



SOUTHWATER PARISH COUNCIL

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Minutes of the Finance & General Purpose Committee meeting of the Parish Council held on Wednesday 19th February 2020 in the Council Chamber, Beeson House, Southwater, West Sussex, RH13 9LA commencing at 7.30pm.

Present: **Councillors:** P Flores-Moore (Vice Chairman - *arrived 8.07pm*), G Watkins
R Stranks, S Lewis, R Williams, G Cole, D Moore, N Knott
and C Vickers (*arrived at 7.40pm*)

Members of the Public: 8

Deputy Clerk: Justin Tyler

Press: Not Present

ACTIONS

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.

NOTE: The Chairman and Vice Chairman were not in attendance at the beginning of the meeting so it was proposed by Councillor Cole, seconded by Councillor Moore, and AGREED unanimously that Councillor Watkins Chair the meeting until the Vice Chairman arrived.

- 1. Public Forum – (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 the commencement of the meeting.**

Mr Ken Broomfield spoke about item 17 relating to the footpath between Easteds Lane and Nutham Lane. He stated that discussions between the Parish Council and residents ended at an impasse due to the Council's intention to proceed with a permissive footpath solution and that this contradicted the pledge to offer a proposal without prejudice for further discussions with residents which was agreed in a meeting on 15th January 2020. He continued to state that the application to deem the footpath a public right of way (PROW) was filed in October 2019 with West Sussex County Council and the Council's decision to increase their budget by £10,000 with respect to legal challenges was, in his view, provocative. He and other residents all want long term protection and believed that a permissive foot path offered no protection to the users of the footpath as permission could be withdrawn. The Chairman responded that the emerging Neighbourhood Plan protected open spaces and the footpath would be protected by submission of a Section 106 agreement.

The Chairman read out an email from Mr Young concerning the minutes of the extraordinary FG&P meeting dated 29th January 2020. Mr Young stated that his name was spelt incorrectly and raised an issue regarding Section 106 funding.

2. Apologies for Absence

Apologies were received from Councillors Neale, Scoon and Timson.

3. Declarations of Interest

None.

4. Chairman's Report

There was no report.

5. Correspondence

The Deputy Clerk advised the Committee that Age UK had sent a letter explaining that their Horsham branch was joining the West Sussex and Brighton and Hove branches to save costs but that all services would continue as usual.

6. Appointment of Councillor to F&GP Committee – Councillor Williams

Councillor Williams left the room

It was proposed by Councillor Lewis, seconded by Councillor Moore, and **AGREED** unanimously that Councillor Williams be appointed to the FG&P committee.

Councillor Williams returned to the room

Councillor Vickers arrived at 7.40pm

7. Minutes – To approve the Minutes of the extraordinary meeting held on Wednesday 29th January 2020

After being circulated prior to the meeting, it was proposed by Councillor Moore, seconded by Councillor Stranks, and **AGREED** unanimously that the minutes from the extraordinary meeting held on Wednesday 29th January 2020 be accepted as a fair and accurate record.

8. Matters arising from the minutes of the above meeting not covered elsewhere on the agenda

There were none.

9. Accounts – Quarterly Budget Review

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

It was proposed by Councillor Watkins, seconded by Councillor Moore, and **AGREED** unanimously that the debtors and creditors list of 19th February 2020 be approved.

- ii) Detailed Income and Expenditure

It was proposed by Councillor Moore, seconded by Councillor Watkins, and **AGREED** unanimously that the income and expenditure list of 19th February 2020 be approved.

