



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
West Sussex RH13 9LA

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Minutes of the ANNUAL PARISH COUNCIL meeting held on Wednesday 16th May, 2019 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: **Councillors:** G Watkins (Chairman), G Scoon, G Cole, N Knott,
N Whitear, D Moore, H Timson and B Varley

Members of the Public: 3

Clerk: Dawn Spouge

Press: Not Present

	ACTIONS
<p>28/19 ELECTION OF COUNCIL CHAIRMAN & ACCEPTANCE OF OFFICE Councillor Watkins opened the meeting. Councillor Whitear proposed Councillor Watkins become Chairman, seconded by Councillor Cole and Agreed unanimously. Councillor Watkins accepted the post and signed his declaration of office.</p>	
<p>29/19 ELECTION OF VICE CHAIRMAN OF THE COUNCIL & ACCEPTANCE OF OFFICE Councillor Watkins proposed Councillor Neale become Vice Chairman, seconded by Councillor Moore and Agreed unanimously. Councillor Neil had agreed acceptance of the post should it be proposed and would be signing his declaration of office on his return. This would be confirmed at the next meeting of the full Council.</p>	July Mtg
<p>30/19 TO RECEIVE ANY COUNCILLOR'S RESIGNATIONS A resignation had been received from Councillor John Conde with immediate effect. Councillor J Hutchings had sent in her resignation to take effect from June 28th. The above had been passed to the Monitoring officer at HDC.</p>	
<p>31/19 TO RECEIVE MEMBER'S CODE OF CONDUCT & DISPENSATION SCHEMES These had been received and signed prior to the meeting.</p>	
<p>32/19 TO RECEIVE MEMBERS' DECLARATIONS OF ACCEPTANCE OF OFFICE These had been signed by those present at the meeting. To agree any delays in acceptance of office that had not been signed and request that those declarations be made prior to the next Council meeting.</p>	Clerk
<p>33/19 CO-OPTION OF PERSONS TO THE ROLE OF PARISH COUNCILLOR None.</p>	

34/19 GENERAL POWER OF COMPETENCE (LOCALISM ACT 2011)

It was approved that the Council use for the term of office of the Council (4 years from May 2019), the General Power of Competence under the Localism Act 2011, allowing the Council the power to do anything an individual can do provided it is not prohibited by other legislation. The fully qualified Acting Clerk was clerking the meeting at the time this was approved.

35/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors:
Councillor Flores Moore
Councillor Vickers
District Councillor B Greening

36/19 DECLARATIONS OF INTEREST

None.

37/19 PUBLIC PARTICIPATION – (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 commencement of the meeting.

There had been no public participation.

38/19 APPOINTMENTS TO COMMITTEES, SUB-COMMITTEES, WORKING PARTIES, EMPLOYER BODIES AND OTHER LOCAL AUTHORITIES.

Finance & General Purposes Committee (12 Members, Currently 10 Members)

Councillor Watkins proposed Councillor Neale as Chairman of the F&GP Committee. Seconded by Councillor Whitear and **Agreed** unanimously.

Councillor Watkins proposed Councillor Flores Moore as Vice Chairman of the F&GP Committee. Seconded by Councillor Timson and **Agreed** unanimously.

Further members of the F&GP Committee consisted of:-

Councillor Watkins
Councillor Whitear
Councillor Cole
Councillor Scoon
Councillor Moore
Councillor Timson
Councillor Knott
Councillor Vickers

Leisure Centre Working Party (6 Members)

The Members of the Leisure Centre Working Party consisted of:-

Councillor Watkins
Councillor Neale
Councillor Cole
Councillor Scoon
Councillor Flores-Moore
Councillor Whitear

Human Resources (HR) Committee (6 Members) consists of:

Chairman of Council, Vice Chairman of Council, Chairman and Vice Chairman of Finance & General Purposes Committee, Chairman and Vice Chairman of the Planning Committee and Councillor Vickers

ACTIONS

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<p>Planning Committee (11 Members) Councillor Watkins proposed Councillor Whitear as Chairman of the Planning Committee. Seconded by Councillor Moore and Agreed unanimously.</p> <p>Councillor Watkins proposed Councillor Cole as Vice Chairman of the Planning Committee. Seconded by Councillor Whitear and Agreed unanimously.</p> <p>Further members of the Planning Committee consisted of:- Councillor Watkins Councillor Neale Councillor Scoon Councillor Timson Councillor Knott Councillor Varley Councillor Moore</p> <p>Planning Pre-Application Panel (6 Members) (Chairman and Vice Chairman of the Council, Chairman and Vice Chairman of Planning Committee, Chairman & Vice Chairman of Finance & General Purposes Committee).</p> <p>Neighbourhood Plan Steering Group (4 Members of the Planning Committee static representation due to the longevity of the Plan), as follows: Councillor Watkins – Chairman Councillor Cole – Vice-Chairman Councillor Flores-Moore Councillor Whitear</p> <p>Southwater Art Project (2 Members and Clerk) Councillor Moore Councillor Knott</p> <p>Southwater Emergency Plan (6 Members) Councillor Whitear Councillor Scoon Councillor Flores-Moore Councillor Moore Councillor Watkins Councillor Timson</p> <p>A discussion took place on the requirement to carry on with the Community Wardens sub-committee for six months until it was felt the current Wardens were settled within their new role in the community. The Councillors on this sub-committee would consist of the following:</p> <p>Councillor Whitear Councillor Flores-Moore Councillor Timson Councillor Neale</p>	
<p>39/19 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES & THE REMIT OF THOSE REPRESENTATIVES ON SUCH COMMITTEES AS REPRESENTATIVES OF THE COUNCIL. Tree Warden (2 Staff and 2 Members) – Cllr Watkins, Litter Picker Mr S Taylor</p> <p>Southwater Village Surgery – Patient Participatory Group (PPG) (1 Member)- Cllr Cole</p>	

