

**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](mailto:clerk@southbourne-pc.gov.uk)

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Southbourne Parish Council**

**Committee Meeting held 14th December 2021**

**Present:** Cllrs: L. Hicks (Chairman), T. Bangert, J. Brown, D. James, J. Jennings, N. Redman, A. Tait, P. Thorne, and R. Taylor

**In Attendance:** S. Hodgson (Clerk and RFO

M. Carvajal-Neal (Deputy Clerk)

7 Members of Public in the Public Gallery

Cllr. Kerry-Bedell West Sussex County Councillor

**165. Chairman’s Welcome and Introduction**

The Chairman welcomed everyone and opened the meeting at 7.01pm

**166. Apologies for absence**

Apologies had been received from Cllrs: C. Bulbeck due to illness and R. Hayes due to an injury.

**167. To approve and sign the Minutes of the SOUTHBOURNE PARISH COUNCIL COMMITTEE Meeting held on 9th November 2021**

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 9th November 2021 and they were duly signed by the Chairman.

**168. Declarations of Interest.**

Cllr. Brown declared an Ordinary Interest as a newly appointed representative on the Graylingwell Resident’s Association.

**169. Adjournment for open forum**

*The Chairman adjourned the meeting at 7.05pm*

Members of the public were invited to read out their statements and put their questions to the Council:

A. Moss spoke about the TRO that was to be considered by Members under Agenda Item 7 and asked why after previously supporting yellow lines they were now resisting them adding that the TRO is about ensuring safety not inappropriate parking.

(Mrs Moss had also provided a written report that had previously circulated to Councillors)

R. Heelan offered her apologies for interrupting the last meeting before speaking on the following:

* Would the Parish Council consider listing the location of the public defibrillators on their Facebook and website?
* As part of the Queens Canopy for the Jubilee celebrations a walnut tree had been planted in Prinsted
* To ask Southbourne residents to join in with a Christmas celebration @ 6pm on Christmas Eve by ringing bells on their doorstep for 2 minutes

J. Newman wished to support Mrs Moss’s comments and said that irresponsible parking blocked safe access for wheelchair users and pedestrians.

D. Flanaghan thought the old Co-op building had been beautifully restored and would SPC consider offering their formal thanks to the company involved. He also thanked Councillors for their commitment and the good job they do.

Cllr Redman spoke during the Open Forum as a member of the public and thought the new trees were marvellous and asked who he should contact regarding a drain cover that needed attention.

*The Chairman reconvened the meeting at 7.17pm*

**170. TO RECEIVE AND NOTE THE FOLLOWING REPORTS**

* **wscc cOUNCILLORS bOURNE pARISHES rEPORT**
* **cdc cOUNCILLORS REPORT**
* **OUTLIERS REPORT**
* **PCSO’S REPORT**

Members **NOTED** the following reports as previously circulated:

* WSCC Councillors Bourne Parishes Report
* CDC Councillors Report
* PCSO’s Report

There was no Outliers Report at this time.

Cllr. Thorne asked when the Bourne Bus was to go live as she thought it was scheduled for December and was advised that there had been a set-back of around a month, but the required funding was now in place. Volunteer training is due to start in January.

The Clerk apologised for not including a report from the Southbourne Environment Group and will ensure this will be included in future. Cllr. Tait tabled a brief verbal update as follows.

* All 11 trees have now been planted and have been well received.
* Prices for next year have been received
* Wildflower seed have been received and distributed

**171. TO REVISIT THE TRO FOR PRINSTED LANE INCLUDING CONSIDERATION OF STATEMENTS FROM MEMBERS OF THE PUBLIC PREVIOUSLY CIRCULATED**

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

Members were invited to re-visit the TRO for Prinsted and during discussion the following points and comments were made:

