

SOUTHWATER PARISH COUNCIL

Minutes of the Full Council Meeting held on Wednesday, 17th December, 2014 at 7.30 p.m., in the Council Chamber, Beeson House, Southwater.

Present Were: **Mr P. Buckley**

Mr.L.Apted
Mr.K.Diamond
Mrs.J.Hutchings
Mr.M.Neale
Mrs.B.Varley

Mr G. Cole
Mrs.P.Flores-Moore
Mr D. Nagy
Mr.G.Watkins

Clerk: **Mrs. C.Tobin**

Guest Speakers: **Mrs.V.Court (Chairman), Mr.T.Oliver (Vice Chairman), Horsham Association of Local Councils**

District Councillor: **Cllr.John Chidlow has sent his apologies**

County Councillor: **Cllr Brad Watson OBE**

Sussex Police: **PCSO Cecil has sent his apologies**

Members of the public: **6**

Press: **Not present**

F107/14/12 PUBLIC PARTICIPATION

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

The Chairman asked if anyone wished to record the meeting and also whether anyone in the public gallery wished to speak on behalf of any given matter, as this was the most appropriate point in the meeting to do so.

Mr.Neale asked whether the Clerk knew the exact switch off times for lighting in the Worthing Road. The Clerk stated that she did not have this information to hand, but believed that her office had sent this to Members when originally advised by SSE/WSCC. If not then the information was available in the office.

Mrs.Flores-Moore was concerned about the increase in residents parking in Lintot Square in the evening, which in her view was not in the best interests of the local businesses open in the

evenings. Mr.Buckley stated that there were ongoing discussions with the District and Parish Council's in terms of enforcement, but that residents could park unrestricted after 6pm in the evening and before 8 am in the mornings.

Mrs.Hutchings indicated that she was concerned that the parking on the main road at Christ's Hospital and the speed at which local drivers were approaching the area, would cause a major accident.

Mrs.Hutchings also reported that it would appear that trees on the triangle piece of land by Station Road/Christ's Hospital Road had been felled, and wondered whether the District Council were aware of this fact. The Clerk stated that her office would report this matter.

Mr.Watson, OBE., West Sussex County Councillor stated that he would like to make comment on the following:-

In relation to the street lighting times, a full safety audit had been carried out in terms of when the lighting would be turned off and it was a matter of future costs.

Mr.Watson referred to the West Sussex County Council's Five Year Visioning Plan which had three major headings:-

- Children ensuring that they get a good start in life
- The economy
- Later in life

By 2019 the County would have to save a further £124M despite having already made substantial cuts during the last four year period in the region of £149M. Unfortunately, the County Council had no alternative as the Government will not be furnishing the grant. The choice was to either reduce further back office costs, find other ways of delivering such service without affecting the frontline services.

Sussex Broadband – the intention was to have this project completed by March 2015 with Sussex having a 90/95% coverage.

County Local Area Committee (CLC) – the committee had received a 'conversation' with the local Clinical Commissioning Group (CCG) on their 5 Communities Plan regarding the future delivery of primary care which would cover all parts of Sussex.

With regard to the CLC list for Infrastructure, he was aware that there were a number of items on the list for Southwater, which he would be pursuing.

In concluding the Mr.Watson wished the Council a Very Merry Christmas and Happy New Year.

Mr.Piper asked whether the Council knew what was happening on land known as The Copse as he was concerned about the amount of tree stock which had been removed and questioned whether these had Tree Preservation Orders. The Clerk stated that she believed that the land had been purchased but would check whether there were any preservation orders. Mr.Piper

also asked the Clerk to look at whether or not there was any historic importance of the air raid shelter which he believed to be on site. The Clerk stated that she would write to the planning department accordingly.

Mr.Piper also mentioned that he believed that Berkleys had another site which they were in the process of putting forward at Pollards Hill Farm, Shipley. The Clerk was asked to investigate.

F108/12/14 APOLOGIES FOR ABSENCE

Apologies and reason for absence have been received from Mrs.Alway, Mr.Francies and Mrs.Vickers.

F109/12/14 DECLARATIONS OF INTEREST

The Clerk referred Members of Council to information issued in relation to the Member's Code of Conduct and Standing Orders and asked whether any Member had at this point in the meeting anything of note to declare.

There were no declarations at this point in the meeting.

F110/12/14 MINUTES

The Council discussed the minutes of the meeting held on Wednesday, 27th November, 2014 and there being no amendments to these minutes they were duly approved.

