

## SOUTHBOURNE PARISH COUNCIL

Robin Davison  
Clerk to the Council  
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9 July 2020

Dear Sir / Madam,

You are hereby summoned to the Meeting of Southbourne Parish Council on **Tuesday 14 July 2020 at 7.30 p.m.** The meeting is being held 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 9 June 2020.
4. **Chairman's Report and Council Update**

To receive a report from the Chairman and an update on Council activity since the last meeting.

5. **Report from the Police Community Support Officer (PCSO)**

Incident report from the beginning of June. There have been a few reports of suspicious people/vehicles (not necessarily linked) and some anti-social behaviour near the village hall where youths were congregating. Attention is being given to the Prinsted area (to keep peace) although there aren't a lot of grounds to intervene or enforce any powers.

6. **Open Forum**

7. **Prinsted Parking**

To receive a presentation on the findings of the survey of parking problems in Prinsted.

8. **County Councillor's Report**

To receive the County Councillor's report, attached.

## 9. **Recreation Committee Report**

To receive the report and recommendations of the Recreation Committee held on 1 July 2020, attached.

## 10. **Finance**

- a. Internal Audit – To note the outcome of the Internal Audit held in the week commencing 29 June 2020.
- b. Annual Governance and Accountability Return 2019/20
  - i. Annual Governance Statement 2019/20 - To consider signing the Annual Governance Statement of the Annual Return.
  - ii. Accounting Statement of the Annual Return 2019/20 - To consider signing the Accounting Statement of the Annual Return.
  - iii. End of Year Accounts 2019/20 - To approve the end of year accounts for 2019/20.
  - iv. Notice of Public Rights and Publication of the Unaudited Annual Return – Notice has to be given to the public that the unaudited accounts can be inspected during a period of 30 working days. The proposed period is 20 July - 19 August 2020.
- c. New Homes Bonus 2020 – To receive a report from the Clerk and RFO on the quotes for the adult fitness equipment for the Recreation Ground to put forward for the New Homes Bonus 2020 grant from Chichester District Council.
- d. Parish Council Grants – To consider two applications for a Parish Council grant - report attached.
- e. Expenditure -To note the expenditure since the last meeting.

## 11. **Westbourne and Southbourne Joint Burial Committee (JBC)**

- a. Cemetery Extension - To receive the JBC's report on the result of the tenders for the extension to Westbourne Cemetery, attached.
- b. Bi-monthly Report - To receive the bi-monthly report of the Committee for information, attached.

## 12. **Business Plan**

To receive a report from the Chairman on the business plan.

## 13. **District Councillors' Report**

To receive the District Councillors' report, attached.

14. **Neighbourhood Plan Steering Group**

- a. Last Meeting - To receive a report of the last meeting.
- b. Interim Policy Statement for Housing Development - To consider a response to the consultation on the Chichester District Council's [Interim Policy Statement for Housing Development](#).

15. **Southbourne Environment Group**

- a. To receive a report on the last meeting.
- b. To consider a proposal for the 're-greening' of Cooks Lane.

16. **Community Connections**

To receive a report (attached) on the activities of Community Connections since the last meeting.

17. **Items for Future meetings**

Risk assessments

18. **Dates of Future Meetings –**

An additional scheduled meeting is proposed for Thursday 23 July 2020 at 7.30 p.m.

It is also proposed to schedule a meeting for Tuesday 11 August 2020.

To consider moving the October meeting to Tuesday 20 October 2020.

**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](mailto:clerk@southbourne-pc.gov.uk) or scan this code:



### **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.

For a copy of Council agendas and publicly available papers please scan this code:



## **Southbourne Parish Council**

Minutes of the remote meeting held on 9 June 2020 at 7.30 p.m. in accordance with the Coronavirus Act 2020.

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

\* Also District Councillors for Southbourne

4 members of the public

### **Apologies**

31. Apologies were received from Mr Feltham

### **Declarations of Interest**

32. None

### **Minutes**

33. Resolved – that the minutes of the meeting held on 12 May 2020 be approved as a correct record and signed by the Chairman subject to the amendment of minute 2/20 to read "Vice Chair" and Mrs Bangert's name to be deleted from the members of the Recreation Committee.

### **Open Forum**

34. None

### **Prinsted Foreshore**

35. The Council heard the concerns of residents regarding access down Prinsted Lane caused by the volume of traffic and inconsiderate parking by visitors accessing the foreshore. It was noted that on occasion the slipway providing access to the foreshore was also blocked. Residents suggested parking controls on Prinsted Lane and on the car park. It was noted that parking controls would need enforcement to be effective. A temporary traffic regulation order (TRO) for parking was not practical as there were similar problems across West Sussex and access could not be prevented because Prinsted Lane was public highway.

36. Members agreed to undertake a survey to obtain data on the problems around the car park before considering whether there were any sustainable solutions that could be progressed as part of the business plan. A rota of Members would be drawn up to carry out the survey.

