



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
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DRAFT Minutes of the Full Parish Council meeting held on Wednesday, 17 November 2021 at 7:30pm at the Parish Council Chambers, Beeson House, 26 Lintot Square, Fairbank Road, Southwater, West Sussex, RH13 9LA.

Present:

Councillors Present: M Neale (Chairman), S Lewis (Vice Chairman), P Flores-Moore, D Moore, G Watkins, J Watkins, I Slowly, G Scoon, G Cole, C Vickers (*left at 8:42pm*), I Stannard (*left at 8:42pm*)

County Councillor: N Jupp (*left at 9:06pm*)

Members of the Public: 5 persons in Chamber and meeting accessible by live YouTube Stream.

Executive Officer (& RFO): Justin Tyler

Assistant Officer: Nicole Soriano

	Actions
<p>The Chairman noted that Item 181 would be brought forward and would be taken after Item 174.</p>	
<p>Executive Officer updated the Council that the Executive Officer, Dawn Spouge, gave her apologies and could not be present due to personal reasons, hence he was minuting the meeting.</p>	
<p>161. Apologies for Absence</p> <p>None received.</p>	
<p>162. Declarations of Interest</p> <p>None.</p>	
<p>163. Public Forum</p> <p>Dr J Smith discussed Item 180 explaining she was pleased that the Council had approved a commitment to grant fund the new proposed Southwater Youth Project organisation. She queried the closure of Beeson House first floor to Southwater Youth Project and what expenses may be incurred from SYP hiring other places. The Chairman explained that there was a plan for SYP to use the ground floor and it was due to various health and safety concerns the Executive Officers had. Councillor Watkins advised that short-, medium- and long-term plans had been agreed by the Council with Southwater Youth Project board. The Executive Office also advised it was also due to technicalities where SYP did not have the appropriate documentation, Licence or Tenancy Agreement in place.</p> <p>Mr L Everard discussed Item 173 which was in relation to the festive Christmas period lights that had been setup at Hangman's Hill Roundabout the last few years. He emphasised the benefits and importance of having this festive lighting and decoration. He explained that battery powered lights presented issues hence the request to West Sussex County Council to help support the process of using mains power from lighting columns. He noted</p>	

that he worked for a company with extensive experience with Highways and was thus happy to support with his expertise to carry out the necessary RAMS (risk assessments and method statement). The Chairman noted that a response would be provided as part of Item 173 of the agenda.

164. Southwater Neighbourhood Wardens – (CPA) -To receive a verbal report

Neighbourhood Warden Jacquie Cave provided an update on the following:

- Youth related ASB (antisocial behaviour) had reduced with very little ASB over the fireworks and Halloween period. The offending group had been avoiding Southwater due to the effective measures preventing one offender. There were 3 young persons that had measures applied which was helping.
- 2 young males were banned from the “SNAK Wagon” and the mobile community hub was suspended until Dec 2021.
- WBC boxing program was regularly attended, however, the main ASB offenders had not taken up the program. Referrals for young persons to get involved were being encouraged by the Wardens.
- They held a Neighbourhood Warden Drop In on 16th October 2021 with Councillor Steve Lewis and PCSOs Andy Reed and Damien Cecil. The next one was 10th December 2021 at The Ghyll.
- Neighbourhood Warden leaflet drops to new residents had been carried out.
- Project Southwater discussed improving an awareness of Neighbourhood Wardens which included the Neighbourhood Wardens attending Junior Academy Year 6 to provide free sessions on safety, who to talk to when feeling unsafe and emergency services.

The Executive Officer requested Jacquie provide the dates of all upcoming events to the Assistant Officer so they could be promoted via the Council’s Facebook and Instagram pages.

NW JC

165. Chairman’s Report & Announcements

The Chairman declared he would not be collecting his Chairman or Councillor Allowances and would be requesting the Council make an allocation to the Chairman Discretionary Fund. He asked Councillors to contact the Executive Officer directly if they wanted to do the same.

EO JT
Cllrs

He noted that the previous chairman had approved a transfer of £350 from the Chairman Discretionary Fund to Southwater Community Partnership specifically to help provide free pony rides for children and families at the Christmas Lintot Square Event. The Chairman would be adding £150 to make it up to £500 to cover the total cost of the pony rides.