It was RESOLVED by all present, that the minutes of the meeting held on 29th October, 2014 be APPROVED by all present.

F111/12/14 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that he would like to take this opportunity of wishing those in attendance at the meeting a Very Happy Christmas and New Year, along with local residents and Council staff.

F112/12/14 CORRESPONDENCE

There was no correspondence of note to bring to the Council's attention at this point but the Clerk wondered if Members had any questions relating to documentation sent to them.

Members NOTED the comments.

Further correspondence being:-

Horsham Association of Local Council Minutes

Minutes of the Annual Meeting of Horsham District Council and HALC had been received the meeting having been held on 11th November and previously reported to Council.

Your London Airport

The Clerk informed Members that a letter of the 12th December had been received. This referred to the Airport Commission's public consultation on the proposed airport expansion. The Airports Commission have arranged a Public Discussion on the 16th December in Crawley however as part of the engagement process the group wish to engage with the town and parish council sector who may be affected by the proposals and would like to invite Southwater Parish Council to be part of the programme of meetings. To this end the group would like to know topics which the Council would like to put forward for discussion as future meetings should the Council wish to engage in the process.

It was suggested that the Council should be involved in such discussions and that the following discussion topics be put forward. It was also felt that the parish council should join together via the Horsham Association of Local Councils to engage in discussions.

- Flight paths
- Impact on infrastructure and what the demographic spread would look like should proposals go forward.

It was RESOLVED by all present that the Clerk should write to 'Your London Airport' indicating that the Parish Council wish to be involved in any discussions regarding the future of Gatwick Airport. Furthermore that until such time as the Council were aware of the number of meetings involved that the Clerk to the Council represent the Council at such meetings. Topics to be put forward being (a) flight paths and (b) impact on infrastructure and what the demographic spread of the proposal would look like should this project proceed.

Southern Water

An email has been received and circulated to all councillors in order to update Council on the Business Plan for 2015/2020 which was published on 12th December 2014.

Horsham Business Newsletter

The District Council are to issue a new Business Newsletter which will be circulated as and when received to Members of Council. The Clerk would hope to upload this via either a link or in whole to the business section of the Parish Council website (www.southwater-

pc.gov.uk)

Development Notices

Further to the report that the notices in relation to the Berkleys planning application the Clerk investigated and believes that the correct procedures were followed by the District Council.

Sussex Police

The Clerk reported that a new protocol was in police between the Town and Parish Council sector and Sussex Police. Council should note that the PCSO for the area should attend at least one meeting of the parish council once a quarter. We are required to confirm what the Council's requirement will be.

The Clerk informed Members that in the meantime PCSO Cecil had been invited to the January 2015 Full Council meeting.

Mr.Diamond felt that the issue still remained following on from the visit of the Chief Inspector in that the information regarding the number of hours spent in Southwater by the local PCSO had not been provided. Mr.Diamond said however, that bearing in mind the impact brought about by the limited resources of Sussex Police whether it was reasonable or fair to take the PCSO away from patrol. Mr.Cole stated that PCSO Cecil had not attended a council meeting for over a year, he personally felt that it was the data analysis promised which should be provided. A general discussion then took place on such policing and whether the Parish Council required a quarterly visit or would be happy with a monthly written report including data with only a yearly visit.

It was RESOLVED by all present that Chief Inspector Hodges be informed that the Council would like a visit of the local PCSO as and when required by the Council but that it would like a monthly written report with data on the crime and anti social behaviour incidents for Southwater monthly.

Royal Mail

Further to the Council's request re the siting of what was considered should be a new post box, the Council have been informed that the intention is to remove the existing from the Worthing Road outside the Cock Inn and replace this opposite on the grassed verge as close to the green area by Andrews Lane subject to utilities checks.

A general discussion took place in relation to the removal and resiting of the post box so close to the Post Office itself which could take mail. Members were also hopeful that the Lintot Square post box would be retained.

It was AGREED by all the the Council should inform the Post Office that it wished to retain the post box outside of the Cock Inn, due to the fact that people wishing to post letters could now do so at the post office itself.

F113/12/14 COMMITTEES

Finance & General Purposes Committee – 3rd December 2014

It was AGREED that the Finance & General Purposes Committee minutes dated 3rd December, 2014 be approved with the amendment made to the incorrect date at the top of the minutes, including the recommendations regarding the National Pay Award and others contained therein.

The date of the next meeting being Wednesday, 7th January 2015

Planning Committee – 4th December 2014

It was RESOLVED by all present that the minutes of the Planning Committee dated 4th December, 2014 be approved as a true and correct record of the meeting to include any recommendations therein.

