



Southbourne Parish Council

The Village Hall
First Avenue
Southbourne
West Sussex
PO10 8HN

01243 373 667

admin@southbourne-pc.gov.uk
www.southbourne-pc.gov.uk

SOUTHBOURNE PARISH COUNCIL Meeting held 10th October 2023

PRESENT: A. Tait (Chair) L. Meredith, J. Money, N. Redman and S. Rosenberg

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Carvajal-Neal (Deputy Clerk)
WSCC Cllr. Andrew Kerry-Bedell

The meeting opened at 7.02pm.

80. CHAIRMANS INTRODUCTION AND WELCOME

The Chairman welcomed everyone to the meeting and read out the following statement:

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 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.

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 that we agree to abide by the terms of the Council's Code of Conduct. I would also like to remind you that any questions to the public should be raised through the Chair.

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

81. APOLOGIES FOR ABSENCE.

Apologies had been received from Cllr. Bangert who is on annual leave.

82. TO APPROVE AND SIGN THE MINUTES 12TH SEPTEMBER 2023

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 12th September 2023 and they were duly signed by the Chairman.

83. 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.

84. ADJOURNMENT FOR OPEN FORUM

There were no members of the public present.

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

There were no applications submitted for consideration. Members **NOTED** that following the drop-in surgery two residents had expressed an interest and have been sent further details.

86. CLERK'S UPDATE

Members NOTED the Clerk's report as previously circulated.

86.1 Photo competition

Member **NOTED** that the Closing date for the Competition has now passed and that the entries will be displayed in the office from 16th to the 28th October. Members are invited to view the entries and cast their votes for the winners. The Clerk reported that the Village Hall are willing to display the photos in the lobby.

86.2 Fire Procedures for the Pavilion

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

The Clerk gave a further update and explained that since circulation of her report, she has been made aware that new legislation was issued on the 1st October. Most of the new guidelines have already been implemented by the PC, such as the revised risk assessment, fire extinguisher installation, evacuation procedures put in place and displayed, and a muster point identified. However, there is now a requirement to appoint a responsible person. WSALC have advised this should be the Clerk.

The Clerk is attending the WSALC Conference on the 20th October when there will be representation from the Fire Service so she will take the opportunity to gather more information and report back to Council.

86.3 Grants

Members **NOTED** the letters of thanks from 4Sight, CAB and Tylers Trust for the grant donations. Members also **NOTED** that the Brownies also sent their thanks as the recently installed soundproofing at the Village Hall has made a huge positive difference.

86.4 Budget

The Clerk reminded Members that the budget for 2025/24 will be further considered at the November meeting. This will require a detailed look at the income and expenditure year to date and Members are asked to consider budgetary requirements in order to set the precept for the next financial year.

86.5 Office Cover

The Clerk advised Members that the office will be closed on Thursday 12th October and details of the closure has been posted on social media.

86.6 Councillor Training

The Clerk advised Members of available training courses for new Councillors. Cllrs. Money and Rosenberg have asked to attend A Councillor Role, Responsibility and Working Relationship course. The Clerk will make the necessary arrangements. Vice Chair Cllr. Redman also requested the Clerk to see what Chairman Training was available and advise.

87. TO NOTE THE EXTERNAL AUDITORS REPORT FOR THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2023 AND TO FURTHER THAT NOTE THE NOTICE OF CONCLUSION HAS BEEN PUBLISHED.

87.1 Members **NOTED** the External Auditors Report for the AGAR return 31st March 2023.

87.2 Members **NOTED** that the Notice of Conclusion has been published.

87.3 Members **NOTED** the Invoice for £756.00

The Chair thanked the Clerk for a very satisfactory audit.

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

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

88.1 WSCC Councillor's Bourne Parish Report

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

The Chair allowed Cllr. Kerry- Bedell to give an update on the speed limit and TRO projects. Cllr. Kerry-Bedell mentioned that it was important that data gathered is collated and presented in a format agreeable to WSCC as this aids the process.

88.2 CDC Councillor's Report

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

88.3 Councillor Drop-in Surgery

Cllr. Tait gave a brief update on the Cllr Drop in Surgery held at Tuppenny Barn on the 28th September 2023 which focused on recruitment. Two residents voiced an interest in becoming a Councillor and further details have been provided. There was a query regarding a flooding issue that Cllr. Money is dealing with.

88.4 West Sussex County Council Electric Vehicle Strategy

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

88.5 Bournes Forum Report

Cllrs Redman and Money gave a brief update as follows:

The meeting had been well attended. A presentation was given by the Chichester District Council Environment Officer. CDC will be looking to work with Parishes to raise awareness on environmental issues and focus on climate change and reducing carbon footprints. Feedback from residents has indicated that they are most interested in energy saving measures.

West Sussex County Councillor, Cllr. Kerry-Bedell, also gave a presentation on the A259 20mph zone and the cycle route. The next Bournes Forum meeting is scheduled for January.

89. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 28TH SEPTEMBER 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the Minutes of the Planning Committee held on the 28th September 2023.

