



Southbourne Parish Council

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SOUTHBOURNE PARISH COUNCIL **Meeting held 12th March 2024**

PRESENT: A. Tait (Chair), T. Bangert, R. Humphrey (from Min. 164.2), J. Money, N. Redman, R. Robinson-Kyle (from Min. 164.1), S. Rosenberg and J. Walker.

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

The meeting opened at 7.00pm.

159. CHAIRMANS WELCOME AND INTRODUCTION

The Chair welcomed everyone and opened the meeting.

160. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr. Meredith due to a personal nature.

161. TO APPROVE AND SIGN THE MINUTES 13th FEBRUARY 2024 AND THE EXTRAORDINARY MEETING HELD ON THE 22nd FEBRUARY 2024

Members **AGREED to APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 13th February 2024 and the Minutes of the Southbourne Parish Council Extraordinary Meeting held on the 22nd February 2024 and they were duly signed by the Chairman.

162. 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.

163. ADJOURNMENT FOR OPEN FORUM

The Chair adjourned the meeting at 7.04pm for Open Forum

Cllr. Money asked to speak as a member of the public.

163.1

CDC Cllr. Hickson said the main focus for her this last month has been on planning in particular the Penny Lane application. She spoke against the application and shared others astonishment that the application was approved. She, like others, was incredibly disappointed with the decision, but she was grateful for the support of the Parish and residents.

163.2

WSCC Cllr. Kerry-Bedell, spoke about the problems with plant traffic at the Cooks Lane site. A lorry driver he spoke to confirmed that he had not received any prior information or briefings about entering or leaving the site. Cllr. Kerry-Bedell reported that there is still no signage in place.

163.3

Mr Taylor spoke in regard to the Road Safety Group report, of which he is a member. He acknowledged that most people exceed the speed limits at times, but some cars are driving excessively fast. It is hoped the proposed 20mph speed restrictions will get people to come down to driving at more realistic speeds.

163.4

Mr. Money asked Cllr. Hickson about Cllrs attending meetings remotely and their ability to vote. He further spoke about a meeting he was having with a group of people and organisations regarding environmental regeneration of the Ham Brook area.

The Chair thanked everyone for their comments and re-convened the meeting at 7.18pm

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

164.1

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

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

164.2

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

Members unanimously **AGREED** to appoint Roger Humphrey as a co-opted Member and after signing the Declaration of Office he formally joined the meeting.

165. CLERK'S UPDATE

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

165.1 Portrait of the King

Members **NOTED** that the Parish Council is eligible for a copy of the official portrait of King Charles at no charge. The Clerk has applied for a portrait for SPC.

165.2 Meetings with outside bodies

Members **NOTED** that Nic Bennett, the CDC Monitoring Officer has offered to come along to the April meeting to give a quick talk on Member/Officer protocol which will hopefully be of use to all Members and Officers regarding a number of matters including meetings with outside bodies and organisations. It is also difficult for new Members to understand the scope of their powers and responsibilities including the use of social media, so some guidance will be given on this. The Clerk will make the necessary arrangements.

165.3 Cambridge & County (Min. 155.1 refers)

Members **NOTED** that the criteria for a business account with the Cambridge & County Bank means that the account is no longer available to Parish Councils. The Clerk has withdrawn the application and is seeking further suitable accounts.

165.4 Cllr. Money Meeting

Members **NOTED** a meeting attended by Cllr. Money on 4th March. Cllr. Money had produced a brief report which is available via the Clerk. Members further **NOTED** that attendance at any future meeting will require the formal appointment of a representative for SPC. As this procedure is normally undertaken at the Annual Meeting of the Council in May, this appointment will be considered then.

165.5 Football Club Approach for 2024/25 season

Members **NOTED** that a football club has made an approach to SPC with a view to seek a venue for the 2024/25 season and to seek to form long term partnership arrangements with SPC, the local community and local teams. In order to find out a bit more about the proposal an informal online meeting is being sought. Cllr. Redman has agreed to attend with the Clerk and a full report will be presented to Council at a future meeting.

