

SOUTHBOURNE PARISH COUNCIL

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23 April 2020

Dear Sir / Madam,

You are hereby summoned to a meeting of the Southbourne Parish Council on **Tuesday 28 April 2020 at 7.30 p.m.** This meeting is being held remotely in accordance with the Coronavirus Act 2020*.

Robin Davison
Clerk

AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. [Minutes](#) of the meeting held on 10 March 2020.
4. **Open Forum**
5. **County Councillor's Report**
6. **District Councillor's Report** (Mr Brown)
7. **Training**

To receive an update on Business Plan training and safeguarding training through Chichester District Council in connection with Community Connections.
8. **Community Connections**

To receive an update on the numbers of volunteers and people in need of assistance, support from a partner charity and the distribution of local resources flyer.
9. **Chichester - Emsworth Cycle Route (Chemroute)**

To receive an update on the Highways England feasibility study and a local virtual meeting regarding the Chemroute

10. Finance

- a. Expenditure - To note the expenditure since the last meeting.
- b. Grant Applications – To consider four applications for a Southbourne Parish Council grant.
- c. Infrastructure Projects – To consider whether there any new infrastructure projects that need to be included on Chichester District Council’s [Infrastructure Business Plan](#).
- d. Internal Audit – The internal audit will be held in the week commencing 25 April 2020.

11. Future Business

To consider what business needs to be transacted and meetings held in the coming months in the light of the restrictions due to the pandemic.

12. Neighbourhood Plan Steering Group

Due to the Covid-19 restrictions, no Steering Group meeting was held in April.

13. Southbourne Environment Group

Due to the Covid-19 restrictions, no meeting was held in March.

14. **Risk Assessment** – To note that the annual risk assessment has been carried out by the Chairman and the Clerk.

15. Date of Next Meeting

The meeting on 12 May 2020 is scheduled to be the Annual Meeting of the Council.

TO: All Members of Southbourne Parish Council

***Coronavirus Act 2020**

The Coronavirus Act 2020 enables parish councils to meet ‘remotely’ (i.e. by video or teleconference or by live streaming amongst other means) and provides for the press and public to also attend the meeting ‘remotely’. If you wish to do so, please e mail the Clerk at least 20 minutes before the meeting starts so that you can be sent a link to join the meeting. Members of the press and public are advised to email the Clerk as far in advance as possible as if technical issues prevent them from joining the meeting it will not be possible to provide technical support once the meeting has started. As with normal meetings, you will only be permitted to speak at the Chairman’s discretion and you are therefore requested to ensure your device is muted at all times unless invited to speak.

The Clerk’s e mail address is clerk@southbourne-pc.gov.uk or scan this code:

Filming and use of social



media

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Southbourne Parish Council

Minutes of the meeting held on 10 March 2020 at the St John's Church Centre, Main Road, Southbourne at 7.30 p.m.

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

* Also District Councillors for Southbourne

4 members of the public.

Apologies for Absence

286. Apologies were received from Mrs M Bulbeck, Mr Feltham and Mr Hayes.

Declarations of Disclosable Pecuniary Interests

287. None

Minutes

288. Resolved – that the minutes of the meeting held on 10 December 2019 be approved as a correct record and that they be signed by the Chairman subject to the following amendment:

- Minute 263 – fourth bullet point, delete “with”

Open Forum

289. A member of the public commented on the unkept hedges along the public footpaths. Mrs Bangert commented that she had reported a number of problem hedges to West Sussex Highways.

290. A resident commented that he had been trying to sell his house and that one potential purchaser had decided not to buy it because they did not like the state of the footpath and verges in the road. He commented that the verges were not properly looked after and allowed to encroach across the footpaths. Parking on the verges was turning them into quagmires and the footpath in Longlands Road in was breaking up.

291. Parking outside and close to the schools continued to be a problem. Members had been in touch with the PCSOs about this to see if they could help. Mr Brown would contact Mr Magill about this matter. Members would be visiting the Infant and Junior Schools shortly so would also raise it with them. It was also suggested that discussions with the Southbourne Club should be re-opened to see if there could be a resolution to the problems. Mr Hayes and Mrs Bangert would speak to the Schools and the Club.

County Councillor Report

292. The County Councillor's written report was received and noted.

District Councillor Report

293. The District Councillor report was received and noted. Members agreed a written report was helpful and requested that future reports be included with the agendas.

