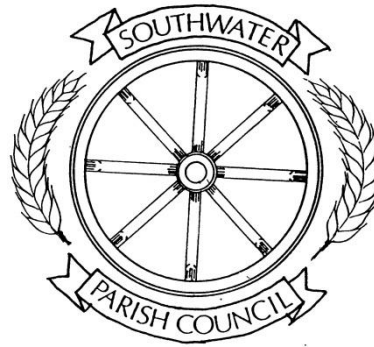


Southwater Parish Council



Full Parish Council Meeting Minutes

Wednesday 27th September 2017, 7.30pm

Beeson House
Lintot Square
Southwater
Horsham
RH13 9LA

Committee Members

Cllr Graham Watkins (Chairman)
Cllr Michael Neale (Vice-Chairman)
Cllr Laurie Apted
Cllr Geoff Cole
Cllr Paul Davies
Cllr Ross Dye
Cllr Pauline Flores-Moore
Cllr Joy Hutchings
Cllr Derek Moore
Cllr Rachael O'Toole-Quinn
Cllr Chris Pearce
Cllr Hayley Timson
Cllr Barbara Varley
Cllr Claire Vickers
Cllr Neil Whitear

Non Voting Committee Members

Mr Grant McGill, Mr Geoff Scoon



SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday 27th September 2017 at 7.30 pm in the Council Chamber, Beeson House, Lintot Square, Southwater, RH13 9LA.

Present Were: **Cllr G Watkins (Chairman)**

Cllr G Cole

Cllr R Dye

Cllr J Hutchings

Cllr M Neale

Cllr B Varley

Cllr P Davies

Cllr P Flores-Moore

Cllr D Moore

Cllr C Pearce

Cllr N Whitear

Co-Opted Non-Voting* **Mr G McGill**

Clerk to the Meeting: **Ms N Donbavand**

County Councillor: **Not present**

District Councillors: **Not present**

Members of the public: **None**

Press: **Not present**

MINUTE REF **AGENDA
REF**

F26/09/2017 **1** **PUBLIC PARTICIPATION**

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 for the purposes of minute taking.

F27/09/2017 **2** **APOLOGIES FOR ABSENCE**

There were apologies noted and agreed from Cllrs Apted, O'Toole-Quinn, Timson, Vickers, Mr Scoon and County Cllr Jupp.

Members NOTED and APPROVED* the absence.

Cllr Davies entered the room at 7.32pm.

- F28/09/2017 3 DECLARATION OF INTERESTS**
The Clerk referred Members of the Council to information issued previously in relation to the Member's Code of Conduct and Standing Orders asking whether any Member had at this point in the meeting anything of note to declare.

Mr McGill declared a personal interest in item 19, Personnel & WSCC Local Government Pension Scheme.

- F29/09/2017 4 MINUTES**
It was **RESOLVED*** by all present having been proposed by Cllr Cole and seconded by Cllr Whitear that the Minutes of the Full Parish Council meeting held on Wednesday 26th July 2017 be accepted as a true and correct record of the meeting.

- F30/09/2017 5 CHAIRMAN'S ANNOUNCEMENTS**
The Chairman had no announcements.

- F31/09/2017 6 CORRESPONDENCE**
The Clerk stated that there was no correspondence for consideration at this meeting other than that previously circulated.

- F32/09/2017 7 COMMITTEES**

Planning Committee

It was **RESOLVED*** by all present having been proposed by Cllr Cole and seconded by Cllr Moore that the Minutes of the Planning Committee dated 6th September 2017 were **APPROVED*** by all those present as a true and correct record of the meeting held.

The date of the next meeting is Wednesday 4th October 2017.

Finance and General Purposes Committee

It was **RESOLVED*** by all present having been proposed by Cllr Cole and seconded by Cllr Whitear that the Minutes of the Finance & General Purposes Committee dated 13th September 2017 were **APPROVED*** by all those present as a true and correct record of the meeting held.

The date of the next meeting is Wednesday 11th October 2017.

