

Clerk to the Council
Sheila Hodgson
clerk@southbourne-pc.gov.uk

www.southbourne-pc.gov.uk

SOUTHBOURNE PARISH COUNCIL
Meeting held 9th May 2023

PRESENT: T. Bangert, J. Money, N. Redman, P. Riddoch, A. Tait, and B. Taylor

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Carvajal-Neal (Deputy Clerk)
Lyn Hicks (Outgoing Chair)
Cllr. A. Kerry-Bedell West Sussex County Councillor
Cllr. O. Hickson Chichester District Council
1 Member of the Public

The meeting opened at 7.00pm.

The Outgoing Chair read out the following statement:

Southbourne Parish Council

Handover 9 May 2023

"Congratulations to our District Councillor's, Tracie and Oona, and you the Council of 2023 and particularly your new Chairman.

When I joined the Council in 2019, I committed to a four-year stint and it has certainly been an amazing experience, culminating last Wednesday with a visit to the Garden Party at Buckingham Palace representing you all. There have been the challenges of Covid19, the changes of Councillor's and Officers, the building of relationships with local people and groups, and best of all forging friendships which I hope will continue well beyond today.

As a Council we have endeavoured to be more transparent and accessible and hopefully we have succeeded with this. We have built a team which I hope will move forward with that same approach to face the future of our community whatever that might be. I will still be a member of that community and will do all I can to support your work through the Neighbourhood Plan Steering Group and the Environment Group.

Finally, I would like to thank you all, but especially Sheila and Maria, for their amazing support over the past years and I wish you all good luck for the future. Thank you."

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. She thanked the outgoing Chair for all her hard work and dedication to the Parish of Southbourne and invited Members and Officers to say a few words if they wished.

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. She stated that she would do her best to continue to steer SPC in the right direction recognising she has some big shoes to fill.

5. REPORT FROM THE CLERK ON THE COMPLETION OF THE DECLARATION OF ACCEPTANCE BY MEMBERS AND REGISTER OF INTEREST FORMS

The Clerk reported that all Members present had completed their Declaration of Acceptance forms. Cllrs. Green and Meredith who were unable to attend the meeting would complete their Declarations of Acceptance on their return. This was **APPROVED**.

The Clerk reported she had received Register of Interest forms from, Cllrs. Tait, Redman, and Riddoch and asked other Members to return their completed forms to her as soon as possible.

6. APOLOGIES FOR ABSENCE.

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

7. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 10th APRIL 2023

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

8. 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

For the benefit of new Councillors, the Clerk explained the requirement to declare any Pecuniary or Ordinary Interests.

There were no Declarations of Interest.

9. ADJOURNMENT FOR OPEN FORUM

The Chairman Adjourned the meeting at 19.18

Members **NOTED** the written statement received from a member of the public regarding parking on pavements as previously circulated. WSCC Kerry-Bedell reported that parking on pavements is not illegal in West Sussex only in restricted areas.

A member of the public raised an issue with cars not switching off their engines when waiting at the crossing.

Members of the Stein Road Working Group will raise these issues through that forum.

The Chairman reconvened the meeting at 19.22

10. CLERK'S UPDATE

10.1 Expenses

The Clerk reminded Members that if they had not already done so, they must complete and submit their Election expenses return to CDC. This applies even if it is a NIL return. The deadline is 1st June 2023. This was **NOTED**.

10.2 Boundaries at Prinsted and adverse possession SPC Min.204 refers

The Clerk confirmed that a local company has been approached to survey the boundaries at Prinsted and has provided some initial thoughts and costings. This information will be taken back to the Greenspace and Community Services Committee for further consideration and decision on how to proceed.

10.2.1 As instructed the Clerk had written to the Sea Scouts regarding their application for adverse possession. To date no reply or acknowledgement has been forthcoming from their Committee.

10.3 Henry Smith Charity

A copy of guidelines for Parish Councils and a Trustees report as previously circulated was **NOTED**.

