

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
e-mail: clerk@southbourne-pc.gov.uk

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

7 January 2021

Dear Sir / Madam,

You are hereby summoned to a Meeting of Southbourne Parish Council on **Tuesday 12 January 2021 at 7.30 p.m.** The meeting is being held in accordance with the Coronavirus Act 2020*.

Robin Davison
Clerk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Disclosable Pecuniary Interests.**
- 3. Minutes** – of the meetings held on 8 and 15 December 2020.
- 4. Chairman's Update and Council Report**

Chairman's Report - Neil Redman, as Chair of the Recreation Ground Committee, and myself met with a few residents of Bourne View Close on Sunday 13th December. We talked through the plans for the triangle of land and the installation of sports equipment on the Rec Ground and our plans to improve the look and maintenance of the area. We also discussed things we could do to address residents' concerns about the state, usage and risks of the private road (that the Parish Council part owns with them). There are a number of items to follow up on which will be reported in due course. I would like to thank Neil for joining me and for being so helpful during that meeting.

Council Update – Work commenced on the triangle of land in December 2020 and on the installation of the adult fitness equipment and extension of the area of wet pour in front of the new goal mouth on 4 January 2021.

- 5. Open Forum**
- 6. County Councillor's Report**

To receive the County Councillor's report (attached).

7. Report of the Finance and General Purposes Committee – Draft Estimates and Council Tax Requirement 2021/22

To consider the attached report from the Committee and the recommendations contained therein.

8. Finance

(a) Expenditure – To note the expenditure since the last meeting,

(b) External Auditor's Report

(c) Internal Auditor – To agree the appointment of the Internal Auditor for the 2020/21 accounts.

9. WSALC/SSALC

To consider writing a letter of support for SSALC to the Directors of WSALC.

10. Committee Appointments

Members will recall that a vacancy remained on the Staffing Committee at the last meeting following Ms Tait's resignation from that Committee. Since then Mr Taylor expressed an interest in being a member of the Staffing Committee.

11. Project Updates

To note the position regarding the Council's current projects (attached).

12. District Councillors' Report

To receive the District Councillors' report (attached)

13. Neighbourhood Plan Steering Group

To receive a report on the last meeting.

14. Southbourne Environment Group

15. Items for Future Meetings

16. Date of Meetings in 2021

Members are asked to consider whether to start future Council meetings at 7pm rather than 7.30pm and have a 10 minute break at 8pm, recommencing at 8.10 pm and finishing by no later than 9.10pm.

Council meeting dates are as follows in 2021:

9 February	9 March	13 April	11 May
8 June	13 July	10 August	14 September
12 October	9 November	14 December	

TO: All Members of Southbourne Parish Council

***Coronavirus Act 2020**

The Coronavirus Act 2020 enables parish councils to meet 'remotely' (i.e. by video or teleconference or by live streaming amongst other means) and provides for the press and public to also attend the meeting 'remotely'. If you wish to do so, please e mail the Clerk at least one hour before the meeting starts so that you can be sent a link to join the meeting. Members of the press and public are advised to email the Clerk as far in advance as possible as if technical issues prevent them from joining the meeting it will not be possible to provide technical support once the meeting has started. As with normal meetings, you will only be permitted to speak at the Chairman's discretion, and you are therefore requested to ensure your device is muted at all times unless invited to speak.

The Clerk's e mail address is clerk@southbourne-pc.gov.uk or scan this code:



Filming and use of social media

During this meeting, the public are permitted to film the Council in the public session of a meeting or use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

For a copy of Council agendas and publicly available papers please scan this code:



Southbourne Parish Council

Minutes of the remote meeting held on 8 December 2020 at 7.30 p.m. held in accordance with the Coronavirus Act 2020.

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

*Also District Councillors for Southbourne

County Councillor Magill and 5 members of the public.

