



Southbourne Parish Council

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SOUTHBOURNE PARISH COUNCIL Meeting held 14th May 2024

PRESENT: A. Tait (Chair) R. Humphrey, R. Robinson-Kyle, J. Money, N. Redman, S. Rosenberg and R. Taylor (from agenda item 9)

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Carvajal-Neal (Deputy Clerk)
M. Banach (Admin Assistant)
Cllr. A. Kerry-Bedell West Sussex County Councillor

The meeting opened at 7.00pm.

1. APPOINTMENT OF CHAIRMAN - TO NOMINATE AND ELECT A CHAIRMAN FOR SOUTHBOURNE PARISH COUNCIL

It was proposed that Cllr. Amanda Tait be nominated as Chair for Southbourne Parish Council. There being no other nominations Members unanimously **AGREED** to elect Cllr. Tait.

2. CHAIRMANS ACCEPTANCE OF OFFICE

Cllr. Tait thanked her fellow Councillors for their support, signed her Acceptance of Office and received the Chain of Office.

3. APPOINTMENT OF VICE CHAIRMAN - TO NOMINATE AND ELECT A VICE CHAIRMAN FOR SOUTHBOURNE PARISH COUNCIL

It was proposed that Cllr. Neil Redman be nominated as Vice-Chair for Southbourne Parish Council. There being no other nominations Members unanimously **AGREED** to elect Cllr. Redman.

4. CHAIRMANS INTRODUCTION AND WELCOME

The Chair welcomed everyone to the meeting.

5. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Meredith who was on leave and Cllr. Bangert who is unwell.

6. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 9TH APRIL 2024

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 9th April 2024 and they were duly signed by the Chairman.

7. 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 of Interest.

8. TO NOTE THE RESIGNATION OF CLLR. WALKER

Members Formally **NOTED** the resignation of Cllr. Walker.

9. TO CONSIDER AN APPLICATION FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL FROM MR. ROBERT TAYLOR

Following consideration of the application Members **AGREED** to appoint Robert Taylor as a coopted Member to Southbourne Parish Council

Cllr. Roberts signed his Declaration of Acceptance of Office and took his place on the Council.

10. ADJOURNMENT FOR OPEN FORUM INCLUDING TO REVIEW ANY COMMENTS OR PROPOSALS RECEIVED AT THE ANNUAL ELECTORS MEETING

The Chairman Adjourned the meeting at 7.12pm

10.1 Members **NOTED** the statement received from a member of the public at the Electors Meeting held on the 9th May, regarding a planning application and her request for SPC to withdraw their support.

Members **NOTED** the Clerks accompanying report relating to this item.

Following discussion Members asked for the item to be referred to the Planning Committee for consideration.

10.2 The Clerk received a request from a member of the public as follows:

I write this email from my garden, which for many years has been a peaceful retreat from the busy world we all live in, but is very much not the case now, thanks to the powers that be.

This isn't a complaint about the houses that are being built because frankly what would be the point. Instead, I'm asking that our parish councillors make the effort to knock on a few doors of the existing residents they supposedly represent and ask if there are any issues with the builders, and construction company working there.

It's 7pm on a Thursday evening, and I'm listening to build works still going on inside the houses. Having contacted the site managed on several occasions already, I know they are permitted to work Monday-Friday 7am-5pm, and Saturday 8am-1pm. Yet this is not being adhered to.

Following discussion Members asked for the item to be referred to the Planning Committee for consideration.

10.3

WSCC Cllr. Kerry-Bedell reported that he had emailed the WSCC Cabinet Member for Finance with a summary of the AGE Concern report and was hoping to arrange a meeting at the end of May/early June to discuss options of WSCC letting Southbourne have the site for redevelopment into a new community building.

The Chair re-convened the meeting at 7.20

11. CLERK'S UPDATE

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

11.1 D-Day Event

Members were reminded of the arrangements for the D-Day event and were asked to let the Deputy Clerk know as soon as possible if they are able to assist on the day. The Admin Assistant was thanked by the Chair for all the hard work she had put into securing an amazing number of high quality items for raffle prizes.

11.2 Internal Audit

Members **NOTED** that the Internal Audit for JBC and SPC will be Thursday 23rd May.

11.3 Neighbourhood Policing Team Update

Members **NOTED** that Inspector Dave Lyons who replaced Inspector Merrifield within the Neighbourhood Policing Team will be re-instating online meetings with the Parishes on a bi-monthly basis starting in June. The Clerk will keep Members updated.

11.4 Update on SPC Grant to Keiran Turnball re Ghana Trip

Members Noted that a planned presentation evening by the Bourne to highlight the 2024 Ghana Volunteering Trip is now not proceeding but there is a video outlining the details and experiences should Members wish to view. Member **NOTED** the letter of thanks for the donation towards the initiative.