The date of the next meeting being Thursday, 8th January 2015

F114/12/14 MRS.V.COURT (CHAIRMAN) AND MR.T.OLIVER (VICE CHAIRMAN) OF HORSHAM ASSOCIATION OF LOCAL COUNCILS

The Chairman welcomed the Chair and Vice Chairman of the Local Council Association who would give a brief description of the Association and its work in promoting the town and parish council sector in the Horsham District.

Mrs.Court thanked the Chairman for the warm welcome and apologised for arriving late, unfortunately she had been unable to park and had therefore parked a little way away. She had been extremely interested to hear the comments expressed by the Parish Council in relation to policing for she had attended on that week her Council meeting in Nuthurst, where a very similar discussion had taken place.

Mrs.Court informed those present that the Horsham Association of Local Councils was affiliated to the Sussex Association of Local Councils and represented 32 Parish Councils and had been going for a good many years with councils sharing informations and common problems. The organisation worked closely with County Association and both the County and District Councils for the area these being West Sussex and Horsham District Council respectively.

Dependent on the size of Council there were a range of different issues and topics which could be covered but many was of a similar nature, which was easily identified with Nuthurst Parish Council covering 11 sq.miles and a much smaller budget compared to that of Southwater. It was hoped to encourage more partnership working between councils, for example both Southwater and Nuthurst Parish councils have a joint contract in relation to street lighting maintenance.

Both she and the Vice Chairman, Terry Oliver of Broadbridge Heath Parish Council thought that they would like to visit all the parishes where invited and these visits were proving very

informative and interesting. She would encourage members of Council to take up the opportunities provide by the County Association in relation to training and information; she knew that the Southwater Clerk did indeed pass on information received.

Mr.Oliver again thanked the Chairman and Members for inviting both he and Mrs.Court to the meeting. Mr.Oliver, said that it was obvious that from discussions at the meeting that evening that there were going to be major changes in the way services would be delivered going ahead in the future. It was imperative that as an organisation councils be encouraged to work together for the benefit of all taking advantages of any opportunities which may come their way. He pointed out that many of the larger councils may have skill sets not available to smaller councils, but by joining together they could tackle the type of projects that may come in the future.

He would like to see Horsham Association of Local Councils put forward a much more progressive agenda and programme and would welcome ideas from councillors at the meeting as to potential topics or ideas. He further informed those present that there would be an Annual Conference held in conjunction with Horsham District Council in September 2015 which would be either a full day/afternoon and or evening.

One topic which he himself had put forward for the Association was that of Section 106 and he was pleased to say that Dr.Chris Lyons the Director of Planning had indicated his willingness for member councils to be involved in the discussions ongoing internally at the moment but to be opened out in the future; an exciting opportunity. It was intended that at the HALC AGM to appoint members to the future committee. Members give their time up and it was important therefore that the Association reflected the views of the membership in relation to local issues.

It was intended to have representatives from Gatwick at the next HALC meeting to discuss the second runway issue although this would be after the formal consultation period had passed.

Mr.Diamond asked whether the organisation had considered a long term procurement strategy for the purchasing of IT equipment etc., for the sector? Mr.Oliver stated that obviously each parish council has the responsibility for obtaining best value, but thought that this strategic approach would be approached through the Sussex Association of Local Councils as the potential service managers. Mr.Diamond stated that his only concern was that the Government had reduced year on year the Revenue Support Grant. The Clerk informed those present that Southwater did indeed have a major procurement contract for gas and electricity through Kent County Council and again referred to the contractual agreement between Nuthurst and Southwater Parish Council's in respect of the maintenance of street lighting giving a considerable saving to Nuthurst with a small one to Southwater having the majority of the lighting on the contract.

Mrs.Court said that it was certainly something that could be taken forward for debated and possibly in conjunction with Horsham District Council. Both West Sussex and Horsham District Council had attended Association meetings and were very keen to work with the sector. A general discussion took place on the new telecommunications system within Horsham District Council, where a new communications manager had been appointed in

order to secure savings and increased productivity in terms of responses to queries raised by the public. It was suggested that by providing Clerks once a month a new telephone list this would prevent frustrations, caused due to the various internal changes of these organisations, where the Clerks could contact fellow officers.

Mrs.Flores-Moore said that there was one topic she would like to raise if this was the appropriate time and that was the local healthcare system especially local hospital provision. She was concerned that there were currently no plans to upgrade either Horsham or Crawley Hospitals nor to build a new hospital taking some of the pressures of East Surrey and Worthing Hospitals.