Apologies for Absence

220. Apologies were received from Mrs M Bulbeck, Mr Feltham and Mr Jennings.

Declarations of Interest

221. None.

Minutes

222. Resolved – that the Minutes of the meeting held on 13 October 2020 be approved as a correct record subject to the following amendments:

Minute 156 to read "Responses were overwhelmingly in favour of the bridge over the railway line although there were differing views on whether it should be a priority".

Minute 177 – amend date to 19 September 2020.

223. Resolved that the minutes of the meeting held on 10 November 2020 be approved as a correct record subject to amending the date at minute 200 to read 17 November 2020.

Chairman's Report and Council Update

224. The report was received and noted.

Open Forum

225. A member of the public expressed his disappointment at Chichester District Planning Committee's decision regarding the Prinsted Care Home. The Chairman agreed to speak to the resident about this, in his capacity as a District Councillor, outside of the meeting.

226. A resident of Parham Place expressed her concerns that no groundwork had yet taken place to prevent further flooding from the farmers field into Parham Place. It was noted that the District Council's drainage engineer had confirmed that there were no problems with the drainage at Parham Place itself.

County Councillor's Report

227. The County Councillor's report was received and noted. Mr Magill reported that Portsmouth Water had a licence granted in 2017 to abstract 20 million litres per week

from rivers and although it was only abstracting 7 million litres per week it was having an adverse effect on the local rivers. He was discussing this with Portsmouth Water to try and ensure it did not affect the River Ems.

Parham Place

228. Members noted the discussions that had been held with Parham Place residents and the District Council's drainage engineers. It was proposed that a grant application was made to the County Council's Operation Watershed to pay for drainage work to be carried out on the field at the back of Parham Place. The preparatory work would cost £500 for ground investigation and detailed design of £1000. The Clerk advised that there was no budget for this preparatory work.

229. Resolved – that Financial Regulations be waived to enable the work to be carried out as soon as possible and that £1500 be allocated from the General Reserve for this purpose.

230. Prinsted Survey

231. It was agreed the survey results would be made available on the Council's Facebook page.

Report of the Finance and General Purposes Committee

232. The Council considered the report of the Finance and General Purposes Committee.

233. Resolved – That the report be received and the recommendations contained therein be approved.

Council Policies

234. Members considered the following updated and new policies for the Council:

- Anti-bullying and Harassment
- Equality and Diversity
- Discipline
- Grievance
- Sickness absence

235. Resolved – that the above policies be approved.

Southbourne Fields Allotments

236. The Council received a report regarding the Southbourne Fields allotments. Members noted that any produce could not be sold and should only be grown for personal consumption.

237. Resolved – that the report be received and the recommendations contained therein be approved.

Finance

238. Expenditure - The expenditure since the last meeting was noted as follows:

Viking	Invoice 164303	£147.28
SSE Contracting	Invoice 72284	£193.20
G Burley & Sons	Invoice 008565	£463.20
Total		£803.68

Meeting with the Police and Crime Commissioner's Office

239. Members were pleased to note the helpful meeting between the Police Crime Commissioner's Office, five members of the Parish Council and the Clerk. Members were able to give feedback about how they saw the service provided by Sussex Police, including the need for traffic police on the A259 to reduce speeding. Members noted the need for the public to report anti social or criminal incidents to the police either using 111 or if a crime was in progress, using 999. Reports could also be made through the Sussex Police website.

240. Mr Taylor had subsequently spoken to the Sussex Police Speed Watch coordinator about setting up a community speed watch for Southbourne.

District Councillors' Report

241. The District Councillors' report was received and noted.

Westbourne and Southbourne Joint Burial Committee (JBC)

242. The item was deferred to a future meeting.

Committee Appointments

243. Resolved – that
- a. Mrs Bangert be elected as the Council's representative on CDACL
 - b. Mrs Bangert be confirmed on the Finance and General Purposes Committee
 - c. Mr Hayes be elected to the Recreation Committee
 - d. A vacancy be held on the Staffing Committee.