11 TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM REPORT**
- **MONTHLY INSPECTORS REPORT**
- **STEIN ROAD WORKING GROUP**

11.1 WSCC Councillor's Bourne Parish Report

Members **NOTED** the report as previously circulated.
The Chairman thanked Cllr. Kerry-Bedell for his report

11.2 CDC Councillor's Report

Members **NOTED** the report as previously circulated

CDC Cllr. Bangert further reported she had been appointed Cabinet Member for Community at District and would give more of an overview of the role at the next meeting.

The Chairman thanked Cllrs. Bangert and Hickson for their report.

11.3 Bournes Forum Report

Members **NOTED** the report as previously circulated

11.3 Monthly Inspectors Meeting Report.

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

11.4 Stein Road Working Group.

Members **NOTED** the report as previously circulated and considered the recommendations as follows:

To consider sending letters to the recipients as detailed in Appendix B of the report and to further consider the content of the letters.

Following discussion Members unanimously **AGREED** to **APPROVE** the content of the draft letters and further **AGREED** for the letters to be sent to WSCC Properties, Southbourne Club and the Southbourne Farm Shop.

Cllr. Thorne asked what arrangements had been made to progress the initiative going forward. Cllr. Bangert said she would arrange another meeting of the group and advise.

12 TO RECEIVE AND NOTE THE MINUTES OF THE JBC MEETING HELD 27th MARCH 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the minutes of the JBC meeting held on the 27th March 2023.

13 TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON THE 13th APRIL 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 13th April 2023

14. TO RECEIVE AND NOTE THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON THE 3rd MAY 2022 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the minutes of the Finance & Policy meeting held on the 3rd May 2023 and considered the following recommendations:

14.1 Statement of Accounts - To consider the Statement of Accounts and for the Annual Return to be signed by the Chair.

The Clerk reported that following a discussion with the auditor and account support there may be a requirement to restate some of the figures due to a difference in interpretation of the JPAG guidelines. Therefore, it was proposed and **AGREED** to defer this item to the June meeting.

14.2 AGAR To consider the Annual Governance Statement 2022-23 (AGAR Section 1,).

The Clerk drew Members attention to Min.91 of the Finance and Policy Minutes and explained the necessity to tick “No” to box 4 due to the exercise of electors rights being displayed for one day more than the required 30 days. Although this did not prohibit the rights of members of the public to examine the accounts if required, it was technically an error so should be declared as such.

This was **NOTED** and Members unanimously **AGREED** to submit the AGAR Section 1 to the internal Auditor as proposed.

14.3 Standing Orders – To consider the Standing Orders as previously circulated. Members unanimously **AGREED** to **APPROVE** the Standing Orders for Southbourne Parish Council and adopt as proposed .

14.4 Financial Regulations - To consider the Financial Regulations as proposed. Members unanimously to **AGREED** to **APPROVE** the Financial Regulations for Southbourne Parish Council and adopt as proposed .

14.5 Risk Assessment – To consider the Risk Assessment as previously circulated. Members unanimously **AGREED** to **APPROVE** the risk assessment for Southbourne Parish Council as proposed

14.6 Lone worker Policy – to consider the Lone Worker Policy as previously circulated. Members unanimously **AGREED** to **APPROVE** the Lone Worker Policy and adopt as proposed.

14.7 Asset Register – to consider the asset register. Members **NOTED** the Clerks Report as previously circulated.

The Clerk explained that the requirement to restate the figures for the Asset Register was as a result of the Clerk and Deputy Clerk undertaking a complete review of the of the asset register which had been previously highlighted at the internal audit as requiring greater detail.

Members **AGREED** to **APPROVE** the asset register whilst **NOTING** the comments and recommendations from the Finance & Policy Committee Min. 93.4 refers.

15. TO NOTE AND APPROVE THE SCHEDULE OF MEETINGS FOR 2023/24

Members **AGREED** to **APPROVE** the Schedule of Meetings as previously circulated.

