



Southbourne Parish Council

The Village Hall
First Avenue, Southbourne
PO10 8HN
Telephone (01243) 373667

Clerk to the Council -Sheila Hodgson

clerk@southbourne-pc.gov.uk

www.southbourne-pc.gov.uk

SOUTHBOURNE PARISH COUNCIL Meeting held 10th September 2024

PRESENT: Councillors: A. Tait (Chair) T. Bangert, R. Humphrey, L. Meredith, J. Money (from Min.67), N. Redman (from Min.73), K. Sivyer (from Min. 72.1) S. Rosenberg, R. Taylor and M. Wheeler (from Min 72.2)

IN ATTENDANCE: S. Hodgson (Clerk and RFO)
M. Carvajal-Neal (Deputy Clerk)
M. Banach (Admin Assistant)
Emily Matthews Army Benevolent Fund Engagement Manager
6 Members of the public

The meeting opened at 7.00.

66. CHAIRMANS INTRODUCTION AND WELCOME INCLUDING TO OBSERVE A MINUTES SILENCE IN REMEMBRANCE OF COUNCILLOR RICHARD HITCHCOCK

The Chair welcomed everyone to the meeting and stated that the Vice-Chair, Cllr. Redman would be in attendance but due to work commitments may be late.

The Chair read out the following statement before asking those present to observe a minutes silence in remembrance of the Westbourne Parish Councillor Richard Hitchcock who sadly passed away on Monday 19th August.

"Cllr. Hitchcock was well respected by fellow Councillors and Officers alike. He was admired for his continued dedication not only to Westbourne but neighbouring parishes and always strove to protect and do the best for the community. He will be sadly missed."

Cllr. Money joined the meeting at 7.02

67. APOLOGIES FOR ABSENCE

No apologies had been received.

68. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 9th JULY 2024

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 9th July 2024 and they were duly signed by the Chairman.

69. 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 of Interest at this time

70. ADJOURNMENT FOR OPEN FORUM INCLUDING PRESENTATION OF DONATION TO THE ARMY BENEVOLENT FUND

The Chairman Adjourned the meeting at 7.05

The Chair made an official presentation to Emily Matthews the Engagement Officer for The Army Benevolent Fund. The £500.00 donation was the proceeds of the D-Day event raffle.

Emily thanked Southbourne Parish Council for the donation and said it was even more poignant to receive this during of the 80th anniversary year of the D-Day landings. The Army Benevolent Fund were grateful for such a generous donation and it would definitely make a difference.

The Chair then opened the floor to any member of the public who wished to speak.

70.1

Maggie Childs spoke in relation to Item 9 and said she was referring specifically to the sign at Nutbourne. She said the new sign read "Southbourne Parish Council Welcome to Southbourne" but there was no mention of Nutbourne and people were not happy about being wiped off the map. There was no consultation and the siting was wrong.

70.2

Ceri Stunt also spoke in relation to Item 9 and was specifically referring to the sign at Nutbourne. She too felt the sign was not sited in the correct position and showed maps of the boundary and the sign. She too objected to the wording.

70.3

Hilary Excell spoke in relation to Parham Place and the continued flooding issues. She drew Members attention to a meeting that was scheduled for the 27th September, which is being attended by WSCC, CDC and SPC Councillors and Officers and drainage engineers. She also read out part of a briefing statement she had prepared for the meeting.

The Clerk asked for a copy of the statement which she would circulate in its entirety to Members.

The Chair thanked members of the public for their comments and asked the Clerk for any further written statements that had not been previously circulated.

The Clerk reported that she had received further comments regarding the village signs from Julie Collins and Karen Saunders in relation to the Nutbourne.

Christine Pilkington-Miksa and Pauline Robins wrote in with regards to the Hermitage sign and the development of 82 houses on a site at the end of the lane.

Mr James and Mrs Hicks contacted the office in support of the village signs and thanked SPC for their installation.

These were **NOTED**. Members also **NOTED** the written statements as previously circulated within the clerk's report. The Chair reminded Members to take the comments into consideration when discussing the relevant items on the Agenda.

As Parham Place was not on the agenda and therefore could not be discussed during the meeting Members **NOTED** the comments.

The Chair reconvened the meeting at 7.18

71. TO NOTE THE RESIGNATION OF CLLR ROSIE ROBINSON-KYLE

Members **NOTED** that due to change of circumstances and work patterns Cllr. Robinson-Kyle had resigned from Southbourne Parish Council.