Neighbourhood Plan Steering Group

244. Work continued reviewing the feedback from residents, statutory consultees and land interests to the Regulation 14 consultation and the Group expected to be able to update residents in January. The Steering Group meeting on 1 December 2020 was briefed by the consultants on the options and choices it would have to consider as part of the master planning process.

Southbourne Environment Group (SEG)

245. Three trees had been purchased from the County Council and planted in Cooks Lane and Clovelly Road. The Finance and General Purposes Committee had been asked to support funding for 10 more in 2021/22 that could be planted where in suitable verges where residents requested them.

246. The December issue of the Border Times and January issue of the Village Magazine would include an article about the 're-greening' of Southbourne and seek residents' views. The issue of PPE waste would be highlighted on the SEG Facebook page

Items for Future Meetings

247. None.

Date of Next Meeting

248. 12 January 2021

Exclusion of the Press and Public

249. Resolved - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

Adult Fitness Equipment and Goal End

250. The Council received and noted the Clerk's report. Work would commence on the Recreation Ground on 4 January 2021 subject to weather conditions.

Parish Lights

251. The Council received the report of the Clerk regarding a contract for the replacement of the remaining old parish lights.

252. Resolved – that the report be received and the recommendations be approved excluding the light at Lumley Mill.

Flanders Close Allotments

253. The Council received the report of the Clerk and agreed that further discussions would take place with the landowner regarding the proposal.

Staffing

254. Due to the time at which discussion on this item was to start, with the agreement of the Council this item was deferred to an additional meeting on 15 December 2020 at 7.30p.m.

Chairman

The meeting closed at 10.10 p.m.

Southbourne Parish Council

Minutes of the remote meeting held on 15 December 2020 at 7.30 p.m. held in accordance with the Coronavirus Act 2020. This meeting was a continuation of the meeting held on 8 December 2020.

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

*Also District Councillors for Southbourne

Apologies for Absence

224. Apologies were received from Mr C Bulbeck, Mrs M Bulbeck and Mr Feltham.

Declarations of Interest

225. None.

Exclusion of the Press and Public

226. Resolved - That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Part II

Staffing

227. The Council received the report on staffing and the Clerk left for the last part of the discussion on the report. Members agreed the recommendations and further agreed that for the budget meeting on 12 January 2021, the budget should provide options for the additional post to be either full time or part time.

Chairman

County Councillor Update – Bourne Division**5th January 2020**

First and foremost I want to wish you all a Happy New Year and it is my hope that with the vaccines beginning to be rolled out we will be able to meet face-to-face at some point in this year.

COVID –

Following on from the Prime Minister's announcement last night we have once again gone back into lockdown. I know this is incredibly frustrating for everyone but looking at the figures it is definitely the correct measure to ensure everyone's safety. West Sussex now has a higher incidence rate than the average for England which I think is the first time this has happened during the pandemic. The increase in our figures over the last couple of weeks has been extraordinary but Chichester has the lowest figures with an incidence rate of 317 cases per 100,000 in the last 7 days. The highest area in West Sussex is Crawley with 693 cases per 100,000 so please urge those around us to stay and work at home where possible as there is a greater prevalence in the areas surrounding us.

I am awaiting information on the number of hospital cases we have alongside spare beds to give us an idea of how grave the situation is locally to us.

The vaccinations are being run and organised by the NHS directly and we are seeing more hospital hubs opening to administer vaccinations with St Richards starting to deliver them from this week. GP-led vaccination services have been at the forefront and have continued to expand and the care homes in Southbourne are high on the priority list so I would expect them to get theirs soon.

Portsmouth Water –

This piece of work is ongoing with our meeting due with Portsmouth Water next week which should give me a better indication of how to tackle the problems in our waterways. I am working with Roy Briscoe and a group call Friends of the Ems who are looking to get SSSI status on the Chalk Streams we have to protect them and the wildlife that live in/around them. Natural England recognise that there is an issue with water quality and this is down to low water levels but they are being pretty coy about this as they are the organisation that approved Portsmouth Water's Licence to abstract the water 4 years ago. As soon as I have had this meeting I will provide you with an update.

