



Southbourne Parish Council

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Clerk to the Council
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NOTICE OF MEETING OF SOUTHBOURNE PARISH COUNCIL TUESDAY 16th JANUARY 2024

Councillors are respectfully summoned to attend a meeting of Southbourne Parish Council on **Tuesday 16th January 2024** commencing at **7.00pm** at **St John's Church Centre, Main Road, Southbourne PO10 8JE** for the transaction of the business on the Agenda below.

Members of the Press and public are welcome to attend.

Sheila Hodgson
Clerk to the Council

Date: 10th January 2024

AGENDA

1. Chairmans Welcome, Introduction and Opening Statement.
2. Apologies for absence.
3. To approve and sign the Minutes of the Southbourne Parish Council Meeting held on the 14th November 2023 and to Note the cancellation of the December Parish Council Meeting scheduled for the 12th December 2023, due to being non-quorate.
4. Declarations of Interest.
Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days
5. Adjournment for Open Forum
6. To consider any applications for the role of Co-opted Member to Southbourne Parish Council and further consideration of recruitment
7. Clerk's Update
8. To Receive and Note the following reports if available including consideration of any recommendations :
 - WSCC Councillor's Bourne Parishes Report (Dec)
 - CDC Councillor's Report (Dec)
 - PCC Focus Group
 - Monthly Parish Inspectors Meeting
9. To Receive and Note the Minutes of the Planning Committee Meetings held on the 30th November 2023 and 11th January 2024, including consideration of any recommendations

10. To Receive and Note the Minutes of the Joint Burial Committee meeting held on 6th November 2023 as deferred from last meeting, Min.109 refers, and the meeting held on 4th December 2023 including consideration of any recommendations
11. To Receive and Note the Notes of the Southbourne Environment Group meeting held on the 12th October 2023 and 11th January 2024 (if available) including consideration of any recommendations
12. To Note the cancellation of the Allotments Committee meeting scheduled for the 30th November 2023 and to agree a date for the next meeting.
13. Further consideration of the Southbourne Parish Council Budget for 2024/25 including to Note the Tax Base Rate for 2024/25 and to approve the final draft.
14. Further consideration of a strategy for Southbourne Parish Council on how to mitigate flood risk to identified areas within the Parish. Including:
 - To receive and consider the reports and spreadsheets produced by Cllr. Money (SPC Mins. 114.1, 114.3, 114.7 and 114.8 refers)
 - To consider a request for SPC to purchase flood warning signs for Lumley as detailed in Deputy Clerks Report
 - Consideration of a request from a member of a group of volunteers who open the flood gates of Slipper Pond for help and advice and to liaise and communicate with them (Min. 114.5 Refers)
 - Consideration of possible application for WSCC Operation Watershed funding
15. Recreation Ground including:
 - Further consideration of possible projects/enhancements in relation to utilisation of Section 106 funding
 - To Note the Fire Risk Assessment report and the Electrical Risk Assessment (EICR) report in line with new legislation
 - Update on Contract/Caretaker activities
 - To note completion of the CCTV upgrade
 - Consideration of repairs to pavilion roof
 - Consideration of the purchase of a pole for a generic sign including identification of budget for associated costs.
 - To Note the Quarterly Inspection Report
 - To Note and Ratify the remedial works carried out to a fallen tree at the recreation ground at a cost of £150.00 and to consider an overall crown reduction by 50% at a cost of £900.00 including identification of budget.
 - Consideration of areas of concern regarding use of the football pitch and further consideration of cost of replacing damaged goal posts.
16. Update on Prinsted area including:
 - Update of legal advice regarding Change of Permissions and Adverse Possession Claim including to Note and Ratify instruction from Surrey Hills
 - To Note the Client Care Advice from Surrey Hills and to Note and Approve the estimated associated costs
17. Update on any outstanding projects
18. Consideration of a request from a member of the public to support a TRO application in Stein Road for double yellow lines to be installed at the junction of New Road with Stein Road
19. Public Rights of Way (PROW) - to Note the new procedures for applications as directed by West Sussex County Council and consideration of how to manage any new processes.

20. Financial Reports - Month End
To receive and Note, the reports for the Months of November and December 2023 as follows:
- To Note verification of bank reconciliations for the Councils Current Account, Premium Business Account and CCLA Account for the month of November and December in line with the Councils Financial Regulations
 - To Note the Income & Expenditure for the period covering 1st April 2022 – 31st December 2023
 - To Note the Balance Sheet, Receipts and Payments report and EMR report
21. To consider an upgrade to a paid version of the Canva software package at a cost of £12.99 per month or an annual cost of £99.99 (equating to £8.33 per calendar month)
22. Update on arrangements for the of D. Day Commemorative Event including to approve any payments or costs.
23. Date and time of the next meeting **Tuesday 13th February 2024**