



## **SOUTHWATER PARISH COUNCIL**

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### **DRAFT Minutes of the remote Finance & General Purpose meeting of Southwater Parish Council held on Wednesday, 17<sup>th</sup> February 2021 at 7.30pm.**

#### **Present:**

**Councillors Present Remotely:** M Neale (Chairman), P Flores-Moore (Vice-Chair), G Cole, G Scoon, D Moore, C Vickers, G Watkins and S Lewis

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

**Clerk:** Dawn Spouge

The Chairman advised that the meeting was being conducted virtually with none present in the Chamber and confirmed it was being live streamed to YouTube.

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

The Chairman welcomed all Councillors in attendance remotely and all members of the Public watching via live stream, to the meeting. He clarified with the Clerk that no members of the public had requested to speak at the meeting. He stated that when a member of the public does request to speak in any convened meeting that public are invited to speak at, this would be for maximum of 5 minutes.

The Chairman confirmed with all Councillors that they had received the documentation required to consider the Agenda items.

The Chairman clarified the voting protocol required for decisions, etiquette required to conduct the meeting and housekeeping rules and also reminded all Councillors that if an interest had been declared, they would not be able to take part in any discussion or vote. Voting would be symbolised by a thumbs up for approval, down for against or horizontal hand for abstention. He explained that in cases where, in the opinion of the Chairperson, there is consensus, the Chairperson may seek to secure agreement whilst providing an opportunity for any dissenting members to be heard or to request a formal roll call vote.

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

Actions

All papers were circulated with the Agenda to all Councillors.

**1. Public Question Time – 15 minutes in total. Members of the public can only view the meeting and not take part unless pre-arranged with either the Clerk, Deputy Clerk or Chairman of the meeting.**

*Participating members of the public will be limited to 3 persons maximum per meeting. Each member of the public can only refer to items on the agenda and will be allowed to ask one question and one ancillary questions that combined will not last any longer than 5 minutes. Once participating members have asked their questions or made their statements as above, they will be removed from the meeting accordingly and will then only be able to access the meeting via live stream.*

None.

**2. Apologies for Absence**

Apologies were received from Councillors, Stranks, Williams and Vickers.

**3. Declarations of Interest**

Councillors, Lewis on item 11 (i) (ii) – due to being an Allotment user.

**4. Chairman's Report**

The Parish Council had received an email correspondence from HDC in regards to a proposed stand alone sign for the Library outside Beeson House. This had been circulated to all Councillors for their comments and will be fed back to HDC.

Councillor Jupp had given an update on the Waste Recycling facility at Hop Oast in Southwater – news release had indicated that WSCC would be operating a slot booking system for users of the site to alleviate long traffic queues. There had also been work commissioned to expand the facility.

**5. Correspondence**

None.

**6. Minutes – Minutes of the F&GP Committee meeting held on 16<sup>th</sup> December 2020 were approved at the Full Parish Council of 20<sup>th</sup> January 2021. For Noting only.**

Councillor Lewis proposed approval of the minutes of the Extraordinary F&GP Committee meeting held on 20<sup>th</sup> January 2021, seconded by Councillor Moore and **AGREED** unanimously.

**7. Accounts**

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

The Chairman stated that the Charge against the property owned by the owner of Bumpy Jumpy in regards to a long outstanding debt to the Parish Council had been submitted.

Current debt from Lambert Smith Hampson was due to Christmas monies owed.

Current debt attributed to the Village Hall were in regards to legal fees that were not owed directly from the Village Hall, but from Berkeley Homes paying a contribution as part of the S106 Legal transfer fee.

With the above explanation given, Councillor Watkins proposed approval of the Debtors and Creditors list as a true record, seconded by Councillor Moore and **AGREED** unanimously.

RFO

**(ii) Balance Sheet/Earmarked Reserves**

Councillor Flores-Moore proposed the above as a true record, seconded by Councillor Moore and **AGREED** unanimously.

**(iii) Detailed Income and Expenditure**

The Chairman said the above was to be taken together with Item 9 of these Minutes because the information was part of the same report. He reported that SPC were on target for year end and possibly slightly underspent due to careful management of the accounts.

Councillors Flores-Moore proposed the above report as a true record, seconded by Councillor Cole and **AGREED** unanimously.

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

Councillor Watkins raised concern about large amounts of monies still being held in a singular account. The Chairman stated that it had been difficult during the pandemic to open new accounts. The Clerk reported that there was a dormant account that the RFO had notified her about that could be used. Councillor Watkins asked for the dormant account to be utilised to spread the amounts being held.

RFO

Councillor Moore proposed the above report to be a true record, seconded by Councillor Cole and **AGREED** unanimously.

**8. Payments Schedule**

To approve the payment schedule of Wednesday 17<sup>th</sup> February 2021

- (i) £67,318.26 for approval

The payment schedule was proposed for approval by Councillor Moore, seconded by Councillor Flores-Moore and **AGREED** unanimously.

**9. Budget Review – To receive update on Budget 2020-21.**

Taken under item 7(iii).

**10. Operational Report**

Noted.

