

SOUTHWATER PARISH COUNCIL

Minutes of the Annual General Meeting of Southwater Parish Council held on Wednesday 20th May, 2015 in the Council Chamber, Beeson House, Lintot Square, Southwater.

Present Were:	Mr.P.Buckley(Chairman)	
	Mr.L.Apted	Mr.G.Cole
	Mr.K.Diamond	Mrs.P.Flores-Moore
	Mrs.J.Hutchings	Mr.M.Neale
	Mrs.B.Varley	Mrs.C.Vickers
	Mr.G.Watkins	
Clerk:	Mrs. C. Tobin	
County Councillor	Apologies Received from Cllr B.Watson OBE	
District Councillor	Apologies Received from Cllrs. Chidlow	
Police	Apologies received	
Members of the Public:	2	
Press:	Not present	

The Chairman welcomed everyone to the meeting, and issued the housekeeping rules including the fact that mobile phones should be switched to silent and if the press were present could they please identify themselves.

AGM01/05/15 ELECTION OF PARISH COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE

The Chairman asked the Clerk to read the nominations for the position of Chairman. The Clerk informed those present that her office had received two nominations for the position of Chairman. One from Mr.Apted, seconded by Mr.Watkins and the other from Mrs.Flores-Moore seconded by Mr.Cole.

It was proposed by Mr.L.Apted, seconded by Mrs.P.Flores-More and APPROVED by all present that Mr.Peter Buckley be elected Chairman for the Year.

AGM02/05/15 ELECTION OF VICE CHAIRMAN OF THE PARISH COUNCIL & ACCEPTANCE OF OFFICE

The Chairman indicated that the Clerk had received nominations in relation to the position of Vice Chairman, this being for Mrs.P.Flores-Moore. The nominations being one from Mr.Buckley seconded by Mr.Apted and another Mr.Apted seconded

by Mr. Watkins.

It was proposed by Mr. Buckley, seconded by Mr. Apter and agreed by all that be Mrs. Pauline Flores-Moore be elected as Vice-Chairman of the Parish Council.

AGM03/05/15

PUBLIC PARTICIPATION

At this point in the meeting the Chairman asked whether members of the public had anything they wished to discuss other than items which were on the agenda.

Mr. Diamond reported an overgrown hedge which could cause problems to pedestrians and motorists alike.

Mr. Cole stated that the road verges were now getting out of control, with the County Council contract now a week behind. Mr. Cole stated that perhaps this was something that the Parish Council could consider having devolved in order to ensure that the work is completed on schedule. The Clerk stated that she would make preliminary enquiries about this once again and report back when appropriate.

Mrs. Flores-Moore stated that she would like to propose a number of local people as the next beneficiaries of the Freedom of the Parish; at this point a number of names were mentioned and it was agreed that this matter should be discussed more formally at a future meeting of the Finance & General Purposes Committee allowing the Clerk time to produce a document for circulation to members on the proposed recipients.

Mrs. Flores-Moore reported that the hedging in and around the Warren Drive play area was overgrown including Poppy Close and could the team cut this back? Mr. Neale stated that the area close the Notice Board in Blakes Farm Road was also overgrown and required cutting back. The Clerk to ensure that the works are carried out.

Mrs. Hutchings reported that a low loaded vehicle had encountered problems in delivery materials in Station Road, Christ's Hospital resulting in the material being dropped off in the triangle piece of green space. Mrs. Hutchings was also concerned about the parking now along Christ's Hospital road by the out-hang close to the bus stop. Motorists were driving at speed along this area taking no care and she was concerned that there would be a serious crash. The Clerk stated that various meetings had been held over the years with Highways who stated at the time that there was no increased risk due to this. The Clerk would however report the concerns once again to both Sussex Police and WSCC Highways.

Mr. Watkins confirmed that he would be attending the District Council's Development South Committee the following afternoon to speak on behalf of the Parish Council against the Wates Development. The Clerk further confirmed that the Parish Council were so concerned about the impact of this on the highways that it had written to the Secretary of State asking that he call in the application for further investigation into this concern. This follows the production of a Highways Report from the Parish Council's consultant who had express concerns about both Hop Oast and Pollards Hill in terms of current and future capacity of the roundabouts.

Mr. Robert Piper, asked whether the Clerk knew when the signage to the bottom of Church Lane would be returned. The Clerk stated that she would chase the County Council on this matter.

Mr.Robert Piper reported to the Parish Council, that representatives from Berkeley Homes were out and about in the Worthing Road (opposite the schools) and in Church Lane measuring up. They were also carrying out works in the field by the Cedar Drive/Worthing Road roundabout to the gas main which runs through the field.

Mr.Buckley repeated Mr.Watkins remarks in that the Council had also asked the Secretary of State to call in this application due to the Parish Council's concerns over the highways issues within the Parish Council's consultants report. This report was available on the parish council's website www.southwater-pc.gov.uk/news

AGM04/05/15

APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Mrs.C.Vickers, who was attending the District Council's Annual General Meeting that evening. No apologies having been received from Mrs.S.Alway.

The Clerk reported that Mrs.Vickers had been reappointed as the Cabinet Member for Living & Workings Communities of Horsham District Council. Other appointments were still to be announced.

Member's apologies were NOTED by the Council.

AGM05/05/15

MEMBERS CODE OF CONDUCT.

The Clerk referred Members to the Code of Conduct adopted in November 2012 by the Parish Council. The Clerk also referred to the Parish Council's Protocol on Member/Officer Relations which was amended and appended to the Parish Council's Code of Conduct.

