



SOUTHWATER PARISH COUNCIL

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Minutes of the Finance & General Purpose Committee meeting held on Wednesday 19th August, 2020 at 7.30pm.

Councillors Present in the Chamber: G Watkins (Chairman), M Neale (Vice-Chairman), S Lewis, R Williams and C Vickers

Councillors present remotely: G Cole, N Knott, D Moore, G Scoon, and R Stranks

Members of the Public were able to view the meeting via remote streaming.

Clerk: D Spouge **Deputy Clerk and RFO:** J Tyler (*managing the IT required for remote viewing*)

ACTIONS

The Chairman stated that this meeting would end at 8.45pm. Any items that had not been considered, would be deferred to the next meeting. Live streaming to the public would finish. There would be a 15 minutes comfort break for all those present and attending remotely after which at 9pm promptly the Extraordinary confidential meeting of the Parish Council would take place.

Note: All those present in the Chamber had their temperature taken prior to the meeting and all were within the government guidelines for safe attendance in regards to COVID-19. He clarified to all those in the room that if symptoms developed during the meeting or they felt unwell in any way to please leave the room.

The meeting commenced at 7.39pm due to IT technical difficulties.

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 both remotely and in person 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 both remotely and in person 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 Chairman, there is consensus, the Chairman 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/Chairman 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 meeting. The Chairman asked all those attending if they were able to hear the meeting properly to enable it to continue because there had been some issues with sound. It was decided that they could hear satisfactorily and the meeting would continue.

1. Public Question Time – None

2. Apologies for Absence

Apologies received by Councillors Timson and Flores-More.

3. Declarations of Interest

Councillors Watkins, Neale, Cole and Lewis declared a pecuniary interest on Item 10 that related to considerations of quotes at The Ghyll, CCTV and MSA and also the Laurie Apted Building, MSA.

4. Chairman's Report

The Chairman reiterated to all Councillors that hard pack copies of the meeting would only be available for the Chairman of the meeting, during the meeting and then handed back to the Clerk for Minute purposes and official records. Councillors Tablets had been procured to enable them to see all documents electronically thus negating the need for hard copies.

5. Correspondence - None

6. Minutes – All previous Meeting Minutes had been approved at the Full Council Meeting of 29th July 2020.

7. Matters arising from the minutes of the above meeting not covered elsewhere on the agenda. – None.

8. Accounts – Quarterly Budget Review

- (i) Debtors and Creditors – To approve the Debtors/Creditors list circulated to all Councillors with the Agenda.

The Deputy Clerk updated the meeting that the issue with former hirer of the Leisure Centre, Bumpy Jumpy, was still in progress.

Councillor Vickers proposed acceptance of the Debtors and Creditors, seconded by Councillor Williams and **AGREED** unanimously.

- (ii) Detailed Income and Expenditure – circulated with the Agenda to all Councillors

Councillor Vickers proposed acceptance of the Debtors and Creditors, seconded by Councillor Watkins and **AGREED** unanimously.

- (iii) Bank Reconciliation – To approve the Bank Reconciliation of 31st July 2020 circulated with the Agenda.

Councillor Williams proposed acceptance of the Debtors and Creditors, seconded by Councillor Watkins and **AGREED** unanimously.

9. Payments Schedule

To approve the payment schedule of Wednesday 19th August 2020 – circulated with the Agenda

Note, the incorrect amount of **£37,637.33** was placed on the Agenda, this was a typo error. The correct amount for approval was **£33,637.33**.

Councillor Williams proposed acceptance of the Debtors and Creditors, seconded by Councillor Vickers and **AGREED** unanimously.

10. Operational Report

This was circulated with the AGENDA.

The item on Access Control at Beeson House was taken at Item 15.

The item on the Skate-Park was taken at Item 11.

Councillors Watkins, Neale and Lewis left the Chamber and Councillor Cole was put in the remote waiting room whilst Items on the Report concerning The Ghyll CCTV and MSA were considered and Items on the Report concerning the Laurie Apted Building and MSA were considered.

Councillor Vickers took the Chair for the following items:-

The Ghyll CCTV – Quotes circulated with the Agenda.

The Deputy Clerk spoke about the different quotes received and what they included.

- Norsat - £2,505.00

- CSG - £1,671.81 + a month cost over 18 months of £250
- Chromavision – only quoted a ballpark figure of £7,500 – valid quote did not follow.

A discussion on the specifications provided by Norsat and CSG took place. It was clarified that the quote from Norsat provided an extra camera, larger monitor, remote access using mobile phone and no contract and therefore also cheaper in comparison to CSG.

Councillor Knott proposed acceptance of the Norsat quote, seconded by Councillor Stranks and **AGREED** unanimously.

Deputy Clerk to organise.

The Ghyll – MSA

The Deputy Clerk clarified that MSA had already been asked to undertake to do the Schedule of Condition of The Ghyll because this had been a requirement and condition under the legal transfer of license to the CIO. Therefore the Council were being asked to approve this retrospectively.

Councillor Knott proposed acceptance of the above, seconded by Councillor Scoon and **AGREED** unanimously.

The Laurie Apted Building – MSA

A schedule of Condition was also required for the Laurie Apted building.

Councillor Moore proposed acceptance of this, seconded by Councillor Knott and **AGREED** unanimously.

Those Councillors who had been present in the Chamber, came back into the Chamber. Councillor Cole, who had been attending the meeting remotely had left the meeting. The meeting was adjourned whilst the Deputy Clerk phoned Councillor Cole to ask him if he was able to rejoin the meeting remotely which he did at 8.04pm. The meeting was then re-convened.