He read the list of beneficiaries of the Chairman Discretionary Fund which included Southwater Pre-School, Southwater Soccer School, Southwater Royals, Southwater Art Club, Southwater Orion Explorers Scouts, Duke of Edinburgh Living Legacy, Southwater Scouts and Guides Hut.

The Southwater Community Partnership led Christmas Event in Lintot Square was to be held on Saturday, 27th November 2021 which included the festive lights turn on.

Councillor Moore greatly appreciated the donations made from the Chairman Discretionary Fund for the provision of free pony rides.

166. Correspondence (CWA)

- a. Receive and consider a letter received from WSALC – Queens Green Canopy

The Executive Officer apologised that he was unable to provide the correspondence as this was with Executive Office, Dawn Spouge. It would be deferred but Councillors would be forwarded the correspondence.

- b. Receive a letter from Horsham Scouts in regards to requesting PC support for Scouting facilities in Southwater

The Executive Officer apologised that he was unable to provide the correspondence as this was with Executive Office, Dawn Spouge. It would be deferred but Councillors would be forwarded the correspondence.

167. Minutes (CPA)

- a. To approve the Minutes of the Meeting of the Extraordinary Parish Council Meeting held on 13th October 2021

Councillor G Watkins proposed acceptance of the minutes as a like record of the meeting of the Extraordinary Parish Council Meeting held on 13th October 2021. Seconded by Councillor J Watkins and **AGREED** unanimously by those present.

- b. Matters arising from the Minutes of the above meeting

The Council were in the process and formation of documentation.

- c. To approve the Minutes of the Extraordinary Council Meeting for the Freedom of the Parished Area of Southwater held on 13th October 2021

EO JT

To be deferred to next Full Council Meeting as meeting minutes were not available yet.

EO DS

168. Committees

- a. **Finance & General Purposes Committee**

- i. To receive and approve the minutes and any decisions and recommendations of the F&GP Committee Meeting held on 20th October 2021. (CPA)

The Chairman advised he would take votes on two of the recommendations contained within the minutes prior to approval of the draft minutes.

Councillor Stannard proposed acceptance of the recommendation to proceed with SparkX quote of £6,260 to strip faulty lights and re-dress with new to 10x trees in the main Lintot Square car park. Seconded by Councillor Flores-Moore and **AGREED** unanimously.

EO JT

The Executive Officer explained the outline of the specification in relation to the refurbishment works to play areas located on Cornflower Way, Eversfield, Larkspur Way, Nutham Lane, Warren Drive which included installation of new benches, bins, repairs to wet pour, repairs to gates, timber panelling, slats, removal of vegetation, painting and some new equipment. Executive Officer noted the chosen contractor total cost of quoted works was £35,971.55 and there was £16,770 remaining in the budget for 2021-22 for play area refurbishment, maintenance, and repairs. Hence the deficit of £19,202 would have to come from the General Fund / 2021-22 budget General Reserves Recovery Figure provision of £60,000 which is not required having met the General Reserves Policy minimum figure. He said there were also some earmarked reserves which related to bin and benches procurement. Councillor Flores-Moore requested these not be used as they should be purposed for other public areas.

Councillor Watkins asked if the Executive Officer was able to check over the Section 106 Legal Agreements for each play area. The Executive Officer explained he had spent considerable time searching the filing system and was only able to find the documents for Nutham Lane and Eversfield Play area dated 1994 which stated commuted sums totalling £168,861 relating to the future maintenance of the areas of public open space and play areas. He raised queries as to what amounts the Council had received, when, where it would have been used and why there was limited records. He advised he would thus look to go back over historic accounts and documents to understand the situation. Councillor Vickers advised that the Executive Officer could contact Horsham District Council and request a list of the historic Section 106 payments.

EO JT

Councillor Moore proposed acceptance of the recommendation to proceed with chosen contractor (SafePlay total cost of quoted works was £35,971.55) to carry out refurbishment works to play areas located on Cornflower Way, Eversfield, Larkspur Way, Nutham Lane, Warren Drive. Seconded by Councillor Flores-Moore and **AGREED** unanimously.