The Clerk reminded Members also that the Council are required to also reaffirm its Standing Orders adopted during 2013/14. These being the rules by which Members of the Parish Council must comply.

RESOLVED by all present that the Parish Council adopt the Members Code of Conduct , Standing Orders and other associated documents.

The Clerk informed Members that as previously indicated her role was to provide impartial information and advice in relation to such matters, but that it was for the Member concerned to decide whether or not to declare an interest and what the nature of that may be. The Clerk highlighted the general principles of the Code of Conduct as highlighted in the Nolan principles.

Members NOTED the Clerk's role.

AGM06/05/15

TO RECEIVE MEMBERS' DECLARATIONS OF OFFICE DOCUMENTATION

To receive and confirm receipt Members' Declaration of Office documentation. The Clerk confirmed that all documents had been received the exception being that of Mrs.Alway.

The Clerk advised Member's that she would have to seek advice from the District Council's Solicitors on how to proceed in relation to the fact that documents had not

been received and would act thereafter according to information and advice received.

Members hoped that it would not be necessary to advertise this as a vacancy, otherwise this would lead to additional unnecessary documentation and co-option.

Members NOTED the information received and INSTRUCTED the Clerk to seek the necessary advice from the District Council's solicitor on the failure of Mrs.Alway to complete documentation on or before the meeting following the election on the 7th May 2015. The Clerk to then act upon the advice received and discuss with the Member concerned.

AGM07/05/15

TO RECEIVE THE FOLLOWING DOCUMENTATION IN CONJUNCTION WITH THE POST OF PARISH COUNCILLOR FROM ALL MEMBERS INCLUDING CO-OPTED MEMBERS REPRESENTING THE COUNCIL ON OUTSIDE BODIES FOLLOWING ELECTIONS HELD ON 7th MAY 2015.

The Clerk referred to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (Statutory Instrument 2012 No.1464).

The Clerk confirmed to the Chairman that all documentation following the local elections had been signed by all members as required with the exception of Mrs.Alway.

Acceptance of office – all present with a number of exceptions signed their acceptance of office documentation including those members not present, who had submitted this document prior to the meeting.

Declarations & Register of Member's Interests – all present signed their acceptance of office documentation with the exception on the evening.

AGM08/05/15

TO DECIDE WHEN ANY DECLARATIONS OF ACCEPTANCE OF OFFICE AND DECLARATIONS OF INTEREST WHICH HAVE NOT BEEN RECEIVED AS PROVIDED BY LAW SHALL BE RECEIVED.

The Clerk informed Members that this would only apply to documentation from potential candidates seeking co-option, although the main declaration would have to be signed prior to taking up the position at the meeting. This is slightly different from the norm whereby Council can provide for a period should a member not submit papers in accordance with the regulations.

It was RESOLVED that when all members should have completed the relevant documents, no later than Friday, 5th June, 2015.

AGM09/05/15

MINUTES

It was RESOLVED by all present that the Minutes of the Annual Parish Council meeting held on 28th May 2014 and 29th April, 2015 be accepted as a true and correct record of that meeting following amendments to the attendees on the Private & Confidential Minute.

AGM10/05/15

CO-OPTION OF MEMBERS OF COUNCIL

The Clerk informed Members that in accordance with regulations they could co-opt within a 35 day period without the need to further advertise, unfortunately whilst one candidate had shown interest they could not now stand due to work commitments. This meeting other than holding an Extraordinary Meeting to co-opt was the Council's only opportunity of doing so.

The Chairman said he was delighted to welcome Mr. Adrian Green a local resident to the chamber. Mr. Green had provided those present with a CV and wished to be considered by the Council for co-option as a parish councillor.

At this point in the meeting a vote then took place, the vote being unanimous in that Mr. Adrian Green be co-opted as a Parish Councillor for Southwater Parish.

It was RESOLVED by all present that Mr. Adrian Green be co-opted as a Parish Councillors for Southwater Parish.

AGM11/05/15

TO RECEIVE DOCUMENTATION IN RELATION TO PERMISSION BY MEMBERS FOR CORRESPONDENCE TO BE SENT BY ELECTRONIC MAIL AND IF NOT TO SET A DATE FOR WHEN SUCH DOCUMENTS SHOULD BE RECEIVED

It was RESOLVED by all present that Member's should return this document to the Clerk providing such permission by no later than Friday, 5th June 2015.

AGM12/05/15

TO RECEIVE MEMBERS NOTIFICATION THAT THEY DO NOT WISH TO CLAIM ANY ALLOWANCE FOR YEAR 2015/16, THE PARISH COULD NOT HAVING SET A BUDGET FOR THE PAYMENT OF SAME, AND IF NOT TO SET A DATE FOR WHEN SUCH DOCUMENTATION SHOULD BE RECEIVED

It was RESOLVED by all present that Member's should return this document to the Clerk providing such notification by no later than Friday 5th June 2015.

AGM13/05/15

TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES & REMIT OF THOSE REPRESENTATIVES ON SUCH COMMITTEES AS REPRESENTATIVES OF THE COUNCIL

The Chairman reminded all present that where Members were elected as representatives on outside bodies, they should act in the best interests of the Parish Council, and whilst they could enter into discussions etc., Members could not make decisions on behalf of the Parish Council on such bodies as Parish Councillors.

The process was that those appointed representatives should report back to the relevant Committee or Council, should they wish clarification on any matter or point. Individual Councillors were not permitted under the Rules to act on their own in any decision making process as this would be acting outside of their powers and as such may cause liabilities on the part of the Council and the public purse.

