



Southbourne Parish Council

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SOUTHBOURNE PARISH COUNCIL Meeting held 11th June 2024

PRESENT: Councillors: A. Tait (Chair) T. Bangert, R. Humphrey, L. Meredith, J. Money, N. Redman, S. Rosenberg and R. Taylor

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

The meeting opened at 7.00pm.

22. CHAIRMANS INTRODUCTION AND WELCOME

The Chair welcomed everyone to the meeting.

The Chair thanked Officers for all their hard work and contribution to the D-Day Event. It was an amazing event and she had received a number of positive comments and thanks from members of the community.

Cllr. Bangert wished to thank dignitaries for their attendance. The Clerk confirmed that letters of thanks had been sent.

23.APOLOGIES FOR ABSENCE

Apologies had been received from Cllr. Robinson-Kyle due to another commitment

24. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 14th MAY 2024

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 14th May 2024 and they were duly signed by the Chairman.

25. 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

Cllr. Redman declared an ordinary interest for agenda item 15 as he has an association with Bosham FC in the capacity of Vice Chair.

26. ADJOURNMENT FOR OPEN FORUM

The Chairman Adjourned the meeting at 19.04 and invited members of the public to speak.

26.1

West Sussex County Councillor Andrew Kerry-Bedell gave a brief update on an additional item to his report in regard to Stein Road. Highways are working on a preliminary design to implement the submitted proposal. There is no timeline as yet but early indications suggest it could possibly be late 2025.

26.2

Sarah O'Brien Twohig began by thanking SPC for a brilliant and collective D-Day Event and that many residents thought it was a very enjoyable day.

She also spoke in regard to agenda item 17 regarding benches and asked SPC to consider installing some benches throughout the village in locations that would allow elderly and less able residents to sit during walks.

There were no further comments from members of the public.

The Clerk received the following written requests from members of the public as follows:

26.3

Mr Holman asked Members to reconsider erecting a flagpole on the land outside Boots. This matter had previously been raised by him via another member of the public in February 2022 during the open forum (SPC 8th Feb 2022 Min 213 refers) but no decision was made.

The Clerk advised that the land in question is not owned by SPC and therefore the Council is unable to erect a flagpole without the relevant permissions and licences. Members would also need to consider arrangements for costs, management of the flagpole and ongoing maintenance.

Members **AGREED** for the item to be placed on the next Agenda for formal consideration.

26.4

Mr Timms has asked if Members would consider help to facilitate the planting of a tree on a piece of land outside numbers 4 & 5 in Priors Close. Residents are willing to oversee the ongoing maintenance.

The Chair advised that the land in question is WSCC Highways land and there is an application process. There are other areas that would benefit from tree planting so Members asked for this item to be placed on a future agenda for consideration. In the meantime, the Chair would furnish the Clerk with the correct WSCC application form.

26.5

Correspondence had been received from a member of the public thanking the Parish Council for a highly enjoyable Picnic in the Park D-Day Event. She felt there was a great atmosphere and seeing everyone coming together so happily was a joy.

27. CLERK'S UPDATE

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

27.1 Operation Watershed – Parham Place

Members **NOTED** that West Sussex County Council have organised 2 days CCTV investigation and Jetting Works commencing 17th June 2024 to see if there are any issues attributing to the water not draining around Parham Place. A report will be sent to SPC if any issues are identified .

27.2 Thornham Sewage Works

CDC Cllr. Hickson has arranged a tour of the Thornham Sewage Works to which any Member of SPC is welcome to attend. The tour is scheduled for 11th July 2024 commencing at 10.00am. Members were asked to contact Cllr. Hickson or the Clerk if they wished to attend.

27.3 Police Crime Commissioner

The PCC is continuing to run Safer in Sussex Community Fund (SiSCF). Members were asked to advise if they know of any groups matching the criteria who would benefit from the scheme so the information can be passed to them.

27.4 D-Day Event

A full round-up of the event will be reported at the July meeting. £360 has been raised so far from the raffle but there are still the receipts from the card reader to be included. The Ice Cream Vendor also donated £25. The feedback from the public has been very positive and it seemed that everyone had a very enjoyable day.

27.5 Inspector Bi-Monthly Meeting

The Clerk reported that Inspector Dave Lyons is recommencing the bi-monthly parish meetings for Clerks to attend. The first meeting is scheduled for the 19th June and the Clerk will report back to council at the July meeting.

