

Southbourne Parish Council

Minutes of the remote meeting held on 28 April 2020 at 7.30 p.m. in accordance with the Coronavirus Act 2020.

Present: Mr Bulbeck (Chairman), Mrs Bangert*, Mr Brown*, Mr Hayes, Mr G Hicks, Mrs L Hicks, Mr Jennings, Miss Tait, Mr Taylor and Mrs Thorne.

* Also District Councillors for Southbourne

3 members of the public.

Apologies for Absence

317. Mrs M Bulbeck and Mr Feltham.

Declarations of Disclosable Pecuniary Interests

318. None

Minutes

319. Resolved – that the minutes of the meeting held on 10 March 2020 be approved as a correct record and that they be signed by the Chairman, subject to Mrs Thorne being shown as in attendance and the amendment of the date to 10 March 2020.

Open Forum

320. None

County Councillor Report

321. Mr Magill's report was received and taken as read. Mr Magill thanked the Parish Council for its support in the production of the information leaflet for residents. He also reported that 18000 West Sussex residents were on the 'shielded' list of which 13000 were registered on the Gov.UK website and 10,000 were receiving Government food parcels. He was looking into why more people were not getting the food parcels.

322. There had been some teething problems with the free school meals vouchers but all who needed them should now have them.

323. Mr Magill and Mrs Bangert had between them spoken to all the care homes in the parish and they would keep in touch with each of them in rotation. The County Council was funding the personal protective equipment (PPE) needed in care homes and had approximately seven days supply in reserve. The main concern now was to ensure vulnerable people who had carers visiting them at home had enough PPE.

324. Mr Magill reminded everyone that the County Council Library Service's was free to join and although libraries were shut it had an excellent e-library which was also free to use.

325. Members thanked Mr Magill for his report. In response to a question regarding the proposed Traffic Regulation Order (TRO) for Nutbourne was intended to cover the whole of Nutbourne although Highway officers had indicated the proposal was unlikely to score enough points to be taken forward for a 30mph speed limit TRO.

District Councillor Report

326. The District Councillors' report was received and noted. Mr Brown reported that £37m in business loans had been allocated to approximately 3000 businesses in the District. The District Council was also paying for small business advertising in the local press.

327. Members noted that the District Council would not be pursuing an appeal against the decision of the Planning Inspectorate decision to allow the Rydon Homes application for 199 houses north of Cooks Lane.

328. Chichester District Council had appointed a climate emergency officer to take forward projects to reduce the carbon footprint of the district.

329. Mrs Bangert reported that all bar one couple, all the homeless in the district had been housed.

Training

330. The business planning training had been postponed. It was however proposed to carry out the training remotely in two or three sessions instead. Members supported the proposal.

331. Chichester District Council had offered online safeguarding training for that would be suitable for the 19 volunteers matched to vulnerable Southbourne residents. However, it was not felt to be a best use of their time. Safeguarding policy documents were being forwarded by the District Council. Arrangements would be made for a short presentation on safeguarding for a future Council meeting.

Community Connections

332. 64 volunteer helpers had signed up to Community Connections and 19 had been matched to vulnerable residents. Community Connections had received an e mail from a resident in Norwich thanking volunteers for supporting their elderly parents during the lockdown.

333. The County Council's Community Hub had been contacted about Community Connections and Chichester District Council was also supporting residents. Tuppenny Barn was providing and delivering food boxes and Southbourne WI had 12 bakers supplying cakes and biscuits that were collected for distribution to vulnerable residents.

334. At the Extraordinary meeting on 16 April 2020, it had been agreed that the Southbourne WI would be a partner to Community Connections. Subsequently Southbourne WI's national body had advised that it was not possible for the Southbourne WI to hold the proposed float. Following discussions with St John's Parochial Church Council, it had agreed to hold the float to enable those residents who could not easily access their money to be able to get essential supplies.

335. Resolved – that St John's Parochial Church Council be the partner charity for Community Connections.

336. Bar a few locations, most of the leaflets had been distributed across the parish. Volunteers included two people from outside the parish and they had requested spare copies for distribution in West Ashling and Emsworth respectively. Electronic copies had been given to neighbouring Parish Councils and the Emsworth Alliance.

337. It was agreed that an advert for fruit pickers from the West Sussex Growers' Association would be placed on the Council's Facebook page.

Chichester-Emsworth Cycle Route (Chem Route)

338. Highways England had submitted a draft feasibility study to the County Council in February 2020 and was awaiting comments from the County Council. The County Council had refused to publish the document as it was not the author. Mr Magill chase up what had happened with the County Council's comments. However it was entirely up to Highways England what would happen as a result of the study. The Chichester MP was lobbying the Secretary of State for Transport to speed up the responses. As soon as information was available, Mr Magill would circulate. Members agreed Mrs Hicks should participate in a Zoom meeting of the Chichester and District Cycle Forum.