165.6 PayPal Business Account

Members **NOTED** the difficulties incurred trying to set up a monthly payment schedule for the Canva upgrade and acknowledged that the most viable and safest was to open a PayPal Business account at no cost so a direct debit could be raised via this service.

166. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS:

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **CDALC**
- **CDC ALL PARISH MEETING**
- **ROAD SAFETY GROUP**

166.1 WSCC Councillor's Bourne Parishes Report

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

The Chair asked Cllr. Andrew Kerry-Bedell if he had any further updates. Cllr. Kerry-Bedell elaborated on some of the items within his report.

166.2 CDC Councillors Report

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

The Chair asked Cllr. Bangert and Hickson if they had any further updates. Cllr. Bangert added that Southbourne is developing high levels of deprivation which really shouldn't be happening. This is as a result of ever-increasing cuts to essential services, which is badly affecting people.

166.3 CDALC

The Chair, who is the appointed representative for CDALC was unable to attend the last meeting. The minutes are available via the Clerk if anyone wishes to view.

166.4 CDC All Parish Meeting

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

Cllr. Redman asked if the information regarding fly tipping and details of the new requirement to book a slot at the local tip before visiting, could be shared. The Clerk confirmed that this had already been done.

166.5 Road Safety Group

Members **NOTED** the reports as previously circulated and considered the recommendations as proposed by the Road Safety Group within their report.

166.5.1

Members **AGREED** to make a request to WSCC to forward copies of any Southbourne TROs submitted by residents to the SPC Clerk.

166.5.2

Members **AGREED** to the priority roads as listed below, which SPC should consider applying for speed change/TROs.

Speed change from 30 mph to 20 mph

- Main Road from the county boundary to Gordon Road
- Main Road from Prinsted Lane (east) to Travellers Joy; New Road from Stein Road to Main Road
- Manor Road from Bourne Community College to Stein Road.

Speed change from 40 mph to 30 mph

- Main Road from Priors Orchard to Chidham Parish boundary.

Speed change from 60 mph to 30 mph

- Priors Leaze Lane from Chidham Parish boundary to Inlands Road plus cautionary signage.

8.5.3

Members **AGREED for** SPC to respond to Nathan Balchin to support LTIP0066 as per the suggested comments provided by the Road Safety Group on the three concepts as outlined within the appendix which was previously circulated confidentially.

167. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 22nd FEBRUARY 2024, INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the Minutes of the Planning Committee meeting held on the 22nd February 2024

168. TO RECEIVE AND NOTE THE NOTES OF THE JOINT BURIAL COMMITTEE MEETING HELD ON THE 4th MARCH 2024 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the Minutes Joint Burial Committee meeting held on the 4th March 2024

169. UPDATE ON A PROPOSAL TO APPROACH WEST SUSSEX COUNTY COUNCIL WITH A VIEW TO TAKE OWNERSHIP OF A PROPERTY IN NEW ROAD, SOUTHBOURNE (MIN. 154 REFERS)

At the last meeting Members asked the Clerk to approach WSCC to see if they would be willing for SPC to take ownership of a property in New Road, Southbourne. The building is home to AGE Concern who lease the property from WSCC with full repair. Men's Shed also operate from the building. The building has been designated as an "Asset of Community Value"

The response from the WSCC Valuation and Estates Manager, Asset Management and Estates, Place Services was that at the current time WSCC are not looking to offset any of their properties. The Chair said it was disappointing that WSCC were not willing to negotiate on the property.

The Chair reported that she believes Southbourne Parish Council have an amount of S106 funds available that is specifically earmarked for AGE Concern which could assist with some maintenance repairs.

Cllr. Walker asked what the Council were minded to-do with the Section 106 funding that is available to them and what could be done to help Age Concern. Cllr. Bangert said that CDC and WSCC were looking at S106 utilisation as a whole.

Following discussion, it was **AGREED** for Officers to find out the exact amount of S106 money available to SPC along with any conditions and expiry dates.

Members further **AGREED** for Officers to liaise with AGE Concern to ascertain a list of the organisation's priorities in terms of maintenance.