Highways -

Although I am part of the Committee looking at the West Sussex Transport Plan I have started work with Officers to look specifically at the Bourne Division as well as incorporating Bosham & Fishbourne. I want to have a plan in place for Highways and what are plans are to deal with the increase in traffic caused by the 1700 houses planned for the area. These need to be put in place early rather than relying on dealing with problems once they occur as we will constantly be "firefighting". We have seen how lengthy the TRO process is and so I do not

want to have to rely on this for the next 10 years to slowly rectify issues our residents are dealing with now.

I know work has been done on the amount of traffic that will be brought to the area by the development in Southbourne alone, but I do not think anyone has looked at the area as a whole. Highways England are engaging with the area with Chem Route so I think it is a good time to get our stakeholders together to look at all aspects of travel.

Part of this work will also see me look into schooling numbers, GP surgeries and other facilities such as libraries etc.

If you have any queries about this or anything else, please feel free to contact me at any time and I will of course be more than happy to help.

Mike

12 January 2021

Draft Estimates and Council Tax Requirement 2021/22

The draft estimates and council tax requirement (precept) for 2021/22 are set out in the attached spreadsheets (see Appendix) and have been considered by the . Members are asked to consider the draft and the expenditure necessary to meet the ambitions set out in the draft business plan (revised copy to follow).

Several new budget headings and cost centres have been established (highlighted with a pale purple background) to better reflect the way in which the expenditure occurs. For example, rather than putting hall hire, office rental or mobile phone costs under Administration Expenses these have been separated out as separate headings. New Cost Centres have also been established for allotments and S137 expenditure. The Westbourne and Southbourne Joint Burial Committee (JBC) income and expenditure relating to the Cemetery Manager are also reflected in the accounts but are cost neutral in terms of Southbourne's budget. The expenditure relating to the JBC has been set out as a new cost centre. New items arising from the business plan have been shown separately for the purposes of this report although they will be incorporated into the relevant budget lines in due course.

The Council has considered the staffing needs for 2021/22 onwards and agreed at its meeting on 15 December 2020 that a new post of Assistant Clerk should be established as a full-time post (Option 1). However, it was further agreed that the Council also consider whether it would be more appropriate for this post to commence as a part-time member of staff in 2021/22 (Option 2) with a view to becoming full time at a later date. As a comparison to assist the Council the budget has also been set out *without* an Assistant Clerk (Option 3), so Members can see the full impact of the additional member of staff. Full details are set out in the Appendix. The key figures are summarised below:

Option 1	FT Asst. Clerk	Estimates 2020/21	Estimates 2021/22	£ Variance between 20/21 & 21/22	% Change
Total Budget		170315	223852	53537	23.9%
LESS: Income		1,850	14,400	12550	87.2%
Council Tax Support Grant		0	0	0	0.0%
From General Reserve		0	12000	12000	100.0%
	Precept	168,465	197452	28987	17.2%
Band D		65.68	74.18		
Council Tax Base		2,564.8	2,661.9		

Option 2		PT Asst. Clerk	Estimates 2020/21	Estimates 2021/22	£ Variance between 20/21 & 21/22	% Change
	Total Budget		170315	215852	45537	21.1%
LESS:	Income		1,850	14,400	12550	87.2%
	Council Tax Support Grant		0	0	0	0.0%
	From General Reserve		0	12000		
		Precept	168,465	189452	32987	19.6%
	Band D		65.68	71.17		
	Council Tax Base		2,564.8	2,661.9		

Option 3		No Asst. Clerk	Estimates 2020/21	Estimates 2021/22	£ Variance between 20/21 & 21/22	% Change
	Total Budget		170315	198982	28667	14.4%
LESS:	Income		1,850	14,400	12550	87.2%
	Council Tax Support Grant		0	0	0	0.0%
	From General Reserve		0	12000	12000	100.0%
	Precept		168,465	172582	4117	2.4%
	Band D		65.68	64.79		
	Council Tax Base		2,564.8	2,661.9		

Recommended – (1) the draft estimates and council tax requirement 2021/22 as set out in Option 1, be approved

(2) That Chichester District Council be advised of the council tax requirement.