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

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM REPORT**
- **WSALC REPORT**
- **DROP IN SURGERY**

12.1 WSCC Councillor's Bourne Parish Report

Members **NOTED** the WSC Councillors report as presented at the Electors Meeting and circulated ahead of the meeting. It was **NOTED** that an update had been received that evening but there was not enough time to circulate before the meeting. The Chair asked the Clerk to circulate the update to Members after the meeting and for any queries to be taken up direct with Cllr. Kerry-Bedell.

CDC Councillor's Report

Members **NOTED** the report as previously circulated

12.1 Bournes Forum Report

Members **NOTED** the report as previously circulated

12.1. 1

Cllr. Money drew members attention to the need for an emergency and/or rest hub in Southbourne.

It was noted that SPC do not have ownership of any property that could be offered for a hub and following discussion, Members asked the Clerk to liaise with the CDC Resilience Officer to coordinate an appropriate approach to possible venues.

12.1.2

Cllr. Money further mentioned that there was an opportunity for an Emergency Training session to be held if enough interest could be gained. The training is open to all but requires a sufficient number of attendees to be viable.

After discussion it was **AGREED** that Cllr. Money would undertake to organise a training session and approach neighbouring parishes to take part.

12.2 WSALC Meeting Report.

Cllr. Tait gave a brief update of the meeting as follows:

The main ongoing topic is civility and respect and addressing Councillors behaviour towards Clerks. The Chair was pleased that Southbourne have no such issues and that the Council had taken the Civility and Respect Pledge.

There are a number of sub associations of local district associations and there are plans to bring these all under the umbrella of WSALC.

It was confirmed that there will not be any increase in subscription contributions.

12.4 Drop in Surgery.

Cllr. Tait gave a brief update as follows:

This was the first surgery for a while and not overly attended. However, the issues that were raised at the surgery were addressed.

The Chair thanked everyone for their reports.

13. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 4TH APRIL 2024 AND THE 25TH APRIL 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

13.1 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 4th April 2024

13.2 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 25 April 2024

14. TO NOTE AND APPROVE THE SCHEDULE OF MEETINGS FOR 2024/25.

Members unanimously **AGREED** to **APPROVE** the Schedule of Meetings for 2024/25 as proposed.

15. TO APPOINT MEMBERS (AND CHAIR/VICE-CHAIR) TO SERVE ON THE FOLLOWING COMMITTEES.

- **ALLOTMENTS**
- **COMPLAINTS COMMITTEE**
- **JOINT BURIAL COMMITTEE**
- **PLANNING COMMITTEE**
- **STAFFING COMMITTEE**

15.1 Allotments

Although absent Cllrs. Meredith and Bangert had asked to be considered for a seat on the Allotment Committee. This was **NOTED** and Members **AGREED** to appoint Cllrs. Bangert and Meredith to the Allotment Committee and to **RATIFY** their acceptance at the next meeting.

It was further **AGREED** that Councillor Taylor also be appointed to serve on the Allotment Committee.

It proposed and **AGREED** that the appointment of Chair and Vice Chair for the Allotment Committee would be determined at their first Meeting and this was unanimously **AGREED**.

15.2 Complaints Committee

Following discussion, Members unanimously **AGREED** to appoint Councillors Money and Humphrey to serve on the Complaints Committee alongside the Chair and Vice Chair of the Council.

It was unanimously **AGREED** that the SPC Chair would also Chair the Complaints Committee.

15.3 Joint Burial Committee

Following discussion, Members unanimously **AGREED** to appoint Councillors: Humphrey, Rosenberg and Tait to serve on the Joint Burial Committee.

*Members **NOTED** that the arrangements for the Chair and Vice Chair for this committee are determined by the JBC committees own Articles of Memorandum.*

15.4 Planning

Following discussion, Members unanimously **AGREED** for all Members to be appointed to serve on the Planning Committee.

It was unanimously **AGREED** that Cllr. Tait be appointed to Chair the Planning Committee.

It was proposed that the position of Vice Chair of the Planning Committee be determined at the next Planning meeting this was unanimously **AGREED**.

15.5 Staffing Committee

Following discussion, Members unanimously **AGREED** to appoint Councillors Money, Tait and Taylor to serve on the Staffing Committee.

It was unanimously **AGREED** that Cllr. Tait be appointed to Chair the Staffing Committee and further **AGREED** there was no requirement to appoint a Vice Chair for this Committee.