EO JT

Councillor Lewis proposed acceptance of the F&GP Committee Meeting minutes of 20th October 2021 as a like record. Seconded by Councillor Moore and **AGREED** unanimously by those present.

b. Planning Committee Meeting

- i. To receive and approve the minutes and any decisions and recommendations. of the Planning Meeting held on 7th July 2021 (CPA)

The Executive Officer advised that only two Councillors were present of those at the Planning Meeting who were thus able to approve the minutes. Councillor G Watkins proposed acceptance of the minutes as a like record of the Planning Committee meeting of 7th July 2021. Seconded by Councillor Moore and **AGREED**.

Councillor G Watkins queried where the 1st September 2021 meeting minutes could be found. The Executive Officer confirmed the meeting was cancelled hence no minutes.

169. Accounts – (CWA)

- a. Balance Sheet to date – To receive, note and approve.

Councillor Scoon proposed acceptance of the Balance Sheet as at 31/10/2021, seconded by Cllr Moore and **AGREED** unanimously.

- b. Income and Expenditure – To receive, note and approve.

Councillor Scoon proposed acceptance of the Income and Expenditure as at 31/10/2021, seconded by Cllr Moore and **AGREED** unanimously.

- c. To approve the continued use of Direct Debits in accordance with Financial Regulations

Councillor Moore proposed approving the continued use of Direct Debits, seconded by Cllr Cole and **AGREED** unanimously. The Executive Officer advised it would be sensible to incorporate this annually into the Annual Meeting of the Parish Council.

170. Internal & External Audits – (CWA)

- a. To receive and note the Internal Audit 2021-22 interim Report by Mulberry & Co.

It was noted that this had been circulated to the Councillors by email immediately following the Internal Audit 2021-22. The Internal Audit 2021-22 interim report was noted by the Council.

- b. To receive and note the External Audit/notice of Conclusion of Audit 2020-21

This had been circulated to all the Councillors and was noted by the Council. External Audit and notice of Conclusion of Audit for 2020-21 had already been uploaded to the Council website.

171. General Reserves Policy – to consider revised General Reserves Policy for 2022-23 (CWA)

Councillor Moore proposed acceptance of the revised General Reserves Policy for 2022-23. Seconded by Councillor Cole and **AGREED** unanimously.

172. Lead Councillors – to discuss and consider the updated revised Terms of Reference - (CWA)

Deferred to the next Full Council Meeting.

**Next
FCM**

173. To receive and consider any County Council Reports and Communications not covered elsewhere on this Agenda.

County Councillor Nigel Jupp advised Mike Thomas (Highways Officer for Southwater was accompanying him at the meeting to provide updates on Cripplegate Lane Flooding related works and the Hangman Hill roundabout Christmas lighting. Councillor Jupp updated the Council on the following matters:

- A new fire station was being constructed with a cost of £23million. The Hurst Road Fire Station was to be vacated.
- Hop Oast recycling had been operating a booking system on a 6-month trial and were now seeking feedback via a consultation.
- Property Services were considering the options for the Family and Children Centre on Worthing Road, Southwater. They had received registered interest from the community.
- The Special School for 100 Children in Burgess Hill was to be opened where many children come from Southwater to attend.
- There would be a mass rollout of electric vehicle (EV) charging stations brought in across the county and would be the largest installation project in the country. It would benefit those without parking spaces outside their residences. New EV points could be submitted and recommendations put forward by residents.
- £20 per week food vouchers for children would be provided over Christmas.

Standing Orders were suspended 8:26pm

Mike Thomas provided an update on the Hangman Hill Roundabout and explained why WSCC had to refuse the application for mains powered festive lighting as there were extensive requirements for RAMS for implementation, maintenance, safety and requirement for £10m public indemnity insurance. It was initially a refusal having consulted with the safety auditor, however, they will now review further. Those wanting to install the lighting decorations must be able to demonstrate safety and meet the safety checks.

Mr Everard said he was able to carry out all the necessary RAMS. Councillor Flores-Moore advised she would be happy to personally donate money towards insurance costs.