* The PC did not have a lot of information when backing the TRO and it is useful to have the additional information
* Widespread concern about the situation and support for yellow lines but not unanimous
* PC need to consider the wider impact on Prinsted
* The rules of a TRO require an all or nothing response, cannot support some of it and not others
* Should not support as it stands at this time
* More work on options
* Yes or no does not cover all aspects cannot support as written
* Some traffic management required
* Some residents actually park on the road
* Disappointed that not consulted by WSCC before TRO was issued for consultation
* Like some not all of the conditions
* TRO doesn’t cover all issues needs bigger solution
* How will any parking restrictions be enforced with already depleted resources?
* Don’t support but see the need for a more refined solution
* Against speed bumps as they hinder emergency services
* Believe the way TROs are handled are about to change

At this point the Chairman allowed County Cllr. Andrew Kerry-Bedell to speak who advised that WSCC are considering a series of changes to TROs’.

At the end of the discussion Members were asked to consider the following proposal:

Not to support the TRO as presented, whilst understanding that there are other issues that need addressing urgently such as changes in speed limits and to recognise the serious safety concerns.

The proposal was seconded and unanimously **AGREED**.

1. **Update on the situation relating to the Prinsted Foreshore**

The Chairman read out the accompany report previously circulated to Members as follows:

“A member of the public has raised some queries and questions relating to the Prinsted Foreshore challenging the SPC’s management of the area in relation to the basis of the Trust and the 1906 Open Spaces Act.

In order to ensure required standards are met and guarantee due diligence, SPC will be seeking legal counsel for advice. As Members will have noted from the Finance & General Purpose Meeting Minutes of the 23rd November 2021 - Min. 17 refers, contingency plans have been put in place to meet any associated legal costs”

Members **NOTED** the report.

1. **To Receive and Note the Minutes of Finance & General Purpose Committee Meeting held on the 23rd November 2021**

The Minutes of the Finance & General Purpose Committee held on the 23rd November 2021 were **NOTED**.

1. **To Receive and Note the Minutes of the Planning Committee Meetings held on the 11th November 2021 and 2nd December 2021**

The Minutes of the Planning Committee meetings held on the 11th November and the 2nd December 2021 were **NOTED**

1. **To Receive and Note the Minutes of the Allotments Committee Meeting held on the 11th November 2021 and to Receive and Consider the proposed Terms of Reference**

The Minutes of the Allotments Committee held on the 11th November 2021 were **NOTED**

Members further **NOTED** the proposed increase in plot rental of £15.00 per annum for 4 of the plots that are being widened following ground levelling works. The Allotments Chairman will update Council at their next meeting.

Following discussion, the Members **AGREED** to **ADOPT** the proposed Terms of Reference for the Allotments Committee and to include Officer recommendation to add additional text for clarity. However, Members further **AGREED** that Councillor representation would be four not five. Therefore, Item 2 of the Terms of Reference will read:

**Membership & Voting Rights**

The Southbourne Allotments Committee shall comprise of a minimum of **four** Parish Councillors and **two** Co-opted non-Councillors.

*Generally non-councillor members of a committee do not have voting rights. Only in extremely limited situations do they enjoy voting rights. They may vote at meetings which concern:*

* *The Management of land owned or occupied by the Council*

*A non-councillor with voting rights is still governed by the Standing Orders and must where applicable declare any disclosable pecuniary interests or another interest in a matter being considered at a meeting and is subject to statutory limitations or restrictions.*

1. **JBC including: to Receive and Note the Minutes of the Joint Burial Committee Meeting held on the 15th November 2021 and to Consider a proposal from Westbourne Parish Council regarding the JBC Hosting Authority**

The Minutes of the Joint Burial Committee (JBC) meeting held on the 15th November 2021 were **NOTED**. Members were further asked to note that the meeting had been held at Age Concern and not St Johns as indicated on the Minutes.

Westbourne Parish Council had submitted a report to Southbourne Parish Council relating to the Westbourne Parish Clerks recommendations regarding the host authority for the Joint Burial Committee. Westbourne PC agreed to support the proposal at their Council meeting held 9th December 2021.