170. FINANCIAL REPORTS - MONTH END

TO RECEIVE AND NOTE THE REPORTS FOR THE MONTHS OF JANUARY AND FEBRUARY 2024 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT AND NATIONWIDE ACCOUNT FOR THE MONTH OF JANUARY AND FEBRUARY IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2023 – 29th FEBRUARY 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 January and February as reported and previously circulated.

Members **NOTED** the Income and Expenditure for the period covering 1st April 2023 - 29th February 2024.

171. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED INCLUDING ADDITIONAL EXPENDITURE FOR INSTALLATION OF THE NEW GOAL POSTS AND CONSIDERATION OF A PROPOSAL TO PURCHASE A SMALL GENERATOR.

171.1 Pending Payments

Members **NOTED** and **APPROVED** the pending payments as circulated.

171.2 To Ratify additional expenditure

Members were asked to Ratify the additional expenditure incurred for the installation of the new goalposts of £894.00 including materials and labour x 3 men. Originally it was hoped the contract caretaker would be able to undertake this installation. However, the job required the use of power tools and a generator that was not available to him. Therefore, due to the need to get the posts erected asap Method Construction undertook the job.

Members **AGREED** to **RATIFY** the expenditure of £894.00 to ensure a timely installation of the new goal posts.

171.3 Consideration of the purchase of a small generator

As a result of the need to bring in another contractor for the goal posts Members were asked to consider the purchase of a small generator. There are a number of jobs that the contract caretaker could undertake if he had access to power, such as cleaning bus shelters, playground equipment, small installations etc.

Initial research has indicated that the estimated cost for a suitable generator would be in the region of £500 - £900. Prior to any purchase the Clerk would like to liaise with the contract caretaker for his input on the purchase as considerations such as voltage and wattage output need to be assessed for compatibility to existing equipment.

Following discussion Members **AGREED** to delegate an approved amount for expenditure up to an amount of £900 to the Clerk and asked that she proceed with the purchase in liaison with the contract caretaker's advice.

172. TO CONSIDER REIMBURSEMENT TO SOUTHBOURNE FC FOR AN AMOUNT OF £200 AS A RESULT OF THE GOAL POSTS BEING SCRAPPED.

Members **NOTED** the Clerks report and photos as circulated and as outlined below.

SPC agreed to purchase a set of new goal posts for the recreation ground at the request of Southbourne FC. The posts that were purchased were the exact specification proposed by the club. On installation it was found the net fixings were not suitable and without any communication to the Clerk the installation was only partially completed. This only came to the Clerks attention when she visited the pavilion the following week and found elements of the new posts laying inside the pavilion and the old posts remaining by the container and at the far end of the park. Due to H&S reasons and following some complaints The Clerk contacted Southbourne FC to advise arrangements had been made for the old posts to be scrapped the next day.

The Clerk received a complaint from Southbourne FC that the goalposts belonged to them and were seeking recompense to an amount of £200.

During the discussion that followed the following observations and comments were made:

- SPC cannot be held responsible for items left lying around outside
- Why were the items not stored in the container supplied or moved to a secure site
- The goal posts look like permanent posts, where are the club intending to install them
- Any settlement will come from the public purse so we need to see proof of purchase and/or costs for an audit trail
- Was 24hrs notice enough
- There is a member of Southbourne FC who lives opposite who is on site immediately if there is a problem with the pitch or markings
- Anyone could have taken the posts for scrap at any time

Following discussion, Members **AGREED** to request a copy of proof of purchase or receipt for the posts for further consideration of a contribution towards the loss.

Members further **AGREED** to remind Southbourne FC that the Council will not be held responsible for any items left on the recreation ground and that a storage container has been made available to them for the purpose of storage.

173. CONSIDERATION OF GRANT APPLICATIONS

- **COMMUNITY TRANSPORT SUSSEX FOR AN AMOUNT OF £1000 TOWARDS RUNNING COSTS FOR THE BOURNE COMMUNITY BUS**
- **SOUTHBOURNE INFANT & JUNIOR SCHOOL FOR AN AMOUNT OF £5000 TOWARDS FUNDING TO TRAIN/ RECRUIT AND FUND A PART TIME EMOTIONAL LITERACY SUPPORT ASSISTANT (ELSA) FOR ONE YEAR**

Members **NOTED** the reports as previously circulated. As some of the information within the application contained confidential material the reports were circulated to Members separately.

