified the voting protocol required for decisions, etiquette required to conduct the meeting and housekeeping rules and also reminded all Councillors that if an interest had been declared, they would not be able to take part in any discussion or vote. Voting would be symbolised by a thumbs up for approval, down for against or horizontal hand for abstention. 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.</p> <p>The Chairman explained that if 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> <p><b>1. Public Question Time – 15 minutes in total.</b> <i>Members of the public can only view the meeting and not participate via Zoom unless pre-arranged with either the Clerk, Deputy Clerk or Chairman of the meeting.</i></p> <p><i>Participating members of the public will be limited to 3 persons maximum per meeting. Each member of the public can only refer to items on the agenda and will be allowed to ask one question and one ancillary question that combined will not last any longer than 5 minutes. Once participating members have asked their questions or made their statements as above, they will be removed from the meeting accordingly and will then only be able to access the meeting via live stream.</i></p> <p>None had requested to speak.</p> <p><b>2. Apologies for Absence</b></p> <p>Apologies received from Councillors Vickers and Knott.</p> <p><b>3. Declarations of Interest</b></p> <p>None.</p>	

#### 4. Chairman's Report

The Chairman noted that correspondence had been received with respect of the Keep Britain Tidy annual litter campaign to take place 28<sup>th</sup> May 2021 to 13<sup>th</sup> June 2021. He said the support of the Councillors would be greatly appreciated.

He noted that the Internal Audit is to take place 11<sup>th</sup> May 2021 by Mulberry & Co.

#### 5. Correspondence

None.

#### 6. Minutes – To consider and approve the minutes of the F&GP Committee meeting held on 17<sup>th</sup> February 2021.

Councillor Watkins proposed approval of the minutes of the F&GP Committee meeting held on 17<sup>th</sup> February 2021, seconded by Councillor Moore, and **AGREED** unanimously.

Councillor Watkins updated the Committee on the lobby tv screen installation which was approved in December 2020. He advised it still had not been fitted and he was meeting with Octotech regarding the delays for installation caused by fixings required and through their subcontractor. He would report back to the Chairman of the Committee, Clerk and Deputy Clerk. If they are unable to solve the fixings in a timely manner, then the Council may have to go to a different supplier.

Cllr GW

#### 7. Accounts

##### (i) Debtors and Creditors – To approve the Debtors/Creditors list as at the date of the meeting.

The Deputy Clerk provided an update on the outstanding debt owed by Bumpy Jumpy at Southwater Leisure Centre (now known as The Ghyll) following on from the previous F&GP Committee meeting on 21 October 2020 which requested the Council lodge a charge on the debtor's property with respect to the outstanding debt and the County Court Judgement. The Interim Charging Order had been approved by the Courts and the Deputy Clerk had subsequently served the relevant parties in accordance with the Court forms and process. He advised that Land Registry had also been notified with a Unilateral Notice form. The Council is to await the Final Charging Order from the Courts.

Councillor Flores Moore proposed acceptance of the debtors and creditors list as at 31<sup>st</sup> March 2021, seconded by Councillor Moore and **AGREED** unanimously.

##### (ii) Balance Sheet/Earmarked Reserves – To approve

The Chairman requested the balance budgeted for the Elections in 2020-21 of £4,000 be added to the Earmarked Reserves in its entirety as only £1,000 had been transferred. Councillor Flores Moore requested that the project budgeted in 2020-21 for data management/scanning of all historic Council documents/paperwork also be Earmarked appropriately.

Discussion took place regarding the Bank Accounts, General Reserves, Earmarked Reserves and Balance Sheet and the respective balances.

Councillor Watkins proposed acceptance of the Balance Sheet/Earmarked Reserves as distributed to the Committee (Year Ended 31<sup>st</sup> March 2021), seconded by Councillor Cole, and **AGREED** by 6 in favour, 1 against, 1 abstention.

Councillor Watkins proposed a working party be formed to review the Earmarked Reserves balances and to investigate the costs involved in the project for data management/scanning of all historic Council documents/paperwork. Seconded by Councillor Flores Moore and **AGREED** unanimously.

Deputy Clerk

(iii) Detailed Income and Expenditure – To approve

Councillor Watkins proposed acceptance of the Detailed Income and Expenditure Year Ended 31 March 2021, seconded by Councillor Flores Moore, and **AGREED** unanimously.

(iv) Bank Reconciliation – To approve the Bank Reconciliation of 31<sup>st</sup> March 2021.

Councillor Watkins proposed acceptance of the Bank Reconciliation of 31<sup>st</sup> March 2021, seconded by Councillor Flores Moore, and **AGREED** by 7 in favour, 1 against.

## 8. Payments Schedule

To approve the payment schedule of Wednesday 28<sup>th</sup> April 2021.

