



SOUTHWATER PARISH COUNCIL

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Minutes of the ordinary remote meeting of The Parish Council held on Wednesday 29th July, 2020 commenced at 7.30pm.

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

Councillors present remotely: G Cole, N Knott, D Moore, G Scoon, H Timson, P Flores-Moore and C Vickers

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

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

ACTIONS

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 technical IT 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 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.

46/20. Apologies for absence

None from Southwater Parish Council.

County Councillor Nigel Jupp gave his apologies.

47/20. Declarations of Interest

Cllrs Watson, Neale, Lewis and Cole declared a pecuniary interest in the following items:- 62/20, 64/20, 65/20 and 66/20. Due to their roles as Trustee's for The Ghyll CIO.

Cllr Timson declared a personal interest in items, 65/20 and 66/20.

48/20 Remote Meetings Etiquette Policy – previously circulated

Cllr Moore requested for clarity purposes that it was made more clear that the first three members of the public to come forward to request to speak to the Clerk by 12 noon on the day of the meeting be added to the Policy.

Cllr Vickers asked for clarification on roll call which was explained by the Chairman.

Cllr Lewis proposed that with the above amendment by Cllr Moore, the Remote Meetings Etiquette Policy be approved, seconded by Cllr Scoon and **AGREED** unanimously

49/20 Revised Standing Orders – circulated with the Agenda

The Chairman read out the following statement to clarify matters:-

IMPORTANT NOTE: - Where the Virtual Meeting Policy conflicts with the existing Standing Orders for the Council, this Policy will apply and supersede Standing Orders, (Including the rules of debate). The existing Standing Orders for physical meetings will apply.

The Chairman then state that Standing Orders would revoke back once government guidance and clarification has been given.

Cllr Vickers proposed acceptance of the newly revised Standing Orders and that they be accepted with immediate effect, seconded by Cllr Cole and **AGREED** unanimously.

50/20. 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 he meeting via live stream.

No members of the public had requested to speak at this meeting.

51/20. To approve carry Over of all Chairman, Vice Chairman of all Council Committees and working parties and all Council representatives of outside bodies due to new legislation brought in since Covid 19 until May 2021. – All Councillors have indicated their agreement to carry over their roles until May 2021 by email prior to the Agenda of the meeting being distributed. To be Noted.

52/20. Chairman's Report

The Chairman reported the following:-

Attendance of the AGM of the Village Hall Committee as representative from the Parish Council whom are custodian Trustees of the Village Hall. Appointed onto the Village Hall committee were the following:- Nick Longdon – Chairman, Sue Broomfield – Vice-Chair, Nick Longdon – Secretary, Teresa Longdon – Treasurer.

A Neighbourhood plan update will be discussed in item 70/20 of these Minutes.

Reported a correspondence received by Cllr Vickers from Horsham District Council in regards to asking to review the Neighbourhood plan referendum and to enable this to be done without due delay.

Works have commenced on the new classrooms at the Junior and infant school academy. Cllr Vickers commented that it was hoped all would be ready for September 2020.

53/20 Minutes

- i) To approve the Minutes of the Parish Council meeting held on Wednesday 18th March 2020
- ii) To approve the Minutes of all Meetings held by Parish Councillors, Chairman, Vice-Chairman, Clerk and Deputy Clerk under delegated powers as agreed at the last live FPC meeting held on March 18th 2020, these included:-
 - The Cancelled F&GP Meeting of 15th April 2020 and FPC extraordinary meeting of 8th July 2020
 - The Cancelled Planning Meeting Minutes of:- 1st April, 6th May, 3rd June and 1st July 2020.

All Councillors attending the meeting stated that they had received and read the above Minutes. Cllr Timson proposed approval of all the above Minutes, seconded by Cllr Cole and **AGREED** unanimously.

- iii) To revoke the decision of delegated powers of item 36/20 (ii) – of the meeting of 18th March 2020.

The above item was brought forward and taken after 47/20. The Chairman proposed to revoke the above decision, seconded by Cllr Neale and **AGREED** unanimously.

54/20. Correspondence

None.

55/20. Internal Auditors Report 2019/20 – To receive and approve the Internal Auditors Report 2019/20 – as circulated to all Councillors on 27th April 2020.

No comments were added by Councillors The above was proposed for approval by Cllr Neale and seconded by Cllr Moore and **AGREED** unanimously.

56/20. Internal Auditor – To consider and approve that Southwater Parish Council are happy to continue with the current rolling three year contract with Mark Mulberry as Internal Auditor. Currently, Southwater Parish Council are in year three of that contract.

The Chairman suggested a review of Internal auditors and be an Agenda item to be considered for the May Annual Meeting of the Parish Council of 2021.