16. TO APPOINT MEMBERS TO SIT ON THE PARISH COUNCIL'S STEERING GROUPS, WORKING GROUPS AND OUTSIDE BODIES INCLUDING

- **SOUTHBOURNE ENVIRONMENT GROUP**
- **CDALC**
- **WSALC**
- **BOURNES FORUM**
- **HENRY SMITH CHARITY**
- **OPERATION WATERSHED NUTBOURNE**

- **ROAD SAFETY GROUP**
- **CHEMROUTE**

16.1 Southbourne Environment Group

It was unanimously **AGREED** that Councillors Robinson-Kyle and Tait be appointed as representatives for the Southbourne Environment Group

16.2 CDALC

It was unanimously **AGREED** that Councillors Money and Tait be appointed as representatives for CDALC

16.3 WSALC

It was unanimously **AGREED** that Councillors Money and Tait be appointed as representatives for WSALC

16.4 Bournes Forum

It was unanimously **AGREED** that Councillors Money and Redman be appointed as representatives for the Bournes Forum.

16.5 Henry Smith Charity

Following discussion, it was unanimously **AGREED** that Cllr. Bangert remain as representative for the Henry Smith Charity and to **RATIFY** her acceptance at the next meeting.

16.6 Operation Watershed Nutbourne Groups

It was unanimously **AGREED** that Councillors Money, Robinson-Kyle and Tait be appointed as representatives for the Operation Watershed Nutbourne Groups.

16.7 Road Safety Group

It was unanimously **AGREED** that Councillor. Taylor be appointed representative for the Road Safety Group.

It was further **AGREED** to appoint Mrs Lyn Hicks as a non-councillor representative for Southbourne Parish council to the Road Safety Group.

16.8 ChEmRoute Group

It was unanimously **AGREED** that Councillor Taylor be appointed representative to the ChEmRoute Group.

It was further **AGREED** to appoint Mrs Lyn Hicks as a non-councillor representative for Southbourne Parish council to the ChEmRoute Group.

17. TO REVIEW THE TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENTS FOR THE COMMITTEES

Members considered the Terms of Reference and Delegation for the following Committees as previously circulated.

17.1 Allotments

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Allotments Committee as proposed.

17.2 Southbourne Parish Council

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for Southbourne Parish Council as proposed.

17.3 Planning

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Planning Committee as proposed.

17.4 Staffing Consultative Committee

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Staffing Consultative Committee as proposed.

18. ANNUAL REVIEW OF THE COUNCILS INTERNAL CONTROL POLICIES, PROCEDURES AND PRACTICES INCLUDING TO REVIEW THE DRAFT POLICIES AS PROPOSED FOR ADOPTION AS LISTED:

- **STANDING ORDERS**
- **FINANCIAL REGULATIONS**
- **COMPLAINTS PROCEDURE AND TERMS OF REFERENCE**
- **DIGNITY AT WORK**
- **HEALTH & SAFETY**
- **SOCIAL MEDIA**
- **TRAINING AND DEVELOPMENT**
- **VOLUNTEER POLICY**
- **ASSET REGISTER**
- **RISK ASSESSMENT 2024/25**
- **GRANT APPLICATION AND CRITERIA**

18.1 Standing Orders

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Standing Orders as proposed

18.2 Financial Regulations

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Financial Regulations as proposed

18.3 Complaints Procedure and Terms of Reference

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Complaints Procedure and Terms of Reference as proposed

18.4 Dignity at Work

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Dignity at Work Policy as proposed

18.5 Health & Safety

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Health & Safety Policy as proposed

18.6 Social Media

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Social Media Policy as proposed

18.7 Training and Development

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Training and Development Policy as proposed

18.8 Volunteer Policy

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Volunteer Policy as proposed

18.9 Asset Register

Members unanimously **AGREED** to **APPROVE** the Asset Register as proposed

18.10 Risk Assessment 2024/25

Members unanimously **AGREED** to **APPROVE** the Risk Assessment as proposed

Members further **AGREED** that due to the extraordinary difficulties changing the bank signatories for 2023/24 that the existing signatories would remain for 2024/25

18.11 Grant Application and Criteria

It was proposed to include a request for a copy of any applicants last set of minutes and the AGM minutes within the application. This was **AGREED**.

Members **AGREED** to **APPROVE** the Grant Application and Criteria for 2024/25 as proposed with the agreed amendments

19. FINANCIAL REPORT – MONTH END

TO RECEIVE AND NOTE THE REPORTS FOR THE MONTHS OF MARCH 2024 AND APRIL 2024 AS FOLLOWS

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCIL'S CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT AND REDWOOD ACCOUNT FOR THE MONTHS OF MARCH AND APRIL IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME AND EXPENDITURE FOR THE PERIOD COVERING 1ST APRIL 2023 – 31ST MARCH 2024 AND FOR 1ST APRIL 2024**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**

The financial reports were **NOTED** and the Chairman signed the balance sheets for March and February 2024 as reported and previously circulated.