(i) £185,185.25 for approval

Councillor Lewis proposed acceptance of the Payments schedule of Wednesday 28<sup>th</sup> April 2021, seconded by Councillor Cole and **AGREED** by 7 in favour, 1 against.

## 9. Operational Report

The Operational Report was distributed to the Councillors in advance of the meeting. The Deputy Clerk updated the committee on the following items:

### Laurie Apted Building / The Ghyll

He explained that there had been a significant leak at the LAB and a break in at The Ghyll which he had notified the insurer of and was progressing claims on the policy accordingly.

### Larkspur Way Play Area

Larkspur Way Play Area works had now been completed subsequently to the Ops report being written and distributed to the Committee.

### Roman Lane Play Area and Open Space (Section 106 Funding)

Roman Lane Land Transfer from Bovis Homes has been finalised (of the open space and play area). The Council has now received the commuted S106 sums which relate to the transfer and are for the future maintenance of this specific Roman Lane Play Area and General Informed Recreational Open Space (GIROS) only.

Equipped Play Area Contribution £39,347.05

GIROS Contribution £82,649.62

Legal Fees Reimbursement £2,626.00

Total Received = £124,622.67

### Skate Park (Bens Field, Stakers Lane)

Design of Skate Park – the design of the new proposed skate park closely replicates the original skate park but with some improvements following feedback and consultation with several users who came forward and contacted the Council after various FB posts/website posts asking for such help.

Planning Permission – An application has been submitted as the current planning permission approved in 2005 place does not quite meet the proposed new structure's dimensions due to inclusion of safety railings/barriers.

Formal Tender Process – Live as of 7th April 2021 and would be open for 35 days (Submission deadline 9:00am, 12th May 2021). Once all submissions were received these would be evaluated, a contractor would be chosen and considered by the Council.

The Deputy Clerk advised that he had received correspondence from a few residents requesting the Council reconsider rebuilding and relocate the skate park elsewhere. He explained Section 106 and Insurance claim related to specific site and an alternative location and site could result in foregoing the available S106 funding (*approximate balance with HDC is £61,000*) and the Insurance Claim which would cover 30% of the rebuild costs. Councillor Watkins clarified that the Insurance claim was not designated to that specific location, although the Section 106 funds were. He also advised it was the only area available for rebuilding of the skate park.

Sussex Tree Specialist had now completed all the tree works identified by the Tree Survey which included removal of Ash trees with Ash dieback.

**10. Business Plan 2021-2025 [Draft]** – To discuss and consider the first draft of Southwater Parish Council Business Plan 2021-2025.

The Chairman advised that this document was a statement of intent and would be an active and fluid document. Projects and the contents would be updated following the outcome of the Southwater Infrastructure Delivery Plan consultation and the outcome of the Southwater Neighbourhood Plan Referendum.

Councillor Watkins proposed this be deferred to the next F&GP Committee meeting as the outcome of the Southwater Neighbourhood Plan Referendum would significantly alter the contents of the document. The Chairman agreed to defer the item to the next meeting.

Dep  
Clerk

**11. Automated External Defibrillator** – To consider proposal made by a resident living on Corfe Close.

A resident had requested if the Council would consider assisting with the provision of an AED at their property. Councillor Flores Moore requested the resident be put in contact with Angela Small of Southwater First Responders as they had a charity fund for supporting provision of public AEDs.

Dep  
Clerk

**12. Christmas Lights (Lintot Square)** – To consider quotes received in relation to a 3-year contract for Christmas Lights in Lintot Square.

7 companies specialising in festive lighting installations had been contacted in the invitation to quote process. The Council only received 1 quote, SparkX and the previous contractor Blachere confirmed by letter they would not be quoting.

The contract includes installation, maintenance during the period that they are on display, dismantling of the lights, storage between Christmas seasons, testing, plus the supply of new white and blue lights for the Christmas tree (*It did not include the 3 trees by the War Memorial*).

SparkX Quote: Year 1 – Total cost = £3,700.00 ex VAT, Year 2 – Total cost = £3,500.00 ex VAT, Year 3 – Total cost = £3,500.00 ex VAT

Councillor Moore requested an inventory be maintained with respect to them being stored. The Deputy Clerk confirmed that there was an inventory as the lights were currently still being stored by Blachere.

Councillor Scoon queried whether the lights would be insured when stored by the contractor. Councillor Watkins advised he had been through the Insurance Policy Schedule which had the festive lighting insured as being off site. Damage could be claimed for if caused by an insurable peril but not if it is due to the growth of a tree. Councillor Scoon further queried if the quote would cover the future repair of any cables or lights and it was established that any future faults would require additional works and cost. Councillor Watkins stated that Horsham District Council provided an annual contribution to the costs of £3,500. Councillor Moore requested a quote be sought for the War Memorial tree lights which were the property of Horsham District Council.