16. BANK ACCOUNT SIGNATORIES AND AUTHORISATION TO REVIEW AND APPOINT SIGNATORIES AND AUTHORISERS FOR THE COUNCIL'S BANK ACCOUNT

Following discussion Members **AGREED** that Cllrs. Redman and Money would be appointed as signatories and authorisers for the SPC bank account.

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

- **ALLOTMENTS**
- **FINANCE & POLICY**
- **GREENSPACE AND COMMUNITY SERVICES**
- **PLANNING**
- **JOINT BURIAL COMMITTEE**
- **STAFFING CONSULTATIVE GROUP**

17.1 Allotments

Following discussion, Members unanimously **AGREED** to appoint Councillors: Bangert, Meredith, Money and Taylor to serve on the Allotment Committee.

It was proposed that Cllr. Taylor be appointed Chair and Cllr. Bangert be appointed Vice-Chair of the Allotments Committee and this was unanimously **AGREED**.

17.2 Finance & Policy

Following discussion, Members unanimously **AGREED** to appoint Councillors: Money, Redman, Tait and Taylor to serve on the Finance & Policy Committee.

It was proposed that Cllr. Redman be appointed Chair and Cllr. Money be appointed Vice-Chair of the Finance & Policy Committee and this was unanimously **AGREED**.

17.3 Greenspace & Community Services

Following discussion, Members unanimously **AGREED** to appoint Councillors: Bangert, Green, Meredith, Money Redman, Tait and Taylor to serve on the Greenspace and Community Services Committee.

It was proposed that Cllr. Redman be appointed Chair of the Greenspace and Community Services Committee and this was unanimously **AGREED**.

Members further **AGREED** to refer the appointment of Vice-Chair to the Greenspace and Community Services Committee for consideration at their next meeting.

17.4 Planning

Following discussion, Members unanimously **AGREED** to appoint Councillors: Bangert, Green, Money, Riddoch, Tait and Taylor to serve on the Planning Committee.

It was proposed that Cllr. Tait be appointed Chair and Cllr. Riddoch be appointed Vice-Chair of the Planning Committee and this was unanimously **AGREED**.

17.5 Joint Burial Committee

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

17.6 Staffing Consultative Group

Following discussion, Members unanimously **AGREED** to appoint Councillors: Bangert, Riddoch and Tait to serve on the Staffing Consultative Group

It was proposed that Cllr. Riddoch be appointed Chair of the Staffing Consultative Group and this was unanimously **AGREED**

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

- **SOUTHBOURNE NEIGHBOURHOOD PLAN STEERING GROUP,**
- **SOUTHBOURNE ENVIRONMENT GROUP**
- **CDALC**
- **WSALC**
- **BOURNES FORUM**
- **PCC FORUM AND INSPECTORS MONTHLY MEETINGS**
- **HENRY SMITH CHARITY**

18.1 Southbourne Neighbourhood Plan Steering Group

It was unanimously **AGREED** that ALL Members of the Parish Council would serve as representatives on the Southbourne Neighbourhood Steering Group.

18.2 Southbourne Environment Group

It was unanimously **AGREED** that Cllr. Tait be appointed representative for the Southbourne Environment Group

18.3 CDALC

It was unanimously **AGREED** that Cllr. Tait be appointed representative for CDALC

18.4 WSALC

It was unanimously **AGREED** that Cllr. Bangert be appointed representative for WSALC

18.5 Bournes Forum

It was unanimously **AGREED** that Cllr. Redman be appointed representative for the Bournes Forum.