Village Signs

294. Mrs Thorne presented proposals for the new village signs and Members agreed the following new signs including the County Shield should be progressed with West Sussex Highways:

- Nutbourne West – Eastbound, between Inlands Road and Priors Orchard and Westbound as close to the Thatched Cottage as practical. Mr Brown would check with Chichester District Council whether the sign had to state 'Nutbourne West' or whether 'Nutbourne' was permissible.
- Southbourne – Eastbound, between Tuppy Barn and Parham Place and Westbound as level as possible with but opposite the Eastbound sign for Nutbourne West
- Prinsted – At the two turnings off Main Road on to Prinsted Lane
- Hermitage – Eastbound in the current location and Westbound by the settlement boundary.
- Lumley – A single sign as close to Rose Cottages as possible.

295. Members noted that the exact locations would need to meet the requirements of West Sussex Highways.

Vision, Business Skills and Councillor Training

296. Of the two proposals put forward for a vision statement it was noted that three Members had expressed a preference for the first one. It was agreed that the statements would be considered further at the training day on 16 May 2020. The training would take place from 10 a.m. – 4 p.m. at the St John's Centre.

Monthly Parish Council Drop-in Session

297. 12 residents had attended the drop-in session on 7 March 2020 with concerns about litter, dog poo, parking, hedges and the successful appeal by Rydon Homes. A resident had also attended to thank the Parish Council for the new bus shelter adjacent to Bramley Gardens.

298. It was noted that there were a number of litter and dog poo bins owned by the Parish Council and some litter bins owned by the District Council. The litter bins were emptied separately from the dog poo bins and Members agreed that there should be a rationalisation of them, now that the District Council permitted dog poo to be placed in general waste bins.

Finance

299. a. Expenditure - The Council noted the following expenditure since the last meeting:

Expenditure		
Surrey Hills Solicitors	Invoice 2952	£540.00
Surrey Hills Solicitors	Invoice 3195	£250.00
Viking	Invoice 774527	£545.77
Ace Shelters	Invoice 1060	£3,142.20
Poison Free Pest Control	Mole control at Recreation Ground	£390.00
G Burley & Sons	Invoice 01404	£463.20
The Safe Shop	Invoice SI-1276987	£1,844.76
VisionICT	Invoice 10881	£60.00
VisionICT	Invoice 10895	£21.60
VisionICT	Invoice 10970	£270.00
Staff	Aggregate Salary & Pension (DD)	£2,980.24
	Total	£4,952.83
	Transfer for current payments	£4,952.83

300. b. New Homes Bonus 2020/21 – Members noted that there had been support from residents for the proposed outdoor fitness equipment on the Recreation Ground. The New Homes Bonus allocation for 2020/21 was £23,057.75 and applications needed to show they had the support of residents.

301. Resolved – That the Parish Council bid for New Homes Bonus 2020/21 funding in the sum of £23,057.75 to provide outdoor fitness equipment.

Notice of Motion

302. The Council Parish Council considered a Notice of Motion proposed by Mr Brown regarding support for the Chichester to Emsworth (CHEM) cycle route.

303. On being seconded by Ms Tait it was Resolved that

Southbourne Parish Council notes the ambition for the Chichester to Emsworth (CHEM) Cycle route has been ongoing for the last 10 years. In this time there have been several serious incidents involving cycle users on this road, mainly at junctions. Over that time a Climate Change Emergency has been declared, air pollution is increasing and it is an accepted fact that encouraging more cycle

users onto the road is one positive action to mitigate these two very serious issues. To enable this to happen there must be a provision of safe cycle route that links into the Chichester City centre and beyond. Southbourne Parish Council therefore strongly supports the provision of the CHEM route and commits to lobby and campaign to ensure this vital route becomes a priority for Chichester District Council, West Sussex County Council and Highways England and a reality for all cycle users.

Neighbourhood Plan Steering Group

304. The Steering Group had gone through the list of items outstanding. Members were pleased to note the 30 percent response rate to the housing needs survey of the Parish.

Welcome Pack

305. The suggestion for a parish welcome pack had arisen from a previous drop-in session. However, St John's Church had recently produced a leaflet which was very informative. It was therefore suggested that St John's be approached to consider a possible joint leaflet when their current stock of leaflets run low.

Review of Public Space Protection Order – Dog Control

306. Members noted that Chichester District Council was carrying out a consultation on the review of the Public Space Protection Order – Dog Control. The Parish Council did not make any comments.

