

## SOUTHBOURNE PARISH COUNCIL

Robin Davison  
Clerk to the Council  
e-mail: clerk@southbourne-pc.gov.uk

The Village Hall  
First Avenue  
Southbourne  
Emsworth  
PO10 8HN  
Telephone (01243) 373667

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9 January 2020

Dear Sir / Madam,

You are hereby summoned to a meeting of the Southbourne Parish Council at the **St John's Church, Main Road, Southbourne** on **Tuesday 14 January 2020** at **7.30 p.m.**

R A Davison  
Clerk

### AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. **Minutes** – of the meeting held on 10 December 2019.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Reports** (Mr Brown)
7. **Report of the Finance and General Purposes Committee**

To receive the report of the Committee on the proposed budget and Council Tax Requirement (precept) for 2020/21.

8. **Highways Matters**
  - a. Speed Indicator Devices (SIDs) - To consider asking the County Council to vary the agreement for the use of the SIDs so they can be used for two weeks, as opposed to one week, in each location.
  - b. Village Signs – To agree to the new signs for Southbourne being replaced in 2020/21 and to investigate the replacement or new signs in the remainder of the Parish.
9. **Vision, business plan and Councillor skills**

Mrs L Hicks to report.

## 10. Baker Barracks, Thorney Island

To receive a presentation from Jonathan Robinson from the Baker Barracks.

## 11. Finance

a. Income and Expenditure - To note the income and expenditure since the last meeting.

b. Parish Council Grants – To consider an application for a Parish Council grant.

## 12. Monthly Parish Council drop-in sessions

Mrs L Hicks to report.

13. **All Parishes Meeting** – To appoint two Members to represent the Parish at All Parishes Meetings organised by Chichester District Council. The next meeting is on 10 February 2020.

## 14. Neighbourhood Plan Steering Group

To receive a report on the last meeting.

## 15. Southbourne Environment Group

To receive a report on the last meeting and recent activities.

## 16. Items for Future Meetings

## 17. Date of Meetings in 2020

	February	March	April	May	June
<b>Council</b>	11	10	21*	12	09
<b>Planning Committee</b>	18 -	10 & 31	21 -	12 -	02 & 23
July	August	September	October	November	December
14	No Meeting	08	13	10	08
14	11 -	01 & 22	13 -	03 & 24	15 -

\*Members are asked to agree moving the April Council meeting from the second Tuesday to the third Thursday due to Easter.

**TO: All Members of Southbourne Parish Council**

### **Filming and use of social media**

During this meeting the public are permitted to film the Council or use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

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## **Southbourne Parish Council**

**Minutes** of the meeting held on 10 December 2019 at the St John's Church Centre, Main Road, Southbourne at 7.30 p.m.

**Present:** Mr C Bulbeck (Chairman), Mrs Bangert\*, Mr Brown\*, Mrs M Bulbeck, Mr Feltham, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Mr Redman, Miss Tait and Mr Taylor.

\* Also District Councillors for Southbourne

### **Apologies for Absence**

190. Apologies for absence were received from Mrs Thorne.

### **Declarations of Pecuniary Interests**

191. None

### **Minutes**

192. Resolved – that the minutes of the meeting held on 12 November be approved as a correct record and signed by the Chairman, subject to the following amendments:

- Correct the date of the meeting to 12 November 2019
- Minute 179 – Amend to read "... A meeting would held with representatives of Chichester District Council and the St John's Parochial Church Council..."

### **Open Forum**

193. None.

### **County Councillor Report**

194. Apologies were received from Mr Magill.

### **District Councillor Report**

195. Mr Brown reported on the following matters:
- All 18 electric charging points at District Council car parks, including two at Bosham were now operational
  - 1000 sandbags were ready for use in the event of flooding in the District.
  - The free Park and Ride at Chichester College would be operational each weekend in December in the lead up to Christmas
  - There was a consultation on a regional transport study looking at the modal transport options for the South East
  - The District Council's Grants and Concessions Panel had £175000 to disburse with applications for grants up to £1000 considered at any time and grants of up to £15000 considered up to four time per year.

196. Mrs Bangert was pleased to report on a very useful meeting with the Civil-Military Relations Liaison Officer at Thorney Barracks.