The item had also been an Agenda item for the JCB Committee meeting held on the 13th December 2021, and the Chairman reported that she was hoping that some further information would have been forthcoming from that meeting. However, the meeting became non-quorate before the item was discussed and duly deferred to the next JBC meeting, scheduled for the 4th January 2021.

The Chairman therefore proposed:

To defer Agenda item 12, to the next SPC Meeting scheduled for the 11th January 2021, which will allow primary consideration by the JBC Committee. It is also anticipated that by then, some progress will have been made on the reworking of the JBC constitution.

The proposal was seconded and unanimously **AGREED**.

1. **To receive the Notes from the Projects Working Group meeting (if available) held on the 10th December 2021 including any recommendations and to further consider the line marker purchased for the recreation ground along with the ongoing costs and maintenance**

The Notes of the Projects Working Group meeting held on the 10th December 2021 were not available. The Deputy Clerk gave a verbal update on some of the actions and progress of the projects. The Chairman thanked the Projects Group for their hard work and Cllr. James, Chairman of the Projects Working Group, also thanked the Deputy Clerk for all her hard work and involvement.

As some of the work undertaken by the Projects Working Group involves the recreation ground, the Chairman felt that a meeting of the Recreation Committee was required as a matter of urgency and requested a meeting be arranged early January 2022.

Members were asked to consider the ongoing costs for the line marker which SPC purchased and is currently only used by the local football team. The provision and costs for the paint is currently being met by SPC and is being purchased bi-monthly at a cost of £69.60 a time. There is no associated budget to meet this additional cost.

Following discussion, Members **AGREED** to gift the line marker to AFC Southbourne and absolve all future interest.

The Chairman re-iterated the need for a meeting to resolve the outstanding agreement with AFC Southbourne and hoped the matter would be dealt with at the next Recreation Committee meeting.

1. **Update on Neighbourhood Plan including to note the date of the Examination Hearing on the 14thJanuary 2022**

Members **NOTED** the previously circulated update from Cllr. Brown on the Neighbourhood Plan, along with the date for the Examination Hearing.

The Examination Hearing will be held at the Village Hall between 10.00am and 4.00pm. The details will be widely publicised, and Members **AGREED** that anyone wishing to attend, including Councillors, should register their interests with the Clerk. [clerk@southbourne-pc.gov.uk](mailto:clerk@southbourne-pc.gov.uk) Members further **AGREED** that the Chairman would approach the WI to provide Tea and Coffee throughout the day in return for a donation.

It was also acknowledged that dependent on any changes to Covid Regulations which may come into force in the New Year, restrictions may apply in which case attendance will be on a first come first served basis.

1. **To adopt the Power of General Competence**

Members **AGREED** to adopt the Power of General Competence

This Order may be cited as the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and**comes into force on the day after the day on which it is made.**

1. **Consideration of the draft budget for the 2022/23 municipal year**

At the JBC meeting on the 13th December some adjustments were made to the proposed JBC budget which will impact the precept requirement. The JBC Clerk will forward these changes to the SPC Clerk and they will be incorporated within the overall budget. This means that the budget as presented will require some amendments.

Therefore, Members **AGREED** to refer the Budget to the Finance & General Purpose Committee for further consideration and recommendation to Council in January. The Clerk reminded Members the absolute deadline for approving the budget would be at the SPC meeting on the 11th January 2021 in order to submit the precept requirements to CDC.

Members were requested to let the Clerk have any comments or suggestions regarding budgetary requirements as soon as possible so they could be taken to the F&GP meeting.

1. **Consideration of application for Grant Aid from 4sight for £300.00 to fund 6 of its members who are residents of Southbourne Parish**

Members **AGREED** to support the Grant Aid application from 4Sight to the tune of £300.00 to fund 6 of its members who are Southbourne residents.

1. **Update on Flanders Close Allotments Site including Ratification of legal costs and to note the date of the site meeting scheduled for the 21st December 2021**

Members **NOTED** the scheduled site visit on the 21st December 2021 to meet with a representative from Hyde and will be attended by the SPC Chair and Vice Chair, the Chairman of the Allotments Committee and the Clerk.