Standing Orders were resumed 8:36pm

[Councillor Flores-Moore left the room 8:35pm and returned 8:37pm]

174. To receive and consider any District Council Reports and Communications not covered elsewhere on this Agenda.

District Councillor Claire Vickers provided an update on Water Neutrality Statement from Natural England and explained that Chichester, Crawley and Horsham had to come to an agreement on a strategy. The Councils were all liaising with Southern Water. Secretary of State was looking into the Standard Methodology Figure for housing numbers across the whole country. District Councillor Ian Stannard believed it would be a considerable amount of time before clarity was provided on the housing position.

Councillor Cole queried if this would help prevent Rascals Farm development from proceeding. Councillor Vickers responded that they did have an outline planning permission but would still have to demonstrate water neutrality to get complete planning permission.

Councillor Scoon raised concerns and discussed the water sources, reservoirs and water disposal measures by Southern Water. Councillor Vickers and Stannard noted there would not be a quick fix and was a very complicated matter.

[Councillor Vickers and Stannard provided their apologies and left the meeting at 8:42pm.]

Item 181 was brought forward and taken after Item 174 (See Item 181 for minutes).

175. Southwater Ghyll CIO - update from Councillor Neale and to receive a copy of the Annual Return (CWA)

The Chairman (also Treasurer/Trustee of Southwater Ghyll CIO) noted that the Annual Return had been circulated to the Councillors. Section 106 had successfully been applied for and awarded of approximately £76,000 which was to be used towards "Phase 1" of external development at The Ghyll (Formerly known as Southwater Leisure Centre) which included replacement and upgrade of the windows and patio.

The Executive Officer confirmed the Revenue Deficit Forecast had been received by the Council from Southwater Ghyll CIO which would form part of the budget setting process for the 2022-23 budget.

EO JT

176. Fire Safety Policy – to receive and consider (CWA)

The Executive Officer advised that the new evacuation plan for Beeson House had been included for reference. Councillor G Watkins requested the Executive Office liaise with HDC regarding the plan.

EO JT

The Executive Officer also noted that the Council had a Fire Risk Assessment of Beeson House, and the required actions were in the process of being carried out. This included installation of two casualty evacuation chairs at the top of each staircase. Once installed they would be added into the evacuation plan.

EO JT
AO NS

Councillor Moore proposed approval of the Fire Safety Policy, seconded by Councillor Cole and **AGREED** by all.

177. Declaring Climate Emergency – to consider declaring a Climate Emergency and to consider making improvements towards becoming Carbon Neutral by 2030 (CWA)

In depth discussion took place regarding climate change, carbon neutrality and the various elements contained within the report circulated. Councillor G Watkins noted that Horsham District Council had not declared a climate emergency and the Parish Council should work to follow the policies put in place by the district authority. HDC were working on a plan to reduce carbon emissions with a timeline.

It was discussed that public consultation must be incorporated into any plans. The Chairman advised that grants may be available but it seemed it may require the Council to declare a Climate Emergency. Councillor G Watkins suggested that a professional would be needed to calculate carbon footprints and ensure there was a methodical approach.

Councillor Lewis proposed setting up a Climate Change Working Party (Sub Committee) involving Councillors, residents, young citizens and professionals working in this field. The terms of reference for the Working Party would be to research climate change and carbon neutrality with respect to Southwater Parish Council and come back to Council with a report. The Working Party would include Councillors Lewis, Slowly, Scoon, and Officers of the Council. Seconded by Councillor Moore and **AGREED** unanimously.

AO NS

[Councillor Cole left the room 9:01pm]

178. To consider changing the name of the Parish Council – to receive and consider changing the name of the Parish Council (CWA)

Deferred to the next Full Council Meeting.

Next
FCM

179. YAP – to discuss and consider a Youth Advisory Panel – *(Councillor Lewis to advise)*

Councillor Lewis noted no paperwork was circulated but explained the benefits and that he would be discussing further with the officers of the Council and then would report back to Council with documentation and terms of reference. Deferred to a future Full Council Meeting.

Next
FCM

[Councillor Cole returned 9:03pm]

The Council meeting entered confidential session (in accordance with Section 3(d) of Standing Orders) and the live stream was stopped. All members of the public left the meeting.