Jonathan Brown
Chairman, Finance and General Purposes Committee

Item	Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22 £	% Change	2021/22 budget narrative
Precept	168465	197452	28987	17.2%	
INCOME					
Football	1850	1000	-850	-85.0%	
Misc Grants	0	0	0	0.0%	
Allotments	0	1600	1600	0.0%	Agreed at Council 8/12/20
W/bourne & Southbourne JBC	0	11800	11800	100.0%	Reimbursement of JBC costs, office rental & audit
TOTAL	1850	14400	12550	87.2%	
EXPENDITURE					
100 Administration					
4000 Clerk's Salary, Tax & NICs	32950	35000	2050	5.9%	
4005 Office Administrator	5100	5100	0	0.0%	
Asst. Clerk	0	25000	25000	100.0%	F/T post (or 2 p/t posts) + on costs
4030 Clerk's expenses	250	250	0	0.0%	
4035 Mobile Phone	0	120	120	100.0%	New line - PAYG phone min £10/mnth
4050 Chairman's Allowance	300	300	0	0.0%	
4060 Clerk's Prof Subscriptions	250	250	0	0.0%	
4070 Administration Expenses	7000	4500	-2500	-55.6%	Reduced to reflect new budgeting cost centres
4075 Office Rental	2000	3000	1000	33.3%	New line - JBC agreed to contribute £1000 p.a to office rental
4085 Hall Hire	0	600	600	100.0%	New line
4090 Insurance	2500	4500	2000	44.4%	
4100 Subscriptions SSALC	2300	2300	0	0.0%	
4110 Subscriptions Other	150	150	0	0.0%	
4120 Audit Fees	1600	1850	250	13.5%	Includes JBC Audit & end of Year. Cost reimbursed above
4150 Courses/Conf/Seminars	4000	4000	0	0.0%	
4155 Staff Courses/Conf/seminars	750	750	0	0.0%	
4160 Travel & Subsistence	250	250	0	0.0%	
4165 Member Expenses	0	500	500	100.0%	New line
4170 Advertising / Publicity	500	500	0	0.0%	
4200 Capital	6250	4500	-1750	-38.9%	
4220 Pension Contributions	2000	2400	400	16.7%	For current staff
4230 Parish Council Election	1500	1500	0	0.0%	Contribution to Earmarked Reserve for Quadrennial Election 2023
Legal Fees	1500	1500	0	0.0%	

Item	Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22	% Change	2021/22 budget narrative
200 Street Lighting					
4300 Supply	6400	6400	0	0.0%	
4310 Maintenance	4600	4600	0	0.0%	
4320 Improvements	5000	1000	-4000	-400.0%	Contribution to EMR for future replacement?
220 Recreation Ground					
4310 Maintenance	7000	7000	0	0.0%	To include maintenance of the football pitch
4320 Improvements	3100	4000	900	22.5%	
4400 Pavilion	600	600	0	0.0%	
4410 Grass Cutting	6100	6100	0	0.0%	
4440 Caretaker Salary	4600	4600	0	0.0%	
240 Council Activities					
4310 Maintenance	1750	2000	250	12.5%	
4315 SID Maintenance	0	1200	1200	100.0%	
4480 Dog Control	3500	3500	0	0.0%	
4490 Litter Picker salary	2050	2050	0	0.0%	
4500 PRoW Maintenance	250	250	0	0.0%	
250 Allotments					New section
4195 Allotment Expenditure	0	1000	1000	100.0%	
300 Neighbourhood Plan					
4210 Neighbourhood Plan	19000	20000	1000	5.0%	Master planning consultancy
4220 Environment Steering Grp	1500	1500	0	0.0%	

