

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 18th December, 2013 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mrs S. Alway **Mr L. Apted**
 Mr G. Cole **Mr K. Diamond**
 Mrs J Hutchings **Mr D. Nagy**
 Mrs B. Varley **Mr G. Watkins**
 Mrs J. Williamson

Clerk: **Mrs. C.Tobin**

County Councillor: **Mr B. Watson OBE**

Sussex Police: **Apologies received**

District Councillors: **Not present**

Members of the public: **Three**

Press: **Not present**

F247/12/13 PUBLIC PARTICIPATION

The Chairman 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 Chair. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

He asked if there was any member of the press present but there was none.

The Chairman indicated that should the Members of public wish to speak on any item other than an item on the agenda, then this was the point to do so.

Mr.Diamond stated that he had come across a couple of gentleman from the Green Gym who were working on Parish Council land clearing a couple of trees and who had done an excellent job. Mr.Diamond suggested that perhaps a poster be put up on notice boards advertising the group. The Clerk stated that future dates etc., had been put on the website and press along with a press release, but would be happy to put up a poster. Mr.Diamond stated that he would be happy to join the group. Mr.Buckley said that the group fluctuated between six and eight people and met on the last Sunday of the month, he believed that the next date was 26th January 2014 when the group would meet at Easteds Barn car park.

Mr.Apted stated that he was once again concerned about the potholes in Woodfield.

Mrs.Williamson asked whether a bag of grit could be provided close to the junction of Woodlands Way and Beechwood. The Clerk stated that whilst she had asked for additional

bags it had not been possible, therefore the nearest at the present time would be the junction of Woodlands Way/College Road when residents could use this as volunteers to keep clear pedestrian footways etc. The Clerk would evaluate whether it was possible dependent on supplies whether an additional bag could be dropped at this point and advise Mrs. Williamson.

Mrs. Hutchings stated that she suspected that the Parish Council would receive a report in the morning regarding a tree overhanging the carriageway at Towerhill, it looked quite precarious.

County Councillor Brad Watson OBE., informed the Parish Council that the County Council had agreed a two year programme of budget reduction of £63M out of £141M to be achieved over a four year period. There was currently a road show going around the County explaining these cuts and ways of achieving this through commissioning or contracting out. There had been a road show at County Hall North the previous Monday prior to the County Local Committee. One interesting point of note was that the County Council were putting £30M into reserved to bring them up to the required financial standards especially as there were still many potholes to be dealt with.

The County Councillor stated that he was delighted to confirm just prior to Christmas, that the community of Southwater had been awarded £3,500 to facilitate new equipment at the Leisure Centre which he believed would be used in partnership with other organisations to provide a Friday Luncheon Club for those over the age of 50.

Mr. Robert Piper stated that he was aware that the post office would be moving from Lintot Square to Londis at the end of January 2014, but wondered whether there was any possibility of the post office box outside the Cock Inn being moved across the road? The Clerk stated that she believed there was no intention by the post office to do so, but would check with Ramesh Shingadia of Londis. Members were aware that there were on-going discussions about car parking when this move took place with the possibility of the Cock Inn car park being made available with a zebra crossing close-by.

F248/12/13 APOLOGIES FOR ABSENCE

Apologies and reason for absence have been received from Dr. A. Cash, Mrs. Flores-Moore and Mrs. C. Vickers.

No apologies received from Mr. M. Neale, Mr. Sunderland.

F249/12/13 DECLARATIONS OF INTEREST

There were no declarations declared at this point in the meeting.

F250/12/13 MINUTES

It was RESOLVED by all present that the minutes of the meeting held on 27th November, 2013 be approved by all present.

F251/12/13 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members about the Training Course being held at Lodge Hill Centre Nr.Pulborough on 25th February 2014 at 5.45 pm. In light of the changes to the planning framework and Neighbourhood Planning process the Chairman suggested that all members of Council should attend if possible. The cost per Councillor being £20+VAT. The Clerk and Deputy Clerk will also be attending.

The Chairman informed Members that they had all been invited to a tea party at Southwater Country Park for the launch of the Southwater Neighbour Network, the organisation being awarded a Parish Council grant during the year to enable them to commence their valuable work in the community. This will take place between 2.30 and 4pm on 16th January 2013.

The Chairman informed Members that the Council had received six tickets to the Infinity Gymnastics Christmas Display for Sunday 22nd December at 12.15pm. If any member can attend then could they please see the Clerk and she would provide a ticket. Infinity operate from Southwater Leisure Centre (www.southwater-pc.gov.uk).

