



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
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Minutes of the Finance & General Purpose Committee meeting of the Parish Council held on Wednesday 19th June, 2019 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: **Councillors:** M Neale (Chairman), P Flores Moore (Vice-Chairman), G Watkins, N Whitear, G Cole, G Scoon, D Moore, H Timson, and C Vickers.

Members of the Public: 10

Clerk: Dawn Spouge

Press: Not Present

ACTIONS

- 1. PUBLIC FORUM – (maximum 3 minutes per person with an overall limit of 15 minutes). All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting.**

The Chairman asked those present to turn off their mobile phones for the duration of the meeting, unless in an emergency, when they should go through the Chairman. In the event of a fire alarm sounding, everyone should evacuate the building via the exits indicated.

The Chairman advised that the meeting was being recorded.

Mr Colin Young questioned if the New Community Building off of Church Lane was to be used for its intended purpose. He also asked if the bookings would be dealt with by the Parish Council's bookings-co-ordinator.

The Chairman stated that the New Community Building was on the agenda and would be discussed in more detail later on in the meeting. However, it was intended for community use and an expression of interest in managing the building would be going out to the community.

Mr Young commented on the Sussex Down Bike-ride, which is an agenda item. He wanted to put forward his positive view on this event and stated that having taken part recently in a similar event, felt that residents would enjoy it.

The meeting convened.

- 2. APOLOGIES FOR ABSENCE**

None.

- 3. DECLARATIONS OF INTEREST**

None.

<p>4. MINUTES The Minutes of the last F&GP on 10th April 2019, were approved at the Annual Meeting of the Parish Council held on May 16th 2019.</p> <p>5. CHAIRMAN'S REPORT The Chairman stated that Southwater Youth project had been nominated for the Premier Love Britain and Ireland awards to take place in Croydon on Tuesday 2nd July 2019. The Chairman would be attending as a Parish Council representative. Councillor Watkins congratulated Angie Choat on the nomination.</p> <p>A Parish Councillor had asked for their Councillor Allowance to be paid for last year and this year because although requested, last year's allowance had not been paid? Councillor Flores Moore proposed acceptance of this roll-over, however it was made clear that payments needed to be made in the financial year in which they were submitted and no further roll-overs permitted. Seconded by Councillor Moore and AGREED unanimously.</p> <p>Councillor Moored proposed that it was clarified, the Parish Councillor basic allowance is as shown on the Council website as £120 and as budgeted for. Seconded by Councillor Whitear and AGREED unanimously.</p> <p>6. CORRESPONDENCE</p> <p>i) The Chairman read out the emailed correspondence from a residents concern on access to Lintot Square in regards to the Sussex Downs Bike Race on 7th September 2019.</p> <p><i>The Chairman adjourned the meeting to allow a member of the public to speak on this event.</i></p> <p>A concern on road closures and lack of a risk assessment was raised. Clerk to check this with the organisers.</p> <p>Councillor Watkins reminded those at the meeting of the future road closure of Church Lane and this could implicate those taking part in the race. Councillor Watkins to pass on details to the Clerk who would notify the organisers of the race.</p> <p>ii) The Chairman read out the emailed correspondence from a resident in regards to the Southwater Street Bus Stop and the request for the Council to consider some refurbishment.</p> <p>A discussion took place in regards to a previous request from a resident for a window to be placed in the same bus-stop.</p> <p>The Council felt it reasonable and that there was money in the budget to stain the bench seat and to get quotes for a window to that bus-stop, which the Council would provide. Clerk to Action.</p> <p>iii) The Chairman read out a request from a resident requesting the Council to consider installing an additional dog bin at Eversfield open space area. The Clerk stated that the cost had been confirmed by Horsham District Council, £440 to supply and install, future maintenance, £2.49 for each weekly emptying.</p> <p>A discussion took place.</p> <p>Councillor Moore stated that there had been a past request for an additional dog bin in another area of Southwater, exact location to be clarified.</p>	<p>MN</p> <p>GW/ Clerk</p> <p>Clerk</p>
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<p>Councillor Moore proposed the Council install and maintain two further dog bins, one at Eversfield open space and another to be determined. Seconded by Councillor Vickers and AGREED unanimously. Clerk to action.</p>	Clerk
<p>iv) To Chairman read out the emailed correspondence from a resident in regards to the future of the closed play area at Poppy Close.</p> <p>A discussion took place on this area, which had been shut and play equipment removed in the past due to the area being surrounded by high vegetation and trees, incurring moss and growth and making the play equipment un-useable.</p> <p>The Clerk reminded the Council that an email had been sent to the resident on a previous occasion asking for community ideas to be put forward to the Council and perhaps a community group being formed in the neighbourhood that would Work with the Council on any future ideas and suggestions etc. However, the resident had not yet responded to this.</p>	
<p>Councillor Watkins reminded Councillors that the Section 106 agreement on this area would need to be referred to. Clerk to liaise with Councillor Vickers to provide the agreement.</p>	Clerk CV
<p>7. ACCOUNTS</p>	
<p>i) Bank Reconciliation – To approve the Bank Reconciliation of 31st May 2019 The Chairman spoke about the Leisure Centre staffing costs, explaining the detail in the accounts. Councillor Watkins requested that Councillor Neale, Chairman of F&GP, the Clerk, and Assistant Clerk revise all the budget figures. Councillor Flores More stated that she had further questions she would raise with the Clerk/Accounts team over the next week or so.</p> <p>Councillor Neale proposed approval of the accounts, seconded by Councillor Whitear and AGREED unanimously.</p>	MN/Clerk Ass Clerk PFL
<p>ii) Debtors and Creditors – To approve the Debtors/Creditors list as at the date of the meeting Councillor Watkins informed the rest of the Committee that rent from Church Lane, kindly passed to SPC from Berkeley’s to utilise for the community, would show up in future accounts.</p> <p>Councillor Neale proposed approval of the debtors/creditors list at the date of the meeting. Seconded by Councillor Scoon and AGREED unanimously.</p>	Office Accts
<p>iii) To receive notice of closure of unused additional bank account – Co-operative Bank. Noted.</p>	
<p>8. PAYMENTS SCHEDULE</p>	
<p>i) To approve the payment schedule of Wednesday 16th June 2019 Payments of £8,207.16 to be paid – Payments of £243,149.30 paid prior to this meeting. TOTAL - £251.356 for approval.</p>	
<p>Councillor Flores-Moore asked that reference to page numbers be added on additional payments in the future.</p>	Office Accts