There was a brief discussion. Both the Clerk and Deputy Clerk/RFO commented on their satisfaction with the current internal auditor. A further brief discussion ensued. Cllr Scoon proposed a review of consideration of the current and other internal auditors be brought for consideration of the AMPC, seconded by Cllr Vickers and **AGREED** unanimously.

57/20. Draft Annual Accounts for year ending 31st March 2020 – to approve – these have been circulated

Cllr Flores-Moore proposed approval of the above Annual Accounts for year ending 31st March 2020, seconded by Cllr Neale and **AGREED** unanimously.

58/20. Annual Governance and Accountability Return (AGAR) – To receive, approve and sign the AGAR for 2019/20

i) Section 1 - Annual Governance Statement 2019/20 – to approve and sign

Proposed for approval by Cllr Moore, seconded by Cllr Flores-Moore, **AGREED** unanimously and signed by the Chairman and Clerk.

ii) Section 2 – Accounting Statements 2019/20 – to approve and sign

Proposed for approval by Cllr Timson, seconded by Cllr Vickers, **AGREED** unanimously and signed by the RFO and Chairman.

The RFO explained that due to the current change in regulations the Notice of Public Rights publication will commence on August 3rd 2020 and end on 14th September 2020.

59/20. Finance Regulations- to approved the revised addition and removal of the Finance Policy statement of October 2018. – circulated with the Agenda

(2.2) – Wording to the statement does not change, however the Council to appoint a Cheque Signatory. Cllr Scoon was nominated as first additional cheque signatory, Cllr Knott as second cheque signatory. This was proposed by Cllr Timson, seconded by Cllr Cole and **AGREED** with 10 votes in favour and 2 abstentions.

(6.11) – a note shall be made of the PIN and passwords and shall be kept in the safe at the Council offices for the Chairman of the Council in a sealed and dated envelope. Cllr Neale proposed the above amendments be approved, seconded by Cllr Flores-Moore and **AGREED** unanimously.

60/20. Risk Management Schedule – to receive, consider and approve the Risk Management Schedule 2020/21 – circulated with the Agenda

Subject to amending the wording on page 2, 6th item down, column 3, should read:- Election costs are earmarked and budgeted each year. Cllr Soon proposed approval, seconded by Cllr Knott and **AGREED** unanimously.

61/20. Accounts – to approve all the accounts circulated to all Councillors for April, May and June 2020 this includes all expenditure and payments made. – circulated with the Agenda. Proposed as approved by Cllr Neale, seconded by Cllr Williams and **AGREED** unanimously.

62/20. Operations Report – circulated with the Agenda
All Councillors that had stated an interest in this item abstained from voting.

<p>The Deputy Clerk clarified the report and requested consideration for the quotes in regards to the leak to the main Hall at The Ghyll. There was further discussion. Cllr Stranks proposed acceptance of the quote from Horsham Roofing Contractors at a cost of £2,650.72. Seconded by Cllr Williams and AGREED unanimously. (by all Councillors remaining in the meeting). Deputy Clerk to action.</p>	<p>Dep Clerk</p>
<p>A discussion took place on the recent Anti-social behaviour and criminal damage that had occurred at The Ghyll. It was felt that a zoom meeting with Cllrs Watson, Lewis, Knott, Neale and Scoon should take place as soon as possible to discuss how to approach this how this could be communicated more effectively to the PSCSO, Community Wardens and Sussex Police. Clerk to arrange.</p>	<p>Clerk</p>
<p>63/20. IT Provider – To receive and consider a change of IT provider – report circulated with the Agenda</p> <p>There were queries on the quote circulated raised with the Deputy Clerk/RFO who had obtained the quotes. Further discussion took place. Cllr Neale proposed acceptance to change provider from Microshade/Citrix at the expiry of the current contract on 31st October 2020 and to engage Octotech IT solutions to provide all IT requirements as detailed in the quote circulated at a monthly cost of £358 with an additional £2,353 upfront cost for hardware, installation, set-up and migration of data. Seconded by Cllr Lewis and AGREED 11 votes in favour and 1 abstention which Cllr Moore requested was minuted. Deputy Clerk to notify Microshade and Octotech.</p>	<p>Dep Clerk</p>
<p>64/20. Southwater Ghyll CIO</p> <p>i) An update was given by Cllr Neale who gave the names of all the Trustees of the CIO. These included</p> <p>Cllrs Neale, Watkins and Lewis then left the room and Cllr Cole was put in the virtual waiting room whilst item 64/20 (i) and (ii), 65/20 and 66/20 were considered.</p> <p>Cllrs Watkins, Cole, Lewis and Neale left the room or were put in the remote waiting room. Cllr Flores-Moore took the chair to facilitate the following items.</p> <p>ii) Specification document to be considered – document circulated with the Agenda</p> <p>A discussion took place, Cllr Scoon proposed approval of the specification, seconded by Cllr Moore and AGREED with 7 votes in favour and 1 abstention.</p>	
<p>65/20. Lardner Hall Improvements – to consider quotes received for improvements to the Lardner Hall to be completed in August 2020. – quotes circulated with the Agenda</p> <p>Cllr Timson had declared an interest in this item and was put in the virtual waiting room.</p> <p>The Clerk clarified upon request from Cllr Scoon that the current bi-fold doors could not be re-used in the future, should a stud wall be constructed and then removed at a later date. The Clerk stated that the bi-fold doors had been serviced in the recent past, however, it had been noted that the advisory was these were old, the original doors and needed replacing should they continue to be used due to Health & Safety reasons. They had not been allowed to be used by the previous staff at The Ghyll for some time prior to this and only by specifically trained persons when strictly necessary.</p> <p>A discussion took place on the various options, Cllr Scoon proposed option B – Delwood variation 1 removal and disposal of partition doors, refurbishment of hall and replacement blinds and flooring. Total cost £15,400. Cllr Scoon felt that although this quote was not the cheapest, it was felt it offered the most thorough solution from a recently used contractor</p>	