	ACTIONS
Youth Club Management Board (2 Members) – Cllrs Neale and Timson	
Children & Family Centre (1 Member) – Cllr Timson	
District Health Committee (1 Member) – Cllr Watkins	
Village Hall Management Committee (2 Members) – Cllrs Whitear and Flores Moore	
Horsham Association of Local Councils (2 Members) – Cllrs Watkins and Neale	
Southwater Bus Transport Group (1 Member/The Clerk) – Cllr Moore	
Age UK Horsham (1 Member) – Cllr Watkins	
Horsham District Rural Six Towns Forum Group (1 Member/The Clerk) – Cllr Moore	
Southwater Community Partnership (4 Members) – Cllrs, Moore, Knott, Timson, Watkins	
County/District/Parish Policing and Neighbourhood Watch (1 Member/The Clerk) – Cllr Neale	
West Sussex County Council Local Area Committee (2 Members) – Cllrs Watkins and Whitear	
Southwater Road Safety Partnership (2 Members) – Cllrs Moore and Knott	
Southwater Schools Meeting Group (2 Members/The Clerk) – Cllrs Watkins and Vickers	
Horsham District Council Community Resilience Group (The Clerk)	
Southwater Country Park Forum (2 Members/The Clerk) – Cllrs Cole and Watkins	
Horsham District Council Older Persons Forum – (1 Member/The Clerk) – Cllr Moore	
40/19 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF COMMITTEES	
This had already been covered under item 38.	
41/19 MINUTES	
i) Councillor Whitear proposed approval of the Minutes of the Parish Council Meeting held on 24 th April 2019 as a true and correct record. Seconded by Councillor Varley and Agreed unanimously.	
ii) Councillor Moore proposed approval the Minutes of the Finance and General Purpose Committee Meeting held on 10 th April 2019 as a true and correct record. Seconded by Councillor Watkins and Agreed unanimously.	
iii) Councillor Cole proposed approval of the Minutes and recommendations of the Planning Committee Meeting held on 3 rd April 2019 as a true and correct record. Seconded by Councillor Varley and Agreed unanimously.	
42/19 ACTING CLERK	
To confirm the delegated action of the Chairman and Vice-Chairman to appoint Dawn Spouge as Acting Clerk and Proper Officer until a locum or permanent Clerk is appointed. This was Agreed unanimously.	

43/19 INTERNAL FINANCIAL CONTROLLER	ACTIONS
<p>In the past the Council had appointed a councillor as an Internal Financial Controller. The current Controller is Councillor Geoff Cole. As the Council now has independent internal and external auditors it is recommended that this role is no longer required. This was discussed and agreed that it was no longer necessary.</p> <p>44/19 CHAIRMAN'S REPORT – The Chairman read out the following:-</p> <ul style="list-style-type: none"> • Tree Warden - Denis Bull had given notice of his intention to resign as a Tree Warden on 1 June 2019, this was noted and thanks given to Mr Bull for all his help in the past. • Community Wardens – the two new Community Wardens will commence their duties on Wednesday 22 May and will be using the small Community room in Beeson House as their office. Councillor Timson gave an update on each Warden and some background. Details of their commencement was to be put on the Parish Council Website and leaflets to be handed out with their contact details, which would be carried out by HDC. The working party that had been involved with the recruitment of two Community Wardens were thanked for their hard work on ensuring Southwater obtained the wardens. • The Clerk Position - The Chairman stated that Mrs Catherine Tobin had resigned her position of Clerk, her last official day would be the 21st May 2019. He stated that she had been an established Clerk and very respected by all the Councillors, the Council would be sorry to lose her. All the Councillors present agreed with this statement. <p>There had been 5 applications received following the advert for a new Clerk, four of which had been selected to be invited to interview at Beeson House on Tuesday 28th May 2019. The interview panel would consist of the Chairman of the Council, the Vice-Chairman of the Council, David Carden, consultant and Dawn Spouge, currently Acting Clerk.</p> <p>An extraordinary meeting is proposed for the evening of Tuesday 28th May to discuss and agree on any decision on the successfully selected candidate for the post.</p> <ul style="list-style-type: none"> • Comments on the Facebook site to be curbed unless necessary. The Chairman reminded the Councillors that as an elected Councillor, they had duties and responsibilities and to abide by the code of conduct. It was felt that unless agreed it was better to abstain from comments on the face-site and when doing so, to remember the public would consider their comments to be representative of the Council point of view. This was noted by all Councillors present. • All other items are to be discussed as Agenda items at this meeting. 	<p>All Cllrs</p>
<p>45/19 COUNTY COUNCIL REPORT –</p> <p>County Councillor Jupp was unable to attend the meeting, but had sent some updates that were read out by the Chairman as follows:-</p> <p>WSCC's organised works to improve the pedestrian crossing providing access from the Park & Ride to Horsham FC's new ground were to start shortly. Bearing in mind the Councils knowledge of the technical aspects of such things he would forward a copy of the plan for your information.</p>	<p>Cllr Jupp</p>

