



SOUTHWATER PARISH COUNCIL

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Minutes of the remote Finance & General Purposes Committee meeting held on Wednesday, 16th December 2020 at 7.30pm.

Present:

Councillors Present in Chamber: M Neale (Chairman of Committee)

Councillors Present Remotely: P Flores-Moore (Vice Chair of Committee), G Watkins, G Cole, G Scoon, D Moore, H Timson, R Williams, S Lewis and N Knott (*arrived 7:45pm*)

Members of the Public: Were able to view meeting by Live YouTube Stream

Clerk: Dawn Spouge

Deputy Clerk and RFO: Justin Tyler (*managing the IT required for remote viewing*)

This meeting was conducted in accordance with safe working practices as per government guidelines. All those present in the Chamber had their temperature taken prior to the meeting and all were within the government guidelines for safe attendance in regard to COVID-19. He clarified to all those in the room that if symptoms developed during the meeting or they felt unwell in any way to please leave the room.

The Chairman confirmed that the meeting was not being recorded and did a roll call at the commencement of the meeting of all those attending both remotely and in person for the benefit of those viewing the streamed meeting. He stated that the meeting was being held in accordance with Government Regulations approved during the COVID-19 Pandemic for the period of May 2020 – May 2021.

The Chairman welcomed all Councillors in attendance both remotely and in person and all members of the Public watching via live stream, to the meeting. He clarified with the Deputy Clerk that no members of the public had requested to speak at the meeting. He stated that when a member of the public does request to speak in any convened meeting that public are invited to speak at, this would be for maximum of 5 minutes.

The Chairman confirmed with all Councillors that they had received the documentation required to consider the Agenda items.

The Chairman clarified the voting protocol required for decisions, etiquette required to conduct the meeting and housekeeping rules and also reminded all Councillors that if an interest had been declared, they would not be able to take part in any discussion or vote. Voting would be symbolised by a thumbs up for approval, down for against or horizontal hand for abstention. He explained that in cases where, in the opinion of the Chairperson, there is consensus, the Chairperson may seek to secure agreement whilst providing an opportunity for any dissenting members to be heard or to request a formal roll call vote.

The Chairman explained that if meeting was at any point not accessible to Councillors/Chairperson through remote means due to any technological or other failure of provision, then he would immediately adjourn the meeting. If the provision of access through remote means could not be restored within 10 minutes, then the remaining business will be considered at a time and date. If a new date could not be fixed the remaining business will be considered at the next ordinary meeting.

Actions

All papers were circulated with the Agenda to all Councillors.

1. Public Question Time – 15 minutes in total. Members of the public can only view the meeting and not take part unless pre-arranged with either the Clerk, Deputy Clerk or Chairman of the meeting.

Participating members of the public will be limited to 3 persons maximum per meeting. Each member of the public can only refer to items on the agenda and will be allowed to ask one question and one ancillary questions that combined will not last any longer than 5 minutes. Once participating members have asked their questions or made their statements as above, they will be removed from the meeting accordingly and will then only be able to access he meeting via live stream.

No public wished to speak.

2. Apologies for Absence

Apologies received from Councillors Vickers and Stranks.

3. Declarations of Interest

Councillors Neale, Watkins, Cole, and Lewis declared personal interests in relation to items 8.i) and 17. as Trustees of the CIO. The Chairman advised there was no business to be transacted which would require them to leave the room.

4. Chairman's Report

The Chairman of the Committee advised that a Chairman Discretionary Fund had been set up to help and support local people and groups based in Southwater in need of support. The fund raised £2,650.00 so far from local businesses, individuals and more funding was to be added by Councillors who had agreed for their Councillor Allowances to be added to the fund. The Chairman read out a list of businesses that had donated money to the fund which included Budgens, Berkeley Homes, CBS Electrical, UK Table Tennis (John Waters), First Responders, Shepherd Accountants, At Home Estate Agents and others who wanted to remain unnamed. The fund was recently used to help two Southwater families in need. Applications should be made to the Chairman via the Clerk or Deputy Clerk of the Council.

The Chairman updated the committee that Horsham District Council were taking back the management of Lintot Square from 10th January 2021 from the current management company, Lambert Smith Hampton, that were instructed to manage the square on their behalf.

5. Correspondence

None to report.

6. Minutes – Note:- Minutes of the 21st October 2020 were approved at the Full Parish Council of 18th November 2020. For Noting only

Noted by Committee.

7. Accounts – Quarterly Budget Review

(i) Debtors and Creditors – To approve the Debtors/Creditors list as at the date of the meeting

Councillor Flores Moore proposed acceptance of the Debtors and Creditors, seconded by Councillor Williams and **AGREED** unanimously.