- iii) Bank Reconciliation – To approve the Bank Reconciliation of 31st January 2020

<p>Councillor Watkins asked about the status of the additional bank account to spread the Council's risk and requested that insurance for the Council's bank accounts be researched. The Deputy Clerk responded stating that a meeting would be happening soon with the bank to create a new account.</p> <p>It was proposed by Councillor Watkins, seconded by Councillor Cole, and AGREED unanimously that the bank reconciliation from the 31st January 2020 be approved.</p> <p>10. Payments Schedule</p> <p>i) To approve the payment schedule of Wednesday 19th February 2020 TOTAL £116,800.75 - for approval</p> <p>It was proposed by Councillor Moore, seconded by Councillor Lewis, and AGREED unanimously that the payment schedule from the 19th February 2020 be approved.</p> <p>11. Operational Report</p> <p>The Deputy Clerk informed the Committee that the remedial works to the roof of Beeson House had been completed and that the scaffolding would be removed towards the beginning of March 2020.</p> <p>The Deputy Clerk advised that works had been carried out with respect to the access control system, bi-fold partition doors, a power fault and gas heaters at The Ghyll and works by Fire Risk UK on the Laurie Atped building as per the circulated operational report. Councillor Watkins proposed that the Council note and approve the 5 items of expenditure retrospectively: Access Control Intercom - £871.72 Accordial Ltd - £775.00 CBS Electrical Contractors Ltd - £589.16 BSW Building Services Ltd - £1,014.00 Fire Risk UK - £414.80 Seconded by Councillor Moore and AGREED unanimously.</p> <p>It was proposed by Councillor Watkins to spend £350.00 on servicing the boilers to the Lardner Hall (The Ghyll), seconded by Councillor Cole and AGREED unanimously.</p> <p>It was proposed by Councillor Cole that the Council spend £305.87 on replacement of three faulty TRV valves for the Lardner Hall WCs and hallway radiators, seconded by Councillor Moore, and AGREED unanimously, provided that the system was flushed first.</p> <p>It was proposed by Councillor Watkins that the Council spend £218.14 on lagging various sections of pipework in the loft of The Ghyll, seconded by Councillor Cole, and AGREED unanimously.</p>	<p>Deputy Clerk</p>
<p>The Deputy Clerk advised that no response had been received from Metrobus regarding a grant so he would investigate Section 106 money available towards the College Road bus shelter perching seat as an alternative.</p> <p>12. Lardner Hall Kitchen – To consider refurbishment and installation of a new kitchen in the Lardner Hall using Section 106 funds and consider quotes received for the works required.</p> <p>The Chairman advised £4,314.56 of Section 106 funds had been confirmed for refurbishing Lardner Hall Kitchen. An additional £2,618 would be required to carry out the work from the Council's Leisure Centre maintenance budget. Councillor Stranks requested more information on Section 106 funding available to which the Chairman responded by asking the Deputy Clerk to circulate the information he had been working on. Three quotes had been sought and two quotes for the work had been received and it was proposed by</p>	<p>Deputy Clerk</p> <p>Deputy Clerk</p>