27.6 Parham Bus Shelter

Following liaison with CDC the Clerk confirmed that the cost of the repairs could be met from the remaining New Home Bonus.

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

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**

28.1 WSCC Councillor's Bourne Parish Report

Members **NOTED** the WSC Councillors report as circulated.

28.2 CDC Councillors report

Members **NOTED** the report as previously circulated

29. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 16th APRIL 2024 AND THE 6th JUNE 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

29.1 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 16th April 2024

29.2 The Minutes of the Planning Committee Meeting held on the 6th June were not available. The Planning Committee Clerk reported that there are no recommendations so the Minutes will be **NOTED** at the July meeting.

30. TO RECEIVE AND THE MINUTES OF THE JBC MEETING (IF AVAILABLE) HELD ON THE 3rd JUNE 2024 INCLUDING CONSIDERATIONS OF ANY RECOMMENDATIONS.

The Minutes of the JBC Committee Meeting held on the 3rd June were not available. The JBC Committee Clerk reported that there are no recommendations so the Minutes will be **NOTED** at the July meeting.

31. TO RECEIVE AND NOTE THE NOTES OF THE OPERATION WATERSHED NUTBOURNE MEETING HELD ON THE 21st MAY 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Notes of the Operation Watershed Nutbourne Meeting held on the 21st May 2024 as circulated.

Cllr. Money spoke in relation to comments and suggestions that he had received from WSC Cllr. Kerry-Bedell and asked if these could be discussed by the Operation Watershed Group at their next meeting as he thought the group would find them beneficial to any discussions. The Clerk was asked to place this on the next Operation Watershed Nutbourne agenda for the groups consideration.

32. TO RATIFY THE APPOINTMENTS OF CLLRS BANGERT AND MEREDITH TO THE ALLOTMENT COMMITTEE AND CLLR. BANGERT AS THE REPRESENTATIVE TO THE HENRY SMITH FOUNDATION.

Members unanimously **RESOLVED** to **RATIFY** the appointments of Cllrs Bangert and Meredith to the Allotment Committee and Cllr. Bangert to be the representative for the Henry Smith Foundation.

33. INSURANCE – INCLUDING: TO RATIFY THE ADDITIONAL PREMIUM OF £50 FOR THE SPC GENERAL INSURANCE POLICY TO TAKE ADVANTAGE OF A THREE YEAR FIXED TERM PREMIUM AND CONSIDERATION OF RENEWAL FOR ILL HEALTH LIABILITY INSURANCE FOR 2024

The Clerks report was noted as previously circulated.

33.1

Members unanimously **RESOLVED** to **RATIFY** the additional £50 for the SPC insurance policy renewal to take advantage of a 3 year fixed term premium.

33.2

The Clerk gave a further update as to the nature and purpose of the proposed renewal of the Ill Health Insurance.

Members discussed the value and was there any information if other parishes or authorities indemnified against this risk

Following discussion, Members **AGREED** for the Clerk to make some enquiries with other councils and to seek some clarification for the insurers regarding the potential expected maximum liability.

34. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31st MARCH 2024 INCLUDING TO RECEIVE AND NOTE THE FOLLOWING REPORTS:

- **TO NOTE THE INTERNAL AUDITORS REPORT FOR YEAR-END 31st MARCH 2024 AND TO REVIEW ANY COMMENTS/SUGGESTIONS**

- **ANNUAL GOVERNANCE STATEMENT 2023/24 SECTION 1 - TO CONSIDER AND APPROVE THE ACCOUNTING STATEMENTS AND THAT THE STATEMENT BE SIGNED BY THE CHAIR AND CLERK OF THE COUNCIL**
- **TO RESOLVE TO APPROVE THE FINANCIAL ACCOUNTING STATEMENTS SECTION 2 FOR YEAR ENDED 31st MARCH 2024 AND AGREE THAT THESE BE SIGNED BY THE CHAIRMAN OF THIS MEETING AS PRESENTED AND NOTING THESE WERE SIGNED BY THE RFO PRIOR TO PRESENTATION**
- **TO AGREE TO SUBMIT THE 2023/24 ACCOUNTS AND REPORTS TO THE EXTERNAL AUDITOR**

34.1 To Note the Internal Auditors Report for year-end 31st March 2024 and to review any comments/suggestions

Members **NOTED** the Internal Auditors Report for the year end 31st March 2024 as previously circulated. Members further **NOTED** that there were no action points or recommendations.