(ii) Balance Sheet/Earmarked Reserves

Councillor Watkins requested Earmarked Reserve EMR 338 Future Community Facilities name be changed to Future Community Building to better reflect the purpose of the earmarked funds received from Berkeley for the building at Church Lane. It was noted by the Committee that this Earmarked Reserve was to be used for moving the building based on Church Lane or for the acquisition/building of a new community building. Deputy Clerk would ensure name change to EMR.

<p>Subject to the above, Councillor Watkins proposed acceptance of the Balance Sheet, Earmarked Reserves and changes noted by the committee, seconded by Councillor Moore and AGREED unanimously.</p> <p>(iii) Detailed Income and Expenditure</p> <p>Councillor Scoon proposed acceptance of the Detailed Income and Expenditure seconded by Councillor Watkins and AGREED unanimously.</p> <p>(iv) Bank Reconciliation – To approve the Bank Reconciliation of 30th November 2020</p> <p>Councillor Scoon confirmed that he had checked over the bank statements and reconciliation as per the Financial Regulations and advised they were correct. Councillor Scoon proposed acceptance of the Bank Reconciliation, seconded by Councillor Flores Moore and AGREED unanimously.</p> <p>8. Payments Schedule</p> <p>To approve the payment schedule of Wednesday 16th December 2020</p> <p>(i) £183,340.81 - for approval</p> <p>Councillor Flores Moore proposed acceptance of the payment schedule seconded by Councillor Moore and AGREED by 5 members with 4 abstentions.</p> <p><i>Councillor Knott joined the meeting (7:45pm)</i></p> <p>9. Operational Report</p> <p>It was noted that all the Councillors had received the Operational Report.</p>	<p>Deputy Clerk</p>
<p>Councillor Watkins requested the Deputy Clerk ensure that ElectroClean Coronavirus treatment to the communal areas at Beeson House would be apportioned and charged to tenants in service charges.</p> <p>It was noted by the Deputy Clerk that there was a change of closure date to the Permissive Footpath situated by Easteds Barn from 16th December 2020 to 24th December 2020 since the report was originally circulated following feedback from residents.</p> <p>Councillor Watkins queried whether there was sufficient budget/funds to cover the additional costs incurred from using David Archer Associates to carry out quality checks to the tree works being carried out by STS and identified by the tree survey. The Clerk confirmed there were funds and budget available.</p> <p>The Deputy Clerk confirmed that the total cost of having the accessibility statement produced and put on the Parish Council website was £750. This ensured that it met the Public Sector Bodies (website and mobile applications) Accessibility Regulations 2018 and WCAG 2.1 AA.</p> <p>Play Areas:</p> <p>Larkspur Way</p> <p>Extensive works were required as a matter of health & safety and in accordance with Zurich’s play inspection report recommendations. 3 quotes received (net of any VAT):</p> <p>£5595 – DelWood (Undercoat and two coats of paint)</p> <p>£2575 – RJ Playground (One coat of paint)</p> <p>£5810 – Playsafe Playgrounds Ltd (Undercoat and two coats of paint)</p> <p>Discussion took place regarding the extent of works and the differences between quotes with the main difference being RJ Playground who would only be carrying out one single Subcoat of paint with no primer compared to the two other quotes which would be undercoating as well as two topcoats of Rustoleum. Councillors Cole and Watkins advised modern paint would coat in one coat and priming should not be required. Councillor proposed acceptance of RJ Playground quote of £2575.00 subject to provision of paint guarantees from manufacturer. Seconded by Councillor and AGREED unanimously.</p>	<p>RFO</p> <p>Deputy Clerk/ LB</p>

