



## Southbourne Parish Council

Village Hall, First Avenue  
Southbourne  
West Sussex  
PO10 8HN

01243 373 667

[Admin@southbourne-pc.gov.uk](mailto:Admin@southbourne-pc.gov.uk)  
[www.southbourne-pc.gov.uk](http://www.southbourne-pc.gov.uk)

### SOUTHBOURNE PARISH COUNCIL Meeting held 12<sup>th</sup> September 2023

**PRESENT:** A. Tait (Chair) T. Bangert, L. Meredith, J. Money, N. Redman and S. Rosenberg from Min 68

**IN ATTENDANCE:** S. Hodgson (Clerk and RFO)  
M. Carvajal-Neal (Deputy Clerk)  
CDC Cllr. Oona Hickson  
3 members of the public

*The meeting opened at 7.00pm.*

#### 61. CHAIRMANS INTRODUCTION AND WELCOME

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

*You are all aware of the ongoing issues regarding the Public Rights of Way by my property and my continued struggle to resolve the situation I find myself in.*

*Things have now reached a point where the only option left is for me to take action and lodge a formal complaint against West Sussex County Council.*

*I am making this statement, so it is absolutely clear that I am doing this in my capacity as a member of the public. During any proceedings, engagement or consultation associated with the process, at no time will any reference be alluded to in relation to my position as Chair of Southbourne Parish Council.*

*Should for any reason this matter be referred to the Parish I will of course Declare an Interest and not take part in any associated debate or vote.*

*I would like to ask the Clerk to Minute this Statement so it is formally noted.*

#### 62. APOLOGIES FOR ABSENCE.

No Apologies had been received

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### 63. TO APPROVE AND SIGN THE MINUTES 11<sup>th</sup> JULY 2023

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 11<sup>th</sup> July 2023 and they were duly signed by the Chairman

### 64. 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.

### 65. TO NOTE THE RESIGNATION OF COUNCILLOR PHILLIPPA RIDDOCH INCLUDING APPOINTMENT TO THE JOINT BURIAL COMMITTEE, STAFFING CONSULTATIVE GROUP, ARRANGEMENTS FOR THE ROAD SAFETY GROUP AND COUNCILLOR DROP-IN SURGERIES

Members **NOTED** the resignation of Cllr. Phillippa Riddoch.

**65.1** Following Cllr Riddoch's Resignation Members **AGREED** to appoint Cllr. Meredith as representative to the Joint Burial Committee. Members further **NOTED** that Cllr. Meredith has expressed a wish for this to be a temporary appointment until new Councillors can be co-opted.

**65.2** Members **AGREED** to appoint Cllr. Money as representative to the Consultative Staffing Committee. The Clerk will make arrangements for a meeting as soon as possible.

Members **NOTED** the Clerk's report and reviewed the arrangements for the Road Safety Group and the Councils capacity to continue with the group with so few Members.

**65.3** Following discussion, Members **AGREED** to temporarily disband the Road Safety Group until more Councillors can be co-opted.

**65.4** Members further **AGREED** that individual issues relating to road safety should be dealt with by signposting to the relevant process.

**65.5** Members discussed arrangements for the Councillor Drop-in sessions and following discussion **AGREED** that going forward to delegate to Officers to organise the arrangements.

**65.6** Members further **AGREED** to hold the sessions on a quarterly basis starting from January 2024.

**65.7** Members **NOTED** that a Drop-in session has already been arranged for September. This is to be held on the 28<sup>th</sup> at Tuppeny Barn and the theme will be recruitment. Cllrs Tait and Bangert confirmed their attendance and other Cllrs were invited to go along if they could.

### 66. ADJOURNMENT FOR OPEN FORUM

*The Chairman Adjourned the meeting at 7.13pm for open forum*

A member of the public suggested that door to door delivery of flyers may help recruit more Councillors.

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The Chair thanked her for the suggestion and said that this is something SPC will be looking at.

Another member of the public said he was disappointed with the Parish Council Facebook page as there was no new news or updates.

The Clerk said she was surprised as the Admin Assistant now regularly posts news, photos and events. The recent stats have also shown a dramatic rise in traffic to the SPC Facebook page. The Deputy Clerk will send him a link and check he is accessing the correct site.

*The Chairman reconvened the meeting at 7.17pm*

**67. TO CONSIDER THE APPLICANT FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL AND FURTHER CONSIDERATION OF RECRUITMENT**

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

Members unanimously **AGREED** to appoint Shelly Rosenberg as a Co-opted Member and after signing her Declaration of Office Form she formally joined the meeting.

With regard to recruitment, Cllr. Money has kindly printed out some flyers and delivered locally. Posters will be put in the bus shelters and noticeboards. All Members were asked to actively try and recruit.