The Chairman informed those present that Cllr Ken Browse was re-elected as Chairman of the NALC Conference.

F252/12/13 CORRESPONDENCE

Planning Item

The Clerk informed Members that her office had received notification that the Planning Inspector had advised Brighton and Hove City Council that they should look again at their draft housing targets as these were felt to fall 'well short' of meeting the housing needs.

Section 106 Developer Contributions

The Clerk confirmed that she had written to the Chief Executive of Horsham District Council in relation to concerns as to how applications were to be made in relation to Public Open Space and Recreation contributions this being similar to that for communities facilities contributions. A suggestion was made that perhaps the District Council could devolve such monies to the local parish council for them to then discuss with their communities how to spend monies from development within each parish without the need for further bureaucracy. Unfortunately this has been deemed too simplistic and the District Council at its meeting the previous week agreed to the new process.

As a result of this discussion and questions raised in relation to the listing providing in relation to these monies, the Clerk had queried three different development contributions with the Chief Executive asking that he advise the Parish Council as to when such monies were collected by the Planning Authority and if not why and when these can be expected to be received in order that that relevant grant bids can then be submitted by the community. The Clerk would continue to update the Parish Council on any developments.

NALC Chairman Update to the County Council's Network

The Chairman of NALC has sent a copy of his presentation to the County Council's Network Conference held on 18th November for information. This has been circulated to all members of council.

F253/12/13 COMMITTEES

Finance & General Purposes Committee – 4th December 2013

The Clerk advised Members that Dr.Cash had written to indicate that the reason he had not submitted apologies for the meeting was “due to unforeseen operations demand during the preceding afternoon and it was impossible to send you an email or telephone, as I had both my hands full in my new expanded role”.

It was RESOLVED by all present that the Finance & General Purposes Committee minutes dated 4th December 2013 as a true and correct record of the meeting, with no amendments.

The date of the next meeting being Wednesday, 8th January 2013

Planning Committee – 5th December 2013

It was RESOLVED by all present that the minutes of the Planning Committee dated 5th December, 2013 be approved as a true and correct record of the meeting.

The date of the next meeting being Thursday, 9th January 2013

F254/12/13 FIND THE SANTA COMPETITION AND FESTIVAL DECORATION COMPETITIONS

The Chairman indicated that there were no pictures entries received from residents, therefore the prize has been incorporated within the Find the Santa competition. The retailer shop front decoration prize was judged on the 17th December and the winner was Bearing Gifts; the prize being a bottle of Scotch donated by Rose Building Services.

Prize	Company	Gift	Won By
1	Palmersport	4 Race Day tickets to touring car championship	Fiona Smith
2	Sony DADC UK	DVD player	Ashley Smith
3	Stems of Southwater	£25 Gift Voucher	Jemma Brading
4	Londis	Hamper	Georgina Luke
5	Bearing Gifts	Big Teddy	Andy Smith
6	CP Office Supplies	£20 gift voucher	Liam Smith
7	Southwater Post Office	Jar of Sweets	Mr.J.Rider

Prize	Company	Gift	Won By
8	Newbridge Nurseries	Gift voucher (on card)	Megan Denton-Brown
9	Innov8 GB Ltd	£10 gift voucher	Lauren Denton-Brow
10	Authentic Models	Kaleidoscope and Compass	Sophie Dan
11	Authentic Models	Boat In a Bottle and Compass	Zoe Bacon
12	Authentic Models	Mariner's compass	Anthony Bacon
13	Authentic Models	Mariner's compass	Leanna Brading
14	Authentic Models	Mariner's compass	Emilie Nash
15	Authentic Models	Compass and sweets	Mr.S.Rider
16	Authentic Models	Compass and sweets	Elena Cox
17	Authentic Models	Compass and sweets	Ian Davidson
18	Authentic Models	Compass and sweets	Mrs.C.Rider
19	Tanbury (Mechanics)	Free MOT Voucher (up to £54.85)	Gill Davidson
20	Revivals Dry-Cleaners	£7.50 voucher	Lewis Burton
21	Capitol fish and chips	Voucher	Chelsea-Rose Milner
22	Downslink Vet	Bag of cat or Dog food (what winner wants)	Ann Davis
23	Co-Co's Hairdressers	Haircut	Sam Tait
24	Cubitt & west	Bottle of Champagne	Sharon Bacon

F255/12/13 ACCOUNTS

The Clerk referred members to the Income and Expenditure and Bank Reconciliations 18th December 2013.