Mr.Nagy arrived with apologies at 8.15 pm.

A recent example of how the public had to wait two hours in an accident and emergency department with ten ambulances lined up outside due to patients not able to get a bed due to bed blocking was given. She felt that rather than Horsham District Council spending £40k on plants for Horsham Town this money would be better spent on providing additional resources at smaller community based hospitals for those with dementia, leaving the specialist hospitals with the beds to deal with the patients. The smaller community hospitals could then be used as an intermediate base before patients had an agreed care package and could go home. The problem was that people were not always able to access such packages and therefore the demand on beds with some families refusing to look after their own.

At this point Mr.Diamond declared an interest in the item being discussed being a Member of the Clinical Commissioning Group (CCG).

Members were reminded that the Chairman of the CCG had been invited to attend a future parish council meeting to discuss the Groups Five Communities Plan. However the debate on the issues of dementia were handled differently to that of primary health care and there was an ongoing discussion going on at the present time with Dr.Simon Dean having attended the CLC as discussed previously by Cllr.Watson.

Mrs.Flores-Moore stated that she felt that this was a topic which HALC through its connections could take up as this will be affecting all communities.

It was pointed out the the CCG were having a conversation and this was the start of a process which would be followed by consultation.

The Chairman at this point in the meeting thanked the Chairman and Vice Chairman of HALC for attending the Parish Council's meeting. Mrs.Court and Mr.Oliver stated that they were extremely pleased to have attended and had made note of topics and ideas for future discussions.

F115/12/14 FIND THE SANTA COMPETITION

The Clerk reported that there were eleven prizes to be drawn :-

	Prize	Donated By	Winner
1	Four tickets to opening round of the British Car Championship at Brands Hatch	Palmer Sport	Sophie Dan
2	Mini iPad	Moat Homes	Ashley Smith
3	iPod Shuffle	Innov8	Emillee Nash
4	Case of White Wine (6 bottles)	Londis	Kiera Brading
5	Large Teddy Bear	Bearing Gifts	Lauren Denton-Brown
6	Voucher to the Value of £15	Stems Florist	Robert Hockley
7	Large Jar of Assorted Sweets	Allsorts	Cloe Burton
8	Festive Selection	Co-Op	Christy Burton
9	Festive Selection	Co-Op	Eryn Denton-Brown
10	Chinese Meal for 2	Capital Take Away	Daniel Smith
11	Voucher for Tea & Cake	The Little Tea Shop	Grace Smith

F116/12/14 DRAFT PARISH COUNCIL BUDGET FOR 2014/2015

To approve the recommendation from the Finance & General Purposes Committee that the Council set a Net Budget of £305,584 Grant £7,722 and Gross Budget of £313,306 (Tax Base 4154.3) equating to a Band D figure of £73.56 representing a 1.78% increase in a Band D property over that of 2014/15.

Mr. Diamond suggested that a statement be issued via social media advising residents. The Clerk informed Members that the District Council issued the percentage increases etc., when issuing the rates demands. A statement could however as discussed be issued advising residents of the decision and referring to the Council's meetings on the matter.

It was RESOLVED by all present to approve the recommendation from the Finance & General Purposes Committee that the Council set a Net Budget of £305,584 Grant £7,722 and Gross Budget of £313,306 (Tax Base 4154.3) equating to a Band D figure of £73.56 representing a 1.78% increase in a Band D property over that of 2014/15.

F117/12/14 ACCOUNTS

Councillors were referred to the meeting pack and asked to confirm that the documents provided were a true position of the Council financial affairs, eg. Bank reconciliation, income and expenditure analysis and sales ledger.

It was RESOLVED that the information provided by the Clerk represented a true record of the financial position of the Council as at 17th December 2014.

MUGA

The Clerk informed Members that one of the MUGA lights had been vandalised on Sunday evening when the light cover was smashed and the bulb broken. The replacement parts are

£100 and the Leisure Centre Manager has obtained a quotation in relation to have guards installed onto the light fittings; the cost of which would be £740+VAT. This matter had been reported to Sussex Police. With regards to insurance the excess on the policy is £100 and therefore a claim will not be submitted.

The Clerk was asked whether this incident of criminal damage had been reported to Sussex Police. The Clerk believed that the matter had been reported. A general discussion took place as to whether or not to install guards to the lighting units, the Council felt that it would be prudent to do so based on the costs associated with a singular unit.