who had delivered very good service whilst refurbishing and installing the new Lardner Kitchen. This was seconded by Cllr Williams and **AGREED** with 5 votes in favour, 1 against and 1 abstention.

66/20. The Ghyll/Leisure Centre Reception – to consider quotes received for improvements for the Reception area of The Ghyll – quotes circulated with the Agenda

A discussion took place on the various quotes and contractors. Councillor Moore proposed that the contract be awarded to Option 3, C&M Plastering, variation 2, removal of desk and old glass and partition wall. To build a stud wall, plasterboard, paint and corner off cleaning room/back office neatly. Cost £1,400. Seconded by Cllr Knott and **AGREED**.

Cllrs Watkins, Neale and Lewis came back into the Chamber and the meeting, Cllrs Cole and Timson were taken out of the virtual waiting room and put back into the meeting.

67/20. Annual Neighbourhood/Community Wardens Annual Report 2020 – circulated previously – the report was received and noted.

68/20. To receive, consider and approve the quotes received for Tree Works required as a result of the 2020

Recent Tree Survey carried out by David Archer Associates – on all Parish Council owned land – quoted amounts circulated with the Agenda

Thompson Estate Management: - £57,525.00 + £850 for traffic management = £58,375

Sussex Tree Specialists: - £28,500

The Clerk explained that both quotes had been examined and considered comparative. A discussion took place. Cllr Watkins suggested that the Clerk take up the references provided by Sussex Tree Specialists because it was a contractor that had not previously been used by the Parish Council. Cllr Flores-Moore proposed subject to the receipt of the references, the final decision to award it to Sussex Tree Specialists be delegated to the Chairman, Vice-Chairman, Clerk and Deputy Clerk. If there was any doubt about awarding it to Sussex Tree Specialists on receipt of references, it be deferred back to the Council. Seconded by Cllr Scoon and **AGREED** unanimously.

Cllr Vickers left the meeting – 9.34pm.

69/20. To Elect Lead Councillors and Deputy Lead Councillors for the following:-

**Green & Boundaries – Lead Councillor - Cllr Lewis, Deputy Lead - Cllr Williams
Public Realm – Lead Councillor – Cllr Moore, Deputy Lead – Cllr Stranks
Play & Leisure – Lead Councillor - Cllr Knott, Deputy Lead - Cllr Timson
Amenities – Lead Councillor - Cllr Scoon, Deputy Lead – Cllr Flores-Moore**

The Clerk read out the areas covered by each Lead Councillor and duties involved.

Cllr Neale proposed acceptance of the above Lead and Deputy Lead Councillors for these areas. To be re-considered at the next AMPC. Seconded by the Chairman and **AGREED** unanimously.

The Clerk to meet with each Lead and Deputy Lead Councillor to discuss their areas and what is required.

70/20. Neighbourhood Plan – To receive, consider and approve the steering group recommendations as discussed at the extraordinary meeting held under delegated powers on 8th July 2020 – circulated with the Agenda

Cllr Moore proposed approval, seconded by Cllr Flores-Moore and **AGREED** unanimously.

71/20 Council Meeting Dates for 2020/2021

These are to be re-revised and re-circulated at the next FPC meeting.

Cllr Lewis gave thanks on all work that had been considered under delegated powers since the FPC Meeting of 18th March 2020. All Councillors agreed and also gave their thanks to those involved with the work and decisions that had taken place.

72/20. DATE OF NEXT MEETING – 16th September 2020

The meeting finished at 9.40pm.

Clerk