



## **SOUTHWATER PARISH COUNCIL**

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### **DRAFT Minutes of the remote Parish Council meeting held on Wednesday, 17<sup>th</sup> March 2021 at 7.30pm.**

#### **Present:**

**Councillors Present Remotely:** G Watkins (Chairman), M Neale (Vice-Chair), G Cole, G Scoon,  
D Moore, S Lewis, R Stranks and I Slowly.  
(Cllr I Stannard was admitted to the meeting after co-option as a Parish Councillor)

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

**Clerk:** Dawn Spouge

**Deputy Clerk/RFO:** Justin Tyler

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.

All papers were circulated with the Agenda to all Councillors.

#### **Actions**

Councillor Coles Wi-Fi connection was unstable however he did manage to establish a connection at this point to enable him to stay in the rest of the meeting.

### **33/21. Apologies for absence**

Apologies received from Councillors Flores-Moore, Knott, Williams and Vickers.

### **34/21. Declarations of Interest**

### **35/21. Public Forum – Public Question Time – 15 minutes in total**

*This is an opportunity for members of the public to ask questions relating to the Agenda. Members of the public can only view the meeting on YouTube and not take part via Zoom unless pre-arranged with either the Clerk, Deputy Clerk or Chairman of the meeting.*

*Participating members of the public will be limited to 3 people 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 question 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 YouTube live stream.*

**Mrs Craen was given permission by the Chairman to speak under Item 37/21. This is minuted under this item.**

### **36/21. Chairman's Report**

The chairman reported that he had received a 'thank you' email from Castlewood Primary School in regard to the SPC donation of £500 made in July/August 2019, for their outdoor classroom that has now been completed.

A 'thank you' had also been received from St Catherine's Hospice for the recent £500 grant money they had received from the Parish Council.

The Chairman also reported that a full response on enforcement notices in regards to Easteds Barn would be given at the next Planning Committee meeting.

There was a consultation undertaken by HDC in regards to parking at the Country Park.

### **37/21. Correspondence**

- i) To receive and consider correspondence from Mr & Mrs Craen in regards to the Worthing Road.

#### **Mrs Craen read out the following statement:**

*"The Worthing Road is a road that is not fit for purpose. It is not suitable for the amount of traffic that uses it to access Horsham or the traffic created by the football club. The drains are quite frequently blocked and rain water collects on the road becoming a hazard for road traffic.*

*Worthing Road is too narrow for the amount of traffic, including large lorries, using it every day. There are no barriers to protect drivers if they have an accident. Our daughter unfortunately lost her life there 30th January 2021 and we believe that she may not have lost her life if there had been barriers along the road to stop her from hitting a tree.*

*The footpath is also dangerous and merges onto the road in places. With Southwater growing and the football club moving to its new venue it means that there will be more footfall. The path is not suitable or safe for an increase in people using it. There are no places for pedestrians to pass each other safely.*

*There also needs to be a bridge over the A24. The road is too dangerous to cross with the huge amount of very fast moving traffic. Our youngest son who is too young to drive, like many of our young people often cycles or crosses this road to get into Horsham. Their lives are being put at risk by not providing a safe crossing.*

*Broadbridge Heath which has a smaller population than Southwater has far more safety features on its roads; a bridge over the road and installation of new traffic system with crossings on the main road.*

*We feel that the Neighbourhood Plan should be agreed as this gives Southwater the best possible opportunity to secure funding to make Southwater a safer place to live. We do not want any other family to go through the pain of losing a loved one because of the unsuitability of a road”.*

The Parish Councillors expressed their condolences to the family.

Councillor Scoon stated that he was currently looking at this issue and was hoping for further discussion with WSCC and HDC on the matter and reinforced that the Parish Council would continue to raise the issues she had mentioned in her statement. However it was made clear that the Parish Council could petition on behalf of Mrs Craen but would not be able to fund any improvements.

#### **38/21. To Consider an Application received for Co-Option for Councillor Vacancies**

The Chairman stated that Mr Stannard was a District Councillor and his application had been supported by District Councillors Vickers and Greening. He confirmed that all Councillors had received the application details.

Councillor Cole proposed acceptance of Co-opting Mr Stannard as a Councillor to Southwater Parish Council, seconded by Councillor Moore and **Agreed** unanimously.

Councillor Ian Stannard was welcomed to the meeting and gave a short presentation of himself.

#### **39/21. Declaration of Office – co-opted Councillor to sign Declaration of Office**

Councillor Stannard took his place at the remote meeting and signed his declaration of office during livestream. The Chairman reminded him that he could take part in discussions but could not vote at this meeting. Once the Clerk was in receipt of his Register of interest forms, he would be able to vote at subsequent meetings.

