



Southbourne Parish Council

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SOUTHBOURNE PARISH COUNCIL Meeting held 14th November 2023

PRESENT: A. Tait (Chair) T. Bangert, L. Meredith, J. Money, N. Redman, S. Rosenberg and J. Walker (from Min. 104)

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Carvajal-Neal (Deputy Clerk)
M. Banach (Admin Assistant)
WSCC Cllr. Andrew Kerry-Bedell
CDC Cllr. Oona Hickson
7 Members of the Public

The meeting opened at 7.00pm.

99. CHAIRMANS INTRODUCTION AND WELCOME

The Chairman welcomed everyone to the meeting and asked the Clerk to read out the following statement on her behalf:

"Before I formally start this evening's meeting, may I please highlight that tonight's meeting will be Chaired strictly in accordance with the Parish Council's Standing Orders.

In due course, I will invite County and District Councillors along with members of the public to speak during the Public Open Forum on any item included within the agenda.

I would like to thank the County and District Councillors for taking time to attend our meeting but would respectfully remind them that they are not permitted to participate in any debate or discussion outside of the Public Open Forum. Therefore, if they have any additions or comments in respect of their reports this is the time to raise them. I would also like to remind my fellow Parish Councillors that the Open Forum is also the time for you to direct questions to the County and District Councillors in attendance.

To members of the public, I would be grateful if you could give your name and request that you speak for no more than 3 minutes each.

If there are agenda items which the Clerk has determined confidential you will be advised and asked to leave the Meeting at that point and for the duration of the associated Agenda Item.

I trust my fellow Councillors have all had the opportunity to read and digest the reports circulated with the agenda and would respectfully remind you we agree to abide by the terms of the Council's Code of Conduct. I would also like to remind you that any questions be raised through the Chair. This helps keep the meeting orderly and assists the Clerks with the minutes.

May I please request that all mobile phones are turned off or switched to silent.

With no further delay, I call this meeting to order and move to the first agenda item."

100. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

101. TO APPROVE AND SIGN THE MINUTES 10TH OCTOBER 2023

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 10th October 2023 and they were duly signed by the Chairman.

102. 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

There were no Declarations at this time.

103. ADJOURNMENT FOR OPEN FORUM

The Chair adjourned the meeting at 7.04pm for Open Forum

The Chair invited members of the public to speak.

103.1 Mr. D Gattrell spoke in relation to Agenda Item 7

He thanked SPC and the Deputy Clerk for the assistance with the installation of the life buoy at Peter Pond. He also spoke about the chalk stream that runs north into Peter Pond. He has set up a local group to try and protect the stream and asked for SPC's help trying to find out who owns it so a management plan can be formulated and further asked for assistance with risk assessments, insurance etc.

103.2 Mrs. L. Hicks spoke in relation to Agenda Item 9

She spoke about the ChEmRoute project and asked for assurance that the Parish would support the aims and recommendations.

She also affirmed that she would be willing to attend the Road Safety and ChEmRoute Groups as a non-councillor representative for the Southbourne Parish Council.

A member of the public joined the meeting at this time 7.11

103.3 Mr Sturgeon spoke in relation to Agenda Item 17

He spoke about the Hambrook regularly overflowing and referred to the fact that whenever the issue was raised the normal response was to defer to the housing plan within the Chichester District Local Plan. He asked what is stopping the plan being made.

103.4 Some discussion took place regarding the CDC Local Plan, Southbourne Neighbourhood Plan and Operation Watershed with input from the Chair and CDC Cllr. Hickson.

103.5 Cllr. Money said that the general public wanted to help when it came to flooding.

103.6 CDC Cllr. Bangert gave a brief update to her report. She wished to add that she had attended the Home Start AGM that day and stressed how important they work the do is. Home Start are helping 12 families in Southbourne.

103.7 Elaine Brown spoke about Farm Lane

She spoke of how she agreed that owners are responsible for their own property and need to make provision for drainage. However, she referred to the Harris Yard Scrapyard Site and the statement from them that their site doesn't flood. The site however does affect its neighbours and she felt no development should be in detriment to nearby properties.