Neighbourhood Plan Steering Group

307. It was noted that the District Council's Local Plan would be delayed. The Council was disappointed to note that the appeal by Rydon Homes to build 199 houses north of Cooks Lane had been successful.

Southbourne Environment Group (SEG)

308. The next litter pick would be held on 20 March 2020, from 10 a.m. to 2 p.m., starting at the Village Hall. A working party for footpath 212 would be held on 28 March 2020. A Phase 1 Habitat Survey would be carried out in either April or May 2020. A 'BioBlitz' wildlife data collection day would be held on 28 June 2020, however data could be dropped off before that date. The Nutbourne Barn working party had planted trees, removed bramble and placed coir rolls in the stream.

309. The Co-chairs would be discussing the future direction of the SEG as there was a need to support the work of the NPSG and also continue the practical projects.

Annual Parish Meeting

310. The Annual Parish Meeting of Electors would be held at the St John's Church Centre on 14 May 2020 at 7 p.m. PCSO Baylee Read would be invited to speak at the meeting.

Items for Future Meetings

311. Items for future meetings included:
- Update on signage

Date of Next Meeting

312. 21 April 2020

Chairman

The meeting closed at 9.34 p.m.

Expenditure

G Burley & Sons	Invoice 02358	£463.20
O'Neil Homer	Invoice 798	£3,060.00
O'Neil Homer	Invoice 813	£990.00
O'Neil Homer	Invoice 814	£330.00
Staff	Expenses	£109.63
Staff	Expenses	£10.00
Surrey Hills Solicitors	Invoice 3328	£166.20
VisionICT	Invoice 10758	£102.00
Rialtas Business Solutions	Invoice 27695	£30.00
O'Neil Homer	Invoice 849	£1,320.00
O'Neil Homer	Invoice 857	£1,410.00
Age Concern S/brne & Dist	Invoice 0046	£30.00
Age Concern S/brne & Dist	Invoice 0047	£30.00
Staff	Salary and pension (DD)	£3,202.75
Age Concern S/brne & Dist	Invoice 0034	£30.00
CommuniCorp	Annual subscription renewal	£75.00
Imperative Training	Invoice 81365	£1,740.00
Staff	Expenses	£64.00
SSE Southern Electric	Invoice to 25 March 2020	£2,406.16
Microsoft	Invoice E0800AW8ZX	£270.72
G Burley & Sons	Invoice 02929	£463.20
Viking	Invoice 88945	£171.82
Viking	Invoice 90903	£24.43
Tuppeny Barn	Grant	£500.00
	Total	£16,999.11
Transfer from Savings Account		£16,999.11

28 April 2020

Parish Council Grant Applications 2020/21

The annual budget for grants in 2020/21 is £7,500 of which under normal circumstances £3,750 is available to disburse between April and October 2020.

However due to the local need arising from the current Covid-19 restrictions, Members supported a grant of £500 to Tuppy Barn for their hardship fund being made available. The grant was made by the Clerk in accordance with the delegation approved by the Council on 16 April 2020. At that meeting the Council also approved up to £1,250 being awarded to Southbourne Women’s Institute (WI) for a float to enable residents to purchase essentials. This leaves £5,750 available for grant applications in 2020/21.

Four further applications for grants have been received as follows:

Organisation	£ applied for	Purpose and Comments
The Friends of Bourne	493	Development of an Eco-Garden working towards the RHS School Garden Award Level 5. The Friends of Bourne is a new charity and no new accounts are available.
Southbourne Village Hall	1250	Fire doors. Upgrade in emergency lighting for health and safety, i.e. fire exit. Total cost £3000.
Southbourne Junior School	807.50	Partial cost of solar boat trip on Chichester Harbour Bird box templates Trip to Tuppy Barn Supplies to make bird feeders
AFC Southbourne	800	2x football kits for 2 Youth teams.

- Recommended** – i) That consideration be given to how the Council wishes to allocate grants this financial year in the light of the Covid-19 restrictions.
ii) That the Council considers the above applications for a Southbourne Parish Council grant.