18.6 PCC Forum and Monthly Inspectors Meeting

It was unanimously **AGREED** that Cllr. Riddoch be appointed representative for the PCC Forum and the Monthly Inspectors Meetings

18.7 Henry Smith Charity

It was unanimously **AGREED** that Cllr. Redman be appointed representative for the Henry Smith Charity

19 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

19.1 Allotments

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

19.2 Finance and Policy

Members **AGREED** to **APPROVE** the Terms of Reference for the Finance and Policy Committee as proposed

19.3 Greenspace & Community Services

Members **AGREED** to **APPROVE** the Terms of Reference for the Greenspace and Community Services Committee as proposed

19.4 Southbourne Parish Council

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

19.5 Southbourne Neighbourhood Plan Steering Group

Members **AGREED** to **APPROVE** the Terms of Reference for the Southbourne Neighbourhood Plan Steering Group as proposed

19.6 Planning

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

19.7 Staffing Consultative Group

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

20 CONSIDERATION OF PROPOSAL BY WSCC TO FORM A “BOURNES ON WATER” GROUP TO ADDRESS FLOOD AREAS AND ISSUES INCLUDING APPOINTMENT OF REPRESENTATIVE

West Sussex County Councillor, Cllr. Andrew Kerry-Bedell has requested the Bourne Parishes consider a proposal to form of a “Bournes On Water” Group to address flood related risks and issues within the Bournes area.

During the discussion it was noted that there a number of areas within the Parish affected by flooding related issues and that it would be beneficial to work with other Bourne Parishes and WSCC to try and address these.

Members therefore **AGREED** to support and initiative and further **AGREED** that Cllr. Money would be the appointed representative for SPC.

21 FURTHER CONSIDERATION ON THE ARRANGEMENTS FOR THE ANNUAL PARISH COUNCIL MEETING

There was some discussion regarding the proposed format for the Annual Parish meeting and the Clerk drew Members attention to the previously circulated guidelines that outlined the purpose of the meetings. The Clerk also reminded Members that it had been approved at a previous meeting to include consideration of the SPC business plan on the agenda. It was also **NOTED** that a PCSO/Sargeant had been invited to attend if possible.

Some Members were in favour of sticking to previous years formats. However, others felt a different approach to engagement may be worth trying.

Following discussion Members unanimously **AGREED** to proceed with the format as proposed and further **AGREED** for the event to be promoted as much as possible using all forms of medium. Members were also requested to share and promote.

Members further **NOTED** that the meeting was to be held in the Library at the Bourne Community College at 7.00pm on 19th May 2023.

22 TO REVIEW AND APPROVE THE GRANT APPLICATION FORM AND CRITERIA FOR 2023/24

Members reviewed the new application form and criteria for Grant funding and unanimously **AGREED** to the amendments as proposed and previously circulated.

23 CONSIDERATION OF PROPOSAL TO WRITE TO WSCC REGARDING THE STATE OF THE PAVEMENTS IN PARTICULAR OUTSIDE THE TESCO SHOP IN STEIN ROAD AND TO NOTE THE UPDATE FROM WSCC ON EXCEPTIONAL HIGHWAY DEMANDS

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

Following a number of complaints from members of the public regarding the state of pavements, in particular outside the Tesco shop in Stein Road, it had been proposed for a letter to be sent to WSCC. The Clerk had previously reported the issue via the WSCC online reporting app but the response from the WSCC Highways team was that following investigation the enquiry was not at a level that would be scheduled for immediate repair.

Members felt that this issue required further attention but there was little to be gained from writing to WSCC. Following discussion, it was unanimously **AGREED** that the subject be referred to the Stein Road Working Group for an approach to be made to WSCC via the group that included WSCC Cllrs and Officers.

24 UPDATE AND FURTHER CONSIDERATION OF SUSSEX DAY FETE

Whilst a lot of preparation and arrangements have been made there was some concern that there may not be enough manpower available on the day to deliver the event. Having discussed the arrangements and ascertained who would be available to help on the day, Members unanimously **AGREED** to proceed with the event.

Members thanked Cllr. Riddoch for producing a poster and asked officers to promote the event as widely as possible.

Members further **AGREED** that any funds raised during the event from raffles etc would be donated to the Sussex Snowdrop Trust.

25 DATE AND TIME OF THE NEXT MEETING

Members **NOTED** the next meeting is scheduled for Tuesday 13th June 2023 @ 7.00pm

The Meeting Closed @ 20.46