The Chairman went through the items on the report, there was no items to consider and approve.

Councillor Moore asked about the shop fronts, some needing re-painting/refurbishment. Councillor Watkins asked for a meeting with HDC to discuss this matter and others in regards to Lintot Square. Clerk to liaise with HDC officer on this matter.

Clerk

**11. Allotments**

- (i) **To receive an update on the Allotments invoicing process and income reporting.**

The Chairman summarised the report generated by the Deputy Clerk on the change of date for invoicing for the allotments to ensure it reflected receipt in the current financial year.

RFO

Councillor Watkins asked the Clerk to contact the administrator for the allotment association for copies of the rental agreements, Clerk would investigate if copies were also held in the office.

Clerk

Further discussion took place on the currently revised allotment agreement. It was decided to delegate this to the Deputy Clerk/RFO who had been dealing with it and Councillor Watkins.

Dept  
Clerk/  
GW

(ii) **To consider and approve Allotment Pricing for 2021-22.**

The pricing was currently set at £18.50 per allotment. The Chairman explained the sizing of the plots available. The Clerk had investigated with many other local Councils in regards to their allotment prices in relation to allotment sizes and this had been circulated to all the Councillors for information purposes.

Further discussion took place. Councillor Moore proposed that the prices stay the same for the new financial year of 2021-22 but to review an increase in prices in 2022-23. Seconded by Councillor Flores-Moore and **AGREED** with 6 votes in favour and one abstention by Councillor Lewis due to declaration of interest.

RFO

**12. Southwater Youth Project** - To discuss and consider payment terms of received invoice relating to Contribution for the year 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021.

Discussion was held on the above. Councillor Watkins proposed that the correct procedure would be to pay the invoice received and ringfence the amount that had been deducted due to the youth worker having been furloughed. This was seconded by Councillor Moore and **AGREED** unanimously.

RFO

**13. Southwater Life Newsletter** – To receive update on changes to publication by Horsham Publications and to consider continuation of Newsletter.

Councillor Scoon gave a brief overview on the changes that had occurred in regard to the publication of the above newsletter. From March it was going to be published bi-monthly and it was felt that given the submission of information prior to publication would be a month prior to this and then a bi-monthly issue, the news that the Parish Council wished to inform the public on would be too out of date.

Further discussion took place on how the news could be published to the public in a timely and informative manner. The Southwater News publication was discussed and Councillor Scoon informed the Council that the costs were actually lower than had been paid to Southwater Life and it would be a monthly publication. It was agreed that this medium of news still needed to be considered because it distributed news to those that perhaps did not access digital media sources.

The Councillors also were reminded that the electronic noticeboard would be installed soon at Beeson House and this would also be a form of daily/weekly news bulletins.

Councillor Neale proposed that SPC stop subscription to Southwater Life Magazine with immediate effect and that the Clerk contact Southwater News in regard to a new SPC news page, this together with the electronic noticeboard and posts using social media would be sufficient and reach all audiences. Seconded by Councillor Scoon and **AGREED** unanimously.

**14. Grant Applications** - To consider the grant applications previously circulated at Full Council Meeting 20<sup>th</sup> January 2021 received from:

(i) **St Catherine's Hospice – Grant application for £500**

A discussion took place on the above grant application, it was felt that they did good work for all parishes including Southwater and therefore there was a benefit to residents in Southwater that needed or currently used their services. Seconded by Councillor Watkins and **AGREED** unanimously.

It was felt that the SPC Grant Policy wording needed to be re-looked at in the new financial year.

Clerk

(ii) **4 Sight Vision – Grant application for £490**

A discussion took place and it was felt that the above had not specified how many Southwater residents benefitted specifically, for this reason it was agreed by all to decline this application.

(iii) **West Sussex Mediation Service – Grant application for £250**

A discussion on the above took place. The Clerk reported that the Current SPC Grant Policy stated that applications can only be considered twice yearly under the Power of Competence, in April and October. The

above two had been submitted for consideration in October 2020, however had been deferred several times. However, the West Sussex Mediation Service application had been received in January 2021 and not within the above timescales.

Further discussion took place. Councillor Watkins proposed that they re-apply in April 2021 and the decision on whether they meet the criteria be delegated to the Chairman and the Clerk and the amount currently be ringfenced. Seconded by Councillor Moore and **AGREED** unanimously.

MN/  
Clerk

**15. CIO – to receive any updates/reports from the CIO**

The Chairman of the meeting, (also Chairman of the Ghyll CIO) reported that the buildings were currently shut due to Covid 19 pandemic restrictions.

- Works were on-going in preparation for a performance zone to be ready for when they were able to re-open.
- The Bowls club contract was due to revision and renewal.
- The Café Area had been licensed to a new licensee to operate this area.
- Two resignations from Trustees had been received and a new Trustee had been appointed two weeks previously.
- An advert had been placed for more Trustees to join the Charity.
- Trustees were currently meeting via zoom on a fortnightly basis.

**16. DATE OF NEXT MEETING – 21<sup>st</sup> April 2021**

*The Meeting ended at 20.40*