173.1 Community Transport Sussex

Members were asked to consider a Grant Application from the Community Transport Sussex for an amount of £1000 as a donation towards the ongoing costs for the Bourne Community Bus. Members **NOTED** that previous contributions towards the Bourne Community Bus have been funded from CIL.

Members **AGREED** to donate an amount of £1,000 to Community Transport Sussex toward the running of the Bourne Community Bus to be funded from CIL.

173.2 Southbourne Infant & Junior School

Members were asked to consider a Grant Application from the Southbourne School for an amount of £5000 towards funding to train/ recruit and fund a part time Emotional Literacy Support Assistant (ELSA) for one year.

Members were concerned that funding for this type of support is not being met by the WSCC, the authority responsible for education. However, they were also mindful that WSCC were making considerable cuts to their services and the need for an ELSA was critical for Southbourne. The Clerk confirmed that unfortunately this type of project did not meet the criteria for CIL funding so any contribution would need to be met from the Grant fund.

Following discussion Members **AGREED** for the remaining balance of this year's Grant allocation, totalling £1717.00 be donated to the school.

Cllr. Bangert advised that in her capacity of a CDC Cllr, she would see if any further funding opportunities were available from CDC that could help with the shortfall.

174. STREETLIGHTING – CONSIDERATION OF THE POOR STREETLIGHTING IN SOME PARTS OF SOUTHBOURNE INCLUDING NEW ROAD AND GORDON ROAD (MIN. 120 REFERS).

Members **NOTED** the Clerks Report as previously circulated

Members spoke about the need for extra lighting in certain areas but were also mindful of light pollution. Cllr. Bangert reported that she had received a lot of requests about more lighting by the railway which is frequently used by young people who have said they feel unsafe and vulnerable in poorly lit areas.

During the discussion it was acknowledged that whilst SPC do own a number of streetlights there is no budget provision to provide new ones and this really is the remit of WSCC.

It was proposed that in the first instance WSCC be approached to see if they would be willing to install any new lights in some of the poorly lit areas. It was also proposed to see if the Road Safety Group could help by identifying areas of risk.

Members **AGREED** for the Clerk to approach WSCC to see if they have any plans or would be willing to install more lighting. Members further **AGREED** for the Clerk to approach the Road Safety Group to see if they are able to assist with identifying areas of risk.

175. DROP-IN SURGERIES - INCLUDING CONSIDERATION OF DATE, TIME, ANY THEME AND COUNCILLOR ATTENDANCE

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

Following discussion, Members **AGREED** to re-commence the drop-in surgeries on a quarterly basis in various locations around the village.

Members **AGREED** that the first meeting of the would be held at the end of April at St. Johns Community Hub on a Saturday morning between 10 and 12 subject to availability.

Members also **AGREED** to delegate to Officers to make the necessary arrangements and to circulate details to Members.

176. UPDATE ON ARRANGEMENTS FOR THE OF D. DAY COMMEMORATIVE EVENT INCLUDING TO APPROVE ANY PAYMENTS OR COSTS.

During discussion the following points were discussed:

- To invite the Mayor of Chichester City Council to attend the event
- Cllr. Bangert is continuing to liaise with the military and confirmed their attendance
- Members were reminded that prizes were required for the raffle, and all **AGREED** to source donations
- Cllr Bangert to liaise with the Bourne School regarding organising some games
- It is proving difficult to source a bugler for the event. The Clerk will make additional enquiries
- The Deputy Clerk will organise another online meeting for updates

177. DATE AND TIME OF THE NEXT MEETING TUESDAY 9th APRIL 2024

Members **NOTED** the date and time of the next meeting and further **NOTED** that they were required to be in attendance at 6.30pm to allow time for a session with the Monitoring Officer prior to the meeting.

The Meeting closed at 8.55pm