Item	Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22	% Change	2021/22 budget narrative
400 S137 Expenditure					New Section
4130 Grants Paid	7500	8000	500	6.3%	Grants paid out by SPC
4510 Think Family (S137)	5000	5000	0	0.0%	Last payment under three year SLA
Joint Burial Cttee Expenditure					
4010 JBC Clerk	0	9800	9800	100.0%	Effect is cost neutral as reclaimed from JBC. Includes employers costs.
4075 Office Rental	0	1000			Effect is cost neutral as reclaimed from JBC.
4080 Westb&Southb Burial Comm	21215	23332	2117	9.1%	
Business Plan Items					
Council IT	0	6000	6000	100.0%	Estimate including set up costs/training
Community Events	0	600	600	100.0%	
Community Connections/Vols					
Grp	0	500	500	100.0%	
Re-Greening Southbourne		500	500	100.0%	
Tree planting from WSCC	0	1500	1500	100.0%	In addition to SEG budget
Rebranding/website development	0	3000	3000	100.0%	

		Estimate	Estimate	£ Variance	% Change	2021/22 budget narrative
Item		2020/21	2021/22	between 20/21 & 2021/22		
Total Budget		170315	223852	53537	23.9%	
LESS:	Income	1,850	14,400	12550	87.2%	
	Council Tax Support Grant	0	0	0	0.0%	
	From General Reserve	0	12000	12000	100.0%	
	Precept	168,465	197452	28987	17.2%	
	Band D	65.68	74.18			
	Council Tax Base	2,564.8	2,661.9			Tax base at 99% Council Tax collection rate

Precept and Council Tax Banding

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
168465	Precept	197452	17.2%
2,564.8	Tax Base	2,661.9	3.8%
£65.68	Band D	£74.18	12.9%

Band D annual increase
per £1,000 precept rise £0.38

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£43.79	Band A	£49.45	£0.11
£51.09	Band B	£57.69	£0.13
£58.39	Band C	£65.94	£0.15
£65.68	Band D	£74.18	£0.16
£80.28	Band E	£90.66	£0.20
£94.88	Band F	£107.14	£0.24
£109.47	Band G	£123.63	£0.27
£131.37	Band H	£148.35	£0.33

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Precept	168465	189452	32987	19.6%	
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Football	1850	1000	-850	-85.0%	
Misc Grants	0	0	0	0.0%	
Allotments	0	1600	1600	0.0%	Agreed at Council 8/12/20
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4150 Courses/Conf/Seminars	4000	4000	0	0.0%	
4155 Staff Courses/Conf/seminars	750	750	0	0.0%	
4160 Travel & Subsistence	250	250	0	0.0%	
4165 Member Expenses	0	500	500	100.0%	New line
4170 Advertising / Publicity	500	500	0	0.0%	
4200 Capital	6250	4500	-1750	-38.9%	
4220 Pension Contributions	2000	2400	400	16.7%	Current staff
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250 Allotments					New section
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400 S137 Expenditure					New Section
4130 Grants Paid	7500	8000	500	6.3%	Grants paid out by SPC
4510 Think Family (S137)	5000	5000	0	0.0%	Last payment under three year SLA
Joint Burial Cttee Expenditure					
4010 Cemetery Manager (JBC)	0	9800	9800	100.0%	Effect is cost neutral as reclaimed from JBC. Includes employers costs.
4075 Office Rental	0	1000			Effect is cost neutral as reclaimed from JBC.
4080 Westb&Southb Burial Comm	21215	23332	2117	9.1%	
Business Plan Items					
Council IT	0	6000	6000	100.0%	Estimate including set up costs/training
Community Events	0	600	600	100.0%	
Community Connections/Vols					
Grp	0	500	500	100.0%	
Re-Greening Southbourne		500	500	100.0%	
Tree planting from WSCC	0	1500	1500	100.0%	In addition to SEG budget
Rebranding/website development	0	3000	3000	100.0%	