- F33/09/2017 8 LEISURE CENTRE TENDERS FOR BOILER ROOM**
The Clerk to the meeting explained that only one quote had been received from a reputable company for £3950.00 plus VAT to replace one of the pumps in the boiler room.

Discussion occurred regarding the urgency of the works and whether one tender was sufficient to enable Councillors to make a decision.

Members AGREED that the Clerk contact those contractors who offered references but did not quote to consider quoting for the works and if they did not, then to re-open the request to tender.

- F34/09/2017 9 **EXTERNAL AUDIT REPORT**
The Chairman directed Members to the recently received Notice of Conclusion of the Audit and the Audit report, specifically Section 3 received from the external auditor, PFK Littlejohn LLP. He asked Members if they wished to comment on the findings. Cllr Neale commented that there was only one point of note made regarding an unsigned acceptance of office form.

Members NOTED the information and acknowledged the feedback received from the External Officer.

- F35/09/2017 10 **INTERIM INTERNAL AUDIT**
The Clerk to the meeting notified Members that the office had received notice from Mulberry & Co that the interim internal audit is now due and will commence in October 2017.

Members NOTED the information.

- F36/09/2017 11 **ACCOUNTS**
The Chairman referred Members to the meeting pack circulated prior to the meeting regarding the financial position of the Council, including detailed Income & Expenditure, Sales Ledger, Aged Account Balances, Bank Cash and Investment Reconciliation as at 20th September 2017. A question was raised regarding the differential between the opening and closing balance in Bank Account 1 which will be clarified by the Finance Committee Chairman and circulated in the usual manner.

Members NOTED the information.

- F37/09/2017 12 **ACCOUNTS FOR PAYMENT**
The Clerk presented to the Council the payment schedule to 27th September 2017 being £37,406.10.

It was AGREED* by all present that the payment schedule dated 27th September 2017 to the sum of £37,406.10 be APPROVED*.

- F38/09/2017 13 **REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL**
Members received the following updates from Senior Officers and Councillors in relation to meetings or conferences attended on behalf of the Council:

Parish Council Internet Providers

Cllr Neale attended a meeting to discuss the Parish Council website on Thursday 31st August 2017 with the Council's internet providers. The redesign had been discussed and approved at the last Finance and General Purposes meeting on Wednesday 13th September, Minute FG82/09/17 refers, and works were now ongoing.

Southwater Leisure Centre

Cllr Neale along with Cllr Watkins attended a meeting regarding the Southwater Leisure Centre, this item was discussed further in Minute F43/09/2017 below.

Anti-Social Behaviour Partnership

Cllr Neale attended a meeting on Friday 15th September with representatives from West Sussex Police Service and various other stakeholders regarding the recent escalation of anti-social behaviour in the village. An 'action team' will be generated from this meeting.

Horsham Association of Local Councils (HALC)

Cllr Watkins attended a recent Horsham Association of Local Councils (HALC) meeting held at Southwater Parish Council. A summary report will be prepared from this meeting and circulated shortly.

Community Road Safety Partnership

Cllr Whitear attended a meeting of the Community Road Safety Partnership with representatives from the Parish Council, Southwater Junior Academy, Horsham Fire Service and others to discuss the speed limit and anti-social driving. Minutes will be circulated soon.

Village Hall Committee

Cllr Varley attended a meeting of the Village Hall Committee. Minutes will be circulated soon.

At this point Cllr Varley left the room.

F39/09/2017

14

FREEDOM OF THE PARISH

The Chairman advised those present that this agenda item was to discuss and if suitable approve nominee Cllr Barbara Varley for the Freedom of the Parish honour to be awarded at a meeting scheduled for Wednesday 25th October 2017.

It was proposed by Cllr Moore seconded by Cllr Neale and APPROVED* by all Cllr Barbara Varley be awarded the Freedom of the Parish for her services to the community over many years. Members AGREED* that the honour would be conferred at a meeting on 25th October 2017 specifically scheduled for that purpose.