It was RESOLVED by all present that the Income & Expenditure and Bank Reconciliations and associated documentation to 18th December 2013 be APPROVED as the true and correct position of the Council financial position.

Internal Audit

The Clerk referred to the Internal Auditors report received and contained in Member's Pack for discussion.

Instructions have been issued to the Leisure Centre Manager in that he should ensure that when

the relevant legionella checks are done that they are recorded at the same time.

With regards to the levels of expenditure authority for the Clerk; again these are currently being reviewed with a view to producing an amendment for discussions at a future meeting of the Finance & General Purposes Committee. It would include the necessary amendment to make expenditure matters clear.

With regard to the Pension criteria, this wording is considered appropriate for the Council's admission to the Scheme is as a Small Body, being pooled with other such bodies eg., town and parish councils.

A report has subsequently been sent to the internal auditor in relation to the petty cash and has been accepted in relation to the office in that overall the petty cash was minus 18 pence.

Mr.Nagy said that it was pleasing to note that the auditors were doing an extremely thorough internal audit. Mr.Diamond also thought that it was a comprehensive report. Mr.Buckley, Chairman of the Council said that he would like to thank all the staff involved for their continued efforts in maintaining high standards.

Members DISCUSSED and NOTED the contents of the report produced by the Council's appointed Internal Auditors and matters being dealt with by the Clerk's office.

Grants for Room Hire

The Clerk reported that currently the following organisations had a grant of free room hire:-

- Horsham District Neighbourhood Watch (this encompassed the Southwater Neighbourhood Watch)
- Police – as part of the on-going partnership the police do from time to time have free use of the chamber this is dependent on the emphasis being for Southwater

The Clerk stated that where the police held larger meetings which also involved a more District-wide audience, a small charge was then made as this was not predominately Southwater. Members were happy with this position.

It was RESOLVED by all present that this position be renewed.

Grant Application – Friends of the Northern Area Music Centre

The Parish Council have received a grant application from the Friends of the Northern Area Music Centre. This band plays annually at the Christmas Festival and the grant request of £350 allows the group to purchase fresh music.

Members asked for further details in relation to the band, Mr.Buckley stated that the band appeared annually free of charge at the Southwater Christmas Festival with most of the children living in Southwater itself. Mrs.Williamson asked whether this was the band led by Paul Satchwell, the Clerk confirmed that it was indeed the Mid Sussex Youth Concert Band. Everyone agreed that the band was excellent once again at the Christmas Festival and that the full grant be awarded.

It was RESOLVED by all present that the Council would provide a grant of £350.

National Westminster Bank

The Clerk confirmed that the bank had written to apologise for the error in misallocating the account and therefore incurred charges, a refund on the charges is to be implemented immediately. The Clerk informed members that whilst a refund had been received the bank had now deducted a further £10; the Clerk would be writing to the bank once again. Mr.Nagy asked whether it was appropriate to charge them for the Council's administration time, the Clerk felt that this would be considered if this were to continue. It was agreed that whilst the Clerk would write she would warn the bank of the impending administration charge if the Clerk had to write on this a third time.

Members NOTED the action taken.

F256/12/13 ACCOUNTS FOR PAYMENT

The Chairman presented to Members the Payments to 18th December 2013, including the December salary schedule. Mr.Buckley mentioned to the Clerk that there was still an incorrect notation line on the salary listing; the Clerk stated that had given instructions for this to be rectified but would chase this with her team.

It was RESOLVED by all present that the Payments Schedule to 18th December, 2013 in the sum of £45,234.33 be APPROVED.

F257/12/13 DRAFT BUDGET FOR YEAR 2014/15

The Clerk informed Members that having attended the District Council's Full Council meeting the previous week there were no material changes to the figures supplied by them to the Parish Council upon which the draft precept figures were calculated.

The Finance & General Purposes Committee proposed a 1.7% increase on the previous year this being a Band D £1.39. Mr.Nagy asked whether this was a per week or annual figure. The Clerk then read from the precept figures provides to Members in that the previous year a Band D figure was £70.89 (2013/14) against a figure of £72.27 (2014/15) a rise of £1.39 over the previous year. The calculation being a Gross Budget of £298,988, Grant £11,031 Nett Budget £287,957.

Mr.Diamond indicated that there had been some discussion within the local media regarding this. The Clerk confirmed that having attended the District Council meeting the previous week to hear the confirmed figures, there had been a discussion as to why the District Council could not provide a 100% precept to the Parish Council's. However it was felt that this was not feasible due to the reduction in the Revenue Grant. A discussion had been held as to whether the New Homes Bonus could not assist, however again this was not considered feasible by the District Council. The change in the way funding is to be received is due to decisions made by Government in reducing the District Council's revenue grants, which up until last year had fully funded the Parish element of the local council tax. This comes at a time when the Parish Council is being asked to deliver more with the possibility of no funding of the grant in future years.