As this is not budgeted expenditure for the MUGA, the Clerk would like authorisation to proceed with both the replacement light fitting and the guards. Members felt that there was sufficient monies in the Leisure Centre improvements budget and therefore should be costed to this code.

It was RESOLVED and APPROVED by all present that the Clerk should place an order for the replacement unit (£100+VAT) and the provision of guards for all lighting in relation to the MUGA amounting to £740+VAT.

Lloyds Bank Plc Bank Investment Deposit Account

The Clerk informed Members that the deposit with Lloyds have been further invested as of the 12th December at a rate of 1.10% the sum involved being £30k. This deposit was placed under delegated authority.

Members NOTED and APPROVED the further period of investment of £30k with Lloyds Bank for a period of 12 months.

The Clerk stated that she would suggest that the Council continue to review the banking arrangements in place in light of the recent press articles in relation to banks with which the Council have investments. Members felt that the review undertaken in spreading monies with other banks was sufficient at this point but would keep this under review as suggested.

Council NOTED the Clerk's comments and asked that the Council's banking arrangements be kept under review.

F118/12/14 ACCOUNTS FOR PAYMENT

The Chairman presented to Members the Payments to 17th December 2014. Councillors should note the revised Summary Sheet issued as the petty cash payment of £550 had been omitted from the original summary.

It was RESOLVED by all present that the Payments Schedule to 17th December, 2014 in the sum of £34,811.33 be APPROVED.

F119/12/14 REPORTS BACK FROM REPRESENTATIVES ATTENDING OUTSIDE MEETINGS ON BEHALF OF THE COUNCIL

Southwater Action Team

Mr.Nagy indicated that whilst he had attended the Southwater Action Team meeting he believed there was a report to follow.

WSCC Road Safety

Mr.Neale indicated that he had attend this road safety event which had been extensively report through the media.

West Sussex County Local Committee

Mr.Diamond stated that he had attended this meeting which had been both interesting and informative.

Southwater Village Hall

Mrs.Varley advised those present that unfortunately she had missed this meeting.

F120/12/14 SOUTHWATER ACTION TEAM

The Chairman welcome the Chairman of Southwater Action Team, Mrs.Deborah Priebe, and asked the Clerk to report, after which he would suspend Standing Orders if required.

The Clerk informed Council that following the Special General Meeting of Southwater Action Team on 8th December, the group were to dissolve. The meeting whilst not quorate agreed that the organisation had delivered a broad range of initiatives for the community based on the original Action Plan of 2009.

It was proposed at the meeting that the Parish Council would be offered the Group's remaining funds to continue the facilitation of the walks leaflets previously produced by the Group.

The Chairman stated that he would like to proposed a vote of thanks to the Chairman Deborah Priebe and the volunteers involved with the organisation and that the Parish Council agree to the funds being transferred as soon as practicable but this would not include any liabilities or outstanding accounts owed or entered into by the Group.

It was reported that approximately £2,500 funds remained and that it had been felt that it was appropriate that the monies be used to support the very successful walks leaflets. Mr.Cole questioned that the money be spent on this but Mr.Nagy stated that the walks leaflets was one of the legacy projects taken up by the Action Team and should be supported going forward through the remaining funding.

At this point in the meeting the Chairman proposed the suspension of Standing Orders in order to allow Mrs.Deborah Priebe, Chairman of the Southwater Action Team to report to the Council.

Mrs.Priebe stated that she was exceptionally sad to be the last Chairman of the organisation but was pleased that the group had achieved many of the aims and aspirations emanating from the previous Parish Plan in 2009, one of the things however they had been unable to do and probably not be able to achieve would be a bridge over the A24 for commuters and cyclists. It was indeed a shame that there was of late a lack of support possibly because of the development issue, and hoped that all the volunteers and members of Southwater Action Team would get behind and support the Neighbourhood Plan process. The community needed a groundswell to drive forward future change.

Mr.Diamond asked whether the Clerk could issue an invitation through social media to all the SWAT membership. The Clerk stated that there were data protection issues surrounding the data currently held by SWAT. Mrs.Priebe, stating that her Vice Chairman, Alex Prosser-Snelling had upon advising members of the winding up of the group asked members to support and get involved in the Neighbourhood Plan process.

In conclusion Mrs.Priebe stated that she would like to thank the Chairman, Mr.Buckley, fellow committee members, councillors and the Clerk and Deputy Clerk for their support of the organisation.

The Chairman reinstated standing orders.