### **Appointments to Committees**

197. Resolved – That Mrs Thorne be elected to the Finance and General Purposes Committee and Mrs Bangert be elected to the Planning Committee with effect from 1 January 2020.

### **Finance and General Purposes Committee**

198. Members received the Committee's report and noted that since that meeting, the District Council had advised the Parish Council of the Council Tax Base for 2020/21. It was agreed that the Committee would meet again in early January 2020 to review the impact on the Council Tax Requirement.

199. Resolved – That the Clerk in consultation with the Chairman be authorised to purchase a fireproof cabinet.

200. Members considered establishing a Staffing Committee with a constitution and terms of reference tabled at the meeting, separate from the Finance and General Purposes Committee.

201. Resolved – (i) That a Staffing Committee be established with the following Members:

- Mrs Bangert, Mr Brown, Mr Hayes, Mrs L Hicks, Miss Tait and Mrs Thorne.

(ii) The Constitution and Terms of Reference be approved

### **Facebook Page for the Parish Council**

202. It was noted that there were already pages for the Neighbourhood Plan Steering Group and the Southbourne Environment Group but none for the Parish Council itself. Members agreed there was a benefit to the community in having a Parish Facebook page but it could not be a 'free for all'.

203. Resolved – that a Facebook page for the Parish Council be established.

### **Highways Matters**

204. Bus Shelter at Bramley Gardens – It was noted that the area for the bus shelter needed resurfacing as there was a trip hazard created by the removal of the old shelter. Quotes were being sought for this work.

205. Resolved – (i) that the Clerk in consultation with the Chairman be authorised to agree a quote for this work.

(ii) That the CIL budget for the bus shelters increase by £3500 and Chichester District Council be advised accordingly.

206. Speed Indicator Devices (SIDs) – Members noted that the County Council and SSE would be requested to authorise the location for the SIDs at Nutbourne.

The Clerk would ask Westcotec about how long the data was held on the SIDs.

207. Village Signs – in the absence of Mrs Thorne, the item was deferred although Members agreed there also needed to be new signs elsewhere in the Parish.

208. Gritting of Stein Road - It was noted that the County Council had reversed its decision to reduce the number of gritting routes.

### **Emergency Plan for the Parish**

209. Members agreed that a new emergency plan should be prepared and:

210. Resolved – that a Working Party be established to prepare a new plan, comprising:

- Mrs Bangert, Mr Brown, Mr Hayes and Mr Taylor.

### **Purchase of Allotments at Southbourne Fields**

211. Resolved – that the Clerk be authorised to sign the contract for the purchase of the allotments at Southbourne Fields from Miller Homes.

### **Vision, Business Plan and Councillor Skills**

212. Members were pleased to note that 102 people had responded to the consultation on a vision for the parish broadly covering four categories, community, descriptive, environment and social. The Clerk would circulate the detailed responses to Members.

213. Resolved - that Mrs Bangert, Mrs Thorne and Mrs Hicks develop a statement for consideration by the Council.

214. Formal training on business planning and media would be arranged for the Spring 2020 and meetings would be arranged, lasting about one hour, to discuss skill sharing between Members.

### **Monthly Parish Council drop-in sessions**

215. Mrs Hicks and Mrs Bangert had met seven people who had raised six issues, three of which related to new residents. It was suggested that a welcome pack could be worthwhile developing but would need to relate only to information that was likely to stay current.

### **War Memorial**

216. A meeting had been held with representatives of the Parochial Church Council (PCC) and officers from Chichester District Council (CDC) to discuss a way forward. It was noted that any S106 funding from the Priors Orchard development could only be used on public art and was unlikely to be available until after the last house was sold.

## Finance

217. The Council noted the income and expenditure as follows:

Income		
Chichester DC	Invoice HSGPO5285	£15,226.00
Expenditure		
Chichester DC	Invoice 10021576X	£102.58
JDS	Invoice 3188	£35.00
JDS	Invoice 3189	£60.00
JDS	Invoice 3191	£1,972.00
Member Expenses	Exhibition board printing	£336.00
Southbourne & Dist Age Concern	Invoice 0032	£20.00
Southbourne VHMC	Invoice 1/4./19 - 30/9/19	£1,000.00
ECP	ECP43	£180.00
Surrey Hills Solicitors	Invoice 2846	£480.00
O'Neil Homer	Invoice 783	£2,640.00
O'Neil Homer	Invoice 789	£1,740.00
SSE Enterprise	Invoice 900093	£162.36
SSE Enterprise	Invoice 900091	£192.42
ECP	Invoice ECP43	£180.00
Viking	Invoice 406517	£339.81
Staff	Salary and Pension (DD)	£3,264.85
	TOTAL	£12,705.02
Transfer from Savings Account	For current payments	£12,705.02

