

## **Southbourne Parish Council**

**Minutes** of the remote meeting held on 12 May 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

Mr Bulbeck in the Chair

### **Election of Chairman**

1. Resolved – that Mr Brown be elected Chairman for the ensuing year.

Mr Brown in the Chair

### **Election of Vice Chairman**

2. Resolved – that Mrs Hicks be elected Chairman for the ensuing year.

### **Apologies for Absence**

3. None.

### **Declarations of Disclosable Pecuniary Interests**

4. None

### **Minutes**

5. a) Extraordinary Meeting 16 April 2020 – Resolved that the minutes of the meeting held on 16 April 2020 be approved as a correct record subject to adding Mr Taylor to the list of members present and renumber the minutes from Delegation to Clerk to 322, et seq.
6. b) Minutes 28 April 2020 – Resolved – that the minutes of the meeting held on 28 April 2020 be approved as a correct record and signed by the Chairman subject to renumbering the minutes from 326, et seq, and amending the date in minute 328 to 11 February 2020.

### **Open Forum**

7. None

### **County Councillor Report**

8. The County Councillor's report was received and noted.
9. There had been a constructive meeting of the Cycle Forum. It was hoped cycle routes could be developed throughout the District and it would be

putting forward suggestions to West Sussex County Council.

10. Children Services now had a 'Red, Amber, Green' system to identify the needs of children in care and every child now had some form of contact with a social worker.
11. Following discussions with the West Sussex County Council's Cabinet Member with responsibility for waste management, residents were now able to use the Hampshire County Council household waste facility at Havant. Identity checks would not be made due to Covid-19.

### **District Councillors' Report**

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

### **Appointments to Committees and Outside Bodies**

13. Resolved – that (i) the Staffing Committee be reduced to five members  
(ii) appointments be made to each Committee as follows:
  - Planning – Mrs Bangert, Mr C Bulbeck, Mr Hayes, Mr G Hicks, Mr Jennings, Mr Redman, Miss Tait and Mr Taylor
  - Complaints – Chairman, Vice Chairman plus one from three of Mr C Bulbeck, Mr Hayes or Mr G Hicks
  - Staffing – Mrs Bangert, Mr Hayes, Mrs L Hicks, Miss Tait and Mrs Thorne
  - Finance and General Purposes Committee – Mr Brown, Mr C Bulbeck, Mr Hayes, Mrs L Hicks, Miss Tait, Mr Taylor and Mrs Thorne.
  - Recreation Committee – Mrs Bangert, Mr C Bulbeck, Mrs M Bulbeck, Mr Redman, Miss Tait and Mr Taylor
  - Westbourne & Southbourne Joint Burial Committee - Mr C Bulbeck, Mrs M Bulbeck, Mr Hayes and Miss Tait
  - Cheque Signatories – Mr C Bulbeck, Mr Hayes and Mr G Hicks.
14. Resolved – that the following appointments be made to outside bodies:
  - West Sussex Association of Local Councils – Mrs Bangert and Miss Tait
  - Southbourne Village Hall Management Committee – Mrs M Bulbeck
  - Friends of Maybush Copse – Mrs Thorne
  - Henry Smith Charity Trustees – Mr C Bulbeck, Mrs M Bulbeck and Miss Tait
  - Bournes Forum – Mr Hayes and Mrs L Hicks.

### **Review of Council Documents**

15. The report was received and noted. Members agreed that it was not practical to review all the documents via a remote meeting and the Clerk and Chairman would review those documents that might need the Parish Council's attention and consider the frequency with which each document might be reviewed.

## Council Updates

16. (a) Community Connections – There were 64 helpers available and the 21 vulnerable residents who said they needed help had been matched with a volunteer. A number of helpers were supporting the work of Tuppenny Barn and one was working with St John’s Church. A book exchange had been started and was being coordinated by Mrs Bangert. Members agreed a letter of thanks would be sent by the Chairman to all the helpers.
17. (b) Business Plan Training – Training for members would be held remotely on 30 May 2020 and 13 June 2020 from 10 a.m to 12 noon on each day. Members were asked to provide their three top priorities by 14 May 2020 so they could be sent to the trainer.
18. (c) ChemRoute - The Highways Agency report into the proposed ChemRoute was confidential and so could not be released by the County Council. Mr Magill commented that he had had some feedback regarding ‘pop up’ cycle lanes for the A259 and Stein Road and asked for the top three priorities to be submitted to the County Council by 14 May 2020.
19. (d) Village Signs – A letter would be prepared to send to the County Council about the siting of the village signs.

## Flanders Close Allotments

20. The Council received the report of the Clerk.
21. Resolved – that the recommendation be agreed.

## Finance

22. (a) Income & Expenditure – The income and expenditure since the last meeting was noted as follows:

Income		
Chichester DC	Precept	£82,483.00
AFC Southbourne	Pitch Fees	£306.00
	Total	£82,789.00
Expenditure		
G Burley & Sons	Invoice 02929	£463.20
Viking	Office supplies	£171.82
Viking	Office supplies	£24.43
BT	DD Phone & Internet	£141.80
Councillor Expenses	Community Connections Leaflet	£153.83
Councillor Expenses	Community Connections Safety equipment	£122.46
Staff	Aggregate Salary & Pension(DD)	£3,043.11
	Total	£4,120.65
Transfer from Savings Account	For current payments	£4,120.65

23. (b) Insurance – The Clerk advised that further information was awaited regarding the insurance cover from 1 June 2020 based on a fiduciary guarantee for £750,000. He would circulate it to Members outside the meeting.

24. Resolved – that the Clerk in consultation with the Chairman be delegated to accept a quote with a fiduciary guarantee of £750,000.

### **Neighbourhood Plan Steering Group**

25. The main item of discussion was the outcome of the appeal by Rydon Homes into proposed development at Cooks Lane.

26. Resolved – that a letter of complaint be sent from the Chairmen of the Parish Council and the Neighbourhood Plan Steering Group to Chichester District Council regarding the handling of its response to the outcome of the appeal.

### **Southbourne Environment Group**

27. Members noted that the County Council was providing trees for planting in verges at a cost of £150 inclusive of planting. Members supported the idea of planting trees in the verges.

28. Resolved – that three trees at a cost of £150 each be purchased from the County Council for planting in verges in Southbourne.

### **Westbourne and Southbourne Joint Burial Committee Annual Report**

29. The Council received the Annual Report of the Joint Burial Committee. Members complimented the Clerk to the Joint Burial Committee on her report.

### **Date of Next Meeting**

30. 9 June 2020 - to be held remotely using Microsoft Teams.

Chairman

The meeting ended at 9.40 p.m.