<p>Councillor Watkins, seconded by Councillor Moore and AGREED unanimously to delegate the decision of which quote to accept to the Chairman of F&GP Committee (Councillor Neale), Clerk and Deputy Clerk.</p>	<p>MN</p>
<p>13. Foodbank/Fairshare Table – To receive and consider the request received on a foodbank in Southwater and receive any updates on the Fairshare table</p> <p>Correspondence was circulated relating to a proposal for a food bank in Beeson House, Southwater. Councillor Moore stated that he agreed with it in principle provided it was managed properly. The Deputy Clerk confirmed that the store area would be in an area leased by West Sussex County Council’s library and permission would need to be negotiated with them and Horsham District Council as the building owners. There was also an electrical switchboard that would need to be boxed in if the area is used for a food bank. The Chairman proposed that the Council approve the proposal on the basis that the costs of boxing in electrical boards and any negotiations, agreements and legal documentation with WSCC and HDC are pursued by the foodbank initiative and that the foodbank complied with health and safety regulations with no costs incurred by the Parish Council. Councillor Moore seconded the proposal and it was AGREED unanimously.</p>	
<p>14. Skate Park in Stakers Lane</p> <p>The Deputy Clerk advised that up to a total of £61,209.00 of Section 106 funding was available for improvements to the skate park on Stakers Lane. A discussion ensued and it was proposed by Councillor Moore that the item be delegated to the Clerk and Deputy Clerk to investigate further and bring any findings to the next meeting, seconded by Councillor Cole, and AGREED unanimously.</p> <p>The Chairman thanked the Deputy Clerk for his work on the Section 106 schedule and advised it would be sent to Councillors.</p> <p><i>Councillor Flores Moore arrived at 8.07pm.</i></p>	<p>Clerk / Deputy Clerk</p> <p>Deputy Clerk</p>
<p>15. Football Pitch improvements</p> <p><i>As Vice Chairman of the Committee, Councillor Flores Moore assumed position of Chairman.</i></p> <p>A proposal from Southwater Royals FC for a new 3G pitch was circulated and suggested that such a surface would provide proper drainage so there would be no issue with flooding and unceasing cancellation of games. Councillor Watkins stated that Section 106 funding would be available for such a project and it was proposed by Councillor Lewis that a working party be formed to further discuss the proposal and explore additional funding options, seconded by Councillor Moore and AGREED unanimously.</p>	<p>Deputy Clerk</p>
<p>16. Noticeboards</p> <p>Councillor Moore advised that the Council’s noticeboards were becoming redundant due to digital communication methods and suggested having just one at the top and one at the bottom of the village as well as keeping boards at Beeson House and the doctors surgery. He advised placing boards in bus shelters was preferable due as was better sheltered from bad weather. Councillor Vickers stated that the noticeboard on Tower Hill was in a useful location but in a state of disrepair. Councillor Moore suggested posting notices on the boards about their potential removal and monitor responses from residents. The Chairman asked that information be relayed to residents via the website and it was decided to defer this item to the next Council meeting for a decision and that</p>	<p>Deputy Clerk</p>

<p>the Deputy Clerk would investigate the cost of replacing a noticeboard and Councillor Moore would further report which bus stops could accommodate them.</p> <p>Councillor Stranks suggested that no reliance should be placed on Neighbourhood Wardens to monitor noticeboards.</p> <p>17. Footpaths – Update on permissive footpath from Easteds Lane to Nutham Lane</p> <p>Councillor Lewis stated he had used the access way for many years and there was a clear need for the access route and that he would like to put a permissive path into some state of usability dependent on price of doing so. He believed it to be an asset to Little Barn Owls and acknowledged that the path clearly cut through what was part of the original car park to Easteds Barn. Councillor Vickers agreed with Councillor Lewis and requested assurance that it would remain as a path for the long term to which Councillor Watkins responded stating that under a Section 106 agreement this could be established. Councillor Lewis wished to reiterate that although they have been referring to the cut through as a “path” the Council has not yet accepted it as a footpath. The Chairman thanked Councillor Watkins for his work on the footpath.</p> <p>Following the discussion, Councillor Lewis proposed deferring the issue to full Council, seconded by Councillor Moore and AGREED unanimously.</p> <p>Councillor Moore asked what the application process was for a Public Right of Way (PROW) and Councillor Vickers advised applications are dealt with by WSCC and not Southwater Parish Council.</p> <p>18. Southwater Ghyll CIO –</p> <p>(i) The Ghyll – to receive and consider any updates</p> <p>This item was deferred to the next Council meeting.</p> <p>19. Neighbourhood Plan – To receive any updates</p> <p>Councillor Watkins informed the Committee that the public examination hearing for the Neighbourhood Plan would take place on 28th February 2020. He explained that the examiner was appointed by state and Horsham District Council and the public were welcome to ask any questions. The outcome of the report would then determine when the Plan would go to referendum.</p> <p>Councillor Vickers explained that the HDC Local Plan was separate to SPC’s Neighbourhood Plan.</p> <p>20. RFO/Deputy Clerk – To receive and consider any updates on the roles of RFO and Deputy Clerk</p> <p>The Chairman congratulated the Deputy Clerk on gaining his CiLCA qualification and noted that he was now officially Deputy Clerk and RFO.</p> <p>21. DATE OF NEXT MEETING – 15th April 2020</p> <p>The meeting ended at 8.45pm.</p>	<p>Cllr Moore</p>
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