### **County Councillor's Report**

37. The County Councillor's report was received and noted. Mr Magill commented that information on the numbers of recent Covid-19 cases was awaited and he would forward it when available. The Chichester District had the nineteenth lowest cases

of Covid-19 in England.

38. Members felt that the County Council had forgotten about Southbourne when delivering temporary cycle routes. Mr Magill responded saying that given the limited funding available to the County Council it had focussed its attention on the main transport hubs such as Chichester. Work however continued on the ChEm Route.

## **Finance**

39. Upgrade of Financial Software - Members received the report of the Clerk and RFO on the proposed upgrade from the RBS Alpha suite to the Omega suite. The Westbourne and Southbourne Joint Burial Committee would be asked to contribute to the cost of the upgrade.

40. Resolved – that the Omega suite and training be purchased in the sum of £2126 from Rialtas Business Software.

41. Expenditure – The Council noted the following expenditure since the last meeting:

Elite Playground Inspections	EPI21-18	£56.70
Viking	Invoice 110854	£17.95
Viking	Invoice 109085	£234.02
Viking	Invoice 187656	£243.50
Groundwork UK	Return of unspent NP Grant	£1,900.00
ECP	ECP43-March 20	£180.00
Jt Burial Committee	First Installment	£10,607.50
HMRC	Q4 Tax & NI	£2,481.39
	Total	£15,721.06
Transfer from Savings Account	For current payments	£15,721.06

## **District Councillors' Report**

42. The District Councillors' report was received and noted.

## **Staffing Committee**

43. The report of the Staffing Committee was taken as read.

44. Resolved – That the report be received and the recommendations contained therein be approved.

## **Council Update**

45. The Council received the report on Council activities since the last meeting. It was noted that there had been no more phone calls requesting assistance from Community Connections and one vulnerable person had advised that they now felt they no longer needed a volunteer's help with shopping.

46. It was noted that residents had reported similar problems with vandalism from catapults or BB guns to the vandalism of the new bus shelter.

**Neighbourhood Plan Steering Group**

47. A meeting with the Consultants was being arranged, following which there would be a meeting with Chichester District Council to discuss the way forward.

**Southbourne Environment Group**

48. There would be a meeting of the Group on 25 June 2020.

**Date of Next Meeting**

49. 14 July 2020.

Chairman

The meeting closed at 8.40 p.m.

**14 July 2020**

**Chairman's Report and Council Update**

**Chairman's Report to Southbourne Parish Council**

Councillors will note that I have added this as a new, (intended to be regular) agenda item. I can reassure you that the last thing I want to do is hear more of my own voice so my intention is that this item will normally be covered by a written report, if there is anything to say at all. I will not make something up for the sake of filling space!

I wanted to add this item though as a 'catch-all' item to cover small things that don't typically require discussion or decision, and I've seen it work very well in Chidham and Hambrook Parish Council.

**Change in Leadership at Southbourne Surgery**

For example, I would like to report the following communication:

Dear Robert, Robin, Lyn & Jonathan / Parish Council team

What an absolutely delightful surprise to receive the very beautiful flowers at work today. I genuinely cannot think of anything more thoughtful, I am so very touched by your kindness & really do thank you.

You will be in good hands with Darren, he has a wealth of management experience and is settling in extremely well !

With very kind regards to all

Helen

Helen Yoward  
Services Manager  
Southbourne Surgery

My thanks to Lyn for organising this!

**Communication with Residents of Bourne View Close**

As I write this I don't know if residents of Bourne View Close will be attending our PC meeting. If they do not, I will report on my conversations with them during the appropriate agenda item. I would just like to emphasise here a key point I have made in my communications with Linda Almond, Secretary of Bourne View Management Ltd: that the Parish Council recognises that communication with residents of Bourne View Close has not historically been as good as it could have been and that we would like to work more closely with them in future. To that end, I have offered that a Parish



Councillor would accept an invitation to attend one or more BVM meetings to listen, learn, answer questions and just generally improve communications.

If the clerk has other small items to report they can be included in this section too.

Thanks,

Jonathan

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### **Council Update**

Speed Indicator Device – The new speed indicator device (SID) has been received and will be installed at Nutbourne shortly.

Bus shelters – quotes have been received for the damaged shelter W bound A259 opposite St John's Church and have been sent to the insurer and its go ahead is awaited. The repair to the shelter at Bramley Gardens will now probably take place at the same time as this shelter is installed (subject to approval of the insurer regarding the contractor).

The new Omega financial system has been installed and training received.

Robin Davison

**Clerk to the Council**

**14 July 2020**

**Recreation Advisory Committee Report**

The Recreation Advisory Committee met on 1 July 2020 when the following Members were present:

Mr Redman (Chairman) Mr C Bulbeck, Mrs M Bulbeck, Miss Tait and Mr Taylor. Ex officio Mr Brown.