Mr.Buckley at this point proposed a Vote of Thanks to the Chairman of Southwater Action Team, this was seconded and agreed by all.

It was APPROVED by all that a VOTE OF THANKS be issued to the Chairman of Southwater Action Team for the work of the organisation since 2009.

It was AGREED by all present that the Groups funds may be transferred and be ringfenced these to be used to enable future production of the Southwater Walks Leaflets. The Parish Council would however, not take over any past or future liabilities or outstanding accounts owed or entered into by the Group.

F121/12/14 SOUTHWATER NEIGHBOURHOOD PLAN

The Chairman of the Neighbourhood Plan, Mr.Watkins referred to his previous report on the 4th December, stating that very little had changed, although the previous meeting had been extremely positive. He had asked the Neighbourhood Plan administrator to issue to all steering groups hard copies of demographics providing additional information on which they could work. The Clerk is to pursue the possible appointment of a Highways Consultant to work with the two other consultants currently appointed. It was hope to start various consultation meetings early in January 2015.

Members NOTED the Chairman of the Southwater Neighbourhood Plan's comments.

F122/12/14 CLERK'S REPORT**

The Clerk reported that a very successful Christmas Carol Concert had been held that day this

involving Southwater Infant Academy staff and pupils. Photographs had been taken and were to be put on the front page of the website. The Clerk would like to thank Santa for coming along. This event had been run now for a number of years and numbers were growing.

ATM Machines

The Clerk informed Members that following lengthy communication with the National Westminster Bank using social media had proved successful unfortunately these have since run out and the office have reminded the bank that they require refilling.

Meanwhile the District Council are looking at an alternative site within the Square to relocate the ATM's and are in discussions with various parties. The District Council are believed to also be discussing with the bank the possible surrender of the lease which runs until late 2015 in the hope that preferably another bank or building society may be willing to take the unit.

Big Society Fund

The Clerk informed Members that as previously agreed she had submitted a grant request to the County Council in relation to this fund in order to secure funding towards sensory equipment which could be used to improve the lives of local people. Further monies were also requested to provide much needed staging and equipment to enable community events, as requested in the Parish Plan 2009 giving the community greater opportunities of providing such events whilst saving on cost of hiring in such equipment.

Unfortunately, the Council have been informed that whilst in the first year of the fund parishes could apply, Members of the County Council now feel that this detracted from the purpose of the fund to reflect the Big Society community owned facilities and have since changed the guidance.

Whilst appreciating that where there is little representation within communities this may prove beneficial allowing more bids to go forward, in the case of Southwater where there is a proactive Parish Council who actively represents the needs of its community; if the Council wishes to provide such opportunities then it must do so through the precept.

Member's NOTED the Clerk's Report and asked that she progress the Big Society application and comments received but were disappointed with the new approach by the County Council.

F123/12/14 PERSONNEL & PENSION SCHEME**

WSSC Pension Scheme

The Clerk informed Members that the scheme had been fully explained at a recent training session and that this will necessitate far more administration than currently necessary these being regulatory requirements. The Clerk would suggest that the Council should evaluate at this point in time as part of its financial review the outsourcing both payroll and pension functions and if acceptable the Clerk would investigate costings and compare those to the inhouse provision.

Members AGREED that the Clerk should investigate the potential costings involved in outsourcing its payroll and pension functions. The Clerk would report back to the HR

Committee once the valuation had been completed.

New Staff

The Clerk informed Members that the new Accounts/Marketing Administrator was now in place. It was the intention to retain the previous employee on the Council's employment register in order that she may assist temporarily with any internal accounting queries.

Members NOTED the new appointment and the fact that the previous employee was to remain on the Council's staffing register until end of March 2015.

F124/12/14 DATE OF NEXT MEETING

The date of the next Full Council Meeting will be Wednesday, 28th January 2015.

The meeting closed at 8.45 pm.

F125/12/14 PLANNING

Application No.	Applicant	Reason for Application	Recommendation
DC/14/2504 Mr Apted	Londis, Worthing Road, Southwater	Alterations to existing parking area and adjacent layby to form 8 parking spaces and 1 disabled parking space, erection of bollards to existing footpath in front of retail unit	No objection
DC/14/2524 Mr Buckley	Mr and Mrs G Vandergrift Silver Lea, Southwater Street, Southwater	Proposed two storey side extension and loft conversion	Objection on the basis that the flat roof proposed is contrary to the Village Design Statement

The meeting closed at 8.59 pm.

The Chairman invited those present to join the Council in taking part in refreshments.