**68. CLERK'S UPDATE**

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

**68.1 Newsletter**

Members **NOTED** that the first Newsletter had been distributed and that the 2<sup>nd</sup> Edition has been published.

**68.2 Photo competition**

Members **NOTED** that the competition has been promoted and flyers distributed via the schools bookbags.

Members were further asked to encourage entries and promote as much as possible.

**68.3 Branding**

Members **NOTED** the update on the branding.

**68.4 PFI Scheme**

Members **NOTED** that the transfer to the PFI Scheme for the streetlighting is now complete and SPC should see a reduction in supply costs as of 1<sup>st</sup> September.

**68.5 Employer Pension Liability**

Members **NOTED** that the paperwork has been completed. The policy start date will be revised and an invoice issued for pro-rata payment.

**8.6 Pat testing**

Members **NOTED** that the PAT Testing at the Office and Pavilion has been completed with no issues to report.

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## 8.7 Website

The Clerk gave the following verbal update:

As Members may recall there has been discussions regarding the website during the previous Finance and Policy Committee meetings with a view to forming a working group to deal with the ongoing problems and lack of support issues from the website provider. It has been flagged up that the site is near exceeding its page limit.

As there is no longer the capacity to form a working group the Clerk has suggested that Officers take some time to undertake a complete overview and cull of the website. The Deputy Clerk is the most proficient person to do this but she will need an uninterrupted allocation of time. Therefore, with Members approval, the Clerk will ask the Deputy Clerk to set aside a period of time to complete this task and during this time will effectively be out of office.

Members **AGREED** to this and the Clerk in liaison with the Deputy Clerk will make suitable arrangements.

### 69. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **MONTHLY INSPECTORS REPORT**
- **BOURNE FLOOD PREVENTION GROUP**
- **ROAD SAFETY GROUP**
- **COUNCILLOR DROP IN SURGERY**

#### 1.1 WSCC Councillor's Bourne Parish Report

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

Cllr. Kerry-Bedell was not in attendance and the Chair asked if any Member had any questions in relation to the report to email him directly.

#### 1.2 CDC Councillor's Report

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

The Chair invited Cllr. Hickson to give any update and asked Members if they had any questions in relation to the report:

CDC Cllr. Hickson had met with WSCC Cllr Kerry-Bedell regarding the progression of the Chem-Route and both agreed it would require input from all tiers of local government and neighbouring Parishes.

Cllr. Redman referred to the report on PACSO, an organisation which runs after school and holiday activities for disabled children. He asked if there was any further information as he assumed PACSO would require funding and a new home.

Cllr. Bangert responded in her capacity of a CDC Cllr:

WSCC had cut the grant to PACSO quite significantly. Whilst CDC do not have the means to fully fund the organisation, they do have grant funding opportunities which may help cover some of the shortfall. CDC and PACSO recently had a very productive meeting it was confirmed that some land

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had been privately gifted to PACSO. However, this land is not suitable to build a base on as it is not in the right location and has limited access.

PACSO have since been granted permission to sell the land and use the proceeds to find suitable accommodation. There is also a drive to recruit ambassadors.

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

### **68.3 Monthly Inspectors Meeting**

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

#### **1.4 Bournes Flood Prevention Group**

No report had been received but the Chair allowed Cllr. Money to give a brief verbal update as follows:

The Bournes Flood Prevention Group is represented by most of the Bourne Parishes and all have various types of issues. The biggest problem for Southbourne is surface flooding. Cllr. Money is looking for feedback from residents and local businesses to enable him to map the areas most affected and also to identify the culverts and drains that require priority clearing.

Cllr. Money will furnish the Clerk with a more detailed report which she will distribute and share for feedback.

#### **1.5 Road Safety Group**

Members **NOTED** the Road Safety Group report and considered the following recommendations:

**68.5.1** Members were asked if they wished to extend the Road Safety Questionnaire as detailed within the report.

Following discussion Members unanimously **AGREED** to extend the questionnaire until March 2024 and to continue to advertise the questionnaire on Facebook and the Website as well as advertise in the local village magazine as detailed in the recommendation and hold a public meeting at a future date.

**68.5.2** Members further **AGREED** to submit a proposal to SPC in April 24 based on the responses if over 500. Should the responses be fewer than 500 to amend the proposal to review. Members further asked Officers to provide regular updates on the progress.

**68.5.3** Members unanimously **AGREED** for Officers to send a letter to an address in Breach Avenue asking for the overhanging hedge to be cut back and further **NOTED** that following the disbandment of the Road Safety Group, going forward any further requests will be signposted to the relevant authority.