#### **40/21. Minutes – To approve the Minutes of the Extraordinary Parish Council meeting held on 24<sup>th</sup> February 2021**

Councillor Moore Proposed acceptance of the above Minutes as a true record, seconded by Councillor Scoon and **AGREED** with six votes in favour and two abstentions due to not being in attendance at the meeting.

**41/21. Matters Arising** - To deal with any matters arising from the Minutes of the Extraordinary Parish Council meeting of 24<sup>th</sup> February 2021 not covered elsewhere on this agenda

None.

#### **42/21 Community Neighbourhood Wardens Verbal Report**

The Wardens entered the meeting-

Dominic Woodhead thanked the Parish Council for the invite to give a verbal report to the meeting. Both he and Jacquie Cave reported on the following items:-

- Recap of ASB in February
- Comparison of Anti Social behaviour data across HDC parishes
- Interim Warden data for March
- Current Multi Agency ASB work
- Future initiative delivery
- Older/Vulnerable people welfare checks

A more detailed report can be found on the Parish Council website.

#### **43/21. Accounts**

- i) **Balance Sheet to date – To receive, note and approve**

Councillor Neale proposed acceptance and approval of the above, seconded by Councillor Moore and **AGREED** unanimously.

GS

Clerk

ii) **Income and Expenditure – To receive, note and approve as at the date of this meeting**

Councillor Scoon proposed acceptance and approval of the above, seconded by Councillor Neale and **AGREED** unanimously

**44/21. To Receive and Consider any County Council Reports and Communications not covered elsewhere on this Agenda**

County Councillor Nigel Jupp reported the following:-

- WSCC will provide free school meals for those who benefit from this service over the Easter School Holidays.
- 30 mph speed restrictions will be put in place at Tower Hill
- Schools were fully opened on 8<sup>th</sup> March 2021. Junior Academy had 99% attendance and it was similar at Castlewood school.
- The new classrooms at the Infant and Junior Academy were fully functional and in use.
- The pedestrian crossings had been re-painted in white to enable better visibility.
- Blakes Farm Road development sites security fencing off WSCC verge – this had taken more time than originally thought but was now going to be removed imminently.
- The booking trial at the Hop Oast HWRS would be operational from 29<sup>th</sup> March 2021. Public would be able to book up to 14 days prior to a visit and only able to book one trip a week. This was because waste sites had received an uplift in visits during the Covid pandemic and it was thought the more organised attendance would allow more people to use the facilities without a long wait. Hop Oast facility would shortly be open 6 days a week instead of 5.
- Central government had announced funding for safer streets and WSCC could perhaps help direct some funds towards Southwater if appropriate.
- The public consultation about to commence on the re-alignment of the way that services were provided at WSCC's Children & Family Centres which have been closed since last March due to the Covid restrictions. The one in Horsham would remain open.
- Councillor Jupp announced he was saddened to hear of the recent fatality on the Worthing road in January and would look forward to hearing/receiving any proposals put forward from the Parish Council on issues that had been raised on this stretch of road. He would in the mean time seek data on Police Safety records in that area.

Further discussion on the above took place on various points raised by Councillor Jupp.

**45/21. To Receive and Consider any District Council Reports and Communications not covered elsewhere on this Agenda**

No Report received.

**46/21. To Receive from the following Committees: reports, note any delegated decisions taken and make any recommendations**

**F&GP Committee – updates including:**

**i) Minutes of the Meeting held on 17<sup>th</sup> February 2021**

Subject to the following amendment from the CIO – “*The CIO has not entered into an agreement for the Café, the trustees have agreed who to approach and a proposed issued to them but this is not currently agreed*”, the above Minutes were Proposed as a true record by Councillor Watkins, seconded by Councillor Neale and **AGREED** with six votes in favour and two abstentions due to not attending the meeting.

**Planning Committee – updates including:**

**i) Minutes of the Meeting held on 3<sup>rd</sup> March 2021**

The above Minutes were Proposed as a true record by Councillor Watkins, seconded by Councillor Neale and **AGREED** with six votes in favour and two abstentions due to not attending the meeting.