The Clerk further reminded Members of the advice received from the County Association in relation to lobby groups; this document having been circulated to all Members of Council both electronically and in hard copy.

Further advice from the County Association related to appointments for the West Sussex Association of Local Councils Annual General Meeting in that should Council

wish to attend and vote at this meeting then they would have to nominate a Councillor to do so. Whilst the Clerk may attend the Clerk would have no voting rights other than should Council resolve to do so then the Clerk could attend, vote but would have no right to speak at the meeting on behalf of the Council. The Chairman asked that a Councillor be nominated to this position, he was aware that normally Mr.Apted had attended along with the Clerk.

In light of the information and advice received from SSALC the Council RESOLVED that a Member of Council should attend the Sussex Association of Local Councils AGM, but in the event of the Member not being available RESOLVED that the Clerk should attend with the view to using a proxy vote. It was AGREED that Mr.P.Buckley, Mr.L.Apted and the Clerk would attend these meetings as they also attended the HALC meetings.

The Chairman proposed and it was RESOLVED by all present that the nominations would be APPROVED at the end of the following sessions.

Tree Warden (4 Members)

The Chairman indicated that currently Mrs.Alway (subject to advice being sought on eligibility), Mrs.Hutchings and Mr.Watkins were the designated tree wardens. It was further agreed that the Clerk should approach two members of staff with a view to their also undertaking training as Tree Wardens. The Chairman asked whether the Members wished to continue in their roles. Mr.Diamond at this point said that he wished to step down from this particular role.

It was RESOLVED that Mrs.S.Alway (subject to eligibility rules), Mrs.J.Hutchings and Mr.G.Watkins be designated tree wardens for the forthcoming year. Two members of staff to also be consulted with as to them becoming tree wardens for Year 2015/16.

Youth Management Board (2 Members*)

The Clerk reminded Members that District Councillor Ian Howard acted as a co-opted member for the Parish Council on this management board, Mr.Francies had stood down at election, and therefore there was currently one vacancy.

It was RESOLVED by all, that Mrs.P.Flores-Moore and Mr.I.Howard (Co-opted Member) be appointed as the Council's representatives on the Youth Club Management Board.

Children & Family Centre (1 Member)

The Clerk stated that with Mr.Francies having stood down at election, there was currently a vacancy for a representative on this committee although the structure had been changed significantly. It was not anticipated that there would be as many meetings as previously arranged within the new proposals.

It was RESOLVED by all, that should a representative be asked for, then the Clerk be appointed as the Council representative on the management board of the Southwater Children & Family Centre.

District Health Committees (2 Members)

The Chairman asked whether any member of Council wished to attend such meetings; only a few taking place each year. The Chairman stated that currently Mrs.Flores-Moore acted as the Council's representative as and when required, with Mr.Diamond acting as the reserve member. Mr.Diamond declined to stand as he was a Member of the Clinical Commissioning Group.

It was RESOLVED by all that as and when required to attend, that Mrs.P.Flores-Moore be appointed as the representative of the Council on all outside bodies in relation to District Health & Primary Care Trust issues. The Clerk would act as a reserve representative.

Village Hall Management Committee (2 Members)

The Chairman indicated that the Council should nominate two members of Council to attend the Management Committee meetings of the Village Hall. Currently these were Mrs.Varley and Mr.Watkins and asked whether they wished to continue in their roles on behalf of the Parish Council.

It was RESOLVED by all that Mrs.B.Varley and Mr.G.Watkins be nominated that the Parish Council's representatives on the Village Hall Management Committee.

Horsham Association of Local Councils (2 Members)

The Clerk advised Councillors that historically it was the Chairman and Mr.Apted represented Council at these meetings; if neither could attend then the Clerk would attend. These meetings were generally held quarterly in the evenings. Mr.Diamond stated that he would very much like to attend these. It was suggested that should either Mr.Apted or Mr.Buckley be unable to attend that Mr.Diamond should attend in their place along with the Clerk.

It was RESOLVED by all present that Mr.L.Apted, Mr.P.Buckley and Mr.K.Diamond (reserve) be nominated as the Parish representatives on this body. The Clerk would also attend the meetings.

West Sussex & Horsham District Councils - Transport & Environmental Committees (1 Member)

The Chairman stated that whilst there had been no meetings of these groups, Mr.Diamond had been the representative during the previous year.

It was RESOLVED by all present that Mr.K.Diamond be appointed as the Parish representative and attend both District & County Transport and Environmental Committees and other meetings relating to transportation.

Southwater Bus Transport Group (2)

Once again there had been no meetings of this group, with Mr.Diamond having been the Council's representative on this outside body. In his absence it was agreed that the Clerk/Deputy Clerk would deputise.

It was RESOLVED by all present that Mr.K.Diamond and or the Clerk/Deputy Clerk be appointed as the Parish Council's representative.

Age Concern (1 Member)

It was reported that Mr.Graham Watkins was the Council's representative on this outside body. Mr.Watkins expressed his willingness to continue in the role.

It was RESOLVED by all present that Mr.G.Watkins be appointed as the Parish representative in relation to meetings of Horsham Age Concern.

Market Towns Forum (2) & Southwater Economic Forum (2)

The Chairman and the Clerk normally attended the Rural Town Forum meetings on behalf of the Council, there had been only one meeting during the year, the second being cancelled.

It was RESOLVED by all concerned that the Chairman, Mr.P.Buckley and the Clerk continue to represent the Council on the Market Towns Forum and the Southwater Economic Forum.