**Communication with Residents**

The Committee considered correspondence with residents of Bourne View Close regarding the triangle of land adjacent to the gravel drive. Residents had expressed their concern that work had been done on the area without communication about what was proposed and they did not want benches located there as they felt it would attract anti-social behaviour.

Members acknowledged that communication historically had not been as good as it might have been and the Chairman of the Parish Council would be writing to them about this (*See Chairman's report – agenda item 4*).

**NHB Funding Application 2020/2021 - Adult Fitness Equipment**

The Council has previously agreed that the NHB allocation this year of £23,057.75 be used for adult gym equipment at the Recreation Ground. The Committee considered further proposals to provide 11 items of adult fitness equipment on a single area of 'wet pour' surfacing. Members considered that 'Contractor A' provided the most attractive range of equipment but at the time of considering the options not all the quotes had been received. These are reported at *agenda item 10c* but are likely to also require the use of CIL towards the surfacing.

It is proposed to locate the gym equipment behind the Pavilion. Given the concerns of Bourne View residents on other proposals on the Recreation Ground it may be prudent to consider some form of screening in the vicinity.

**NHB Funding Application 2019/20 - Improvements to Triangle of Land at Recreation Ground**

The Committee considered a proposal to lay Indian sandstone slabs on the old concrete foundations on the triangle of land and to weed control membrane and mulching the remaining area with a view to then planting with native species in the autumn. Members will be aware that the original NHB application included benches at this location but given the concerns of Bourne View residents the Committee suggests that they are not located there.

*(Note by the Clerk – only one quote has been received from three approached for this work so an additional contractor has been asked to provide a quote).*

## **Updates**

The Committee was pleased to note that the defibrillator has been installed at the Pavilion. Work is to be carried out on the football pitch at the goalmouths. The Committee has asked for quotes to be obtained for a full refurbishment of the interior of the Pavilion including new toilets, a new kitchen and new flooring.

The new goal end has been installed including the wet pour surface immediately in front of it. Unfortunately the wet pour was damaged while still fenced off soon after installation and will need to be relaid. Members were disappointed at the damage caused and have suggested that this might be an opportunity to extend the surface area in front of the goal end.

*Note by the Clerk – following the meeting the insurer was advised about the damage but it has advised that the surface was not insured at the time of the installation as it had not been formally handed over and so was not part of the Council's assets. Discussions are on going with the contractor about re-surfacing the area.*

The Committee Chairman and the Clerk had a very useful meeting with the Chairman of AFC Southbourne and they were pleased to note that the two new youth teams would be undertaking training as soon as the Covid-19 restrictions permitted. There will now only be one adult team, playing on Saturdays but the new youth teams will help ensure a positive future for the Club.

Neil Redman

**Chairman, Recreation Advisory Committee**

14 July 2020

## Annual Governance and Accountability Return 2019/20 Part 3

### To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2019/20

Southbourne Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

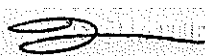
Date(s) internal audit undertaken

03/07/2020

Name of person who carried out the internal audit

EMMA JEROM

Signature of person who carried out the internal audit



Date

03/07/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Southbourne Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20/03/2020

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

<https://www.southbourne-pc.gov.uk>

## Section 2 – Accounting Statements 2019/20 for

Southbourne Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	228,902	532,995	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	143,050	155,775	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	309,717	206,265	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	43,261	42,944	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	105,413	113,841	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	532,995	738,250	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	519,149	734,644	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	282,055	295,076	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

\_\_\_\_\_

Date \_\_\_\_\_

I confirm that these Accounting Statements were approved by this authority on this date:

\_\_\_\_\_

as recorded in minute reference:

\_\_\_\_\_

Signed by Chairman of the meeting where the Accounting Statements were approved

\_\_\_\_\_



### Section 3 – External Auditor Report and Certificate 2019/20

In respect of Southbourne Parish Council

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

#### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))**

18/05/2020

## Southbourne Parish Council

15:17

## Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020
	<b>Current Assets</b>	
1,379	Debtors	306
10,702	VAT Control	11,507
2,104	Prepayments	365
0	Clerk to JBC Salary Debtor	3,628
1,493	Barclays Community Account	7,350
517,656	Barclays Business Active Saver	727,294
6,847	Accruals	0
<b>540,182</b>		<b>750,450</b>
	<b>540,182 Total Assets</b>	<b>750,450</b>
	<b>Current Liabilities</b>	
4,268	Creditors	1,450
0	PAYE Creditor	2,481
2,752	Wages Creditor	3,061
167	Pension Creditor	238
0	Accruals	3,071
0	Return of Grants (NHP)	1,900
<b>7,187</b>		<b>12,200</b>
	<b>532,995 Total Assets Less Current Liabilities</b>	<b>738,250</b>
	<b>Represented By</b>	
113,710	General Reserves	116,647
71,891	EMR Op Watershed Lumley Road	71,891
8,492	EMR Op Watershed Nutbourne	8,492
9,250	EMR Street Lighting	19,250
10,000	EMR Play Equipment	13,000
2,765	EMR Neighbourhood Plan	7,992
1,782	EMR New Homes Bonus 2017/18	0
313,240	EMR CIL	477,177
1,000	EMR Elections	0
0	EMR NHB 2017/18	764
0	EMR NHB 2018/19	6,948
0	EMR NHB 2019/20	15,226
865	War Memorial Fund	865
<b>532,995</b>		<b>738,250</b>