## Neighbourhood Plan Steering Group

218. Members were pleased to note that 260 people had attended the exhibition on 1 and 2 December 2019 on the options for future development in the parish and 212 responses to the questionnaires had been received on the day. A further 25 questionnaires had received after the exhibition. Members thanked everyone who had been involved in supporting the exhibition.

## Southbourne Environment Group

219. With a significant amount of work needed on the Neighbourhood Plan, the Group had discussed the need for a variation of the terms of reference to separate the policy work for the Plan from the practical work in the Parish. The Co-Chairmen would discuss this with the Clerk.

## Items for Future Meetings

220. All Parishes Meeting representatives.

## Date of Next Meeting

221. 14 January 2020.



## **Exclusion of the Press and Public**

222. Resolved - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

## **Complaint**

223. The Vice Chairman reported on the findings of the Independent Investigating Officer (IIO) into a complaint. The situation giving rise to the complaint had arisen from circumstances where respective roles and processes were not fully understood. The IIO was unable to reach any firm conclusions on whether or not the Complaint was justified. She found the Complaint had not been proven and believes this a fair outcome for both Parties. The IIO had recommended that a Staffing Committee should be established, and training provided on staffing and the roles of the Clerk, Chairman and Councillors in meetings. The IIO had spoken to the complainant about her findings.

224. Resolved – that the report be noted and the recommendations of the IIO be accepted.

Chairman

The meeting closed at 9.25 p.m.



**14 January 2020**

**Report of the Finance and General Purposes Committee**

Present: Mr Brown (Chairman), Mrs Bangert, Mr Bulbeck, Mr Hayes, Mrs L Hicks  
Mr Jennings, Miss Tait and Mrs Thorne.

The Committee met on 6 January 2020 to consider the budget and Council Tax Requirement for 2020/21.

Members had initially considered the budget in November 2019 but at that time the Council Tax Base had not been published by Chichester District Council. While the Council Tax Support Grant was no longer available the published Council Tax Base for 2020/21 had increased and when applied to the provisional budget had led to a reduction in the Council Tax at Band D.

Members agreed that there needed to be additional funding for councillor training on staffing and business planning amongst other things. The Clerk suggested that there should be a modest increase in the maintenance budget of the Recreation Ground to allow for improvements in the drainage of the football pitch because it had been hardly playable since October due to the weather. Members also agreed that additional funding should be provided for the Neighbourhood Plan consultants work and for Parish Council Grants. The cost of the quadrennial election in May 2019 had been substantial and Members agreed that an earmarked reserve should be established with £1500 budgeted for each year in the lead up to the next Parish Council election in 2023. Income from football was anticipated to remain the same in 2020/21.

Overall the budget is recommended to increase by 4.7% to £166,815 and the Council Tax Requirement by 5.6% to £164,965. With the increase in the Council Tax Base to 2654.8, the Council Tax at Band D would increase by 1.3% to £64.32 per year. The detail is set out in Appendix A

**Recommended** – that for 2020/21

- (i) The budget be set at £166,815
- (ii) The Chichester District Council be advised that the Council Tax Requirement is £164,965.

Chairman  
Finance and General Purposes Committee

Item	Estimate 2019/20	Year to November 2019	Estimate 2020/21	£ Variance between 19/20 & 20/21  £	% Change	2020/21 budget narrative
<b>Income</b>						
Precept	155775	155775	164965	9190	5.6%	
Council Tax Support Grant	1418	1418	0	-1418	-100.0%	
Football	1850	0	1850	0	0.0%	
<b>100 Administration</b>						
4000 Clerk's Salary, Tax & NICs	32300	14774	32950	650	2.0%	
4005 Admin Assistant	5000	2577	5100	100	2.0%	
4030 Clerk's expenses	250	207	250	0	0.0%	
4050 Chairman's Allowance	300	0	300	0	0.0%	
4060 Clerk's Prof Subscriptions	250	237	250	0	0.0%	
4070 Administration Expenses	8500	2024	7000	-1500	-21.4%	
4080 Westb&Southb Burial Comm	21273	21273	21215	-58	-0.3%	
4090 Insurance	2500	2187	2500	0	0.0%	
4100 Subscriptions SSALC	2300	2075	2300	0	0.0%	
4110 Subscriptions Other	150	36	150	0	0.0%	
4120 Audit Fees	950	1404	1600	650	40.6%	
4130 Grants Paid	6000	5539	7500	1500	20.0%	
4140 Donations Paid	0	0	0	0	0.0%	