Continuing with other items on the Operations Report.

Permissive Footpath between Nutham Lane and Easteds Lane – The Chairman clarified that it had been previously agreed by the Parish Council to install a Permissive footpath in this location. The Chairman, Deputy Clerk and following contractors had met on site to explain what was required. The following quotes were received, these had previously been forwarded to all Councillors with the Agenda.

- CSG - £1,850.00

Dep Clerk

Dep Clerk

<ul style="list-style-type: none"> • Brierley Groundworks - £680.00 + additional cut back of vegetation and pressure wash and clean surrounding areas from moss and lichen - £100.00. • Delwood - £1,100.00 + additional cut back of vegetation and pressure wash and clean surrounding areas from moss and lichen - £420.00. 	
<p>Councillor Watkins proposed acceptance of Brierley Groundworks quote and the additional pressure wash, this to be cost coded 4165 – small works. It was also agreed to erect signage which the Deputy Clerk would arrange from Bel Signs. This was seconded by Councillor Vickers and AGREED unanimously. Deputy Clerk to organise.</p>	<p>Dep Clerk</p>
<p>Charlock Way Post & Rail fencing – a resident had reported that some of the fencing was broken and other parts in need of repair. A discussion took place in regards to whether there was a need to replace the fencing which it was thought was originally put there by the developer for decorative reasons, however did not actually perform any function. It was therefore decided that Councillor Watkins would check historical documentation to see if there was an obligation to replace it and the Deputy Clerk would obtain quotes to remove and/or replace it.</p>	<p>Clerk</p>
<p>Taps not working in Beeson House toilets – the Deputy Clerk informed the meeting that quotes were being obtained for mending the taps. It was thought the solenoids required replacing. Councillor Stranks asked if the toilet taps were for the Parish Council to repair or HDC as owners of the building. Clerk to check this and refer to the head lease document, although it was felt it was for the Parish Council to repair them.</p>	
<p>Clerk also to notify HDC about fixing the external electrical point to the building to allow for connection when required for LIntot Square events and thus prevent anyone entering the Parish Office.</p>	
<p>11. Skate Park – Stakers Lane – update on recent fire and consideration</p>	
<p>Councillor Watkins updated those present on the damage by fire to the Skate Park, the Fire Brigade attended the scene, the Police had been contacted and a crime number had been given and the Insurers had been notified. He had met with the Loss Adjuster together with the Deputy Clerk that morning and the Loss Adjuster had confirmed that SPC were insured for the damage to the Skate Park. SPC were now awaiting an offer for the damage from the Insurers. He stated that SPC were aware that they were in the process of obtaining quotes for a refurbishment of that Skate Park using S106 monies available, it was thought that the S106 monies, together with any insurance monies received would enable a thorough rebuild of a Skate Park that would benefit the community of Southwater. Warning tape had been put up at the site and quotes obtained for both boarding it off for H&S purposes or dismantling the remainder of it. Once all the quotes had been received back and the final report from the insurers, it was hoped that they would agree to dismantling the remainder of the site and the agreed quote for that.</p>	<p>Dep Clerk/Clerk/GW</p>

Councillor Lewis proposed that the remainder of the Skate Park be demolished once the report had been received, seconded by Councillor Cole and **AGREED** unanimously.

The Council would like to engage with the residents on what they would like to see in regards to the new Skate-Park. Clerk to put on Facebook to encourage engagement.

12. Finger Posts – Kerves Lane/Colstaple Lane

A resident had written to the Council asking them to consider replacing the above finger posts, only the main supporting post remained in situ.

These posts were not supported or financed by Highways. They were considered for decorative purposes only and therefore it was up to the Parish to decide if they wished to maintain them.

Councillor Vickers pointed out that the finger post for Christ Hospital/2 mile Ash Road/Southwater was also in need of repair and there could indeed be others.

There was further discussion on costs of wooden, metal/cast iron or resin posts.

Councillor Moore suggested that this is something that the Southwater Community Partnership could look at and perhaps engage other community/volunteer groups to help with reinstating them.

Councillor Watkins suggested that sponsorship for these could be explored.

It was clear that there was not a budget for this, in this financial year, however, quotes could be obtained to consider budgeting for this in the next financial year, depending on costs alongside exploring other ideas as detailed above in these minutes.

Clerk/Deputy Clerk to look at this further.

13. Possible future incursions of open space

A draft survey of potential incursion targets 2020 had been generated by the Community Wardens and circulated to all Councillors with the Agenda alongside subsequent emails from various sources on the subject.

A discussion took place on possible costs to cover all areas identified as possible targets for illegal incursions.

A further discussion took place on what Horsham District Council had experienced in recent times the cost of the illegal incursions and clean up.

There was no proposal at this point to deal with any of the areas, however, costs to be investigated, the budget to be considered, and liaison with HDC on their experience and costs involved.

Clerk

Clerk/Dep Clerk

and The Laurie Apted building. For Health and Safety reasons all three buildings would be sprayed monthly to ensure safety of all users, tenants and staff.

Putting in Mechanical ventilation in the Main Hall of the Ghyll and also the SPC Office and Chamber, would be explored and undertaken to ensure that safety measures are complied with in terms of Government guidance on air ventilation and safety in offices during Covid 19.

The Meeting ended at 8.47pm. All other items on the Agenda below would be deferred to either the next F&GP Committee meeting or Full Council meeting.

16. Tree Works

(i) Update on current works

(ii) Consider set up of a sub Committee – SPC Tree Management in Southwater

17. Lead and Deputy Lead Councillors –

18. DATE OF NEXT MEETING – 21st October 2020

Deputy Clerk