It was PROPOSED and AGREED by all present that the Council approve a 1.7%

increase in the Parish Council Budget for Year 2014/15 a Band D figure of £72.28 a rise of £1.39 on the previous year. Gross Budget £198,988, Grant £11,031 and Net Budget £287,957.

F258/12/13 OPERATION WATERSHED

The Chairman referred Members to a recommendation received from the Finance & General Purposes Committee in relation to the tenders received from contractors, the preferred contractor being Wilbar a local contractor.

It was RESOLVED by all present that the contract in relation to Phase I of the Operation Watershed project should be awarded to Wilbar.

The Clerk informed Members that having been notified of the fund closing in January 2014 she had submitted a bid for further funding, unfortunately this bid was declined. The Clerk would however contact the relevant officer for further discussion. It should be noted that Councillor Watson again supported this bid for additional funding.

F259/12/13 COMMUNITY INITIATIVE FUNDING

The Clerk advised Members that with the support of the County Councillor, Brad Watson a grant bid had been made by the Parish Council on behalf of a new potential group Southwater Friday Luncheon Club. The Clerk was delighted to confirm that the grant of £3,500 was approved by the County North Local Community. This will provide for a new commercial cooker, microwave and equipment required to keep meals hot.

It is hoped that this Club which will be operated from the Leisure Centre between 10am and 2pm each Friday and will provide a place for those over the age of 50 to come and take part in activities and enjoy a hot meal. The Parish Council will be working in partnership with Horsham Age UK and hopefully other community groups on this project. The Clerk will be visiting various groups throughout January in order to promote the new luncheon club. The intention is that the sessions will commence at the end of January 14. It is hoped by commencing this programme now those who may not in future be able to access Age UK services in Horsham can still benefit from having a warm, safe and secure environment in which to meet and prevent social isolation within the Southwater community amongst the most vulnerable. A further grant has been submitted to Saxon Weald to assist with the purchase of a new fridge/freezer to assist with the food production.

A general discussion was held between Members in relation to the potential cuts which were still biting and the reduction in funding for charities and others which will ultimately see further reduction in services. It was important that the community came together and helped provide these services to enable them to be up and running and sustainable for the future benefit of Southwater and its most vulnerable.

Mr.Diamond suggested that perhaps the Clerk could contact the Horsham Rotary Club and the Horsham Mid Sussex Clinical Commissioning Team who could possibly provide funding, support and volunteers. The Clerk indicated that Horsham District Council had a Wellbeing Team and that she would be asking them to become involved.

Mrs.Williamson asked about transport, the Clerk explained that transport was expensive, but

that local residents could access Lintot Square and the Leisure Centre via the 98 bus the walk not being too great. A question was raised as to whether the Southwater Community Network team could assist with transporting those less able to walk. The Clerk stated that she had contacted the organiser of the Group but was advised that their service would deal with one off's and could not commit to a regular service offer. The Clerk was exploring other alternatives and organisations.

Members NOTED and APPROVED the action taken by the Clerk in respect of this new group and the provision within the Leisure Centre to provide a new catering cooker, microwave and associated wares to assist the creation of the Southwater Friday Luncheon Club.

F260/12/13 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Southwater Youth Project – Mrs.J.Williamson

Mrs.Williamson reported that the Group are looking into the possibility of charitable status but are not making any decision without careful investigation into every aspect; this issue taking up most of the meeting.

The Southwater Youth Worker's view and experience is being sought through HDC to provide assistance to Ashington who wish to set up a similar project with the local church.

The Youth Workers salary is being increased by 2.2% but will be funded by the United Reform Church and The Southwater Community Methodist Church alone. Dates were set for future meetings.

Southwater Road Safety Campaign

The Clerk indicated that both she and Mr.Neale had attended this meeting. Whilst there had been no agenda for the meeting, a varied discussion took place as to how the group could build an Action Plan for 2014 taking forward the "Two Minutes for Southwater" theme. Whilst there were not a large number at the meeting, there is support from the Road Safety Team, Sussex Fire and Rescue and Sussex Police although the later were not present due to operational reasons.

Children & Family Centre

The Clerk indicated that both she and Mrs.Williamson attended this meeting. The intention being that in the future Mrs.Williamson will attend this meeting on behalf of the Council and if unable to do so the Clerk will deputise for her.