Robin Davison
Clerk and RFO

28 April 2020

Risk Assessment 2020/21

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2019/20	Action for 2020/21
Inadequate insurance for staff, property and Council activities	M	Chairman to review annual Insurance cover	Cover renewed in June 19	Review in May 2020
No cover for new mid-year activities & significant purchases	M	As above		
Loss of Council funds	L/M	Money held in bank account; no petty cash; cheques signed by two councillors; on line banking requires councillor approval Internal and External Audit; Fidelity insurance for Clerk		
Computer failure and loss of records	L/M	Records backed up to 'KnowHow Cloud'. Computers removed from office each night	No change	
Councillors not aware of, or unfamiliar with, the legislation governing their activities and those of the Council.	M	Training for councillors and mid-term refresher training for all	Training provided in 2019.	Ongoing Councillor Training as identified and available for Councillors through SSALC Training Courses 2020/21. See below re Covid-19
Legal action as a result of a councillor acting as an individual rather than as a member of the Council	L/M	As above		

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2019/20	Action for 2020/21
Loss of knowledge or expertise	M	Succession planning, in particular for the Chairman and Vice-Chairman Training for all councillors on a regular basis, including chairmanship training for those wishing to attend	As above	Chairmanship training as required through SSALC Training Courses 2020/21
Playground equipment	H	Rapid action on key recommendations arising from playground safety checks. Weekly inspections carried out by Pavilion Caretaker and sent to the Clerk Quarterly external checks carried out		On going
Other Council Property	M	Pavilion - Fire Safety check	Fire safety check carried out and new signage and fire extinguisher installed	Review at end of 2020/21
	M	Street Lights – Contractor examinations; reports from public Bus shelters – Caretaker checks		Remaining parish owned lights to be updated in 2020/21 subject to Covid-19 epidemic
Recreation Ground Trees – falling branches or trees	L/M	Check condition of all trees on the Recreation Ground	Tree survey and appropriate surgery carried out	Survey due 2020/21 subject to Covid-19 epidemic
Risks, such as slips, trips and falls, when the public are on Council-owned property	H	All councillors to report unusual hazards to the Clerk. Public liability insurance		

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2019/20	Action for 2020/21
Councillor site visits risk of injury	L/M	Prior risk assessment may be required depending on site visit (e.g. to a building site). Safety briefing for councillors before visit starts Councillors to wear appropriate safety clothing - requirements to be ascertained in advance Public liability insurance		No further site visits until Covid-19 epidemic has passed
Voluntary work for SPC (councillors or residents) - risk of injury	M	Prior risk assessment may be required depending on voluntary work to be undertaken. Safety briefing for volunteers before work starts. No individual to start work until they receive a briefing. Volunteers to wear appropriate safety clothing - requirements to be ascertained in advance No work to be carried out on highways without advice, guidance and if necessary, permission from WSCC Highways. Public liability insurance	WSCC providing a "Tools Library" and shed (located at the Village Hall car park) in July 2018. When using these tools volunteers will be covered by WSCC insurance and not SPC insurance.	Consider updating the volunteer policy to include reference to use of the Tools Library. See below re Covid-19
Covid-19 – Staff and Councillors	M/H	Staff working from home or working singly (Caretaker and Litter Picker) subject to Government Guidance or instructions Public meetings cancelled. Government legislation awaited on 'virtual meetings' and availability of public documents	Covid-19 presents a medium to high risk for councillors, staff and volunteers. No staff are self-isolating due to personal incidence or contact with someone who has Covid-19 (24/3/20). At risk councillors self-isolating in line with Government guidance. SPC to act in accordance with legislation and/or Government guidance regarding the epidemic.	Review and amend procedures in line with Government legislation or guidance. Clerk to advise Council as necessary. As above
Volunteers	M/H	All non-essential voluntary work (litter picks, ditch clearance etc) suspended.		
Volunteers cont'd		Community Connections established to match up		

Risk	Likelihood	Action/ Mitigation	Review of risk and action 2019/20	Action for 2020/21
Continuity Plan	M/H	<p>vulnerable self-isolaters with volunteers so they can receive limited support (e.g. food drops or dog walking)</p> <p>New continuity plan established.</p>	<p>All parties made aware of General Privacy Notice and sharing of personal data. Volunteers limited in scope of help to mitigate the need to obtain DBS checks. Volunteers asked whether they have a DBS check. Limited number of councillors to have access to the database</p> <p>Sets out action to be taken in event staff and/or Chairman and/or Vice Chairman not available.</p>	<p>Delete database once it is clear the epidemic has passed or a person requests deletion of personal data.</p> <p>Implement as necessary.</p>

Reviewed and updated March 2020

Chairman

Date March 2019.