**68.5.4** Members had been asked to consider moving a SID near the Sussex Brewery westbound and eastbound on the A259. The Deputy Clerk advised Members of the process required by WSCC Highways and the requisite to evidence the need. No application will be considered without evidence.

Following discussion Members **AGREED** that the issue be initially raised via the Monthly Inspectors Meeting to see if it is possible to arrange for a handheld community speed monitoring unit to be made available to assist with the evidence gathering and to enlist the help of local residents to assist.

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**68.5.5** Members unanimously **AGREED** for Officers to send a copy of the letter regarding Southbourne Club's carpark as detailed within the report to be sent to Southbourne junior and infant school for reference.

**68.5.6** Members **NOTED** within the Road Safety report the reference to the handling of TRO's of which there is an increased demand. The guidelines state that any application for a TRO should have the support of the relevant WSCC Councillor and the Parish Council, and for the Parish Council to submit the application.

However, the gathering of the relevant information and the evidence building can be extremely time consuming and take up a lot of resources. It was therefore recommended that this groundwork is undertaken by residents before asking for SPC support. Members **NOTED** that this procedure was successfully executed with the Crescent Road application.

Members unanimously **AGREED** that going forward any TRO applications must meet the following criteria before being considered by SPC for support and submission to WSCC Highways:

- initial support from WSCC Councillor be obtained
- the relevant evidence of need be collated by the requesting residents or organisations
- evidence of support by other residents
- a detailed map of the proposal be produced

Members further **AGREED** for the Clerk to reply in line with the agreed procedure in relation to any recent enquires and to advise Cllr. Kerry-Bedell accordingly.

#### **1.6 Councillor Drop-in Surgery**

Members **NOTED** the Councillor Drop-in Surgery report and considered the following recommendations:

to review the bench policy

to contact CHC asking for the brambles to be cut and enquiring about plaques to be attached to the rocks.

for the disabled bay to be at the end of the footpath or a polite notice asking for the footpath to be kept clear.

to ensure budget for 24/25 covers the cost of a banner for future SPC drop-in's, along with a name badge for each Cllr or a high vis with Parish Councillor on the back

for Southbourne safer roads working group to reply to a comment from a member of the public.

**68.6.1** The Clerk drew Members attention to Min29.4 of the Greenspace and Community Services Committee meeting held on the 25<sup>th</sup> July when a decision on the bench policy had been agreed. This was **NOTED**.

**68.6.2** Members **AGREED** to contact CHC asking for the brambles to be cut and enquiring about plaques to be attached to the rocks as outlined in the previously circulated report. Members also requested for a schedule of works from CHC.

**68.6.3** Members **AGREED** for a polite notice asking for the footpath to be kept clear to be displayed at the end of the slipway and footpath.

**68.6.4** Members **AGREED** to ensure the budget for 24/25 covers the cost of a banner for future SPC drop-in's, along with a name badge for each Cllr or a high vis with Parish Councillor on the back.



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**68.6.5** As the Road Safety Group has now been disbanded Members **AGREED** for the Clerk to reply to the comments from the member of the public.

**69. TO REVIEW AND APPROVE THE AMENDED TERMS OF REFERENCE FOLLOWING THE DISBANDMENT OF THE FINANCE AND POLICY COMMITTEE AND THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE.**

Members **AGREED** to **ADOPT** the revised Terms of Reference.

**TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 27<sup>th</sup> JULY, 17<sup>th</sup> AUGUST AND THE 7<sup>th</sup> SEPTEMBER 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.**

**70.1** There were no recommendations and Members **NOTED** the Minutes of the Planning Committee held on the 27<sup>th</sup> July 2023

**70.2** There were no recommendations and Members **NOTED** the Minutes of the Planning Committee held on the 17<sup>th</sup> August 2023

**70.3** There were no recommendations and Members **NOTED** the Minutes of the Planning Committee held on 7<sup>th</sup> September 2023

**70. TO RECEIVE AND NOTE THE MINUTES OF THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON THE 25<sup>TH</sup> JULY 2023 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

There were no recommendations and Members **NOTED** the Minutes of the Greenspace and Community Services Committee held on the 27<sup>th</sup> July 2023.

**71. TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY JOINT BURIAL COMMITTEE MEETING HELD ON THE 24<sup>TH</sup> JULY 2023 AND THE JOINT BURIAL COMMITTEE MEETING HELD ON THE 11<sup>TH</sup> SEPTEMBER 2023, IF AVAILABLE, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.**

There were no recommendations and Members **NOTED** the Minutes of the Extraordinary Joint Burial Committee Meeting held on the 24<sup>th</sup> July 2023.