Members **RESOLVED** to **RATIFY** the associated legal costs to be funded from the Legal Costs Budget.

1. **Operation Watershed Parham Place**

The Clerk reported that contact had been made with the Landowners and they were happy they could now work with the amended version. They will endeavour to get it signed and returned as soon as possible. However, the landowners indicated that this is a very busy time of year, and it may not be until the New Year. There was also the possibility that installation may be delayed until August/September 2022 dependant on crop and harvest. A Member thought that the location of the installation shouldn’t interfere with this and asked the Clerk to clarify the requirements with the landowners when next in discussion. It was also reported that the application form had been drafted and sent to WSCC for approval.

Members **NOTED** the update.

1. **To receive the Notes of the Online Police and Crime Commissioners Focus Group meeting held on the 25th November 2021 and consideration of the “Top Ten” policing priorities**

Members **NOTED** the report of the Online Police and Crime Commissioners Focus Groups meeting held on the 25th November 2021.

The Clerk reported that she had received two responses regarding the list of “Top Ten Policing Policies” which Members were asked to rank in order of importance. The Chairman asked those who had not already done so to forward their choices to the Clerk by the end of the week so she could collate and forward to the PCC.

1. **Consideration of SPC’s Committee structure including appointments of Membership and Terms of Reference**

Members **AGREED** to **REJECT** the Clerks recommendation to amalgamate the Recreation Ground Committee and the Projects Working Group to form the Projects and Recreation Ground Committee.

Members felt that a review of all the Committees should be undertaken including Terms of Reference and Membership but would prefer this wait until the next municipal year. However, Members **AGREED** that the Clerk could review the current meeting dates and produce a schedule of dates for all the Committees for the remainder of this year.

1. **Consideration of SPC’s Policies and Procedure documents**

Members **AGREED** that the Clerk would begin the process of reviewing SPC’s policy and procedures documents. Priority will be given to the Standing Orders and Financial Regulations Policies.

1. **Consideration of support for the implementation of a school safety zone outside Southbourne Junior and Infant School from WSCC Highways and Transport**

Members were asked to consider the implementation of a school safety zone outside Southbourne Junior and Infant School as proposed by WSCC Highways and Transport.

Following discussion, it was proposed:

To support the proposal for the implementation of a School Safety Zone outside Southbourne Junior and Infant School but would like the wigwag moved to Stein Road to alert users going up and down the road. They would also like a more co-ordinated approach to road safety.

The proposal was seconded and unanimously **AGREED**.

1. **Update of Beacon Lighting for the Queens Platinum Jubilee Celebrations**

Members acknowledged that the Sea Scouts have enrolled in the official Beacon Lighting event as part of the Queens Platinum Jubilee celebrations and unanimously **AGREED** to support the Sea Scouts and not try and replicate anything they have planned.

The Chairman suggested that SPC support a community initiative to mark the event and asked for this to be an Agenda Item for the next meeting. In the meantime, Members were asked to give some thought to possible events, identify community groups and key stakeholders who may wish to work collaboratively on the project and pass their suggestions to the Clerk.

1. **To resolve to move to confidential business (s.O. 3 Staffing)**

The Committee **RESOLVED** that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw, (S.O.3.d) Agenda 25 (Staffing)

1. **sTAFFING**

**190.1**

Members **AGREED** to temporarily increase the Clerks hours to full time until April 2022 when they will be reviewed at the Joint Staffing Committee Meeting.

**190.2**

Members **AGREED** that Southbourne Parish Council join the Local Government Pension Scheme, as administered by West Sussex County Council and all employed members of staff are given the opportunity to join.

**190.3**

Joining the LGPS will initiate an increase in pension contributions of 20.2% but this has been accounted for within the budget. Members **AGREED** to this increase.

**190.4**

Members **NOTED** the holiday dates for the Clerk and Deputy Clerk

*The Chairman closed the meeting @ 9.45pm*