



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square, Fairbank Road, Southwater,
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Draft Minutes of the meeting of the Parish Council held on Wednesday 18th March, 2020 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Councillors Present: G Watkins (Chairman), M Neale (Vice-Chairman), N Knott, P Flores-Moore

Members of the Public: 2

Deputy Clerk: Justin Tyler

Press: Not Present

ACTIONS

The meeting was late starting and commenced at 7.45pm. The Chairman noted that the meeting was quorate.

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 and the recording is for the purposes of the minute taker only.

The Chairman made the following statement with reference to COVID-19 (Coronavirus):

“You will have all heard the recommendation of the Government that members of the public should avoid attending gatherings unless necessary, I therefore find the attendance of members of the public at this meeting totally irresponsible as you have the ability to make a decision in your own interests and that of your family and friends to avoid coming to meetings such as this. We have a duty to hold this meeting in the interest of the public. As a Council we have made every effort to protect you, in the layout of the room but cannot guarantee that the decision that you have made will not put yourselves or others at risk.”

24/20. Apologies for absence

The following Councillors gave their apologies: Derek Moore, Geoff Cole, Geoff Scoon, Claire Vickers, Hayley Timson, Robert Williams, Robert Stranks, Steve Lewis.

25/20. Declarations of Interest

None.

The meeting was adjourned.

26/20. Public Forum – (maximum 3 minutes per person with an overall limit of 15 minutes).

Mr Colin Young explained he was repeating a question already asked as an FOI to the Clerk. The Chairman advised it had no applicability to any Agenda item on this meeting and was thus not in accordance with the Standing Orders.

The Chairman asked if the other member of the public Mrs N Brown wished to ask a question and she stated she did not.

The meeting was reconvened.

27/20. Minutes - To approve the Minutes of the Parish Council meeting held on Wednesday 29th January 2020.

Councillor Knott proposed to approve the Minutes of the Parish Council meeting, seconded by Councillor Neale and **AGREED** by all present at the meeting.

28/20. Matters Arising – To deal with any matters arising from the Minutes of the Parish Council meeting of the 29th January 2020 not covered elsewhere on this agenda.

None to report.

Item 36/20. ii) was brought forward by the Chairman.

ii) Mitigating Measures/Risk Assessment in relation to Coronavirus

The Chairman advised that he would have rather not had to have the meeting given the exceptional circumstances and potential health risks having a meeting poses to Councillors, staff and public in attendance. Neither does current local government legislation enable the Council to conduct an online meeting.

The Chairman proposed that due to the exceptional and unprecedented situation with regards to the Coronavirus Pandemic, authorisation is thus sought to abandon all future Parish Council Meetings. The meetings will be called as normal, agendas issued and abandoned on the same day to keep the structure of the yearly meetings and from this date on and until revoked by the Council sitting at the next meeting called by the Parish Clerk all powers exercised by Southwater Parish Council will be delegated for decisions to be made by the Parish Clerk, Deputy Clerk, Chairman of the Council and Vice Chairman of the Council as 'the Delegated Group' (DG). These extend the delegated powers laid down in the Council Standing Orders 2020 and all such decisions shall be reported to the remaining Parish Councillors at the next regular meeting relating to:

1. Planning Decisions
2. Financial Matters
3. Community Plans
4. Laws and Decisions
5. Management and Funding
6. Charity Status of Community Groups
7. Property Matters
8. Emergency Planning
9. Staffing Matters
10. General Matters
11. Acceptance of Quotations

12. Health & Safety Matters
13. Legal Proceedings including Employment Tribunals
14. Matters of Urgency or Emergency
15. Decisions made in accordance with the requirement of the calling of the Annual Meeting of the Council or AGM or EGM and delegate the appointment of officers, being the Chairman and Vice Chairman of the Full Council and Financial and General Purposes Committee.

A comprehensive list of these functions being the scheme of Delegation as approved by the Parish Council on the 18th April 2018.

Decisions made by the DG shall be by majority decision with a casting vote if required by the Chairman of the Parish Council.