Cllr Varley returned to the room and received congratulations from the Council.

F40/09/2017

15

NEIGHBOURHOOD PLAN

The Chairman referred Members to the report circulated prior to the meeting regarding the Neighbourhood Plan. To date, the ring fenced sum for the Plan is not sufficient to cover costs which are higher than first anticipated due to imposed legal requirements. It is anticipated that costs may be spread over two financial years (17/18 and 18/19). The Chairman stated Members will be asked to consider future budgeting requirements

for the Plan, which will be brought back via budgeting meetings, to Full Council for approval.

The Chairman also asked for approval from Full Council regarding the appointment of Enplan.

Members RESOLVED* to approve the contents of Enplan's proposal dated 7th August 2017 and AGREED* to budget for the balance outstanding in 2018/19. Members AGREED* that once more information was secured via budgeting meetings, the item would be brought back to Full Council for approval.

Members RESOLVED* to APPROVE* the appointment of Enplan, as consultants to the Neighbourhood Plan.

F41/09/2017

16 CONSULTATIONS

The Chairman directed members to the draft Parish Newsletter circulated prior to the meeting. This included draft public consultations for the Parish/Town Council feedback; Poppy Close Questionnaire and the Neighbourhood Plan Parking Survey. Members were asked to review and approve the questions included in the surveys.

Generally, Cllr Whitear requested that an option was included to complete the questionnaire online either via the Parish Council website or a third party provider such as Survey Monkey. It was also suggested that flyers were made available for completion in public spaces such as the Post Office, Library and Leisure Centre with a drop box so people could complete and deposit there and then.

In relation to the Neighbourhood Parking Survey, it was felt that clarification was needed in relation to exactly how many off road allocated parking spaces people had and include a plural when asking where car(s) were parked overnight.

In relation to the suggested use of Poppy Close; Councillors requested that a Memorial Garden to Mr Ian Howard be added to the list for consideration.

Members AGREED* that the Clerk to the meeting propose the suggestions above to the Clerk and Publicity Officer for changes to be made.

17 PARISH COUNCIL LAND AND BUILDINGS

F42/09/2017

17.1 Public Open Space – Woodhatch/Timbermill Play Area

The Chairman referred Members to the report circulated prior to the meeting regarding the Woodhatch/Timbermill Play Area. Members were asked to review the recommendations put forward regarding the adoption of the land.

Members RESOLVED to agree that the Parish Council register an interest to adopt this land for a nominal peppercorn fee of £1; and acknowledged there would be legal costs involved to transfer the

ownership of the land.

F43/09/2017

17.2 Leisure Centre Working Party Update

Members received an update from the Chairman regarding the Leisure Centre. He confirmed that the nominated consultant was in possession of all of the relevant documentation and the Leisure Centre Working Party is expecting a report in approximately two weeks time. This would be reviewed and then presented to Full Council in due course.

Members NOTED the information.

F44/09/2017

18 NEW COMMUNITY BUILDING (BERKELEY'S DEVELOPMENT)**

At this point in the meeting the Chairman suspended standing orders to exclude Members of the Public and Press from the meeting due to confidential matters to be discussed.

At this point Cllr Dye entered the meeting.

“Confidential Note”

Members AGREED to proceed with the project and before any decisions could be made, would request a full Risk Assessment, including a projected profit and loss account for the project.

F45/09/2017

19 PERSONNEL & WSCC LOCAL GOVERNMENT PENSION SCHEME**

At this point in the meeting the Clerk to the meeting and Mr McGill declared an interest in the following and were asked to leave the room.

“Confidential Note”

Members RESOLVED* to AGREE* to the proposals put forward by the HR Committee from their meeting on Wednesday 20th September 2017.

At this point, Standing Orders were re-instated and the Clerk to the meeting and Mr McGill re-entered the room.

F46/09/2017

20 DATE OF NEXT MEETING: Wednesday 29th November 2017

The meeting finished at 8.29pm.