The Chair thanked members of the public for taking the time to attend the meeting and speak with the Council on matters that concerned them. Their comments would be taken into consideration by Members when discussing the relevant agenda items.

The Chair re-convened the meeting at 19.32.

104. TO CONSIDER ANY APPLICATIONS FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL AND FURTHER CONSIDERATION OF RECRUITMENT

Members were asked to consider an application from Jillian Walker for the role of co-opted Member for Southbourne Parish Council.

Members unanimously **AGREED** to appoint Jillian Walker as a co-opted Member and after signing her Declaration of Office she formally joined the meeting.

105. CLERK'S UPDATE

Members **NOTED** the Clerk's report as previously circulated.

105.1 Photo Competition.

Members Noted the winners of the three categories as voted for by Councillors:

Adults:

1st : Pauline McLaren: Love 2 shop
2nd: Dave Mallan: Amazon
3rd: Julie Rooker: Love 2 Shop

Secondary:

1st: Kieran Turnbull: Amazon
2nd: Rebecca Harker: Amazon
3rd: Madison: Amazon

Primary:

1st: Daniel Green: Amazon
2nd: Joshua: Amazon
3rd: Joshua: Love 2 Shop

Officers will make arrangements for the prizes to be distributed to the winners.

105.2 Life Buoy at Peter Pond

Members **NOTED** the installation of the Life Buoy at Peter Pond

105.3 Home Start

Members **NOTED** the letter of thanks from Home Start for the donation of £360.00

105.4 Facebook Stats

Members Noted the Stats as previously circulated which show an impressive rise in presence of the Parish Council's Facebook page since the Admin Assistant took over management for the social media sites

Facebook reach **up 68.1%**

Published posts **up 135.4%**

Members thanked the Admin Assistant for her hard work and success.

105.5 Bike Rack and Fire Risk Assessment (FRA)

Members **NOTED** that the Bike Rack has finally been installed at the station and the Fire Risk Assessment for the Pavilion has been successfully completed. These items will be on the next Agenda for further discussion.

105.6 Rural Market Town Group

Members **NOTED** the Clerks report regarding an approach by the Rural Market Town Group offering free membership until the end of February.

During discussion, some Members felt the Parish was not really rural and did not see any benefit. Cllr. Bangert reported that she received updates as a District Councillor and she would report anything that affected Southbourne.

Following discussion Members **AGREED** to **REJECT** the offer to join the Rural Market Town Group.

106. TO NOTE THE INTERNAL AUDITORS REPORT FOR THE INTERIM AUDIT HELD ON THE 5TH OCTOBER 2023

106.1 Members **NOTED** the Auditors report for the Interim Audit held 5th October 2023.

106.2 Members further **NOTED** the invoice for £144.90 as previously circulated.

The Chair thanked the Clerk for a very satisfactory audit.

107. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:

- **WSSC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **COUNCILLOR DROP-IN SURGERY**
- **WEST SUSSEX COUNTY COUNCIL ELECTRIC VEHICLE STRATEGY**
- **BOURNES FORUM REPORT**

107.1 WSSC Councillor's Bourne Parish Report

Members **NOTED** the report as previously circulated.

During this item there was a heated exchange of views regarding the right of District and County Councillors participation within the meeting.

The Chair adjourned the meeting at 19.49 for a short break

The Chair reconvened the meeting at 19.53

107.2 CDC Councillor's Report

Members **NOTED** the report as previously circulated.

107.3 Road Safety and ChEmroute Groups including appointment of a non-councillor representative to the group.

Members **NOTED** the Clerks report as previously circulated.

107.3.1 Members **AGREED** to appoint Lyn Hicks as a non-councillor representative for SPC to the Road Safety and ChEmRoute Groups.

107.3.2 Members **AGREED** in **PRINCIPLE** to support the proposal to proceed with an application for a Traffic Regulation Order Speed Reduction from 30mph to 20mph at various locations on the A259 pending confirmation from WSCC Highways Officers.