There were no Minutes available for the meeting held on the 11<sup>th</sup> September. The Clerk confirmed that there were no recommendations made during the meeting so the Minutes will be received and noted at the October meeting.

**FINANCIAL REPORTS – MONTH END**

**TO RECEIVE AND NOTE THE REPORTS FOR THE MONTHS OF JULY AND AUGUST 2023 AS FOLLOWS:**

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND ACTIVE SAVER ACCOUNTS FOR THE MONTH OF JULY AND AUGUST IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1<sup>ST</sup> APRIL 2023 – 31<sup>ST</sup> AUGUST 2023**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS**

For the benefit of new Members and those who had not previously attended Finance and Policy meetings the Clerk gave a brief explanation of the financial reports as circulated.

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**73.1** The financial reports were **NOTED** and the Chairman signed the balance sheets for July and August as reported and previously circulated.

**73.2** The Clerk drew Members attention to the amendment total to the CIL Payment for the Soundproofing costs for the Village Hall which Members **AGREED** to **APPROVE** for audit purposes.

**72. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED**

**74.1** Members **AGREED** to **APPROVE** the pending payments.

**74.2** Members **AGREED** to **RATIFY** the payments as previously circulated.

**73. INVESTMENT - INCLUDING UPDATE ON INVESTMENT WITH CCLA PUBLIC SECTOR DEPOSIT FUND, AND TO CONSIDER AN ADDITIONAL DEPOSIT OF £50K**

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

Members felt the current return on the investment with CCLA was proving to be significant and discussed depositing an additional £50k to the fund. The funds are accessible on a daily basis and whilst not covered by the FSCS it is Triple A rated and recognised as a good vehicle for local authorities and public sector funds.

Members **AGREED** to deposit a further £50k to the CCLA fund and further **AGREED** that this should be the maximum.

**74. INTERNAL AUDITOR ARRANGEMENTS INCLUDING CONSIDERATION OF 3 YEAR FIXED RATE AGREEMENT AND TO NOTE THE DATE OF THE INTERIM AUDIT.**

**76.1** Members **NOTED** the date for the interim audit arranged for Thursday 5<sup>th</sup> October 2023.

**76.2** Members had been asked to consider taking advantage of an offer from Mulberry & Co Services to offer a long-term 3-year agreement for the provision of internal audit services at a fixed rate of £65.00 per annum for a three-year period.

Members unanimously **AGREED** to appoint the services of Mulberry & Co to undertake the internal audits for a fixed rate 3 year period.

**75. BUDGET FOR 2024/25 – INITIAL CONSIDERATION OF FIRST DRAFT**

Members **NOTED** the first draft of the budget template for 2024/25 as previously circulated.

For the benefit of new Members, the Clerk explained the process for the setting of the budget and the requirement for Council to set the precept based on the forecast budget. Members were asked to initially consider the income and expenditure year to date and to consider the requirements for next year. At the November meeting Council will go through the spreadsheet line by line to agree the figures.

**76. GRANT FUNDING – CONSIDERATION OF THE FOLLOWING APPLICATIONS:**

- **4SIGHT FOR £440.00 TO FUND THE COST FOR EIGHT SOUTHBOURNE RESIDENTS FOR ONE YEAR MEMBERSHIP**
- **CITIZENS ADVICE BUREAU FOR AN AMOUNT OF £450.00 AS A CONTRIBUTION TOWARDS ONGOING COSTS AS A RESULT OF THE COST OF LIVING CRISES AND INCREASED DEMAND ON THE SERVICES**
- **TYLERS TRUST FOR £200 TO PROVIDE GIFT BAGS FOR CHILDREN IN HOSPITAL AND ONGOING SUPPORT FOR THE FAMILY**



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### **78.1 4Sight**

Following discussion Members **AGREED** to **APPROVE** the application for a donation of £440.00 to fund the cost for eight Southbourne Residents for a one-year membership.

### **78.2 Citizens Advise Bureau**

Following discussion Members **AGREED** to **APPROVE** the application for a donation of £450.00 as a contribution towards ongoing costs as a result of increased demand.

### **78.3 Tylers Trust**

Following discussion Members **AGREED** to **APPROVE** the application for a donation of £200 to provide gift bags for children in hospital and ongoing family support.

### **77. DATE AND TIME OF THE NEXT MEETING INCLUDING CONSIDERATION OF CHANGE OF DATE FOR THE DECEMBER COUNCIL MEETING.**

Members **NOTED** the Clerks Report and **AGREED** to change the date of the December SPC meeting to **WEDNESDAY 13<sup>th</sup> DECEMBER 2023**. Officers will make the necessary arrangements and amendments as required.

***The meeting closed at 8.40pm***