West Sussex/Horsham District and Parish Policing Groups (Neighbourhood Watch)

The Clerk indicated that Mr.Neale currently represented the Council on this outside body. Mr.Neale questioned a possible conflict with his role in Neighbourhood Watch, but this was not thought to be material. If Mr.Neale was unable to attend then the Clerk would attend.

It was RESOLVED by all present that Mr.M.Neale, Co-opted member of Council represent the Council on Parish/District/County Neighbourhood Watch Forums.

West Sussex County Council Area Committee (2)

The Clerk informed those present that the Chairman, Mr.Buckley and Mr.Diamond were the Council's representatives on this body.

It was RESOLVED by all present, that the Chairman and Mr.Diamond continue to represent the Parish Council at these meetings.

Southwater Road Safety Partnership (2)

The Clerk indicated that Mrs.Alway and Mr.Neale currently acted as the Council's representatives on this group, with Mr.Neale currently being the Chairman. Only one meeting during the year had been held but work had been undertaken against the action plan e.g., brown bollards in Worthing Road by the schools. The Clerk attended as minute taker.

It was RESOLVED that Mr.A.Green and Mr.M.Neale would represent the Council on this committee, the Clerk to minute such meetings.

Horsham District Council Community Resilience Group (2)

This group generally met quarterly and discussed matters relating to general emergencies, community emergency and evacuation plans. Mr.Diamond had attended a meeting during the year being the Council's representative alongside the Clerk to the Council.

It was RESOLVED by all present that Mr.K.Diamond with Mrs.Flores-Moore as reserve representative and the Clerk would represent the Council at such meetings.

Southwater Country Park Forum (3)

The Chairman stated that Mr.Cole, Mr.Watkins and the Clerk attended these meetings on behalf of the Council for sake of continuity. Mr.Diamond and Mr.Neale expressed an interest in the event that neither of the representatives could attend.

It was RESOLVED by all present that the Council’s representatives being Mr.Cole, Mr.Watkins and the Clerk continue in the roles on this outside body.

Southwater Neighbourhood Plan Steering Group (4)

The Clerk indicated that currently the following Members were representatives on this body, and would suggest for continuity purposes that this remain unchanged. The representatives currently being Mr.Apted, Mr.Cole, Mr.Diamond and Mr.Watkins. Mr.Diamond indicated that he would like to step down at this point and Mrs.Flores-Moore indicated that she would be willing to take on the Infrastructure Group once more.

It was RESOLVED by all present that Mr.Apted, Mr.Cole, Mrs.Flores-Moore and Mr.Watkins be returned as the Council’s representatives on the Neighbourhood Plan Steering Group.

It was RESOLVED by all present that the nominations be APPROVED en-bloc in relation to these appointments.

TO APPOINT COMMITTEES AND SUB-COMMITTEES

Finance & General Purposes Committee (12 Members)

The following members indicated their willingness to sit on this committee: -

Members		Members	
1	Mr.L.Apted	2	Mrs.S.Alway (subject to eligibility)
3,	Mr.P.Buckley	4	Mr.G.Cole
5	Mr.K.Diamond	6	Mrs.P.Flores-Moore
7	Mr.A.Green	8	Mr.M.Neale
9.	Mrs.C.Vickers	10	Mr.G.Watkins
11	Vacancy	12.	Vacancy

Leisure Sub-Committee (8 Members)

The Chairman informed Members that this sub-Committee reported directly to the Finance & General Purposes Committee.

The following members indicated their willingness to sit on this committee: -

Members		Members	
1	Mr.L.Apted	2	Mr.P.Buckley
3	Mr.G.Cole	4	Mrs.P.Flores-Moore
5	Mr.A.Green	6	Mr.G.Watkins
7	Vacancy	8	Vacancy

Human Resources Sub-Committee (6 Members)

The Clerk informed those present that this Committee comprised of Chairman of the various Committees and sub-Committees.

Members		Members	
1	Mr.L.Apted	2	Mr.P.Buckley
3	Mr.G.Cole	4	Mr.K.Diamond
5	Mrs.P.Flores-Moore	6	Mr.G.Watkins

Planning Committee (10 Members)

The following members indicated their willingness to sit on this committee: -

Members		Members	
1	Mr.L.Apted	2	Mrs.S.Alway (subject to eligibility)
3	Mr.P.Buckley	4	Mr.G.Cole
5	Mr.K.Diamond	6	Mrs.P.Flores-Moore
7	Mr.A.Green	8	Mrs.J.Hutchings
9	Mr.M.Neale	10	Mrs.B.Varley
11.	Mr.G.Watkins		N/A

Planning Pre-Application Panel (6 Members)

Members		Members	
1	Mr.L.Apted	2	Mr.P.Buckley
3	Mr.G.Cole	4	Mrs.P.Flores-Moore
5	Mr.M.Neale	6	Mr.G.Watkins

Neighbourhood Plan Steering Group (4 Members)

Members		Members	
1	Mr.L.Apted	2	Mr.G.Cole
3	Mrs.P.Flores-Moore	4	Mr.G.Watkins

It was **RESOLVED** and **APPROVED** by all those present that the nominations be **APPROVED** en-block in relation to the Committee Members.

AGM15/05/15

ELECT CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES

Finance & General Purposes Committee

At this point in the meeting the Chairman indicated that the current Chairman of the Committee was himself and asked if anyone wished to stand?