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18/05/2020

**Southbourne Parish Council**

15:17

**Balance Sheet as at 31st March 2020**

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**31st March 2019**

**31st March 2020**

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

\_\_\_\_\_ Date : \_\_\_\_\_

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**Southbourne Parish Council**
**Income and Expenditure Account for Year Ended 31st March 2020**


---

31st March 2019		31st March 2020
	<b>Operating Income</b>	
146,230	Administration	165,575
922	Council Activities	306
0	Neighbourhood Plan	7,100
13,373	Grants	17,226
292,242	CIL	171,834
<u>452,767</u>	Total Income	<u>362,040</u>
	<b>Running Costs</b>	
100,724	Administration	97,405
8,266	Street Lighting	7,520
10,164	Recreation Ground	8,774
8,547	Council Activities	4,932
0	Allotments	2,722
15,495	Neighbourhood Plan	19,544
5,478	Grants	7,990
0	CIL	7,897
<u>148,674</u>	Total Expenditure	<u>156,785</u>
	<b>General Fund Analysis</b>	
145,453	Opening Balance	113,710
452,767	Plus : Income for Year	362,040
<u>598,219</u>		<u>475,750</u>
148,674	Less : Expenditure for Year	156,785
<u>449,545</u>		<u>318,966</u>
335,835	Transfers TO / FROM Reserves	202,319
<u>113,710</u>	<b>Closing Balance</b>	<u>116,647</u>

**14 July 2020**

**New Homes Bonus 2020/21 – Adult Fitness Equipment**

Following suggestions received by Parish Councillors and by members of the Public directly and at forums such as the recent Neighbourhood Plan Consultation events, it was decided to consider the provision of Adult Fitness Equipment to be sited on the Recreation Ground. A visit was made to a recent local installation at Fishbourne Recreation Ground. Five Contractors were approached to provide quotations for Adult Fitness Equipment at the end of 2019 and four were submitted. One was excluded at this stage as the equipment was operated using hydraulics which required considerable maintenance as well as being very expensive.

At the Parish Council meeting earlier in the year as to which projects to apply for through New Homes Bonus Funding Allocation it was agreed that the New Homes Bonus Funding Allocation of £23,057.75 should be used towards the provision of adult fitness equipment. The Recreation Advisory Committee considered the various options and preferred the equipment provided by Contractor A. It also looked at the different types of surfacing and proposed the use of green wet pour given its longevity and minimal maintenance relative to other options.

The District Council will announce its decision in October 2020 so consideration will need to be given to the ground conditions at the Recreation Ground which may dictate when the equipment is actually installed

**Note:** Due to variations in the range of equipment offered by different companies it was not possible to get quotations which were completely like for like therefore the quotations were not evaluated just on price. The design, appearance and function were also considered. All contractors are nationally recognised companies who have been trading for many years.

*Also see agenda item 9 – Report of the Recreation Advisory Committee*

Name of Contractor	Quotation	Balance needed from CIL	Description/Comments
Contractor A	£32,485.00	£9,427	<p>This is the preferred choice of equipment in terms of design, appearance and function. Contractor A has quoted for a more extensive area of wet pour to accommodate the slightly larger pieces of equipment. Several colour combinations are available. The supplier has also offered three years of free annual inspection and £250 worth of spare parts as and when required.</p> <p>This Company can also supply exactly the same equipment as Company B and their price for this type of equipment would be comparable.</p>

Contractor B	£25,719.00	£2,661	The quality of this range was not considered as good as the quality of the equipment supplied by Contractor A and does not offer the same pieces of dual equipment. Only one colourway is available.
Contractor C	£25,661.99	£2,604	This range is slightly more limited than the equipment offered by the other two contractors. It is attractive in design and offers a variety of colour combinations.

**Recommended –**

- (i) that the Parish Council agree that an application for New Homes Bonus 2020/21 be put forward to Chichester District Council for the adult gym equipment on the Recreation Ground
- (ii) That the Council agree which is the preferred Contractor.
- (iii) That the balance of funding be obtained from the use of CIL and Chichester District Council be advised accordingly.

Robin Davison  
**Clerk and RFO**

**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 of which £4,649.50 has been allocated, leaving £3,649.50 available.