90. TO RECEIVE AND NOTE THE MINUTES OF THE JOINT BURIAL COMMITTEE MEETING HELD ON THE 11TH SEPTEMBER 2023, IF AVAILABLE, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the Minutes Joint Burial Committee Meeting held on the 11th September 2023.

91. TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 21ST SEPTEMBER 2023, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Minutes Allotments Committee Meeting held on the 21st September 2023 and considered the recommendations as proposed:

Members were asked to consider setting a budget of £1000 for the Allotments for the 2024/25 financial year and to further consider setting up a maintenance budget to be held in EMR for any future underspend or income up to a limit of £5k.

Officer recommendation was to defer this decision until the November meeting when Members will be considering the Parish Council budget and precept. This was **AGREED**.

92. CONSIDERATION OF WEST SUSSEX COUNTY COUNCIL WINTER OFFER INCLUDING TO NOTE THE DECISION OF COUNCIL ON 14th FEBRUARY 2023, MIN 166 REFERS. RELATING TO GRIT BOXES AND SUPPLY

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

Members **NOTED** the decision of Council that as no budgetary provision had been made for the purchase of grit bins, SPC would have to decline any requests to purchase them. However, they would support any public request to WSCC for their area to be added to the gritting programme.

It was **AGREED** to continue with this arrangement.

93. CONSULTATION ON THE DRAFT CHICHESTER INFRASTRUCTURE BUSINESS PLAN (IBP) INCLUDING REVIEW OF SPC PROJECTS AND SPENDING PLAN

93.1 Members **NOTED** the CDC draft Infrastructure Business Plan and **AGREED** they did not wish to make any comment.

93.2 Members reviewed the SPC projects and spending plan.

As the soundproofing for the Village Hall has now been completed Member unanimously **AGREED** for this to be removed from the list.

93.3 Members **NOTED** that the project for possible refurbishment of the Sea Scout had not been progressed and **AGREED** that this be raised with them.

93.4 The Clerk confirmed that CDC had advised that CIL finds could be used for the Village Signs and Members **AGREED** to add this to the list.

94. RECREATION GROUND INCLUDING:

- **TO NOTE THE QUARTERLY PLAYGROUND INSPECTION REPORT AND CONSIDERATION OF RECOMMENDATIONS**
- **UPDATE ON SOUTHBOURNE FC MEETING HELD 5TH SEPTEMBER 2023**
- **FURTHER CONSIDERATION OF POSSIBLE PROJECTS/ENHANCEMENTS IN RELATION TO UTILISATION OF SECTION 106 FUNDING INCLUDING UPDATE OF QUESTIONNAIRE RESPONSES**
- **CONSIDERATION OF REPLACEMENT WATER HEATER**
- **CONSIDERATION OF DOOR SHUTTER MAINTENANCE RENEWAL**
- **UPDATE ON CONTRACT/CARETAKER ACTIVITIES**
- **CONSIDERATION OF ADDITIONAL CCTV CAMERAS FOLLOWING INCIDENTS OF VANDALISM INCLUDING CONSIDERATION OF QUOTES**

Members **NOTED** the accompanying reports as circulated.

94.1 To Note the quarterly playground inspection report and consideration of ,recommendations

Members **NOTED** the quarterly playground inspection report as circulated.

94.2 Update on Southbourne FC meeting held 5th September 2023

Members **NOTED** the update as reported.

94.3 Further consideration of possible projects/enhancements in relation to utilisation of Section 106 funding including update of questionnaire responses

The Deputy Clerk gave an overview of questionnaire responses and reported that the questionnaire had been advertised in the following:

- village magazine
- the SPC newsletter
- SPC social media site
- had gone out in 450 primary school bookbags
- shared with the Bourne Community College
- posters placed around the village including bus shelters
- displayed at drop-in surgeries
- shared with the clubs who use the football pitch
- placed in all the noticeboards

Despite this only 97 responses in total had been received. Members **NOTED** that the deadline date had already been extended.

The Deputy Clerk gave a breakdown of responses received.

-
1. Installation of a multi-use track – 84% were in favour and the majority were in support of the track just going around the field and not extended past the pavilion
 2. Installation of a children's cycling track – 89% were in favour and the majority were in support of the track being installed in the top left hand corner of the grounds
 3. Installation of a second football pitch – 40% were in favour of a training pitch and 43% in favour of a full sized pitch
 4. Installation of a skatepark – 52% in favour

The questionnaire also allowed the opportunity for residents to make other suggestions. There was no overall majority on these.

94.3.1 Following discussion Members **AGREED** to further investigate installation of a multi-use track.

94.3.2 Following discussion Members **AGREED** to further investigate installation of a children's cycling track.

94.3.3 During discussion that followed, Members were provided with a preliminary design of the recreation ground showing a second full sized pitch. Concerns were raised about the proximity to the children's play area and equipment and that it would utilise most of the park. A second full sized pitch would require additional installation of fences or nets. Members commented that the recreation ground should be multi purposed and not just facilitate football.

Members **AGREED** to further investigate the installation of training pitch.

94.3.4 Members felt that there was insufficient room to install a skate park and felt that this should be incorporated into one of the new developments. However, Members **AGREED** to investigate the installation of small or single ramp installation.