108 TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 26TH OCTOBER AND THE 9TH NOVEMBER 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the Minutes of the Planning Committee held on the 26th October 2023.

108.1 Members **NOTED** the Minutes of the Planning Committee held on 9th November 2023 and considered the following recommendations:

Cllr. Bangert declared an Ordinary Interest at this point as a Member of Cabinet for Chichester District Council.

108.1.1

Members **AGREED** to **APPROVE** the recommendation to accept and implement the examiner's recommendations to the Neighbourhood Plan and that the Modified Plan is submitted to CDC.

108.1.2

Members **AGREED** to **APPROVE** the recommendation that Council notify CDC that they wish the referendum to start on 25th January 2024 provided that this date fits with CDC timescales

109 TO RECEIVE AND NOTE THE MINUTES OF THE JOINT BURIAL COMMITTEE MEETING HELD ON THE 6TH NOVEMBER INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

Members **NOTED** that the Minutes of the Joint Burial Committee Meeting held on the 6th November were not available. The Cemetery Coordinator reported there were no recommendations from the JBC Committee so the Minutes will be Noted at a future meeting.

As the following Agenda Item contains confidential information Members Resolved to Move to Confidential Business as per Standing Orders 3d Staffing at 7.53pm

Members of the Public and Staff (excluding the Clerk) were asked to leave the meeting for the duration of this item.

110. STAFFING - CONFIDENTIAL

Members considered the recommendations and unanimously **AGREED** to **APPROVE** the back-payments of staff salaries following the revised NALC tables. Members further unanimously **AGREED** to **APPROVE** the recommendation for the increase in pay scales.

Members Resolved to return to ordinary business and members of the public and staff were invited to re-join the meeting at 8.07pm

111. FINANCIAL REPORTS – MONTH END

TO RECEIVE AND NOTE THE REPORTS FOR THE MONTHS OF SEPTEMBER AND OCTOBER 2023 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT PREMIUM BUSINESS ACCOUNT AND CCLA ACCOUNT FOR THE MONTH OF SEPTEMBER AND AUGUST 2023 IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1ST APRIL 2023 – 31ST OCTOBER 2023**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS**

111.1 The financial reports were **NOTED** and the Chairman signed the balance sheets for September and October as reported and previously circulated.

112. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED AND TO NOTE THE RECEIPT OF THE 2ND PRECEPT INSTALLMENT AND CIL PAYMENT

112.1 Members to **AGREED** to **APPROVE** the Pending Payments as listed.

112.2 Members **AGREED** to **RATIFY** payments as previously circulated.

112.3 Members **NOTED** receipt of the 2nd Instalment of the Precept of £118,602.00 and the CIL payment of £122,344.96

The Chair left the meeting for a short break. It was **AGREED** that the Vice Chair would take the Chair for the next Agenda Item.

113. CONSIDERATION OF GRANT APPLICATIONS FROM 1ST SOUTHBOURNE BROWNIES FOR AN AMOUNT OF £323.00 TO ENABLE 30 GIRLS AND 8 VOLUNTEERS TO ATTEND A PRODUCTION OF THE JUNGLE BOOK. THE DONATION WILL MAKE IT POSSIBLE FOR EVERY BROWNIE TO ATTEND AS GIVEN THE COST OF LIVING CRISES SOME BROWNIES MAY NOT HAVE THE OPPORTUNITY.

Members **NOTED** the reports as previously circulated and the covering letter from the leader of the 1st Southbourne Brownies.

Following discussion Members **AGREED** to **APPROVE** the application from the 1st Southbourne Brownies and further **AGREED** to donate £323.00 to enable 30 girls to attend a production of the Jungle Book.