Members **NOTED** the Income and Expenditure for the period covering 1st April 2023 – 31st March 2024 and 1st April 2024

20. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

Members **APPROVED** the pending payments and **AGREED** to **RATIFY** the payments as previously circulated.

21. TO RECEIVE AND NOTE THE YEAR END REPORTS INCLUDING

- **TO RECEIVE THE BANK RECONCILIATION TO 31ST MARCH 2024 AND TO NOTE THE INCOME & EXPENDITURE AGAINST BUDGET FOR FINANCIAL YEAR 1ST APRIL 2023 - 31ST MARCH 2023**
- **TO NOTE THE STATEMENT OF ACCOUNTS**

21.1 Year end Reports.

Members reviewed and **NOTED** the reports.

21.2 Income and Expenditure against budget.

Members reviewed the income and expenditure against budget. The Clerk reported that although some budgets were showing an overspend overall the expenditure against budget was 90%. The Income budget quite considerably exceeded the

projected budget. This was a result of interest rates taking a substantial rise throughout the year which was not foreseen. This was **NOTED**.

21.3 Statement of Accounts.

Members reviewed and **NOTED** the Statement of Accounts

22. CONSIDERATION OF THE SOUTHBOURNE PARISH COUNCILS INSURANCE RENEWAL DUE 1ST JUNE 2024

Members **NOTED** the Clerks Report and the quotations as circulated.

Members considered the quotations as proposed. Members asked why the Fidelity Insurance on quotation two was £250k less than on quotation one. The Clerk reported that £250k was the limit available for this company. She also reminded Councillors that the auditor had previously advised that the Fidelity Cover should be raised.

Following discussion and consideration of the quotes, Members unanimously **AGREED** to accept quotation one at a cost of £4853.16

The Clerk will now proceed with finalising the paperwork in readiness for the renewal date of 1st June 2024

23. TO NOTE RECEIPT OF THE FIRST INSTALMENT OF THE PARISH COUNCILS PRECEPT OF £127,531.00 FOR 2024/25 AND TO FURTHER NOTE RECEIPT OF APRIL CIL FUNDS OF £131,444.66

Members **NOTED** receipt of the first instalment for the Parish Precept of £127,531.00 for 2024/25 and further **NOTED** receipt of the April CIL fund of £131,444.66

24. FURTHER CONSIDERATION OF THE PROPOSAL TO TAKE OWNERSHIP OF A WSCC OWNED PROPERTY IN NEW ROAD CURRENTLY LEASED TO AGE CONCERN (MIN. 169 REFERS), INCLUDING:

- TO NOTE THE S106 FUNDS AVAILABLE FOR REPAIRS AND RENOVATION TO THE BUILDING
- TO CONSIDER A LIST OF AGE CONCERNS PRIORITIES IN TERMS OF MAINTENANCE
- TO CONSIDER AND AGREE HOW TO PROGRESS WITH THE PROJECT INCLUDING A POSSIBLE APPROACH TO THE COMMUNITY LAND TRUST WITH A VIEW TO COLLABORATIVE WORKING AND AGREEMENT OF LEVEL OF INVOLVEMENT

Members **NOTED** the Clerks Report as previously circulated and further **NOTED** the report from Age Concern that was circulated confidentially.

Members **NOTED** the S106 funds available of £301,858 (as at 31/3/23) for physical improvements/equipment and providing wider use which is available until 2028.

Members reviewed the list of AGE Concerns priorities as detailed in the report.

The Chair reported that the Community Land Trust had since expressed an interest in working in partnership to assist with the project. NOTING this and the comments from Cllr. Kerry-Bedell under Open forum, Members unanimously **AGREED** to wait until the proposed meeting had taken place and to consider the outcomes of that meeting before proceeding.

25. FURTHER UPDATE ON SITUATION REGARDING THE ADVERSE POSSESSION APPLICATION BY THE SEA SCOUTS AND CONSIDERATION OF THE PROPOSED DRAFT HEADS OF TERMS FROM SURREY HILLS

Members **NOTED** the Clerks Report.

Members were asked to consider the Heads of Terms as drafted by Surrey Hills Solicitors in relation to a proposal to enter into a lease agreement with the Sea Scouts in relation to the piece of land known as “the triangle”.

Members went through the proposed Heads of Terms and made some amendments. They further asked the Clerk to clarify some of the points with Surrey Hills.

It was unanimously **AGREED** that following the amendments and the satisfactory clarification on the points raised that the redrafted Heads of Terms be circulated to Members and arrangements made for a meeting with the Sea Scouts to negotiate.

26. DATE AND TIME OF THE NEXT MEETING - 11th June 2024

Members **NOTED** the date and time of the next meeting.

The meeting closed at 9.15pm