Two applications for grants have been received as follows:

<b>Organisation</b>	<b>£ applied for</b>	<b>Purpose and Comments</b>
The Friends of Bourne	2000	8 laptops at £250 each for use by school children. See appendix A
Tuppenny Barn Education	500	Food hardship fund. See appendix B

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

Robin Davison  
**Clerk and RFO**

<b>Capital Projects or Equipment</b>			
<b>Organisation</b>	<b>The Friends of Bourne</b>		
<b>Project Title and/or Equipment Required</b>	<p>Laptops for children (aged 11-15yrs) We desperately require laptops for our children that are home-schooling. The laptop computers will enable our children to gain access to the dedicated online school learning platform.</p> <p>Our IT department have received a competitive quotation for refurbished laptops. We would like to purchase 8 laptops.</p> <p>Laptops</p> <p>£250.00 (each) X 8 totalling: £2000</p>		
<b>Total Project Cost</b>	£2000	<b>Is Planning Permission Required?</b> N/A	
<b>Funding Requested</b>	£2000		
<b>What other source(s) of funding are you applying to for this project?*</b>	At this stage, we are struggling to find suitable funding sources. We have managed to purchase some laptops from our small government fund however this has not allowed us to purchase even half the amount required.		
<b>£ applied for from the other source(s)?</b>	£-	<b>How much is your organisation contributing?</b>	£2000
	<b>Successful? -</b>		
<b>Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit</b>			
A majority of our pupils are from Southbourne and surrounding villages. We are the only secondary school in Southbourne. Many of our pupils have previously attended Southbourne Juniors school. Many of our teaching and support staff are from Southbourne.			
<b>Start Date</b>	01/07/20		
<b>Finish Date</b>	Ongoing		



<b>Events &amp; Other Initiatives</b>			
<b>Organisation</b>	<b>Tuppenny Barn Education</b>		
<b>Event Title</b>	Food Hardship Fund		
<b>Where in Southbourne will it be held?</b>	Tuppenny Barn	<b>Do you have the land owner's permission to hold the event?</b>  N/A/ Awaited*/ Received*	
<b>Event Cost</b>	£450/week		
<b>Funding Requested</b>	£500		
<b>What other source(s) of funding are you applying to for this event? **</b>	Individual donations Sussex Community Foundation Grant £3500 Neighbourly Grant £400		
<b>£ applied for from the other source(s)?</b>	£3900	<b>How much is your organisation contributing?</b>	£450/week
	<b>Successful?</b> Yes/No/ Awaited		
<b>Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit</b>			
<b>Our Food Hardship Fund, set up three months ago ,is supporting twenty local families in food hardship. Referrals to the Food Hardship Fund are made by the parish council, local schools, churches or GP surgeries. The families who are most in need - those suffering food poverty, have mental health support needs, young carers or those with disabled children, are receiving free weekly food parcels.</b>			
<b>Event Date</b>	<b>Ongoing until at least the end of the summer holidays</b>		

**14 July 2020**

**Westbourne & Southbourne Joint Burial Committee**

**Cemetery Extension**

At the Westbourne & Southbourne Joint Burial Committee (JBC) meeting held on 2<sup>nd</sup> July 2020 Members discussed the Tender Evaluation Report and the recommendations therein received from the Consultants.

Members agreed the importance of progressing with the Cemetery Extension as soon as possible with very limited capacity of both burial and cremation plots now remaining at Westbourne Cemetery.

It was considered important to avoid a situation when the Cemetery needed to be closed to interments in new plots,

Members noted that the tender bids were significantly higher than had been anticipated by either the JBC or the Consultants and attention was drawn to the section on potential value engineering. It was agreed that Members did not consider it prudent to remove the 10% contingency from the costings, however it was a unanimous decision that the style and layout of the cremation plots could be redesigned to significantly reduce costs.

It was resolved by Members that, as recommended by the Consultants, Contractor C should be appointed to carry out the cemetery extension works subject to agreement on the final schedule of works and project costs.

It was agreed that a meeting should be arranged as soon as possible between Contractor C, the Consultants and representatives from the Joint Burial Committee to ascertain the exact cost savings if certain operations were omitted.

The Joint Burial Committee would then be in the position to determine whether it was necessary to discuss with the Parish Councils the need to secure any further funding before the project could be progressed.

**Recommended**

That Westbourne Parish Council and Southbourne Parish Council respectively agree

1. That the project needs to proceed as soon as possible;
2. That Contractor C be appointed to carry out the cemetery extension subject to agreement on the final schedule of works and project costs;
3. Representatives of the JBC, the Consultant and the Contractor meet to discuss cost savings on the project;
4. Subject to 3 above, that if necessary, the JBC agree with both Parish Councils any requirement to secure further funding to enable the project to proceed.

Nigel Ricketts

**Chairman, Westbourne and Southbourne Joint Burial Committee**

**14 July 2020**

**Westbourne & Southbourne Joint Burial Committee**

**Update Report July 2020**

**New Chairman and Vice-Chairman**

At the JBC Meeting held on 2<sup>nd</sup> July 2020 Councillor Nigel Ricketts from Westbourne Parish Council was elected as the new Chairman and Councillor Chris Bulbeck from Southbourne Parish Council was elected as the new Vice-Chairman.