The meeting was well attended by a number of differing organisations and health specialists along with user group members and staff. A wide variety of topics were covered including future provision and the centres ability to cover all families, this may create opportunities for additional services being delivered within the community at other localities. The service was to be specifically targeted towards families who were deemed to have difficulties. Data sets and information were specifically important with many of the groups joining together to provide greater support for families the service targeting those from 0-5 years of age.

Mrs.Alway left the meeting as she felt unwell at 8.25 pm.

F261/12/13 SOUTHWATER YOUTH PROJECT

The Clerk referred to the new Constitution received from the Youth Project on which the Council had two representatives, who will report back to the Council on any future meetings, these being Parish Councillor Jenny Williamson and District Councillor Ian Howard who is a co-opted member of the Parish Council.

The Group have requested the release of funds held prior to the new group being convened and the Clerk requires authorisation of the Council to do so. The amount being held as at the 30th November being £3759, the final amount was still to be assessed as the Petty Cash element for December 2013 had not been verified. The Clerk would like instruction to automatically pay these monies over to the Group as and when the reconciliation for December 2013 were complete

It was RESOLVED that the Clerk be delegated authority to produce the final calculation upon reconciliation of the ring-fenced balance and thereafter ensure that the monies were transferred to the Southwater Youth Project..

F262/12/13 SOUTHWATER NEIGHBOURHOOD PLAN

The Clerk referred to the report contained within Member's Meeting Packs; this being self explanatory.

Members NOTED the action taken by the Deputy Clerk in progressing the Southwater Neighbourhood Plan.

F263/12/13 PERSONNEL & PENSION SCHEME**

Staff have been informed about information days relating to the Local Government Pension Scheme.

The Council now have one young person working within the office for work experience, another at the Leisure Centre and a further two commencing in January 2014.

Councillors NOTED the comments and actions taken.

F264/12/13 CLERK'S REPORT

Easteds Barn & Beeson House

Instructions have been issued in relation to the refurbishment/lease of Beeson House and also the extension at the Barn.

Leisure Centre – Bowls Area

The Clerk reported that having discussed the matter of the decking with a Senior Planning Officer, they could not in the circumstances provide any quantifiable advice other than that received to date. The Clerk stated that therefore it was her view that in January this matter be formally discussed and an application for a Lawful Development Certificate be made to ensure that the Council does not fall foul of any covenant or otherwise in the future; the Council must

act lawfully at all times.

It was RESOLVED by all present that authority would be given to the Clerk to proceed with applying for a Lawful Development Certificate without further recourse to Council. She would report on progress at the next meeting.

Horsham Age UK/Southwater Friday Luncheon Club

The Clerk and a representative of Horsham Age UK would be visiting in January groups within the community to discuss the proposal to have a Friday Luncheon Club operating from the Leisure Centre.

Open Days

Arrangements are at an early stage in that it is proposed to have a number of open days at the Leisure Centre and Easteds Barn to show both local residents and the business community what is on offer at both facilities.

Southwater Skatepark

The contractor was hopeful to be off site by Thursday when an inspection will take place.

Councillors NOTED the Clerk's report.

F265/12/13 DATE OF NEXT MEETING

The date of the next meeting will be **Wednesday, 29th January 2013** the meeting will commence at 7.30pm and will be held in the Council Chamber in Beeson House. The Chairman said he would like to wish everyone a very Merry Christmas and Happy New Year.

8.45 pm The Planning Committee meeting followed immediately after the Full Council meeting.

F266/12/13 PLANNING

Present Were: Mr L. Apted

**Mr P. Buckley
Mr K. Diamond
Mr G. Watkins**

**Mr G. Cole
Mrs B. Varley**

Members of the Public: Four

Application No.	Applicant	Reason	Recommendation
DC/13/2220 Mr.K.Diamond	Mr. & Mrs.D. and A.Keene, Keepers Cottage, Colstaple Lane, Horsham,	Erection of stable block with agricultural storage and sand school	No objection subject to a non severance and non commercial use contained within conditions
DC/13/2292 Mr.G.Watkins	Mr.F.Tierney 68 Timbermill, Southwater	Sub-division of existing 4-bed dwelling to form two x 2 bedroom dwellings with associated garden and car parking and side porch extension	Strongly object on the grounds that this is against District Council Planning Policy, would restrict rear access to properties and reduce parking in relation to other properties. Concern was also raised about the existing line of the property in that this could have encroached on existing parking space

The meeting closed at 8.50 pm.