Position	Nominated	Proposed	Seconded
Chairman	Mr.P.Buckley	Mrs.P.Flores-Moore	Mr.L.Apted
Vice Chairman	Mr.G.Cole	Mrs.P.Flores-Moore	Mr.L.Apted

Leisure Sub-Committee

Position	Nominated	Proposed	Seconded
Chairman	Mrs.P.Flores-Moore	Mr.L.Apted	Mr.G.Watkins
Vice Chairman	Mr.P.Buckley	Mr.K.Diamond	Mr.G.Watkins

Planning

Position	Nominated	Proposed	Seconded
Chairman	Mr.G.Watkins	Mr.L.Apted	Mr.P.Buckley
Vice Chairman	Mr.L.Apted	Mrs.P.Flores-Moore	Mr.G.Watkins

Planning Pre-Application Panel

Position	Nominated	Proposed	Seconded
Chairman	Mr.P.Buckley	Mr.L.Apted	Mr.K.Diamond
Vice Chairman	Mr.G.Watkins	Mr.L.Apted	Mr.G.Cole

Neighbourhood Plan Steering Group

Position	Nominated	Proposed	Seconded
Chairman	Mr.G.Watkins	Mr.L.Apted	Mr.P.Buckley
Vice Chairman	Mr.G.Cole	Mr.L.Apted	Mr.G.Watkins

It was **RESOLVED** by all present that the nominations in respect of the Chairman and Vice Chairman of the relevant committees/sub-committees and panels be **APPROVED**.

AGM16/05/15

MINUTES

Finance & General Purposes Committee – 8th April 2015

It was **RESOLVED** by all present that the Minutes of the Finance & General Purposes Committee held on Wednesday 8th April, 2015 be **APPROVED** and accepted as a true and correct record of the meeting held.

Date of the Next Meeting being Wednesday, 3rd June 2015.

Planning Committee – 9th April 2015

It was **RESOLVED** by all present that the Minutes of the Planning Committee held on Thursday 9th April, 2015 be **APPROVED** and accepted as a true and correct record of the meeting.

Date of the Next Meeting being Thursday, 21st April, 2015 followed by Thursday 4th June, 2015.

AGM17/05/15

COUNCIL POLICIES & STANDING ORDERS

The Clerk referred to the Schedule produced for Members at the meeting giving a list of all current policies adopted by the Parish Council.

The Clerk confirmed that a number of policies had been updated during the Year 2014/15. The Clerk stated that she intended to look at some of the long standing policies to see if reviews were necessary.

Members following a short discussion about the list provided asked the Clerk to review those older policies within the index list to ensure that these were current and if necessary bring forward new draft policies where applicable for discussion.

It was RESOLVED by all present that the Council's existing Policies and Standing Orders be APPROVED. The Council NOTED that the Clerk would review certain of the longer standing policies during the financial year 2015/16.

AGM18/05/15

RESPONSIBLE FINANCIAL OFFICER

The Chairman stated that each year it was a requirement that the Council appoint a Responsible Financial Officer (RFO) under the current financial regulations and governance practices, the Council's RFO being the Clerk to the Council.

It was RESOLVED by all present, that the Clerk (Mrs. C. Tobin) be reappointed as Responsible Financial Officer of the Council. The Clerk stated that she would carry out her duties to the best of her abilities on behalf of the Council.

AGM19/05/15

INTERNAL FINANCIAL CONTROLLER

The Chairman indicated that presently Mr. Buckley, had acted in this capacity for the Council.

Mr. Buckley stated that he was more than happy to continue in this role assisting the Clerk's office at the end of year.

The Chairman explained that in his view this was not a conflict with his role as Chairman of the Finance & General Purposes Committee. Members agreed with this then having a discussion for the benefit of the new Member of Council, the difference between the Internal Controller and that of Internal Auditor. The Council requires all three layers including the External Auditor, Littlejohn's.

It was RESOLVED by all present that Mr. Buckley be re-appointed as the Council's Internal Financial Controller as it was felt his role as Chairman of Finance & General Purposes would not conflict with this purely internal role.

AGM20/05/15

INTERNAL AUDITOR

The Clerk advised Members that Mrs. G. Pritchitt had been appointed Internal Auditor for Year 2015/16. The Chairman said that he would have no problem in recommending Mrs. Pritchitt who did an excellent job, although he understood that whilst willing to take this on may be considering relinquishing other councils. The reports the Council received were comprehensive. A member asked was there any way in which the Auditor could be thanked, the Chairman stated that it was not appropriate as a contractor and there would be a conflict and he was certain that this would be refused; the Clerk confirmed that this was the case referring to the Council's own financial regulations and national guidance.

It was RESOLVED by all present that Mrs. G. Pritchitt be retained as the Council's Internal Auditor for the period 2015/16. The Clerk to issue the formal contract in this respect in order to comply with Financial Regulations.

AGM21/05/15

CO-OPTED MEMBER (CASUAL) TO PARISH COUNCIL

The Chairman stated that the question of whether to appointed Mr.Howard had been resolved earlier in the meeting through other discussions. Mr.Howard had undertaken this role for many years, having previously been the Chairman of the Southwater Youth Project.

It was RESOLVED by all present that Mr. Ian Howard be appointed as a co-opted member of Council, and subject to his agreeing to do so act as one of the Parish Council's representative on the Youth Management Group.

AGM22/05/15

REPORT ON THE YEAR 2014/15

The Chairman's Annual Report 2014/15

The Chairman referred to the speech given at the Annual Parishioner's Meeting held in April 2015. The Chairman said he would like to thank again, all the community groups who had attended the meeting. A copy of the full report can be found appended to the agenda for tonight's meeting available and was on the Council's website (www.southwater-pc.gov.uk).

It was RESOLVED by all present that the Chairman's Annual Report for 2014/15 be APPROVED.