<p>There was a query if the Minutes aligned with what is required/suggested by the internal auditor, which the Clerk confirmed was the case.</p> <p>Councillor Scoon proposed acceptance of the payment schedule, seconded by Councillor Flores Moore and AGREED unanimously.</p> <p>9. COMMUNITY GRANT APPLICATIONS</p> <p>i) To consider a set policy for Community Grant applications Tabled at the meeting.</p> <p>There was some discussion on the tabled document. It was decided that to enable all the Councillors of the F&GP Committee to digest the contents, that decisions on this document be deferred until the FPC meeting of the 31st July 2019.</p> <p>ii) To receive a community grant application from the Youth Project for the Summer Festival Tabled at the meeting.</p> <p><i>The meeting was adjourned to allow Angie Choat the youth worker to speak on the above.</i></p> <p>Angie Choat reported as follows:- In her opinion the current grant application form was not clear to fill out. However, she had seen that this was to be discussed at the July FPC meeting.</p> <p>She gave an update on what was hoped to be provided in terms of entertainment at the festival and stated that she had applied for other funding as well as the request from the Parish Council this evening.</p> <p>Councillor Moore asked if there was an entrance fee to be charged to which Angie replied that the entrance was free, but some activities would be charged for. There were further questions on charges to which Angie answered satisfactorily.</p> <p>The Council requested that Angie send a copy of the risk assessment to the Clerk for the event.</p> <p>She stated that the Youth Insurance would cover the event, however it was suggested that the Clerk check with Zurich, the Council insurers to ensure they had a note of the event on file.</p> <p><i>The meeting was reconvened</i></p> <p>Councillor Watkins recommended the Council approve the £500 grant aid That youth worker, Angie Choat, had applied for, seconded by Councillor Moore And AGREED unanimously.</p> <p>10. OPERATIONAL MATTERS - To receive, discuss and approve the Operational Report circulated with the Agenda. The Clerk gave a verbal update report of any items not already covered on these Minutes.</p> <p>A discussion took place on the leaking roof of Beeson House that had not been rectified despite numerous requests and chasing both Lambert Smith Hampson and Horsham District Council on this matter. It was felt that this matter had now been on-going for about 10</p>	<p>AC</p> <p>Clerk</p>
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<p>months and needed escalating rapidly to a suitable conclusion, therefore Glen Chipp, CEO of Horsham District Council to be made aware. Councillor Vickers to also aid the Clerk in who else could be copied in at Horsham District Council.</p>	Clerk/CV
<p>11. LEISURE CENTRE</p> <p>i) To receive and consider the Leisure Centre Report – Sent to all Councillors with the Agenda.</p> <p><i>Meeting Adjourned to allow Justin Tyler – Currently working as Senior Administrator at the Leisure Centre, to Report</i></p> <p>Justin Tyler gave an update on the following:-</p> <p>Gym equipment, an engineer had quoted for fixing faults on faulty equipment. The Council asked if perhaps 2nd hand equipment replacements could be found and to compare the cost to fixing the equipment. Justin to action.</p> <p>The hand bike was uneconomical to repair and recommended removal.</p> <p>A discussion took place.</p> <p>Councillor Scoon asked if the equipment was needed or was economical to be repaired whilst future consideration of the Leisure Centre continued.</p> <p>Councillor Watkins stated that the Leisure Centre working party would meet and a public consultation would follow on what the community felt was needed at the Leisure Centre.</p> <p>A further discussion took place on the slight increase in direct debit membership and booking income and utility bills.</p> <p><i>The meeting was reconvened.</i></p> <p>The Councillors thanked Justin for his report.</p> <p>It was felt that Councillor Moore could look at the equipment with his knowledge of such and give comment.</p> <p>Councillor Whitear proposed that subject to the above, a decision on the equipment be delegated to the Chairman and Vice-Chairman of the Council, seconded by Councillor Moore and AGREED unanimously.</p>	JT
<p>ii) FOOTBALL FIELDS – to receive and consider the Report on the Football Field Sent to all Councillors with the Agenda.</p> <p><i>Meeting Adjourned to allow Justin Tyler – Current Senior Administrator at the Leisure Centre to Report.</i></p> <p>Justin Tyler gave an update on the following:-</p> <p>The proposals were put forward as per the report, options 1, 2 and 3.</p> <p>A discussion took place.</p> <p><i>The meeting was reconvened.</i></p> <p>It was stated that a license could be set up as a legal agreement for one of the football field users to maintain and use the pitches providing the request was made to the Piper Trust.</p>	GW/MN

