



## **SOUTHWATER PARISH COUNCIL**

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**Draft Minutes for information purposes with respect to the CANCELLED F&GP Committee meeting scheduled to be held on Wednesday 15th April 2020 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA at 7.30pm.**

**Present:**

**Councillors:** G Watkins (Chairman), M Neale (Vice Chairman)

**Members of the Public:** Not Present

**Clerk:** Dawn Spouge

**Deputy Clerk:** Justin Tyler

**District Councillors:** Not Present

**Press:** Not Present

### **ACTIONS**

**DRAFT Minutes to cover the above F&GP Committee Meeting by Delegated Powers between G Watkins (Chairman), M Neale (Vice Chairman), D Spouge (Clerk) and J Tyler (Deputy Clerk) commencing at 9am, Thursday 16th April 2020. This meeting was conducted in accordance with safe working practices as per government guidelines.**

- 1. Public Forum** – No Public present
- 2. Apologies for Absence**  
None
- 3. Declarations of Interest**  
Cllr Neale declared an interest in item 9
- 4. Chairman's Report**

The Clerk explained that she, together with colleagues and Councillors had been trying to co-ordinate and offer help in facilitating of volunteers in regards to help for those more vulnerable during the Covid 19 Pandemic.

Contact had been made with Angie Choat, appointed Southwater Hub co-ordinator and an update was given in regards to those that had been helped and any updates on fairshare food being passed on to the Trussell Trust and Potters Pantry to help those in need.

<p>It appeared that the biggest problem encountered had been for those in need to get slots for home delivery.</p> <p>A discussion took place on current Newspaper deliveries having been stopped, which some residents found difficult.</p> <p>A discussion took place on a need for a central point of contact for residents. Clerk to contact Angie Choat to offer any further help and on working together on this. Some suggestions had been made that could be further discussed together.</p> <p>APM to be cancelled, Clerk to request reports/accounts from usual bodies represented and publish.</p> <p>Following Government current advice – AMPC cancelled – all Chairman and Lead Councillors to be asked if they are happy to serve another year.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p><b>5. Correspondence</b></p> <p>None.</p> <p><b>6. Minutes</b> – noted only – approved at the Full Parish Council meeting of 18<sup>th</sup> March 2020.</p> <p><b>7. Matters arising from the minutes of the above meeting not covered elsewhere on the agenda</b> - None, as above.</p> <p><b>8. Bank Reconciliation</b> – To approve the Bank Reconciliation of 31<sup>st</sup> March 2020 Circulated with the Agenda to all Councillors</p> <p>Approved by all present at the meeting.</p> <p><b>9. Payments Schedule</b> – To approve the total payment schedule of £71,507.94 up to 31<sup>st</sup> March 2020 Circulated with the Agenda to all Councillors</p> <p>3 persons approved – 1 abstention.</p> <p><b>10. Operational Report</b> Circulated with the Agenda to all Councillors</p>	
<p>Each item was presented by the Deputy Clerk and discussed.</p> <ul style="list-style-type: none"> <li>• New Kitchen in Lardner Hall to commence as soon as possible. Awaiting confirmation from HDC on S106 monies for this refurbishment. Deputy to write to all unsuccessful contractors who had quoted.</li> <li>• The Ghyll Roof to have a drone survey done at no cost. Quotes for roof works to then be considered together with the drone survey and deferred to the next meeting.</li> <li>• It was agreed to accept the quote from Horsham Roofing Contractors of £420.38 to remove the velux window in small office upstairs and roof over. This would therefore address the current issue of severe leaking around the Velux and it was considered the Velux was no longer necessary or required.</li> <li>• SPC are currently in the third year of a three-year contract with Blachere for the Christmas lights in Lintot Square. It was discussed and decided that the Clerk would investigate contacting HDC to enquire if a joint venture could be explored in regards to any future Christmas lights in Lintot Square after 2020 that they could manage and SPC contribute.</li> </ul>	<p>Deputy Clerk</p> <p>Clerk.</p>

**11. Tree Survey –**

- (i) **To consider quotes received from two of the five companies asked to submit quotes:-**  
**Quaife Woodlands - £5,250 + VAT**  
**David Archer Associates - £1,750 + VAT**

Circulated with the Agenda to all Councillors

Four contractors had been written to, only two quotes were received back.

A discussion took place on the specification to ensure both the above had understood what was required.

The Clerk reported that David Archer Associates had phoned several times and she had detailed conversations with Greg Sweeney from DAA to ensure they understood the requirements.

Quaife had undertaken the work for SPC several times in previous years and understood the specification.

Further conversation took place and it was decided to appoint David Archer Associates the contract to undertake and produce a tree survey as soon as would be possible for SPC. All who attended the meeting were in agreement with this. Clerk to inform DAA.

Clerk

**12. IT Solutions**

Information circulated with the Agenda to all Councillors

The Deputy Clerk outlined all the information he had obtained on a good way forward for SPC, to aid meetings and work towards less paper required with all Councillors being able to access documents during meetings using a tablet. A Webcam was discussed in regards to mounting this on the ceiling of the Chamber to aid streaming meetings should that be required, both now and in the future. It was also agreed that both the Clerk and Deputy Clerk would obtain working laptops. Currently they had been using their own IT equipment when working from home was required. The cost quoted from Octotech (current SPC IT provider), to obtain and set up 15 Samsung tablet for all Councillors to use for Council work. (These would remain the property of SPC and any Councillor who stood down, but need to return the tablet). Obtain and set up a mounted webcam in the Chamber. To obtain and provide two new DEL laptops for the Clerk and Deputy Clerk to use for Council work. Provide MS Office 365 Essentials with teams to enable virtual meetings both now and in the future should they be required, to be set up. All on-site installation of the above. Cost - £5,525.00.

All present agreed to the above. Deputy Clerk to liaise with Octotech and Councillors in set up.

Dep/Clerk

**13. Skate Park in Stakers Lane**

A discussion took place in regards to refurbishment of the old Skate Park in Stakers Lane. The Deputy Clerk had contacted various companies in regards to suggestions for suitable surfaces etc. The Clerk had passed on several companies details who had shown an interest in helping to design and provide options for refurbishment. It was decided to set up a new working group to take this forward. The working group would be, The Deputy Clerk, Cllr Watkins and Cllr Lewis. It was agreed to keep Gemma Lawrence informed of any updates.

Dep/Clerk  
SL/GW