AGM23/05/15

CORRESPONDENCE

The Clerk referred to correspondence received during the course of the preceding month.

Department for Communities and Local Government

The Clerk referred to the changes to the smaller authorities local audit and accountability framework – a guide. This did not relate to Southwater Parish Council's accounting practices but those Councils below a turnover of £25k.

Members NOTED these changes in that this did not directly affect the financial affairs of Southwater Parish Council.

Horsham District Council – Windsor/Leeds Close Play Area

Horsham District Council are proposing to send letters consulting with residents about this play facility within the village. The intention is to refurbish the area whilst opening out the area and remove the fencing. The Parish Council is being consulted as to its views prior to consultation with residents living in close proximity.

Members had conflicting views in relation to the proposed by Horsham District Council and asked that further information be provided prior to it confirming its position, although improvements were considered necessary. Mr.Cole stated that in relation to previous reports of anti social behaviour, he could not understand why such instances were not reported especially as the play area was overlooked by approximately 15 houses. If such instances are occurring they can report this on line by www.sussexpolice.gov.uk

It was RESOLVED by all present that the Clerk should write to the District

Council asking that they provide the design and layout in relation to the proposals for the Windsor/Leeds Close Play area prior to the Parish Council providing its comments.

SnackWagon

A request has been received from County officers in relation to whether or not it would be permissible for the young people to go to Church Lane from the beginning of June until the end of July in order to play sporting activities such as rounders. This proposal is being supported by those partners in the project which is engaging with young people. The Clerk asked whether Members would have objections.

It was RESOLVED that the Council had no objection to this proposal subject to the Clerk notifying the Sports Club Chairman. The Clerk to inform the District Council that it has no objection and request a report on the new provision via the Snack Wagon.

Power of Wellbeing and General Power of Competence

The Clerk apologised in that these two items were not on the agenda for tonight's meeting but would be put on the June 2015 Full Council meeting as per the requirement in order that the Council can resolve to comply with the regulations.

Councillors NOTED the Clerks intention to put this item on the next Full Council meeting.

AGM24/05/15

ACCOUNTS & FINANCIAL MATTERS

The Clerk reported that the year-end payroll and VAT for Year Ended 2014/15 had been submitted to the Inland Revenue & Customs and Excise.

Council NOTED that these returns had been submitted electronically to the Inland Revenue and Customs & Excise.

Parish Council Allowances

The Clerk advised members that the legal notices regarding parish council allowances were to be issued on parish notice boards and also on the website. This stated that the rate set for allowances was zero, Councillors collectively had allowed the sum off £250 for travel and subsistence outside of the parished area. The Chairman's allowance remains unchanged at £300.

Members NOTED the Clerks update including that all Members had signed a statement that they did not wish to claim any allowances, other than travel and expenses for attending events outside of the parished area.

Investment Policy

The Clerk indicated that the Council were required to review its investment policy annually and questioned whether Members wished to amend the current policy. The Clerk reminded those present that the Council's funds had now been spread across a number of bank accounts. The Clerk explained the necessity in that in the event of a bank collapsing then the Council unlike individual investors would not be covered under the Government guarantee scheme.

Mr.Diamond questioned whether the Council could be insured for such losses, the

Chairman stated that this was not possible.

Mr. Neale questioned the Clerk in relation to various bank accounts as to whom they were with, eg., Bank Accounts 1, 2, 3 and 4. The Clerk responded that these were with the Co-Operative Bank, one was a sweep account from number two, number three was the 14 days investments account and number four account related to the leisure centre and remained at a £500 limit. This account was particularly necessary due to the need for the card machine at the Leisure Centre and the encashment facilities at the Post Office.

Members having REVIEWED the position during 2014/15 were satisfied with the current spread of investment for 2015/16.

Grants

The Clerk indicated that her office would be advertising again the existence of the Parish Council grant fund which could be applied for by local community groups, so long as they could show the benefit for the inhabitants of Southwater. All such groups should have a constitution and set of annual audited accounts.

Members NOTED and APPROVED the Clerk's intended action on behalf of the Council.

Precept – 1st Half

The Clerk informed Members that the 1st half of the Precept (Local Council Tax) was received in April 2015; this being noted in the papers provided for the meeting. The Clerk stated that she had split this income between the Co-Operative 14 day account and the Instant Account.

Members NOTED and APPROVED of the actions taken by the Clerk.

Financial Information

The Clerk referred members to their financial information as contained in their Member's Pack dated 20th May 2015, containing the following information.

Income and Expenditure – to 20th May 2015

Bank Reconciliation – to 20th May 2015

Debtors/Creditors – to 20th May 2015

Mrs. Flores-Moore was concerned that the Sports Club were still showing as a debtor. The Clerk stated that she was in the process of writing again to the Chairman of the Southwater Football Club to whom the invoice related too. Mr. Cole said, that this was most alarming especially in light of the fact that the Berkley's development in that most of the sporting facilities gain would go to the Club in accordance with the proposed Section 106 and under the agreement with the Fletcher Trust and the Club. Mr. Cole felt that this must be a concern to the Cricket Club whom it is believed has the lease of the area. Overall Mrs. Flores-Moore stated that she was happy with the new procedures adopted since the new accounts administrator had joined the council.

It was RESOLVED by all present that the schedule dated 20th May, 2015 be authorised and signed as a true and correct record of the financial position of the Council as at 20th May 2015.

Local Audit and Accountability Act

The Clerk indicated that during 2014/15 Council had reviewed its Financial Regulations and policies as required following receipt of the new regulations during 2014.