Councillor Vickers thanked Councillor Watkins for all his work in the involvement of the Berkeley's development and as soon as a possible date was known, that the Council organise an official opening and that this be put on the website.

- ii) To consider sending out an expression of interest for the possible future running of the new Community building

This was discussed in the above item. Councillor Watkins proposed sending out an expression of interest for the possible future running of the new Community building, seconded by Councillor Whitear and **AGREED** unanimously.

13. EASTEDS BARN

- i) To receive an update on Easteds Barn – Cllr Watkins

Councillor Watkins gave an update and stated that he had a meeting the following morning to inspect the building works to date and discuss the Design Management and Operation Manual of the works carried out and completed. Little Barn Owls would move in to the building at the end of August 2019.

14. CHURCH LANE BUILDING – (Old Council Office)

- i) To receive an update on the Church Lane Building – Cllr Watkins

Councillor Watkins gave an update on the Church Lane building. It had been agreed that Little Barn Owls would need to leave the premises not later than the end of September 2019.

Little Barn Owls would pay rent to Berkeley's Homes who were now the landlords of the land on which the building sat. This would be gifted to the Parish Council and therefore would mitigate any income loss from rent. It was generous of Berkeley's to make this arrangement.

Berkeley's were happy for the Council to have the building at Church Lane once it was vacated and the possible use for this would be deferred to a future Council meeting.

15. WAR MEMORIAL

- i) To consider an agreed schedule of donated wreaths from SPC for certain occasions for the war memorial

The meeting was adjourned to allow Mr Robert Piper to speak about the war memorial.

Mr Piper stated that he had placed a wreath on the war memorial to commemorate D day on behalf of the village. (Which the Council had thanked him for). However, he felt that some other Councils in different areas placed wreaths on key occasions on behalf of the Village and that a lot of events were scheduled for 2019/20 and he would like to ask the Parish Council to consider donating a wreath on such occasions.

The meeting was reconvened.

It was decided that Councillor Moore would liaise with the Clerk on important scheduled events and decide on which occasions the Council would like to contribute a wreath in commemoration in the future.

16. COMMUNITY WARDENS

- i) To receive a report from the Community Wardens – Circulated.

The report was well received. A discussion took place on future events and Councillor Timson gave an update and it was noted that the Wardens would be attending the next Full Parish Council meeting on 31st July 2019.

DM/Clerk

17. SOUTHWATER SKATE PARK

- i) To receive an update and consider the future of the Skate Park at Stakers Lane

The meeting was adjourned to allow Angie Choat, Southwater Youth Worker to give an update.

Angie gave an update as follows:-

A document was circulated and Angie stated that a number of people were interested in keeping the Skate Park open.

Rob from Radium, a specialist repairer and builder of Skate Parks, had offered his time and repairs for free and this would be undertaken prior to the school summer holidays commencing.

The Southwater Youth group had recently had a litter pick at the Skate Park and surrounding area and others would follow.

Funding was slowly opening up and Sports England would be explored for a further funding option.

It was felt that these activities as well as the Skate Park itself helped the youth engage.

A further report and discussion on funding took place.

The Meeting was reconvened.

Councillor Watkins stated that funding interests were being explored and a fund was to be set up for future maintenance with funds already pledged. He thanked Angie for her hard work on the project.

18. ANNUAL SCHEDULE OF MEETINGS FOR FINANCE AND GENERAL PURPOSE COMMITTEE

- i) To consider a change of when the F&GP Committee meetings are held.

The Chairman asked the Council to consider changing the meeting schedule for F&GP Committee meetings to bi-monthly, interchanging with the Full Parish Council meetings currently scheduled and planning meetings to continue on a monthly basis.

A discussion took place and it was decided this was a better arrangement of meetings to cover all items, however to do so, the current August recess would need to be withdrawn with the next F&GP to be held on the 21st August 2019.

It was then clarified that the next planning committee meeting would be held on Wednesday 3rd July. The next Full Parish Council meeting on Wednesday 31st July and the next F&GP on Wednesday 21st August. The Clerk to send out a new schedule of meetings and a new schedule to be placed on the website.

Councillor Watkins proposed approval of the above changes, seconded by Councillor Moore and **AGREED** unanimously.

19. DATE OF NEXT MEETING – 21st August 2019.

The meeting ended at 9.45pm.

Clerk