**Cemetery Extension**

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The Joint Burial Committee would then be in the position to determine whether it was necessary to discuss with the Parish Councils the need to secure any further funding before the project could be progressed.

**Cemetery Upkeep and Maintenance**

**a) New Noticeboard**

A new noticeboard will be installed at the eastern end of the Cemetery. This location had been chosen as it will be seen by the majority of visitors to the Cemetery. It will have a header board to welcome visitors.

**b) Water Supply to the Cemetery**

Currently there are two self-levelling galvanised steel water troughs in the Cemetery which provide a water supply for users of the Cemetery. These are located next to the Chapel and at the eastern end of the Cemetery close to the cremation plots and are both connected to the mains water supply which is metered. To obtain water the user needs to dip a container into the open

trough of standing water. The water trough next to the Chapel is now corroded at one bottom corner and is leaking. It has been decided to replace both these troughs with standpipes and taps which will have timed push buttons to limit the amount of water being dispensed each time.

c) **Memorial Stability Test**

This has now been postponed until the middle of July.

d) **Hedge at side of access road to turning circle**

The grounds maintenance contractors have reduced the width of the hedge to the side of the access road to the turning circle following checks to ensure that there were no nesting birds. This was to facilitate the clear passing of funeral vehicles along the access road.

e) **Diseased Tree**

Sadly one of the cherry trees lining the central pathway of the Cemetery has died and needs to be removed. The roots are being removed too and is hoped in the Spring that it can be replaced by another tree in a similar location.

f) **New Cremation Plots**

Six new cremation plots have been installed next to the turning circle. There are now eight cremation plots and fifteen new burial plots remaining at the Cemetery.

## **Finance and Management**

a) **Computerised Accounts**

The JBC accounts are now computerised through the Rialtas Omega System with an integral sales ledger for invoicing and issuing of receipts.

b) **Computerised Cemetery Management System**

The JBC have agreed to introduce a new computerised Cemetery Management System.

c) **Insurance**

A new insurance provider for the current financial year has been identified.

d) **New webpage for Westbourne & Southbourne Joint Burial Committee**

The new webpages for Westbourne & Southbourne Joint Burial Committee are scheduled to go live from beginning of July 2020.

Caroline Davison

Clerk to Westbourne Cemetery

**Southbourne Parish Council – Tue 14 July 2020**

District Councillors' Report  
Tracie Bangert & Jonathan Brown

**Economic Recovery Plan**

Currently the Council is funded from the following primary sources of income:

Council Tax:	£9m
Business Rates:	£3.4m
Income from Fees & Charges:	£18.1m
Total:	£30.5m

We are required by law to run a balanced budget so any shortfall in income must be covered by tax rises, new sources of revenue\*, cuts to services or dipping in to finite reserves. We have been currently predicting losses of £8 million by the end of the year and will need around a further £2 million to balance our budget in the medium term. The Government have recently announced further financial support to Local Government, which we expect to make a big difference to us this year, although the details are still to be worked out. In any case, in talking about sums of money this large, an economic recovery plan is needed, and members have spent a lot of time over the last month working on it.

The administration has presented a draft Recovery Plan which has been through Overview and Scrutiny (O&S) and Corporate Governance and Audit (CG&A) committees which Tracie and I serve on respectively. It will come to Full Council on 23<sup>rd</sup> July.

The draft recovery plan focusses on four key themes: 1. Community and Housing Recovery; 2. Economic Recovery; 3. Organisational Recovery and 4. Resilience, Planning, Health and Environmental Protection Recovery. Each theme will be overseen by one or more members of the Cabinet and a consultative (?) group chaired by them, although awkwardly these do not coincide with Cabinet responsibilities nor CDC departments. Tracie and I have been asked (and have agreed) to serve on the 1<sup>st</sup> and 4<sup>th</sup> of these. As yet we have very little information as to what this will involve.

As well as dealing with the ramifications of the draft Plan, we have both, as part of the cross-party opposition, been trying to secure certain significant changes, including:

- Emphasising the need for this to be a *District* Recovery Plan rather than a narrowly focussed District *Council* Recovery Plan.
- Recognising that the climate emergency (that the District Council formally recognised in July 2019) has not gone away, and that we need to 'build back better' in an environmentally sustainable way, trying to lock-in some of the positive environmental impacts of the lockdown and take the opportunity of opening up to encourage new ways of doing business.
- Making the plan much more community-focussed, outward facing and inclusive of the ideas and talent available locally as represented by local businesses, the university and college, the charity sector and town and parish councils.

For the most part we have to date been unsuccessful, although an amendment squeaked through at CG&A to ask officers to urgently consider revenue generation opportunities rather than solely focussing upon cuts / 'reforms' and borrowing.