114. CONSIDERATION OF A STRATEGY FOR SOUTHBOURNE PARISH COUNCIL ON HOW TO MITIGATE FLOOD RISK TO IDENTIFIED AREAS WITHIN THE PARISH. INCLUDING, MANAGEMENT OF ANY AGREED STRATEGY, REVISION OF EMERGENCY RESILIENCE POLICY IF REQUIRED, TO RECEIVE A REPORT FROM CLLR. JONATHAN MONEY, AS REPRESENTATIVE OF THE BOURNE FLOODING GROUP AND CONSIDERATION OF ANY RECOMMENDATIONS.

Members **NOTED** the Reports as previously circulated.

As part of Cllr. Money's report he had identified a number of conclusions to be considered as part of an agreed strategy. The Clerks suggested that Members consider each of Cllr. Money's points individually and this was **AGREED**:

114.1 Unblock the drains on main road opposite the farm shop and by St Johns Church.

It was **NOTED** that this procedure had been taken by WSCC. Members **AGREED** to encourage complaints to be directed to WSCC in future.

Cllr. Money also suggested that a simple flow chart that signposts the correct contact details for WSCC be created that could be prominently displayed on the SPC social media sites and indicated he would be happy to create this.

Following discussion Members **AGREED** for Cllr. Money to produce a flow chart and bring back to Council for further consideration and approval.

114.2 Provide a map of all drains and culverts in Southbourne so they can be surveyed.

It was established that WSCC do not have this information and therefore Members **AGREED** not to proceed with this item.

114.3 Develop an emergency plan for Farm Lane and School Lane. For example, make sandbags or flood barriers available.

Discussion took place regarding the conflicting information from District that was reported during Storm Ciaran regarding the availability of sandbags. Cllr. Bangert said she would clarify the position and report back.

It was **AGREED** to defer this pending the response from Cllr. Bangert.

114.3 Leaflet Farm Lane/School Lane residents with information about what to do/who to contact should their home be under threat of flooding

Cllr. Money offered to produce this information. Members **AGREED** for Cllr. Money to produce a short leaflet with general information based on the advice from leading authorities and report back to Council for approval.

114.4 Visit Old Timbers and find out what can be done to avoid it being flooded again and reassure the residents that help will be available.

It was reported that this had been actioned and Members **AGREED** there was no need for further involvement from SPC at this time.

114.5 Establish communication with the volunteers who open the flood gates of Slipper Pond.

Members **NOTED** that the owner of Slipper Pond, Mr. D. Gattrell, had spoken during Open Forum

In relation to the pond and chalk stream when he asked for some help and advice from SPC. It was **AGREED** to liaise with Mr Gattrell and this will be a separate agenda item for a future meeting.

114.6 Ask WSCC to provide SPC with all the reports of flooding that come into them in relation to Southbourne Parish (via WSCC website and phone calls) so that we can get a picture of where the dangers are and develop an emergency plan based on identified risk priority.

Members **AGREED** to write to WSCC to see if they would be willing to share this information with the Parish.

114.7 Create, maintain and keep updated based on reports coming to SPC, CDC and WSCC including a list of priority concerns as detailed in Andrew Kerry-Bedel's advice.

Following discussion, it was **AGREED** that Cllr. Money would produce a spreadsheet of any known reports and share with Council.

The Clerk reminded Cllr. Money that the information should not include personal data or information as this would be in breach of GDPR regulations.

114.8 To group each reported flooding into priority A, B and C groups including what is causing the flooding (e.g. surface run off or tidal flooding).

It was **AGREED** that this would form part of Cllr. Money's spreadsheet as per minute 114.8

114.9 Develop or update the SPC local emergency plan and make available to Councillors.

This document has already been produced and Members will be reviewing during the next Agenda Item.

Members **AGREED** to review the proposed documents when produced by Cllr. Money and further consider the strategy based on his proposals and recommendations as a result of his findings.

114.10 Incident and Emergency Document

Members **NOTED** the document as previously circulated.

Members **AGREED** to **APPROVE** the updated Incident and Emergency Document.

115. DATE AND TIME OF THE NEXT MEETING

Members **NOTED** the next meeting is scheduled for **Wednesday 13th December 2023**

The meeting closed at 9.33pm