<p>Warren Drive Works were required as a matter of health & safety in accordance with Zurich’s play inspection report which required the supply and install of 2 ply panels on multi-activity bridge. Descal and repaint of frame, replacement of worn bridge rope, tunnel flooring and corroded slide chute fixings. Descal and repaint of frames to cradle swings. 3 quotes were sought and works authorised with RJ Playground Services Limited. Note total cost of works carried out - £1530.00 + VAT</p> <p>Cornflower Way Works were required as a matter of health & safety in accordance with Zurich’s play inspection report which required replacement of the balance beam with new, replacement of missing plastic bolt covers on the spring bike and to resecure loose ground fixings on the see-saw. 4 quotes received and works authorised with RJ Playground Services Limited. Note total cost of works carried out - £965.00 + VAT</p> <p>Nutham Lane Works were required as a matter of health & safety in accordance with Zurich’s play inspection report to reset the slide run out post to correct level, tighten all slide fixings and lay EPDM wetpour rubber patch around slide leg. 4 quotes received and works authorised with Playsafe Playgrounds Ltd. Note total cost of works - £645.00 + VAT</p> <p>Roman Lane – The Parish Council are still awaiting finalisation of land transfer and play area and therefore still awaiting to receive the commuted S106 monies which relate to this area.</p> <p>Skate Park It is hoped that the Council would be going out to tender for the new skate park in the next month to two months dependent on workload of Deputy Clerk. A formal tender process would be carried out and the tender would be listed on the Public Works Contracts database to comply with UK/EU Regulations and the Council’s Financial Regulations. The Deputy Clerk will seek further advice with respect to the tender’s preliminaries and HSE from MSA. It should be noted that the insurance company has agreed to pay 30% of the rebuild cost and there is also approximately £61,000 of available Section 106 funding that will be applied for. Following a consultation with the user group over future design of skatepark rebuild, a few different design options were presented from two contractors and the design option of a rebuild that is a replica of the original. A new design concept was presented, which was somewhat based on the original skate park, was favoured by all. In order that the design can be used as part of the design specification and tender document, Cambian Engineering have requested a £2000 design consultancy fee should they be unsuccessful in being awarded the tender.</p> <p>Councillor Cole proposed acceptance of the design fee of <u>£2000.00</u>, only payable if the tender is awarded to a contractor other than Cambian Engineering. Seconded by Councillor Watkins and AGREED unanimously.</p> <p>Roman Lane Artwork The Roman Lane artwork has now been installed. 3 quotes for extension and improvement works to the current path situated adjacent to the artwork were sought, DelWood quote was authorised as the adjacent grass had been heavily used and had turned to mud. 30 letters were delivered to residents in closest proximity to the artwork on 7th December 2020 to inform them of the works. Note total cost of works - £640.00</p> <p>Permissive Footpath by Easteds Barn The Permissive Path would be closed for 24 hours once annually in the month of December. The path is to be closed on 24 December 2020 for 24 hours only. The Public have been notified via the website and Facebook.</p> <p>10. Finger Posts – Kerves Lane/Colstaple Lane – update</p> <p>The Clerk updated the Committee that quotes from JAKK and Finger Post Signs were now in. This would be an item on the Full Parish Council Agenda for the Council in January once Councillors have been sent the information received. The Committee agreed to defer any decisions till Full Council meeting in January 2021. Councillor Cole is to be consulted with respect to any quotes and repairs given his extensive knowledge and research into the condition of the posts.</p> <p>11. Southwater Emergency Plan</p>	<p>Deputy Clerk</p> <p>Clerk/ Deputy</p> <p>Clerk/G Cole</p>
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The Clerk updated the Council on the email received from HDC Officer Tony Skelding, how the Parish Plan works with the HDC plan. It was discussed that a rota by month would be the fairest way to spread the responsibility between Councillors.

Co-ordinator Role – Councillors Watkins, Flores Moore, Lewis and Scoon would share the role and the Clerk would confirm the rota by email.

12. General Reserves Policy 2021 – to consider and approve

The Chairman thanked the Deputy Clerk for the work involved in drafting the Policy. Councillor Watkins requested an amendment to 9.4 and the Deputy Clerk advised it would be reworded to review 9.3 annually for clarity. Councillor Watkins proposed the Committee recommend approval to Full Council of the minimum £220,000 General Reserves target and General Reserves Policy 2021. Seconded by Councillor Neale and **AGREED** unanimously.

RFO

13. Budget –

(i) To receive and update, discuss and consider

The Chairman advised that the current draft Budget for 2021/22 and based on the draft tax base figure provided by HDC would result in a decrease of 2.37% to taxpayers. The budget approval remained subject to changes required for items 16, 20, 21 and 22 of this meeting. Councillor Neale proposed to schedule an Extraordinary F&GP Committee meeting to formalise and agree the budget prior to the Full Council Meeting in January 2021. Seconded by Councillor Watkins and **AGREED** unanimously.

14. Roman Lane Artwork – To receive an update on the Roman Lane open space Artwork

The Deputy Clerk updated the Committee that he had received very positive feedback from the residents regarding the artwork and that one resident wanted to thank Councillors Moore and Watkins for listening to their feedback and liaising with them over some issues in the area. The Clerk advised that she had been liaising with the schools that took part in creating the artwork and once safe to do so with respect to the current COVID pandemic and when restrictions were lifted, an opening ceremony would be arranged. The Deputy Clerk confirmed the artwork had been added to the insurance policy and Councillor Watkins requested the Clerk and Deputy Clerk liaise with HDC regarding replanting the trees that were damaged from the recent car accident on A24. Councillor Watkins advised he had applied for the artwork to receive a national award.

Clerk/
Deputy
Clerk

15. Neighbourhood/Community Wardens - To discuss and consider this provision from April 2021

The working Party reported that discussions had taken place with HDC on the above and a draft revised new agreement for 2021 – 23, new draft terms of reference and role profile documents had been gone over thoroughly and sent to all Councillors with the Agenda for them to consider. HDC had expressed that subject to checking over the new draft document with their legal team, they would be favourable towards the new draft agreement.