Item		Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22	% Change	2021/22 budget narrative
Total Budget		170315	215852	45537	21.1%	
LESS:	Income	1,850	14,400	12550	87.2%	
	Council Tax Support Grant	0	0	0	0.0%	
	From General Reserve	0	12000			
	Precept	168,465	189452	32987	19.6%	
	Band D	65.68	71.17			
	Council Tax Base	2,564.8	2,661.9			Tax base at 99% Council Tax collection rate

Precept and Council Tax Banding

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
168465	Precept	189452	12.5%
2,564.8	Tax Base	2,661.9	3.8%
£65.68	Band D	£71.17	8.4%

Band D annual increase
per £1,000 precept rise £0.38

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£43.79	Band A	£47.45	£0.07
£51.09	Band B	£55.36	£0.08
£58.39	Band C	£63.26	£0.09
£65.68	Band D	£71.17	£0.11
£80.28	Band E	£86.99	£0.13
£94.88	Band F	£102.80	£0.15
£109.47	Band G	£118.62	£0.18
£131.37	Band H	£142.34	£0.21

Item	Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22 £	% Change	2021/22 budget narrative
Precept	168465	172452	3987	2.4%	
INCOME					
Football	1850	1000	-850	-85.0%	
Misc Grants	0	0	0	0.0%	
Allotments	0	1600	1600	0.0%	Agreed at Council 8/12/20
W/bourne & Southbourne JBC	0	11800	11800	100.0%	Reimbursement of Cemetery Mngr costs, office rental & audit
TOTAL	1850	14400	12550	87.2%	
EXPENDITURE					
100 Administration					
4000 Clerk's Salary, Tax & NICs	32950	35000	2050	5.9%	
4005 Office Administrator	5100	5100	0	0.0%	
4030 Clerk's expenses	250	250	0	0.0%	
4035 Mobile Phone	0	120	120	100.0%	New line - PAYG phone min £10/mnth
4050 Chairman's Allowance	300	300	0	0.0%	
4060 Clerk's Prof Subscriptions	250	250	0	0.0%	
4070 Administration Expenses	7000	4500	-2500	-55.6%	Reduced to reflect new budgeting cost centres
4075 Office Rental	2000	3000	1000	33.3%	New line - JBC agreed to contribute £1000 p.a to office rental
4085 Hall Hire	0	600	600	100.0%	New line
4090 Insurance	2500	4500	2000	44.4%	
4100 Subscriptions SSALC	2300	2300	0	0.0%	
4110 Subscriptions Other	150	150	0	0.0%	
4120 Audit Fees	1600	1850	250	13.5%	Includes JBC Audit & end of Year. Cost reimbursed above
4150 Courses/Conf/Seminars	4000	4000	0	0.0%	
4155 Staff Courses/Conf/seminars	750	750	0	0.0%	
4160 Travel & Subsistence	250	250	0	0.0%	
4165 Member Expenses	0	500	500	100.0%	New line
4170 Advertising / Publicity	500	500	0	0.0%	
4200 Capital	6250	4500	-1750	-38.9%	
4220 Pension Contributions	2000	2400	400	16.7%	Current staff
4230 Parish Council Election	1500	1500	0	0.0%	Contribution to Earmarked Reserve for Quadrennial Election 2023
Legal Fees	1500	1500	0	0.0%	