Tracie made many contributions to the O&S meeting, including recognising the additional pressures many women have faced during lockdown and as a result of homeworking arrangements and the need for a greater focus on opportunities (educational, housing, jobs and entertainment). I have been pushing for the Planning Department not to reduce enforcement capabilities and to produce a (non-statutory) environmental 'best practice' guide for developers to be used alongside the Interim Policy Statement (IPS) to incentivise genuinely sustainable development. (JB)

This has been a long item but it has consumed an awful lot of time. Tracie wanted to also emphasise:

At Overview and Scrutiny, of which I am a member, we had a six-hour meeting to discuss the economic recovery plan for the District. This is going to be a long road and we hope that CDC will show innovative thinking to help the recovery. *We would welcome ideas from anyone who has their own thoughts, relevant to the teams Jonathan and I have joined.* (TB)

### **Car Parks**

Parking charges resumed in all car parks on 8 June 2020. A number of incentives have been introduced: free parking on Saturdays and Sundays at the Avenue de Chartres car park, and when using the MiPermit app across the district you can select two hours and get one free. Both these incentives are for three months. Free parking continues for NHS and (following our amendment) social care staff within the Northgate car park. Our Parking Team is closely monitoring use of the car parks. (JB)

### **Rough Sleepers**

CDC continues to accommodate a number of former rough sleepers in hotels and other temporary accommodation. Good progress has been made resettling several clients to longer term accommodation either through Stonepillow or directly into either private or social housing tenancies. (TB)

### **Police / PCSO**

I made contact with Inspector Sharon Sawyer over the situation on Prinsted foreshore. She told me that they were planning days of action, which they have done in other areas of West Sussex, particularly targeting rural crime and nuisance motor cyclists. They will pick a suitable day to go down, when the weather is good and the tide is high. I continue to have dialogue with Baylee Reed, the PCSO, who sees the situation along the shoreline as a priority – noting that he is having to cover another colleague's area in their absence, at the moment. (TB)

### **Prinsted Foreshore**

We continue to receive emails from residents of Prinsted on problems associated with parking and the crowded foreshore. We are working closely with WSCC and the PC to find practical solutions to this ongoing issue. I have contacted the harbour master and enquired about anti-social behaviour in the harbour, but he said that they had had no call outs from Prinsted. Their main area of concern is Hayling Island, but they are continuing weekend patrols to provide a presence to curtail anti-social behaviour and give advice to people using the water. We have both contributed to the Parish Council's monitoring exercise, covered elsewhere. (TB)

## **Bourne Community College**

I have been asked to become a Governor of the College by the Head Teacher and have accepted. (TB)

## **Sussex Brewery**

As our local hostelrys open, I visited the Sussex Brewery on 4 July and spoke to the tenants who manage the pub, and they told me that they had been quite fortunate that Young's Brewery has been very understanding of the situation. I think as much as we can we should be supporting them and other businesses in our area, and I will maintain a dialogue with them and others. (TB)

## **Tuppenny Barn**

I continue my weekly dialogue with Maggie Haynes and Sonia Rasbery, the horticultural therapist, and we have recently been discussing recovery plans and how CDC can assist them going forward. Maggie would like to continue the food boxes for local vulnerable families over the Summer holiday period and is asking for donations. These boxes costs between £300 and £400 a week. As I have spoken about before, Sonia is hoping to progress her horticultural therapy into dealing with people with PTSD after having Covid-19, and those who may be facing indirect effects such as losing their jobs. We all need to be aware of problems like this impacting our community. (TB)

## **East Barn, Priors Leaze Lane**

I don't want to go into too much detail at this stage as I am still attempting to negotiate a positive outcome, but there have been some considerable undergrowth clearance works carried out during the lockdown at this ecologically sensitive site. Various parties are involved in trying to ensure that any further work is carried out in an undisputedly appropriate way. (JB)

## **Motions Task & Finish Group**

Since the May 2019 elections there have been many more policy motions brought to Full Council. Some of these have been excellent ideas, but some of them have been poorly formulated and debate has not always been productive. To try to balance the need for ideas to be given proper attention and consideration and for business to be conducted efficiently, a Task and Finish Group was set up to be chaired by me. After being delayed by lockdown we completed our work last month and the proposal goes to Full Council for approval this month. I am pleased to say that we were able to strike a good balance in drafting proposals which should lead to good quality policy motions and fair debates. (JB)

**14 July 2020**

**Southbourne Environment Group Actions**

**25 June 2020** (19:30-20:20 via Zoom)

**Present:** John Auric; Alison Barker; Tracie Bangert, Jonathan Brown; Lynn Davies; Doug & Libby Flanagan; Lyn Hicks; Sarah Hughes; Sarah OBT; Roy Seabrook; Amanda Tait

**Project / Programme List**

**June / July: Clarify Replacement Tree Planting by Seawards**

Lead: Jonathan Brown

Action: Alison Barker to forward comms. From school re: maintenance. Jonathan to follow up with CDC Enforcement as required.