72. TO CONSIDER TWO APPLICATIONS FOR THE ROLE OF CO-OPTED MEMBER TO SOUTHBOURNE PARISH COUNCIL

The Chair invited the applicants to address Council if they wished.

72.1 Co-option of Kevin Sivyer

Following consideration of the application Members **AGREED** to appoint Kevin Sivyer as a co-opted Member to Southbourne Parish Council

Cllr. Sivyer signed his Declaration of Acceptance of Office and took his place on the Council.

72.2 Co-option of Miles Wheeler

Following consideration of the application Members **AGREED** to appoint Miles Wheeler as a co-opted Member to Southbourne Parish Council

Cllr. Wheeler signed his Declaration of Acceptance of Office and took his place on the Council.

73. CLERKS UPDATE

- **TO NOTE THE UPDATES WITHIN THE CLERKS REPORT AS CIRCULATED**
- **UPDATE ON BENCHES AND BIKE RACK AND CONSIDERATION OF ANY ADDITIONAL ACTIONS REGARDING THE PLACEMENT OF BENCHES**

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

73.1 To NOTE the updates within the Clerk's report as circulated

73.1.1 Members **NOTED** the letters of thanks received from Southbourne School for the contribution to the installation of new fencing to secure and make safe the quiet area and from the Army Benevolent fund for the donation.

73.1.2

Members **NOTED** the letter from the Minister for Local Government regarding sensitive interests and home addresses as previously circulated.

73.1.3

Members **NOTED** that there is no further update on the Personal Injury Claim at this stage.

73.1.4

Members **NOTED** the response from Rev. Hider as previously circulated in regard to the invitation extended to him to attend this meeting.

73.2 Update on benches and bike rack and consideration of any additional actions regarding the placement of benches

73.2.1

Members **NOTED** that despite a number of attempts to secure quotations for repairs to the bike rack, the Clerk is having difficulty getting any response from potential contractors. The Clerk will continue to obtain quotations and will report back when able.

73.2.2

The Clerk advised that since the circulation of the report, the benches had been delivered that morning. As they are currently stored within the container installation is now a priority. This was **NOTED**.

Members **AGREED** for one bench to be used to replace an old bench at Prinsted at the request of the family and **NOTED** that there may be another.

During discussion it was **AGREED** that the old bench outside Tuppeny Barn should also be replaced.

With regard to the remaining benches, Members asked for some research to be undertaken within the community to see if there were any suggestions for a suitable site for placement. It was **AGREED** that Officers would create a short survey with a deadline of 1st November for responses.

74. UPDATE ON VILLAGE SIGNS INCLUDING TO NOTE THE COMMENTS RECEIVED AND REPORTED UNDER OPEN FORUM INCLUDING WRITTEN STATEMENTS AND CONSIDERATION OF ANY FURTHER ACTION

Members **NOTED** the Clerks and Deputy Clerks reports as previously circulated

Members were disappointed that some of the signs have been vandalised. Whilst appreciating some residents were averse to the signs this was not the way to raise objections and Members **NOTED** the damage had been reported to the police.

Members discussed the comments raised during the open forum regarding the Nutbourne sign and it was proposed that the wording for the sign should be changed to read.

“Southbourne Parish Council Welcome to Nutbourne”

Following discussion this was **AGREED**.

It was further **AGREED** for the sign to be replaced and funded from the CIL monies.

With regards to the siting of the signs, the exact locations are determined by the highway authority and the signs have been installed in line with the terms of the highways licence. It was also confirmed that public consultation had been undertaken as well as the statutory 28 day Notice being displayed. The costs for the signs had been met by the Community Infrastructure Levy at no cost to the taxpayer.

Members **AGREED** for a written statement to be prepared to address the concerns and points raised.

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

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **ROAD SAFETY GROUP**

75.1 WSCC Councillor's Bourne Parish Report

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

71.2 CDC Councillors report

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

71.3 ROAD SAFETY GROUP

Members **NOTED** the report as previously circulated and considered the following recommendations as proposed within the report:

Cllr. Taylor as the SPC representative on the Road Safety Group summarised the proposals.

71.3.1

- Decide not to down-size the TRO for Stein Road to just south of the level crossing.
- Decide to consider undertaking more residents' research before applying for a Community Highway Scheme to cover from west (Garsons Road) to east (Inlands Road) and south (Main Road) to north (South Lane). If this course of action is agreed it would be best not to pursue the current Stein Road TRO, i.e. the Community Highway Scheme would replace the Stein Road TRO.