94.3.4 Members **AGREED** to investigate the installation a small picnic area.

94.3.5 Members **AGREED** for Officers to now progress the project for further consideration by liaising with Section 106 Officers and gathering designs and quotations.

94.4 Consideration of replacement water heater

Members **AGREED** for the preferred contractor to replace the water heater at the Pavilion at a cost of £929.00 plus VAT to be funded from the recreation maintenance budget.

94.5 Consideration of door shutter maintenance renewal

Members **AGREED** to renew the door shutter maintenance contract with the existing provider at a cost of £450.00 plus VAT to be funded from the recreation maintenance budget.

94.6 Update on Contract/Caretaker activities

The contract caretaker had reported that the newly installed bus shelter had quite a bit of movement. The Clerk has raised concerns with the installers who commented that there should be a certain amount of play but asked for a video to be supplied for them to consider if it needs any adjustment.

94.7 Consideration of additional CCTV cameras following incidents of vandalism including consideration of quotes

Members considered the quotations supplied by the existing provider.

Following discussion Members **AGREED** to proceed with quote one at a cost of £3265.56 plus £13.42 per month service contract to be funded from Reserves. It was **NOTED** that the current monthly return on investment would cover the monthly service contract.

Members further **AGREED** to proceed with the purchase of a 4G sim to enable operation at a cost of £27.50 per month for 12 months to be met from reserves. It was **NOTED** that the current monthly return on investment would cover this amount.

UPDATE ON PRINSTED AREA INCLUDING:

- **RESPONSE FROM THE SEA SCOUTS COMMITTEE FOLLOWING LETTER FROM SPC ON ADVERSE POSSESSION CLAIM**
- **UPDATE OF LEGAL ADVICE REGARDING CHANGE OF PERMISSIONS, ADVERSE POSSESSION CLAIM AND INDEPENDENT ASSESSMENT FOR BOUNDARIES INCLUDING CONSIDERATION OF RESPONSE TO LATEST CORRESPONDENCE AS CIRCULATED**

94.8 Response from the Sea Scouts Committee following letter from SPC on Adverse Possession Claim

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

Members unanimously **AGREED** for Cllr. Redman to attend the Sea Scouts Committee meeting on the 17th October to discuss the ongoing adverse possession claim and any other queries the Sea Scouts Committee may raise. The Clerk will meet with Cllr. Redman prior to the meeting to ensure he is furnished with the relevant information.

94.9 Update of legal advice regarding Change of Permissions, Adverse Possession Claim and independent assessment for boundaries including consideration of response to latest correspondence as circulated

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

After discussion it was **AGREED** not to proceed with the land registry until the adverse possession claim had been resolved and to instruct the legal team to progress the objection. However, the Clerk will clarify if there are any implications to not proceeding and if necessary, report back to Council.

95. UPDATE ON ANY OUTSTANDING PROJECTS

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

96.1 Village Signs

The Chair thanked the Deputy Clerk for her succinct and detailed report. Following discussion and consideration of the quotations provided, Members **AGREED** to proceed with quotation four at a cost of £5553.00 plus VAT to be funded from CIL.

Members further **NOTED** that installation costs had already been agreed.

Member **AGREED** for Officers to now proceed with completion of the project.

96.2 Bike Rack

The Deputy Clerk reported that she has been unable to make contact with the appointed contractor for some time despite continual attempts to do so.

The contractor has been used by SPC for various projects and has always provided a good service of high quality. An arrangement had been made for the contractor to purchase the rack and a sum of £3,129.60 had been made available to him to enable this. There are concerns now that this may not proceed and the Deputy Clerk is continuing to retrieve the funds.

Following discussion, Members **AGREED** for the Clerk to send another letter informing the contractor that if a full refund of funds are not received by return legal proceeding will be initiated.

96. CONSIDERATION OF GRANT APPLICATIONS FROM ST JOHNS AMBULANCE FOR A DONATION OF £500 TOWARDS A COMMUNITY SUPPORT VEHICLE AND TO FURTHER TO CONSIDER AN APPLICATION FROM HOME START FOR A DONATION OF ANY AMOUNT TO PROVIDE ONGOING SUPPORT TO FAMILIES IN SOUTHBOURNE.

97.1 St Johns Ambulance

Following discussion Members **AGREED** to not to approve the application from St Johns Ambulance on this occasion.

97.2 Home Start

Following discussion Members **AGREED** to **APPROVE** the application from Home Start and further **AGREED** to donate £360.00 to assist with support for Southbourne families.

97. UPDATE ON ARRANGEMENTS FOR THE D-DAY COMMEMORATIVE EVENT

Cllr. Tait gave a verbal update on some of the proposed arrangements including plans for a swing band, inflatables and various vendors. She also asked Members to give some thought to any other ideas.

Following discussion Members **AGREED** for Officers to apply for a temporary licence to serve alcohol and to supply costings for marquees and inflatables.

98. DATE AND TIME OF THE NEXT MEETING

Members **NOTED** the next meeting is scheduled for Tuesday 14th November 2023

The meeting closed at 8.55pm