Dep  
Clerk

Councillor Moore proposed acceptance of the SparkX quote, seconded by Councillor Flores Moore and **AGREED** unanimously.

<p><b>13. HR</b> – To consider 1-year extension (from 1st May 2021 to 30th April 2022) to current contract with James House HR Ltd.</p> <p>The Chairman confirmed James House HR Ltd cost the Council a monthly amount of £712.38. Councillor Watkins requested this item be deferred and additional quotes be obtained by the Deputy Clerk for HR services prior to considering a 1-year extension. Councillor Neale proposed extending the contract with James House HR Ltd on a month's basis until the next F&amp;GP Committee where additional quotes could be considered. Seconded by Councillor Watkins.</p>	<p>Dep Clerk</p>
<p><b>14. Southwater Youth Working Party</b> – To receive update.</p> <p>The Chairman updated the Committee that two meetings with Southwater Youth Project present had been carried out, including research into youth provision across the district and Sussex with advice from Dan Fairchild the Youth Provision Officer for Horsham District Council and Chris Cook of Sussex Clubs for Young People (Sussex CYP). The working party had established objectives at the most recent meeting and would be confirming the solutions at their next meeting. It would be the intention to establish a charity.</p> <p>Councillors Watkins requested the objectives be circulated to the Councillors. The Chairman agreed to circulate the objectives and terms of reference. Deputy Clerk to distribute to the Councillors.</p>	<p>Clr MN / Dep Clerk</p>
<p><b>15. Neighbourhood Warden Body Cameras</b> – To discuss and consider Body Cameras for Neighbourhood Wardens.</p> <p>Councillor Lewis provided an update on the importance and necessity for body camera provision for the Southwater Neighbourhood Wardens considering the recent anti-social behaviour within Southwater. HDC were trialling body cameras with the Neighbourhood Wardens using just one camera and docking system borrowed from the parking attendants and traffic control department but they were not in a position to procure the Wardens' own designated set.</p> <p>Councillor Lewis proposed procurement of the body cameras for the Southwater Neighbourhood Wardens with delegated authority to the Clerk and Councillors on Neighbourhood Warden Steering Group to approve expenditure up to a maximum of £2,000. Seconded by Councillor Scoon and <b>AGREED</b> by 7 in favour and 1 abstention.</p>	<p>NW W Party / Clerk</p>
<p><b>16. 'No Fly Tipping' Signage for Allotments</b> – To discuss and consider.</p> <p>Councillor Lewis explained that there had been quite a large amount of fly tipping of green waste by the Easteds Allotments. There were arrangements being put in place to remove it accordingly. The salt and grit was also to be removed.</p> <p>Councillor Lewis proposed design 'Option C' in Aluminium A3 size with the inclusion of Southwater Parish Council logo. Seconded by Councillor Stranks, <b>AGREED</b> unanimously.</p>	<p>Office  Dep Clerk</p>
<p><b>17. Emergency Plan</b> – To discuss amendments to the rota.</p> <p>An update was provided to replace Councillor Scoon on the call out list with Deputy Clerk (Justin Tyler).</p>	<p>Dep Clerk</p>
<p><b>18. MUGA (Church Lane)</b> – To discuss and consider.</p> <p>Deferred to next F&amp;GP Committee meeting.</p>	
<p><b>19. Southwater Ghyll CIO</b> – to receive any updates/reports from Southwater Ghyll CIO with respect to The Laurie Apted Building or The Ghyll (Formerly known as Southwater Leisure Centre).</p>	

<p>The Chairman provided a verbal report. Both buildings (The Ghyll and Laurie Apted Building) were open in accordance with the government guidelines and were taking bookings. Performance Zone, a new fitness facility, had commenced operation and was open for membership. There had been various cases of vandalism to both buildings over the last month, including a break in at The Ghyll, which had been reported to the Council's insurance. Two trustees had resigned, and one trustee had been appointed to make a total of 8 trustees. Building projects were in development and Southwater Ghyll CIO had appointed a chartered building surveyor, Phil Starling (McKellen Starling Associates - MSA), to assist in the advancement of the plans.</p> <p>Councillor Stranks queried whether the project liaison group had been setup in accordance with the licence agreement. Councillor Watkins confirmed this would be dealt with at the Annual Meeting of the Parish Council on 19<sup>th</sup> May 2021.</p> <p>Councillor Scoon requested if a written quarterly report would be submitted to the Council by Southwater Ghyll CIO. The Chairman advised this would be submitted by the CIO in due course.</p> <p><b>20. DATE OF NEXT MEETING – 16<sup>th</sup> June 2021</b></p> <p>This meeting was live streamed and ended at 9:00pm</p>	<p>Clerk/ Dep Clerk</p> <p>Cllr MN</p>
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