Following discussion Members **AGREED** to **APPROVE** this Recommendation from the Road Safety Group as proposed it was further **AGREED** that the road safety group would assess how to implement the research and report back to council.

71.3.2

- Accept the TRO scheme as it stands.

Following discussion Members **AGREED** to **APPROVE** this Recommendation from the Road Safety Group as proposed.

71.3.3 Recommendation to SPC:

- Report hedges which need cutting to WSCC Highways who will then write to the landowners.

Following discussion Members **AGREED** to **APPROVE** this Recommendation from the Road Safety Group as proposed.

Members further **AGREED** for the Road Safety Group to identify the areas of hedgerows which require attention and make recommendation back to Council with the exact locations.

Officers will then refer to WSCC to request maintenance for the areas they own. WSCC will also be asked to contact relevant landowners to maintain the areas within their responsibility.

76. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON THE 18th JULY 2024, 8th AUGUST 2024 AND 29th AUGUST INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

76.1 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 18th July 2024

76.2 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 8th August 2024

76.3 There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 29th August 2024

77. TO RECEIVE AND NOTE THE MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON THE 15th JULY 2024 INCLUDING CONSIDERATIONS OF ANY RECOMMENDATIONS.

Staffing notes are confidential and not for general circulation. Therefore, only the recommendations and appropriate related information will be submitted.

Members **NOTED** that there were no Recommendations to consider and no further actions required.

78. TO RECEIVE AND NOTE THE MINUTES OF THE OPERATION WATERSHED WORKING GROUP MEETING HELD ON 29th JULY 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the minutes of the Operation Watershed Nutbourne working group held on the 29th July 2024

79. FINANCIAL REPORTS - MONTH END

TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF JULY 2024 AND AUGUST 2024 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT AND REDWOOD ACCOUNT FOR THE MONTHS OF JULY AND AUGUST IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1ST APRIL 2024 – 31ST AUGUST 2024**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**
- **TO NOTE RECEIPT OF THE VAT, RECLAIM FOR THE AMOUNT OF £12,638.99 AND TO FURTHER NOTE THE JBC ELEMENT OF £2296.38 WHICH WILL BE TRANSFERRED TO THE JBC ACCOUNTS**

79.1

Members **NOTED** the reports as previously circulated which were duly signed by the Chair and authorised signatories where applicable.

79.2

Members **NOTED** the receipt of the VAT reclaim for the amount of £12,638.99

79.3

Members **NOTED** the JBC element of £2296.38 which will be transferred to the JBC accounts

78.4

Members **NOTED** the adjustment/correction to the EMR report and Community Reconciliation report.

80. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

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

Members **AGREED** to **APPROVE** the pending payments as reported

81. CONSIDERATION OF NOTIFICATION FROM THE SOUTHBOURNE VILLAGE HALL TRUSTEES OF THEIR INTENTION TO IMPLEMENT A RENT INCREASE FOR THE NEXT FINANCIAL YEAR

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

During discussion some of the comments included:

- Have the trust made any justification for the increase
- The Village Hall is a community asset and charges should reflect this
- Payment for this is coming from the public purse so it is Councils duty to ensure that any cost is value for money
- This is the second increase in a short period of time, are the Trust intending to make this an annual increase

Following discussion Members unanimously **AGREED** that the Clerk should contact the Chair of the Trust to discuss and negotiate a more suitable increase in time for the budget.

82. CONSIDERATION OF AN APPROACH FROM SOUTHBOURNE SCHOOL REGARDING "ON OUR DOORSTEP PROJECT"

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

Members felt this was a good opportunity to further engage with the school and young people.

Cllr. Bangert spoke about how much Southbourne and the surrounding villages have changed over the years and the how village life has changed. The area used to be predominantly agricultural with many villagers working on the neighbouring farms. She suggested that this could form the basis of a project. It was further suggested that the changes could be linked to how the shift from agriculture to development has affected the environment and suggested other local community groups may like to assist.

Having discussed the idea in greater detail Members **AGREED** to make this suggestion to the school and offer to work as a liaison between outside groups who could assist.

Members further **AGREED** to make available a small fund of up to £500 to assist with any associated costs.

83. UPDATE ON PRINSTED AREA INCLUDING

- **RESPONSE FROM LATEST CORRESPONDENCE TO THE SEA SCOUTS**
- **CONSIDERATION OF ARRANGEMENTS QUOTES FOR HEDGE MAINTENANCE AND TO NOTE THE COMPLAINT FROM MRS MOSS AS CIRCULATED**

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

83.1 Response from latest correspondence to the Sea Scouts

The Clerk read out the latest response from the Sea Scouts and Surrey Hills solicitors.