**Summer: Cook's Lane Re-Greening / Tree Planting**

Lead: Sarah OBT.

Action: evidence support from residents of Cook's Lane for additional tree planting & 'pitch' to SPC for additional funding for more tree planting. (Will require cooperation of West Sussex Highways.)

Action: create list of learning points / actions so SEG can develop 'template' for re-greening other streets.

**Summer: Phase 1 Habitat Survey at Artists' Land south of Priors Leaze Lane**

Lead: Sarah Hughes (w/ Alison Barker)

Action: provide date(s) to SEG to recruit as many volunteers as permitted by COVID-19 restrictions to carry out survey after liaising w/ landowners. (If / once successful SEG can do further surveys at other locations.)

**Autumn: A6 SEG Work Party Leaflet Design**

Lead: Alison Barker

Action: draft design for leaflet that can be left in temporary box after SEG work parties have finished in an area. Goal is to educate users of footpath / area as to work of SEG so they will look after area and perhaps might volunteer to join us.

**19 September: 'Keep Britain Tidy' Litter Pick**

Lead: Amanda Tait

Action: update risk assessment re: COVID-19 and plan for any required mitigation. Advertise in Village Magazine when appropriate.

**Project Wish List**

**Rolling (Seasonal) Calendar:**

- Winter: tree planting, ditch clearance, hedge maintenance, etc.
- Spring: tree inspections
- Summer: Wildlife surveys & promote SEG at public events
- Autumn: recruit for winter activities



**Southbourne Online Green Assets map:**

- Use Parish Online (in absence of better alternative) to record valuable trees, hedge rows, etc. Use the map to plan for future improvements to local habitats.

**14 July 2020**

## **Re-Greening Cooks Lane**

### **History of Cooks Lane**

For centuries Cooks Lane, then known as Inlands Lane for its entire length, linked the Manor of Nutbourne with the Manor of Westbourne, passing Loveders Farm and a couple of old cottages and farm buildings.

Sometime in the 20<sup>th</sup> century the section between Stein Road and the Priors Leaze Lane junction was renamed Cooks Lane after the farmhouse situated there.

The widening of the western end of Cooks Lane presumably for the post-war development led to the removal of the traditional mixed hedges flanking both sides of the lane. According to the 2019 CDC survey of the remaining old hedges along the eastern section of Cooks Lane, the hedge along the southern side contains butchers' broom and other flora indicating it is more than 200 years old, ie. an ancient hedge.

This narrow part of Cooks Lane with its traditional hedges and banks is the only vehicular entrance or exit to Southbourne that retains a tangible sense of connection to our rural hinterland.

The 1950's houses were set back from the Lane behind a footpath and a 7.50 m. wide grass verge in which, perhaps to mitigate the loss of the old hedges and to retain the green link to the surrounding countryside, a mix of native trees were planted. Older residents remember the wonderful variety of trees including hawthorn, flowering cherry, blackthorn, birch, holly etc. Some of these survived until c.8 years ago, the sole survivor being the mature hawthorn near the Stein Road junction.

The houses on the north side of Cooks Lane, dating mainly from the 1970's, are set behind a footpath and a grass verge between 2.5m to 1 m. in width. Generous triangles of grass were retained at the junctions of Hurstwood Avenue and Furnston Grove when these were built in the later 1970's and 1980's.

### **Desired Outcome for Cooks Lane Re-Greening**

To re-plant the trees that have died and to plant additional ones where possible. The aim would be to recreate the varied rural feel of the built-up part of the lane as well as to compensate for the inevitable negative impact of the Rydon Homes development so close by, with the likely consequent loss of the original old mixed hedge along the north side of Cooks Lane (also surveyed by CDC in 2019, but not a designated ancient hedge) and the escalation of traffic causing additional noise and air pollution.

Round the foot of each tree the concept is to plant a circle of spring bulbs. WSCC mowing staff spoken to say it would be no problem for them to mow round these circles of daffodils until mid-summer.

### **Goal**

The Cooks Lane Re-Greening could/should serve as a pilot for similar eco-projects in other parts of the current settlement of Southbourne, both to enhance the the 'garden village' visual amenity of tree-lined roads/lanes and to enhance local biodiversity, as actively promoted by the SEG since its formation in 2015.

### **Community Involvement**

All Cooks Lane residents contacted so far (90%) are delighted with the Re-Greening project, and all under 80 (didn't ask elders!) said they are more than willing to water the trees regularly in the early years.

Everyone spoken to agrees that we should form a Cooks Lane Residents Association to ensure the success of this eco-project and to facilitate communication with SPC re. the trees, developers and the Green Ring.

### **Approximate Costs**

Standard trees c.£150; feasible plant sites to be assessed; c.12 trees? Daffodils: c£90 for 75kg/c.1500 bulbs.