Councillors NOTED and APPROVED that the Council's Financial Regulations had been amended in accordance with and to meet current guidance and legislation.

Deminimis

The Clerk believed that this figure was no longer required as all buildings including the Leisure Centre had been registered for VAT, the remaining expenditure being within the Council's required allowance. However, this calculation will continue for this financial year as a check in relation to VAT limits.

Council NOTED the Clerks comments.

Beeson House, Electronic Door System

The Clerk informed Members that a quotation following a recent service had been received in relation to the main entry doors. This relate to the opening and closing of the doors in the sum of £552.72 + VAT. This is our existing contractor.

It was APPROVED that the order be placed in the sum of £552.72+VAT in relation to the repairs required to the Electronic Doors in Beeson House.

Operation Watershed

The Clerk advised Members that MSA had issued four tenders in relation to the project under Watershed receiving three quotations in return. MSA's recommendation was that Edburton Contractors Ltd of Henfield be awarded the contract based on cost. Edburton's had not allowed for road permit fees payable to the County but these were thought to be around £500-£600 however this was still substantially cheaper than the others received.

Mr.Cole said it would be interesting to see if any further strings were attached having now received the tenders as requested by WSCC.

It was RESOLVED subject to consultation with the Operation Watershed Officers at West Sussex County Council that the contract for the works subscribed by WSCC be awarded to Edburton Contractors Limited of Henfield in the sum of £6586.00 plus VAT and any minor contingencies.

AGM25/05/15

DRAFT COUNCIL MEETING DATES FOR 2015/16

The Clerk provided Members with the proposed meeting dates for the forthcoming financial year. The Clerk asked whether Members wished to modify any of these. The Chairman referring to the schedules stated that there was no reason why the Council needed to have a full council each month, for matters could be delegated to committees, two councillors or more or indeed the Clerk under the delegated powers currently in situ.

After a lengthy discussion it was agreed to amend a number of committee meetings and that the Clerk should amend the listing for Full Council omitting these where

possible. The Clerk stated that it would not be possible in December/January in terms of budgets and April/May of each year for the Draft Accounts and approval of same.

The schedule of meeting dates were considered and AMENDED by Council with the Clerk to look at deleting where possible Full Council meetings to allow the Council Office to undertake the priorities set for the good financial and administration of the Council.

It was RESOLVED by all present that delegated powers be provided to the Chairman, Vice-Chairman of Council, Chair and Vice Chair of Finance & General Purposes, Chairman of the Planning Committee and/or the Clerk in terms of authorisation of expenditure.

AGM26/05/15

PAYMENT SCHEDULES

The Clerk presented to members within their meeting packs payment schedules to 20th May 2015 for discussion and approval these amounting to £13,159.69

Mrs.Flores-Moore questioned the invoices in relation to ADT. The Clerk explained that this was related to the security of buildings eg., Beeson House/Easteds Barn where the Council had alarm systems. Mrs.Flores-Moore questioned the invoice in relation to RBS, the Clerk explained that this related to training and the accounting system in place for the financial management of the Council's affairs.

It was RESOLVED by all present that the payment schedules to 20th May 2015 in the sum of £13,159.69 be approved.

AGM27/05/15

DRAFT ANNUAL ACCOUNTS YEAR ENDING 2014/15

The Clerk presented to Members the Draft Parish Council Annual Accounts for Year Ending 31st March 2015, a recommendation for approval having been received from the Finance & General Purposes Committee.

The Chairman stated that financially this was not good news. However, the Clerk/RFO had listed a list of the reasons behind the extraordinary expenditure. The variances reflected that whilst we did achieve income via grants etc., and had achieved major projects long as aspiration, the Council had not however achieved on budgeted income from functions, office hire etc. Mr.Buckley said that it was hoped that the income stream would be reflected in 2015/16's income; Mr.Cole concurred with this statement especially as the MUGA was a huge success and bringing in income. The Clerk stated that she was hopeful in finally letting all the remaining two office units in 2015/16 the final part of this project being to install the air conditioning and window to the new community room for use by the public. The draft documents being:-

- Annual Return for Year Ended 31st March 2015
Section 1 figures inserted for year ending with amendment signed off by Internal Controller (there had been an error in the asset figure)
Section 4 completed and signed off by the Council's appointed Internal Auditors
- Notice of Appointment of Date for the Exercise of Electors' Rights

- Internal Controllers Report year ended 31st March 2015
- Annual Review of Effectiveness of Internal Auditor 2014/15 and Audit Response
- Risk Assessment 31st March 2015
- Grant Listing showing grants income and expenditure for Year 2014/15
- Variances Report 2014/15
- Analysis of Reserves Year Ended 31st March 2015
- Ringfenced Accounts Year Ending 31st March 2015
- Asset Register for Year 2014/15. Mrs.Flores-Moore questioned the insurance in relation to 'plate glass'. The Clerk responded that as part of the lease terms and conditions on Beeson House, the Council were required as previously advised to insure the plate glass in the building. A provisional sum of £50k has been allowed. Mr.Watkins said, that it was unlikely that in the event of an accident the Council would have to replace all the glass at one time. The Clerk was hopeful that once a contractor visited she could ascertain the total replacement cost, the District Council had been unable to advise as to the original cost of the material.
- Leases, Tenancies, Section 137 Payments, Agency Work, Advertising and Publicity, Contingent Liabilities, Pensions and Staffing Costs
- Computerised Income & Expenditure Account for Year Ended 31st March 2015 both detailed and summary
- Balance Sheet 31st March 2015
- Working Details for Reserves Reconciliation for Annual Return to 31st March 2015

Internal Auditors Report

The Clerk asked whether any members wished to comment on the Internal Auditors report received? The Clerk referred to Item 2 within the report and asked whether members were content with the way in which these budget figures were reported via the Members Meeting Packs considering the scale of the reports issued. These were issued to the public.