34.2 Annual Governance Statement 2023/24 Section 1 - to consider and approve the accounting statements and that the Statement be signed by the Chair and Clerk of the Council

The Clerk read out the accounting statements. Members unanimously **AGREED** to answer yes to statements 1-8 and N/A to statement 9.

Members **RESOLVED** to **APPROVE** the Annual Governance Statement Section 1 for the year 2022/23 and that it be duly signed by the Chair and Clerk of the Council.

34.3 Members **RESOLVED** to **APPROVE** the Financial Accounting Statement Section 2 for the year 2022/23 and that it be signed by the Chair of the meeting **NOTING** that these were signed by the RFO prior to Presentation.

34.4 Members **AGREED** to submit the 2022/23 Accounts and Reports to the External Auditor

35. CONSIDERATION OF GRANT APPLICATIONS:

- **TYLERS TRUST FOR AN AMOUNT OF £250.00 FOR DONATION TOWARDS ACTIVITY SESSIONS FOR FAMILIES**
- **ST JOHNS AMBULANCE FOR AN AMOUNT OF £500.00 FOR DONATION TOWARDS A COMMUNITY SERVICE VEHICLE**

Members **NOTED** the applications and reports as previously circulated confidentially by the Clerk due to some of the personal content within the reports.

35.1 Tylers Trust for an amount of £250.00 for donation towards activity sessions for families

Following discussion Members unanimously **AGREED** to donate £250.00 to Tylers Trust towards family activity sessions

35.2 St Johns Ambulance for an amount of £500.00 for donation towards a Community Service Vehicle

Following discussion Members unanimously **AGREED** to donate £500.00 to St Johns Ambulance towards a Community Service Vehicle for Sussex.

36. RECREATION GROUND INCLUDING:

- **ENHANCEMENTS TO RECREATION GROUND INCLUDING UPDATE ON REQUEST OF VARIATION - MIN 150.1 REFERS**
- **TO NOTE PLAYGROUND QUARTERLY INSPECTION**
- **REVIEW OF LICENCE FEE AND AGREEMENT FOR THE FOOTBALL PITCH AND PAVILION FOR 2024/25 SEASON INCLUDING CONSIDERATION OF ASSOCIATED INCOME AND EXPENDITURE**
- **CONSIDERATION OF ARRANGEMENTS FOR ALLOWING OTHER USERS TO USE THE FACILITIES IN CONJUNCTION WITH THE MAIN LICENCE HOLDER AND ASSOCIATED FEES**

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

36.1 Enhancements to recreation ground including update on request of variation - Min 150.1 refers

Members **NOTED** that there was no update on the request of variation to CDC. The Deputy Clerk will continue to chase.

36.2 To note Playground Quarterly inspection

Members **NOTED** the playground Quarterly inspection report

The report highlighted some medium and low risk repairs. Members unanimously **AGREED** for the Clerk to arrange for the Contract Caretaker to see if there are any items he could address and to supply a quotation for the associated costs.

36.3 Review of licence fee and agreement for the football pitch and pavilion for 2024/25 season including consideration of associated income and expenditure

Members reviewed the licence fee for the football pitch and the pavilion for the 2024/25 season and agreed to make an offer of an agreement to Southbourne FC.

The total expenditure for the pavilion and recreation ground for the last financial year totalled £31k. This includes contactor costs, maintenance, supply (electric, water) grass cutting, paint and storage. Last season's Licence Fee generated an income of £1,400.00

Based on last year's figures the associated costs broken down for Southbourne FC use of the facilities, totalled £1637.66. Members were asked to consider what they wished to set the Licence Fee at for the coming season.

There was a lot of discussion and comments included:

- To fix the increase at 7% as per the precept increase
- That the base costs at a minimum should be met
- Do the club offer subsidise subscription for families who cannot afford them
- Are the club seeking sponsorship as other local clubs do

Following the discussion in was unanimously **AGREED** that the Licence Fee for the £2024/25 season be offered to Southbourne FC at a cost of £1650.00

It was further **AGREED** that the Chair and the Vice-Chair along with the Clerk meet with Southbourne FC to finalise the licence agreement.

36.4 Consideration of arrangements for allowing other users to use the facilities in conjunction with the main licence holder and associated fees.

Members **NOTED** that there had been some friction during the last seasons between football clubs regarding overuse of the pitch with Southbourne FC asking for exclusivity.