Sea Scouts:

As you are aware, we are awaiting the land registry decision. We feel there is no reason to provide the information requested at this time. We hoped that by sending the copy of our letter to Land Registry any further legal expense by the Parish Council could be avoided until there is an outcome. We are disappointed that this is not the case.

Surrey Hills:

Unfortunately, I have received the response from the Sea Scouts. They are outright refusing to have any further negotiation with us.

Surrey Hills will now contact the Land Registry to find out what the delay is and when they intend to deal with the application so SPC can respond accordingly.

For the benefit of the new Councillors the Chair gave a brief summary of the situation.

Members were at a loss as to why the Sea Scouts have chosen not to engage as any enhancement to the area will only benefit them. The costs for these enhancements will be met from the Community Infrastructure Levy at no cost to the Sea Scouts or the taxpayer. SPC have also offered to formalise an agreement for complete use of the area in question by offering the Sea Scouts a long term lease at a peppercorn rent of £1.00. SPC would also include the area within any Change of Use application that would enable the Sea Scouts to use the area more freely.

Members asked the Clerk to request Surrey Hills make further enquiries regarding the claim by the Sea Scouts that they have been granted the land. Cllr Bangert advised that copies of all the registered documentation in relation to the area had been secured by a former Councillor and to her knowledge there was no mention of any letter stating the Sea Scouts had ownership. The Clerk will ask for copies and these will be forwarded to Surrey Hills.

83.2 Consideration of arrangements quotes for hedge maintenance and to Note the complaint from Mrs Moss as circulated

82.2.1.

Members **NOTED** the complaint from Mrs Moss. Members also asked for it to be **NOTED** that the request from her had been approved at the last meeting and Council were awaiting quotes and the end of the nesting season before proceeding.

82.2.2

The Clerk reported that there were only two quotes for consideration as it was proving more difficult to get contractors to cost for jobs. One of the contractors she contacted advised that they know Councils have to secure three quotes so are now applying an up-front charge to cover their costs should their bid not be successful.

Having considered the quotes, Members were curious as to the differing costs, even though the brief was the same. Cllr Meredith suggested that a more detailed description of works be requested so they could be considered on a like for like basis.

It was proposed and **AGREED** that the Clerk request this information and be delegated the authority to appoint the one that offers the best value for money even if it is more expensive.

84. UPDATE ON WEBSITE MIGRATION INCLUDING TO APPROVE THE PRIVACY POLICY AND ACCESSIBILITY STATEMENT

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

The Clerk further reported that Officers had undergone training for the new site and were positive that it would be easier and less time consuming to use.

84.1 Privacy Policy

Members unanimously **AGREED** to **APPROVE** the Privacy Policy as circulated

84.2 Accessibility Statement

Members unanimously **AGREED** to **APPROVE** the Accessibility Statement as circulated

85. CONSIDERATION OF THE NOMINATIONS FOR THE COMMUNITY AWARDS INCLUDING TO AGREE THE SELECTION PANEL AND ARRANGEMENTS FOR THE AWARD PRESENTATIONS.

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

Following discussion, it was unanimously **AGREED** that Cllrs Tait, Meredith and Sivyer would sit on the panel to consider the winners of the Community Awards.

It was further **AGREED** that the presentations to the winners would be made at the October Meeting.

86. CONSIDERATION OF THE CHICHESTER DISTRICT COUNCIL STATEMENT OF POLICY 2025 -2028 CONSULTATION IN RESPECT OF THE GAMBLING ACT 2005

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

Members unanimously **AGREED** not to comment on the Statement of Policy.

87. CONSIDERATION OF RECENT EVENTS AND CORRESPONDENCE RELATING TO THE USE OF THE RECREATION GROUND BY AFC SOUTHBOURNE, INCLUDING RESPONSES TO COUNCIL REGARDING INVOICES ISSUED AND EMAILS TO THE CLERK

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

The Clerk tabled a draft letter to be sent to AFC Southbourne in response to their statements as detailed within her report.

After consideration it was **AGREED** that should the nets not be returned or reimbursed by the 30th September the matter will be reported as theft to the relevant authority along with the CCTV evidence. The Clerk was asked to include this within the response.

It was **AGREED** that a complaint regarding AFC Southbourne's refusal to pre-book and pay for training would be taken to the Sussex FA and further **AGREED** that invoices continue to be raised for the unsolicited use.

88. DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday 8th October 2024.

The meeting closed at 8.58