Members considered the report in relation to whether the budget figures should be incorporated as suggested in to the Council's minutes. Members having considered this felt that this would make the minutes extremely lengthy, especially as the Clerk prepared a report for each meeting when the figures were available to the public online and in hard copy upon request.

Mr.Cole said that whilst the total cash investments held were down the assets were up. Mr.Diamond stated that the Council were in fact cash poor but assets rich in terms of what it held. Mr.Buckley stated that the interest from the Virgin online account was pleasing however, the interest received from other investments were not as good. Mr.Buckley, said that he was hopeful that the Council would see a return for its cash investments in relation to the MUGA and office conversion during 2015/16.

The office accommodation was a risk worth taking in terms of control of Beeson House and the income to be derived for community projects once the offices were fully let; meantime there was a risk in terms of rates etc.

Members NOTED and APPROVED the Internal Auditors Report for Year Ending 2014/15.

It was RESOLVED by all present, that the Draft Annual Parish Council Accounts for the Year 2014/15 including each document presented be APPROVED by Council as highlighted and, that they be signed off by the Chairman and Clerk. These to be sent to the External Auditors Littlejohn's as required.

AGM28/05/15

PARISH COUNCILLOR TRAINING

The Clerk referred Members to courses organised by the Surrey & Sussex Association of Local Councils. The Clerk would also like to suggest that a training event on how to take forward a new Corporate Plan be organised.

Members thought that this was an excellent idea, in order that in conjunction with the aims and aspirations of the local community via the Neighbourhood Plan process, the Council could produce a Vision document (Corporate Plan) for the foreseeable future. The Clerk was asked to provide information and dates for such an event. The Clerk explained that the aspirations from the Neighbourhood Plan could be encompassed at a later date if not available by the time of this training session for many of these would not be policies contained in the Draft Neighbourhood Plan, not being directed related to the development plan process.

Mr.Green was asked to discuss future training requirements with the Clerk being a new councillor; all Councillors for Southwater having to attend training on appointment.

It was RESOLVED that the Clerk should obtain costs for a Visioning Exercise in order to produce a new Corporate Plan this to be aligned with information being collated via the Neighbourhood Plan process.

The Clerk to ensure that Mr.A.Green is issued with information regarding the New Councillors training available.

AGM29/05/15

NEIGHBOURHOOD PLAN

The Chairman of the Neighbourhood Plan Committee reported that having extended the time scales for the response, he was delighted to announce that the return rate was between 30-31% this is excellent compared to other communities whose return rate was between 15-20%. Mr.Watkins was looking forward to receiving the analysis which would ensure that the Neighbourhood Plan Steering Group and retained Consultants, could then look towards producing the relevant policies for the Draft Document.

Referring to the RGP Highway Survey this was particularly important to the Draft Neighbourhood Plan process in terms of future development in Southwater Parish. The consultants report stating that the two roundabouts at either end of the village were at or nearing capacity at this point in time, let alone in the future and timespan of the future Neighbourhood Plan.

The Clerk explained that whilst some of the aspects of the survey could potentially be included as policies, upon advice some may be more aspirational and therefore whilst can count as an appendix may not be set in policy. It would be for the Parish Council to consider the future priority of these.

Mrs.Flores-Moore stated that she was extremely disappointed at the way the news article from the Parish Council had been handled by the West Sussex County Times, in that the Parish team had spent a considerable amount of time preparing this, only for the County Times to then attribute half of the article to Keep Southwater Green. The Parish Council acted in the best interest of the whole community as could be seen in producing the survey.

AGM30/05/15

PERSONNEL & PENSIONS**

IAS19 Local Government Pension Scheme

The Clerk reported to Members that the IAS19 Report had been received which stated that as of the end of the current financial year that Parish Council element of the fund was in surplus by £5k. However, the implications going forward dependent on returns from the overall fund and an aging staff that this would not remain the same for 2015/16 and may have to be addressed by the Council with increased contribution rates to meet the needs of the fund in future years.

Members NOTED the Clerk's comments and concerns.

Staff/Personnel

The Clerk advised Members that currently 23 staff were employed, with 8 volunteers on the Council's books.

Mrs.Flores-Moore referring to the staff pay differentials circulated to Members and on the website, stated that it was imperative that the Council considered its pay structure. The Clerk stated that having been instructed to do so, she had spoken to a number of organisations which could assist in this process, although her investigations were still ongoing. Mr.Buckley stated that the Council had discussed this and the HR Committee would meet to discuss the pay differentials and structure going forward, but that this meeting should take place following the Visioning exercise to ensure that the Council could deliver in the future with the right structure behind it.

Members NOTED the intention to discuss pay and future structure of the Council at a future date.

At this point in the meeting the Chairman proposed the Suspension of Standing Orders due to the matter to be considered being related to staffing matters these being exempt from disclosure.

“Confidential Minute”

Staff matters reported.

It was AGREED that the Clerk should seek a replacement Assistant Leisure Centre Manager. Council NOTED the Clerk's intended actions should the circumstance dictate.

AGM31/05/15

DATE OF NEXT ANNUAL PARISH COUNCIL MEETING

The date of the next Annual Parish Council Meeting. The next Annual Parish Council meeting to be held on **Wednesday 25th May 2016.**

The meeting closed at 9.25pm.