Use of the pitch is hired to other football clubs for training purposes (not including use of the pavilion). The clubs are asked to use the small training pitch to the side of the main pitch whenever possible. These supplementary bookings generate a small amount of additional income which helps towards the upkeep of other areas of the recreation ground. It was **NOTED** that some of the players at these clubs are also Southbourne residents.

In view of the increasing costs any additional income that can be used to subsidise the outgoings would be beneficial and hire does not need to be restricted to football clubs. Organisations such as the Brownies and Guides should also be able to hire out the facilities.

Members felt that the recreation ground should be available to all sections of the community not just football and unanimously **AGREED** not to grant exclusivity to Southbourne FC. However, Southbourne FC will have priority booking for their scheduled games.

Members further **AGREED** for Officers to manage the booking system and the arrangements for multi-use of the facilities.

Members further **AGREED** to the following charges for other users:

£50 for combined use of pavilion and pitch (Seniors)

£30 for combined use of pavilion and pitch (Juniors)

£25 training (pitch only)

£10 any other use of ground not including pavilion

Hire of pavilion only £30.00 (non-football)

37. UPDATE ON PRINSTED AREA INCLUDING RESPONSE FROM LATEST CORRESPONDENCE TO THE SEA SCOUTS

Members **NOTED** that no response from the Sea Scouts has been received following the proposed draft heads of terms. Surrey Hills Solicitors are continuing to chase.

38. PROJECTS – INCLUDING:

- **UPDATE AND REVIEW OF ALL ONGOING ACTIVITIES**
- **REVIEW OF BENCH POLICY INCLUDING POSSIBLE REPLACEMENT OF BROKEN BENCHES AT PRINSTED**

38.1 update and review of all ongoing activities

Members **NOTED** the updates as detailed withing the previously circulated spreadsheet.

38.2 Review of Bench Policy including possible replacement of broken benches at Prinsted

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

There have been some requests for memorial benches at Prinsted by the foreshore but there is no capacity to install any further benches in this area. Some of the existing benches are in a poor condition and need replacing. SPC have a small amount of New Home Bonus funds remaining in reserves which is specifically earmarked for street furniture. These funds need to be utilised by September this year.

Available NHB funds	£3095.96
Cost per bench	£550.00

Therefore, allowing the purchase of 5 new benches.

The specifications of new benches are similar to ones already in situ which could be purchased to replace some of the benches that are beyond repair at Prinsted and/or installed in other areas. The specifications and costs were detailed in the previously circulated reports.

Members were mindful that some of the benches at Prinsted were purchased by long standing families of the area and acknowledged there would need to be conversations with individual families regarding their wishes.

It was proposed that going forward memorial plaques would be a good alternative to benches and allow more families to mark the passing of their loved ones. The plaques could be added to the SPC benches via liaison and administration with SPC. This was unanimously **AGREED**.

Following discussion Members unanimously **AGREED** to utilise the remaining New Home Bonus funds to purchase as many benches as possible. It was further **AGREED** for Officers to proceed with this project.

Members unanimously **AGREED** to delegate to Officers, management of any installation including:

- Liaising with existing bench owners to discuss repair and/or replacement of their benches in line with their wishes
- Obtaining necessary licences for installation at other locations
- Management of purchase and installation of plaques

39. FURTHER CONSIDERATION OF REQUEST FOR ADDITIONAL STREETLIGHTING MIN 174. REFERS

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

The options proposed by WSCC regarding the possibility of installing additional streetlights, as detailed within the Clerks report, were considered by Members.

Whilst some Members favoured Option 2, others felt the lights would be too bright. However, other Members felt the areas on the route from the station to the new estates are very dark and reported having received reports that young people in particular feel unsafe.

Following discussion, it was **AGREED** that Cllrs: Tait, Bangert, Meredith and Rosenberg, would undertake a survey of the areas to ascertain what levels of additional lighting, if any, would be required and suitable. Their findings will be reported back to Council for further consideration on how to proceed

40. TO NOTE THE NEW PROPOSAL FROM THE EXISTING WEBSITE PROVIDER TO MIGRATE THE HOSTING SERVICE TO A NEW PROVIDER AND TO AGREE FOR OFFICERS TO LEAD ON THE PROCESS

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

Members **AGREED** to delegate the management of the proposal from the existing host to migrate the services to a new provider to Officers and further **AGREED** authority to the Clerk to negotiate any new package as long as there is no increase to costs.

41. DATE AND TIME OF NEXT MEETING

The date of the next meeting is scheduled for the 9th July 2024

The meeting closed at 8.52pm