SPC would have more day-to-day control and input into the directive of the Neighbourhood Wardens with the new contract. The Clerk advised that the members of the Steering Group would be on the group for the duration of the two years and be decided or reconfirmed at the Annual Meeting of the Parish Council.

Councillor Scoon advised that at any point in time the Council could end the agreement if they are not happy with the performance of the Wardens initiative and if it did not meet the aims and objectives set. There would be cost implications but may not exceed the cost of continuing the contract depending on how far into the contract the Council was.

Councillor Moore believed that the uniformed presence was important as a form of policing for a multitude of reasons for Southwater as police presence was limited. The Council would have to consider either outsourcing to a security firm or to make the decision to use the District Council initiative of the Neighbourhood Wardens.

The Chairman questioned the effectiveness of the Wardens and had reservations over whether there would be continued improvement or visible changes to anti-social behaviour. Councillor Timson presented her concerns over communication and how SPC had not had a direct influence over the Wardens to date. She believed the Wardens were reluctant to deal with issues voiced by her to date and where SPC were not line managers to the Wardens this had not helped. She voiced her concerns that the survey results from residents were mostly negative. Councillor Lewis was confident that SPC had more control with the new agreement.

Councillor Watkins proposed recommending to Full Council at the January 2021 meeting, to proceed with the new 2-year contract drafted by the Steering Group. Seconded by Councillor Moore and **AGREED** with five votes in favour, two against and three abstentions.

16. Electronic Noticeboard outside Beeson House – To discuss and consider

The Deputy Clerk reported that he had arranged a site visit and was awaiting quotes/proposals. It was expected that the noticeboard would be in the form of an electronic display situated inside the lobby of Beeson House facing outwards for the general public to view. Councillor Watkins advised it would be important for keeping residents updated on not only Council activity but vaccination information, COVID-19 updates, and businesses in Lintot Square and Southwater could also notify residents with information. The Deputy Clerk advised there was no specific budget for provision of an electronic noticeboard in 2020-21 financial year but there was £1,000 in the budget of 2019-20 which was not used by the Council for the project which would now form part of the general reserves. Councillor Watkins proposed the Committee delegate authority to the Clerk and Deputy Clerk to authorise procurement and installation of an electronic noticeboard at Beeson House. Seconded by Flores Moore and **AGREED** unanimously.

17. CIO – to receive any updates/reports from the CIO

Councillor Neale gave an update as the Chairman of Southwater Ghyll CIO which explained that since taking over management of the Laurie Apted Building and The Ghyll (formerly known as Southwater Leisure Centre) on 1st November 2020 the CIO had to close the buildings due to government requirements. The buildings have now reopened where hirers can comply with the tier 2 government requirements. The CIO have been in contact with potential hirers with a number who have expressed an interest. Infinity Gymnastics were back to using the main hall but with reduced activities due to restrictions on numbers. The CIO was still negotiating for a long-term sub licence for the old gym which was just about to be agreed and there were discussions taking place regarding the café. The CIO had provided space for Southwater Youth Project to carry out meetings with small groups and one-to-ones on a short term basis.

He explained that Planning Application DC/15/2489 permitted a storage container which now had to be removed with the land restored to a condition which was previously agreed in writing by the Local Planning Authority. The CIO had a list of long-term projects which had been shared with the Clerk and Deputy Clerk one of which included renovation to the old gym area which the Deputy Clerk successfully achieved Section 106 funding of £11,258.10 from HDC for the project.

18. Speed Gun – to receive update from Christs Hospital Community Speedwatch Group -

It was noted that the report provided by Christs Hospital Community Speedwatch Group had been circulated to the Committee which showed the group had been very proactive in the Christs Hospital area of Southwater. The Deputy Clerk explained that the speed gun was previously purchased by the Council to loan out to speedwatch groups and a rota could be arranged should other groups be formed. Councillor Moore informed the committee that he had undergone training to run a Southwater village speed watch group which he would be arranging with District Councillor Billy Greening.

19. SYP – Current Matters – To consider and make any recommendations.

The Chairman updated the Committee on current matters regarding more detail on offering SYP a space at The Ghyll for 1-1s and small groups as suggested and put forward by SYP as they were not using Beeson House currently. Risk Assessments had been provided to The Ghyll.

The live stream of this meeting ended to the Public at 9:10pm after the above item due to the confidential nature of the following business to be transacted. in accordance with Section 1 (e) of Standing Orders (Meetings).

Clerk/
Wkg
Pty

Clerk/
Deputy
Clerk

Deputy
Clerk

20. SYP – Future Matters

21. SPC Youth Provision

22. HR matters

23. DATE OF NEXT MEETING – 17th February 2021

Also note there will be an Extraordinary F&GP Committee Meeting on 20th January 2021 prior to the Full Council Meeting.