<p><b>47/21. Accessibility Statement (for Website) –</b></p>	<p>Deputy Clerk</p>
<p>The Deputy Clerk explained that the above was a new legal requirement and all government bodies were required to make and display such a statement to ensure accessibility for all. The SPC statement was written by a professional using an accessibility reporting tool and it would be placed on the SPC website. The approval of this was proposed by Councillor Lewis, seconded by Councillor Watkins and <b>AGREED</b> unanimously.</p>	
<p><b>48/21. Reports from Lead Councillors –</b> To receive and consider any reports from Lead Councillors on the following areas: Amenities, Green Open Space &amp; Boundaries, Public Realm, Play &amp; Leisure facilities.</p>	<p>GS/PFM</p>
<p>The Green Open Space and Boundaries Report had been circulated with the Agenda and was accepted and noted.</p>	
<p>The amenities Report had been circulated later therefore at the request of the Chairman, Councillor Scoon gave a verbal report as follows:</p>	
<ul style="list-style-type: none"> <li>➤ In line with other amenities operated by SPC, Photographic Condition Reports (PCR) and Risk Assessments (RA) have been requested from tenants of Beeson House.</li> <li>➤ PCR's have not been produced due to Corona Virus restrictions.</li> <li>➤ The Neighbourhood Wardens and one other tenant had provided an RA. However these RA's relate specifically to working practises or activities during Corona Virus, not a general RA of normal day-to-day use of Beeson House. Most tenants declined the request citing they did not have the required number of employees (more than 5) to necessitate an RA. Other tenants have not responded.</li> <li>➤ Owing to the Corona Virus restrictions and access to Beeson House, Amenities Councillors have not followed up or responded to tenants of Beeson House.</li> <li>➤ Amenities Councillors will provide PCR &amp; RA information for SPC operated and communal areas within Beeson House, once Corona Virus access restrictions are lifted.</li> </ul>	
<p><b>49/21. Speed Information Display Sign –</b> Donated by Christ's Hospital – To consider and approve</p>	<p>DM/IS</p>
<p><i>An email had been received from Francis Pulvermacher representing Christ Hospital and he reported the that he had exchanged emails with Nigel Jupp from WSCC and had undertaken some research on a suitable SID machine for the parish. He had been recommended a machine called SDB-18 by Roadside Technologies which is designed to be easily transportable, compact and suitable for community speedwatch groups and parish councils.</i></p>	
<p><i>Mr Pulvermacher reported he had checked with the manufacturer and the cost for two machines is £6,000 plus delivery and VAT so £7,584 in total and delivery is usually within two weeks. He asked if this was acceptable to the parish council or if they had another SID machine in mind.</i></p>	<p>Deputy Clerk</p>
<p>The above information had been circulated to all Councillors with the Agenda. There was a discussion on future maintenane cost implications for SPC. It was felt that it would be beneficial to set up a working group for the use of the machines in the Parish. Councillor Lewis proposed acceptance of the offer from Christ Hospital as described above, seconded by Councillor Neale and <b>AGREED</b> unanimously.</p>	
<p>Councillor Moore stated that he had recently been made co-ordinator of Southwater Speed Group and it was felt he should Chair the proposed Working Party and set it up. Councillor Slowly expressed that she would like to be on the Working Party Group.</p>	<p>Deputy Clerk</p>
<p>Deputy Clerk to write to Francis Pulvermacher to thank him and accept the offer.</p>	
<p><b>50/21. Finger Posts –</b> Update from the Deputy Clerk</p>	<p>Deputy Clerk</p>
<p><b>£5,904.00</b> was the modified quote to include use of black stainless steel screws . The Chairman voiced the opinion that SPC did not object to the slight increase due to a improved slight modification to the original specification. Councillor Cole was thanked for his input. Deputy Clerk to action.</p>	
<p><b>51/21. Police Matters –</b> Update from Councillor Lewis</p>	

- There had been a well attended and productive multi-agency Policing matters meeting this past week that had been requested from SPC to West Sussex Police to discuss ASB and other matters. West Sussex Police, SPC representatives and Southwater Neighbourhood Wardens along with other local government representatives from HDC and WSCC and SYP had all attended as had other youth involvement bodies .
- It had been expressed that it was generally felt there was a lack of Police visibility in Southwater Parish. It became apparent through the meeting that many bodies had already begun to address various raised points of concern and were working together, for example, HDC were clearing back shrubs from the overgrown old railway bridge area and WSCC were considering options of coverage for the top of the old bridge. Undercover Police operations were taking place at ad-hoc but key times in the parish. Youth agencies were working together to address youth issues and hopefully mitigate any problems that may arise.
- It became apparent that not all parties had been copying in others and it was agreed that multi communication to enable all areas to address issues and continue to improve working together would be the preferred method going forward.
- The message to the public continued to be to Report any crimes or ASB to therefore improve police knowledge of areas that needed more coverage.

The Chairman thanked Councillors Lewis and Scoon and the Clerk for attending the meeting.

**52/21. Insurance Renewal** – To receive information from the RFO –

2021-22 would be the third year of a three year agreed insurance contract with Zurich. There needed to be a few amendments to the renewal that needed a bit more scrutiny in regards to the changes that had occurred with the licensing of premises to the CIO and the affected asset register.

Chairman/Vice Chairman/Clerk and RFO to look through any amendments.

**53/21. Date of next meeting** – Annual Meeting of the Parish Council – 19<sup>th</sup> May 2021

*The Meeting ended at 9pm.*

GW/MN  
RFO/  
Clerk