Item	Estimate 2019/20	Year to November 2019	Estimate 2020/21	£ Variance between 19/20 & 20/21	% Change	2020/21 budget narrative
4150 Courses/Conf/Seminars	1000	580	4000	3000	75.0%	
4155 Staff Courses/Conf/seminars	750	0	750	0	0.0%	
4160 Travel & Subsistence	250	0	250	0	0.0%	
4170 Advertising / Publicity	500	0	500	0	0.0%	
4190 Community Initiatives	0	0	0	0	0.0%	
4200 Capital	6250	489	6250	0	0.0%	
4220 Pension Contributions	700	1346	2000	1300	65.0%	
4230 Parish Council Election	1000	5346	1500	500	33.3%	Contribution to Earmarked Reserve for Quadrennial Election 2023
4310 Maintenance	0	0	0	0	0.0%	
<b>200 Street Lighting</b>						
4300 Supply	5000	1654	6400	1400	21.9%	
4310 Maintenance	4500	108	4600	100	2.2%	
4320 Improvements	10000	0	5000	-5000	-100.0%	?
<b>220 Recreation Ground</b>						
4310 Maintenance	5250	223	7000	1750	25.0%	To include maintenance of the football pitch
4320 Improvements	3000	0	3100	100	3.2%	
4400 Pavilion	570	81	600	30	5.0%	
4410 Grass Cutting	6000	2316	6100	100	1.6%	
4430 Football	0	0	0	0	0.0%	
4440 Caretaker Salary	4500	1217	4600	100	2.2%	

Item	Estimate 2019/20	Year to November 2019	Estimate 2020/21	£ Variance between 19/20 & 20/21	% Change	2020/21 budget narrative
<b>240 Council Activities</b>						
4310 Maintenance	1500	173	1750	250	14.3%	
4480 Dog Control	2950	2965	3500	550	15.7%	
4490 Litter Picker salary	2050	486	2050	0	0.0%	
4500 PRoW Maintenance	250	0	250	0	0.0%	
4510 Think Family (S137)	5000	5000	5000	0	0.0%	
<b>300 Neighbourhood Plan</b>						
4210 Neighbourhood Plan	17,000	6,446	19000	2000	10.5%	To include master planning costs if NP is 'made' in the financial year
4220 Environment Steering Grp	1,250	420	1500	250	16.7%	
<b>Total Budget</b>	<b>159,043</b>		<b>166815</b>	7772	4.7%	
LESS: <b>Income</b>	<b>1,850</b>		<b>1850</b>	0	0.0%	
<b>Council Tax Support Grant</b>	<b>1418</b>		<b>0</b>	-1418	0.0%	
<b>Precept</b>	<b>155,775</b>		<b>164965</b>	9190	5.6%	
<b>Band D</b>	<b>63.48</b>		<b>64.32</b>	1	1.3%	
<b>Council Tax Base</b>	2,454.0		<b>2,564.80</b>			Tax base at 99% Council Tax collection rate

**14 January 2020**

**Parish Council Grant Applications**

One application has been received. The annual budget for grants in 2019/20 is £6000 of which £461 remains to disburse before the end of the financial year.

<b>Organisation</b>	<b>£ applied for</b>	<b>Purpose and Comments</b>
Southbourne Development Trust (Charitable Incorporated Organisation)	250	The funding is to establish a bank account for the CIO so that it may begin to operate as envisaged.  (Note by Clerk - The Southbourne Development Trust arose from the current Neighbourhood Plan to support the development of the Green Ring in Southbourne.)

**Recommended** –(i) That the Council considers the above applications for a Southbourne Parish Council grant.

(ii) That any award made should only be on the basis that the grant is paid after the new bank account is opened and the details provided.

Robin Davison  
**Clerk and RFO**