Finance

339. Expenditure – The expenditure since the last meeting was noted as follows:

G Burley & Sons	Invoice 02358	£463.20
O'Neil Homer	Invoice 798	£3,060.00
O'Neil Homer	Invoice 813	£990.00
O'Neil Homer	Invoice 814	£330.00
Staff	Expenses	£109.63
Staff	Expenses	£10.00

Surrey Hills Solicitors	Invoice 3328	£166.20
VisionICT	Invoice 10758	£102.00
Rialtas Business Solutions	Invoice 27695	£30.00
O'Neil Homer	Invoice 849	£1,320.00
O'Neil Homer	Invoice 857	£1,410.00
Age Concern S/brne & Dist	Invoice 0046	£30.00
Age Concern S/brne & Dist	Invoice 0047	£30.00
Staff	Salary and pension (DD)	£3,202.75
Age Concern S/brne & Dist	Invoice 0034	£30.00
CommuniCorp	Annual subscription renewal	£75.00
Imperative Training	Invoice 81365	£1,740.00
Staff	Expenses	£64.00
SSE Southern Electric	Invoice to 25 March 2020	£2,406.16
Microsoft	Invoice E0800AW8ZX	£270.72
G Burley & Sons	Invoice 02929	£463.20
Viking	Invoice 88945	£171.82
Viking	Invoice 90903	£24.43
Tuppeny Barn	Grant	£500.00
	Total	£16,999.11
Transfer from Savings Account		£16,999.11

Grant Applications

340. Members considered four applications for a grant from the Parish Council.

341. Resolved – a) that the following grants be approved:

- i) The Friends of Bourne £493 for the development of an Eco-Garden working towards the RHS School Garden Award Level 5.
 - ii) Southbourne Junior School £807.50 for the partial cost of solar boat trip on Chichester Harbour, bird box templates, a trip to Tuppeny Barn and supplies to make bird feeders.
 - iii) AFC Southbourne £800 two sets of football kits for 2 Youth teams.
- b) – That the application from Southbourne Village Hall for a grant of £1250, for fire doors and an upgrade to the emergency lighting for health and safety reasons, be declined.

342. It was noted that the Village Hall had been in discussion with the District Council about a revision of a S106 agreement to enable it to be used to extend the Parish Office and remove the wooden partition between the Sutcliffe Room and the Main Hall and replace it with brick. The money would be available for another seven years.

Infrastructure Business Plan (IBP)

343. The Clerk reported that a grant application had been received from the 1st Southbourne Sea Scouts for £10,000 for capital expenditure for repairs to the Scout Hut. The Clerk had advised that the scale of application was out of the

scope of the Parish Council's grant scheme and had suggested they consider applying for a Chichester District Council grant and/or the County Council's Community Initiative Fund. One option the Parish Council could consider was the possible use of CIL to support this work and Members agreed that this idea would be taken forward at the next Finance and General Purposes Committee. Chichester District Council would be asked to include the proposal on the IBP. It was noted that items on the IBP could also be taken off the list if no longer supported.

344. Internal Audit – it was noted that the internal audit would take place during the week commencing 25 May 2020. The date was yet to be confirmed.

Future Business

345. Meetings of the Finance and General Purposes Committee to discuss the IBP and the Staffing Committee and Recreation Committee would be arranged in the coming weeks. Consideration was being given by the Co-Chairs of the Southbourne Environment Group as to how the wildlife survey could be carried out online.

346. Members agreed that the Annual Meeting would be held on 12 May 2020 as originally planned. Any Members who could not access the meeting via Microsoft Teams could do so by telephoning the Clerk.

Neighbourhood Plan Steering Group

347. The Core Group had discussed options to move the Neighbourhood Plan forward. The Steering Group would meet remotely on 5 May 2020.

Southbourne Environment Group

348. No meeting had been held in April 2020. Subject to an appropriate risk assessment and self-distancing measures, it might be possible for teams of two people to carry out some work on Footpath 212 when the lockdown was relaxed but this was being kept under review.

Risk Assessment

349. The risk assessment was noted. Members thanked Mrs Thorne for her work on the business continuity plan. The County Council would be contacted about the tools in the Community Tools shed to ensure that they were still covered by the County Council's insurance when being used by volunteers.

Date of Next Meeting

350. 12 May 2020 - to be held remotely using Microsoft Teams.

Chairman

The meeting ended at 9.15 p.m.