<p>The WSCC legal team were instructed to draw up the agreement between WSCC and Christ’s Hospital in respect of the TRO speed restriction along Tower Hill together with the provision and installation of the two “smiley faces” speed indicator signs. It is understood that WSCC will also draw up the contract between themselves and the Parish Council or the new Community Partnership for the ownership and operation of those two signs. As yet, there was not have a guide as when the draft documentation would be circulated.</p>	<p>ACTIONS</p>
<p>46/19 DISTRICT COUNCIL REPORT- None at this time, however, Councillor Vickers would be providing a report for the Council meetings going forward.</p>	<p>Cllr Vickers</p>
<p>47/19 COUNCIL MEETING DATES FOR 2019/2020 The updated version had been circulated to all Councillors prior to this meeting. Councillor Moore proposed approval, seconded by Councillor Whitear and Agreed Unanimously.</p>	
<p>48/19 ANNUAL GOVERNANCE STATEMENT The Chairman read out the statement and put the required questions to the Council. It was Agreed unanimously that all necessary measures had been put in place and all questions were answered yes.</p>	
<p>49/19 INTERNAL AUDITORS REPORT 2018/19 Councillor Cole proposed the Council accept the internal auditors report, seconded by Councillor Moore and Agreed unanimously.</p> <p>The Clerk to set up a meeting in the near future with Mark Mulberry, Internal Auditor to discuss the current year and going forward.</p>	<p>Clerk</p>
<p>50/19 INTERNAL AUDITOR The Parish Council agreed that they were happy to continue the current rolling three year contract with Mark Mulberry as internal auditor. Currently Southwater Parish Council are in year two of that contract.</p>	
<p>51/19 PARISH COUNCIL ANNUAL ACCOUNTS FOR YEAR ENDING 31ST MARCH 2019 These had been circulated to all prior to the meeting. Councillor Moore proposed Acceptance of the accounts. Seconded by Councillor Scoon and Agreed unanimously.</p>	
<p>52/19 PARISH COUNCILLOR TRAINING The Chairman announced that he had asked the office to arrange for SALC to provide In-house refresher Parish Councillor training as soon as they had availability to do so.</p>	<p>Clerk</p>
<p>53/19 FORMER PARISH COUNCIL OFFICES – (Church Lane) The Chairman stated the Council had been aware of the delay in regards to the lease Being signed for Little Barn Owls to take over Easteds Barn. This had in turn caused a Delay to the alteration works being undertaken by Little Barn Owls at Easteds Barn, therefore necessitating the need for them to stay at the old Parish Council offices in Church Lane until August. Various meeting had taken place between all parties and Berkeleys Developments had agreed for them to stay in situ with alternative parking arrangements due to the fact that the current car-park would no longer be available. Berkeley’s had stated that they would donate the rent they receive from Little Barn Owls whilst they remain in situ in Church lane, to the Parish Council. It was felt that if possible, the Parish Council would like to keep the current old office building which they owned and possibly re-erect it elsewhere for community use.</p>	

<p>Suggestions had been muted and these could be re-discussed at a future Council meeting.</p> <p>Councillor Moore stated that the current Notice Board within the vicinity of the old Council offices could be re-sited. A discussion on this took place. To be put on the next F&GP Operational Report for discussion.</p> <p>54/19 NEW COMMUNITY BUILDING – SKATE PARK – MUGA – LEAP & NEAP PLAY AREA Originally Berkeley’s Developments had suggested the date of the official opening would be 30th May 2019. However, due to the Play Area not passing the RoSPA report; the lease had also not been finalised and signed. A new date for the official opening would be given in due course and once that has been completed, the Parish Council would announce to the community via their website and facebook page when the above would be available for community use.</p> <p>55/19 CONFIDENTIAL BUSINESS The Council discussed when confidential business should be transacted. It was agreed that the Council did not intend to have confidential business on their Agenda’s unless it was a contractual and/or HR matter to be discussed. If it was felt on the day of the meeting that certain areas of business required confidential discussion, it would be stated during that meeting.</p> <p>56/19 NEXT MEETING OF THE FULL PARISH COUNCIL - 31ST July 2019.</p> <p>The meeting ended at 8.13pm.</p>	<p>ACTIONS</p> <p>F&GP</p>
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