180. SYP Payments from SPC

- (i) **to receive the email request from two Councillors regarding reconsidering Item 117 (ii) of the 14th July 2021 FPC meeting.**

Noted and received by the Council.

Councillor Scoon queried if the Chairman (Councillor Neale) had to declare an interest. The Chairman confirmed he was a Parish Council representative of the Southwater Youth Project Funding Partnership and not a Trustee but would have to with respect to Southwater Youth Project CIO once formed.

- (ii) **In conjunction with the above, to consider Invoice dated 14th June 2021 for £5,469.66 to Dorking and Horsham Methodist Circuit – 1st September 2020 to 31st August 2021. 'Recovery of amount deducted in error from previous invoice 20201204.'**

The Chairman confirmed that all the Councillors had received a detailed report and pack of documents relating to Item 180. This included the background information, including present and past invoices, copies of the Southwater Youth Project Accounts, Dorking and Horsham Methodist Circuit Accounts, Southwater Youth Project Funding Partnership Constitution October 2017, Southwater youth Project: Aims and Objectives for 2021-23, Legal Advice from Surrey Hills Solicitors with respect to making payments of Invoices Dated 14th June 2021 (£5,469.66) and 21st September 2021 (£17,000), a letter from Methodist Church and SPC with respect to funding arrangements.

[Redacted Version] Discussion took place [Redacted Version]

Councillor Moore proposed rescinding decision to make payment of £5,469.66 as per the motion by two Councillors to revoke decision regarding Item 117(ii) of the 14th July 2021 meeting, in accordance with 26).b) of the Standing Orders. Still maintaining the full balance of £5,469.66 in the Council's earmarked reserves for the specific and future use by Southwater Youth Project but not to be used for current youth worker salary requirements as it had received significant funds from HMRC. Details of furlough periods and total receipts from HMRC Coronavirus Job Retention Scheme to be requested and provided to the Council. Seconded by Councillor Cole and **AGREED** by 8 Councillors, 1 abstention.

- (iii) **To discuss and consider the Invoice received from SYP dated 21st September 2021 for contribution to Southwater Youth Project relating to 1st September 2021 to 31st August 2022 totalling £17,000. Payable to Dorking and Horsham Methodist Circuit.**

[Redacted Version] Discussion took place [Redacted Version]

Councillor Lewis proposed making payment of and requesting two new invoices from Dorking and Horsham Methodist Circuit for quarterly payments (3-months) of the £17,000 to cover period 1st September 2021 to 30th November 2021; and period 1st December 2021 to 28th February 2022 (not payable prior to 1st December 2021). Equivalent to £4,250 per quarter but with inclusion of a reduction to each invoice in furlough monies received from the HMRC Coronavirus Job Retention Scheme with respect to the percentage SPC represents as a funding partner. The Council further requires credit notes for the two contribution invoices dated 14th June 2021 and 21st September 2021 and a report confirming the exact details of furlough arrangements, hours, months, amounts received from HMRC. Seconded by Councillor Moore and **AGREED** by 8 Councillors, 1 abstention.

The Chairman and Executive Officer noted that the meeting had exceeded a period of 2 hours with reference to Standing Orders 3).x). Having commenced transacting the business of Item 180 the Council approved the continuation of the meeting to finish transacting the business of that Item.

The Council returned from Confidential Session at 10:33pm to recommence the Live YouTube Stream and invite any members of the public waiting back into the meeting.

EO JT

EO JT

Item 181 was taken after Item 174 and prior to Item 175.

181. Southwater Village Hall - Change of Representative (Custodial Trustee) on the Village Hall Committee

The Council noted that Councillor Graham Watkins was standing down as a Trustee for the Southwater Village Hall. Councillor Scoon stated he would be happy to replace Councillor G Watkins as the Trustee.

Councillor Moore proposed approval of Councillor Scoon as a Trustee. Seconded by Councillor Lewis and **AGREED** unanimously.

Item 181 was taken after Item 174 and prior to Item 175.

182. DATE OF NEXT MEETING – 19th January 2021

This meeting was live streamed and ended at 10:35pm.

DRAFT