Councillor Flores-Moore was in agreement to the Chairman and proposed acceptance of the delegated powers laid out, seconded by Councillor Knott and **AGREED** unanimously.

Councillor Flores-Moore requested she be involved in the budget and the Chairman stated she would be updated as Vice Chair of the Finance & General Purposes Committee.

The Chairman abandoned the meeting at 7:59pm

The following minutes relate to a meeting held at 8.45am on 19th March 2020 with Councillor Watkins (Chairman), Councillor Neale (Vice Chairman) and the Deputy Clerk present under delegated powers. Minutes are for information purposes and to note any decisions. All decisions made were agreed by a vote.

29/20. To receive a verbal report and update from the Community Wardens

The Monthly Wardens report had been circulated to Councillors and is on the Parish Website.

30/20. Chairman's Report

- i) Resignation of Councillor Varley

The Chairman requested thanks to Councillor Barbara Varley be noted for her hard work and commitment to Southwater Parish Council.

- ii) Internal Audit date

It was noted the internal audit was booked in with Mulberry & Co for 27th April 2020.

The Chairman also advised the Council had 3 vacancies for Councillors and would appreciate applications.

31/20. Correspondence

None to report.

32/20. Accounts

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

Received, noted and **AGREED** by all.

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

Received, noted and **AGREED** by all.

33/20. To Receive and Consider any County Council Reports and Communications not covered elsewhere on this Agenda

The following written email was received from County Councillor Nigel Jupp:

Please can you give my apologies to the Chairman and fellow Parish Councillors for not being able to attend this evening's meeting due to the current advice about preventing the spread of COVID -19. As you might imagine the County Council is currently heavily involved with public health issues and in particular the protection of its various services to residents of all ages. Bulletins on these aspects together with advice will be shown on the County Council's website and in the local media. This work is anticipated to be continued for many weeks.

For Councillors' information I set out below a number of County Council matters which I hope will be of interest to them.

Firstly, the County Council's officers are in contact with all the leaders of mainstream schools regarding their operation in the light of the current circumstances. As guidance provided earlier today may be superseded shortly as the Minister for Education is making a statement at 5.00pm I will not set out that guidance in this email.

Secondly, I have been advised this week that the replacement classrooms for the Infant and Junior Academies are currently programmed to be provided in August.

Thirdly, I am pleased to report that on Monday approval was given by the North Horsham County Local Committee for a pledge of £1,740.35 for the crowd funding organised by Southwater Jubilee HQ Committee for the laying new LVT flooring in the Scout & Guide HQ entrance hall, kitchen, main hall and leaders' room. In addition, a grant of £339.98 was made to the Southwater Village Hall Pre-School for the purchase of two wooden mud kitchens for its new outdoor play area.

If there are any matters that Councillors wish to discuss regarding the County Council, please can they email me.'

34/20. To Receive and Consider any District Council Reports and Communications not covered elsewhere on this Agenda

None to report.

35/20. To Receive from the following Committees; reports, note any delegated decisions taken and make any recommendations

F&GP Committee – updates including:

<p>- Minutes of the Meeting held on the 19th February 2020</p> <p>- Minutes of the Extraordinary Meeting held on the 4th March 2020</p> <p>It was AGREED by all.</p> <p>Planning Committee – updates including:</p> <p>- Minutes of the Meeting held on the 5th February 2020 (<i>approved at the Planning Committee of 4th March 2020</i>) for noting only.</p> <p>- Minutes of the Meeting held on the 4th March 2020.</p> <p>It was AGREED by all subject to agreement via email of Minutes of the Meeting held on the 4th March 2020 from Councillor Moore (acted as Chairman of the meeting).</p> <p>36/20. Beeson House – To Receive any updates</p> <p>i) Leaking Roof</p> <p>It was noted that the leaks have stopped and the repairs appear to have rectified the issues.</p> <p>ii) Mitigating Measures/Risk Assessment in relation to Coronavirus</p> <p>The Risk Assessment completed by the Clerk was noted.</p> <p>37/20. Standing Orders – Consider and approve any amendments</p> <p>It was AGREED by all. Deputy Clerk to upload amended standing orders to website.</p> <p>38/20. Southwater Ghyll CIO – updates on the Charity</p> <p>i) To Consider and approve the Grant Figure, minus any monies utilised prior to the management handover from the Southwater Parish Council to the CIO</p> <p>It was AGREED by all to transfer outstanding balances remaining for budget of Leisure Centre (Cost Centre 105) and Laurie Apted Building (Cost Centre 130) to CIO.</p> <p>ii) Consider and approve the following on The Leisure and Community Centre/The Ghyll</p> <p>a) Feasibility Study for future changes - Quote from MSA – circulated with the Agenda</p> <p>It was AGREED by all to proceed with both fee quotes of £480.00 and £860.00 + VAT and to request MSA to assist with planning applications, S106 funding applications and to carry out an additional feasibility study for side extensions to main hall and improvements throughout Leisure Centre.</p> <p>b) Lardner Kitchen improvements – To receive updated quotes – circulated with the Agenda</p> <p>It was AGREED by all to proceed with CBS Electrical quote of £646.00 + VAT and DelWood Building Services quote of £7,490.00. AGREED by all to apply for £5,062.56 of S106 funding towards project and for the Deputy Clerk to make application immediately and await confirmation from HDC on success of application for funding prior to commencing work.</p>	<p>DM / Dep Clerk</p> <p>Dep Clerk</p> <p>Dep Clerk</p>
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- iii) The Laurie Apted Building – to receive any updates and quote for Fire and Intruder alarm circulated with the Agenda

It was **AGREED** by all to proceed with quote for one-off installation and takeover cost of £345.00 + VAT, annual standard maintenance charge of £115.00 + VAT, NSI Certificate of £35.00 +VAT and 20 additional security fobs of £156.00 +VAT. No police response or fire monitoring required at this time.

39/20. S106 – To discuss, consider and make any recommendations on future S106 applications

It was noted that the Council is awaiting a response from HDC regarding Solar PV project and funding application. Also noted that the Deputy Clerk would be proceeding with S106 application for Lardner Hall kitchen.

All Councillors would be notified on projects and any S106 funding applications as required.

40/20. The Old Skate Park – Stakers Lane

It was **AGREED** by all to support creation of a working party including Councillor Lewis, resident Gemma Lawrence and users of the skate park in order to put a design or refurbishment proposal forward, arrange quotes and apply for S106 funding. Deputy Clerk to contact Youth Worker Angie with relation to users of the skate park.

41/20. To receive, consider and approve the quotes received for Grass Cutting and Grounds Maintenance on all Parish Council owned land – quoted amounts circulated with the Agenda

It was **AGREED** by all to approve the quote submitted by TEM (Thomas Estate Management) of £14,400.00 + VAT.

42/20. To receive updates from Southwater Community Partnership

- i) To consider monies held by SPC on behalf of SCP

The Chairman advised that Southwater Community Partnership had made an application to form as a charity and had received written confirmation from the Charity Commission confirming their application. Awaiting their Registered Charity No. and balance of funds held to be transferred to their bank once formed. It was **AGREED** by all to approve transfer of funds held once the Council had received their bank details and Charity No.

The next two items would have been taken in confidential session due to the confidential nature of the business to be transacted. Councillors would have been asked to consider a resolution to exclude members of the public and press in accordance with Section 1 (e) of Standing Orders (Meetings). Thus, the minutes that follow will be omitted from the copy made available to the public.

43/20. Awards

Confidential.

44/20. HR Matters – update

Confidential.

Dep.
Clerk

<p>45/20. DATE OF NEXT MEETING – AMPC – Wednesday 27th May 2020 – <i>Please note new date</i></p>	
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The meeting on 19th March 2020 with Councillor Watkins (Chairman), Councillor Neale (Vice Chairman) and the Deputy Clerk present under delegated powers ended at **9.30am**.

DRAFT