Item	Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22	% Change	2021/22 budget narrative
200 Street Lighting					
4300 Supply	6400	6400	0	0.0%	
4310 Maintenance	4600	4600	0	0.0%	
4320 Improvements	5000	1000	-4000	-400.0%	Contribution to EMR for future replacement?
220 Recreation Ground					
4310 Maintenance	7000	7000	0	0.0%	To include maintenance of the football pitch
4320 Improvements	3100	4000	900	22.5%	
4400 Pavilion	600	600	0	0.0%	
4410 Grass Cutting	6100	6100	0	0.0%	
4440 Caretaker Salary	4600	4600	0	0.0%	
240 Council Activities					
4310 Maintenance	1750	2000	250	12.5%	
4315 SID Maintenance	0	1200	1200	100.0%	
4480 Dog Control	3500	3500	0	0.0%	
4490 Litter Picker salary	2050	2050	0	0.0%	
4500 PRoW Maintenance	250	250	0	0.0%	
250 Allotments					New section
4195 Allotment Expenditure	0	1000	1000	100.0%	
300 Neighbourhood Plan					
4210 Neighbourhood Plan	19000	20000	1000	5.0%	Master planning consultancy
4220 Environment Steering Grp	1500	1500	0	0.0%	See business plan

Item	Estimate 2020/21	Estimate 2021/22	£ Variance between 20/21 & 2021/22	% Change	2021/22 budget narrative
400 S137 Expenditure					New Section
4130 Grants Paid	7500	8000	500	6.3%	Grants paid out by SPC
4510 Think Family (S137)	5000	5000	0	0.0%	Last payment under three year SLA
Joint Burial Cttee Expenditure					
4010 JBC Clerk	0	9800	9800	100.0%	Effect is cost neutral as reclaimed from JBC. Includes employers costs.
4075 Office Rental	0	1000			Effect is cost neutral as reclaimed from JBC.
4080 Westb&Southb Burial Comm	21215	23332	2117	9.1%	
Business Plan Items					
Council IT	0	6000	6000	100.0%	Estimate including set up costs/training
Community Events	0	600	600	100.0%	
Community Connections/Vols					
Grp	0	500	500	100.0%	
Re-Greening Southbourne		500	500	100.0%	
Tree planting from WSCC	0	1500	1500	100.0%	Into SEG budget
Rebranding/website					
development	0	3000	3000	100.0%	

		Estimate	Estimate	£ Variance	% Change	2021/22 budget narrative
Item		2020/21	2021/22	between 20/21 & 2021/22		
Total Budget		170315	198852	28537	14.4%	
LESS:	Income	1,850	14,400	12550	87.2%	
	Council Tax Support Grant	0	0	0	0.0%	
	From General Reserve	0	12000	12000	100.0%	??
	Precept	168,465	172452	3987	2.4%	
	Band D	65.68	64.79			
	Council Tax Base	2,564.8	2,661.9			Tax base at 99% Council Tax collection rate

Precept and Council Tax Banding

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
168465	Precept	172452	2.4%
2,564.8	Tax Base	2,661.9	3.8%
£65.68	Band D	£64.79	-1.4%

Band D annual increase
per £1,000 precept rise £0.38

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£43.79	Band A	£43.19	-£0.01
£51.09	Band B	£50.39	-£0.01
£58.39	Band C	£57.59	-£0.02
£65.68	Band D	£64.79	-£0.02
£80.28	Band E	£79.18	-£0.02
£94.88	Band F	£93.58	-£0.02
£109.47	Band G	£107.98	-£0.03
£131.37	Band H	£129.57	-£0.03

TASK/PROJECT	LEAD/SUPPORT	START DATE	COMPLETION DATE	NOTES
Westbourne Cemetery Extension	CD/Consultants/JBC	Summer 2020	Early 2021	Major works completed. Reseeding and variations to be completed in Spring 2021
2nd Phase Parish Lights	RD/SSE	Early 2021	Summer 2021	Quote agreed. Contract to be signed.
Goal End	CD/RD	Summer 2020	Summer 2020	Completed. Extension to wet pour started 4/1/21
Triangle of Land	RD/CD/Rec Committee	Dec-20	Jan-21	Clearance, paving and fencing completed. Bench to be installed. Planting scheme to be agreed.
Bench - Recreation Ground			Jan-21	Bench to be installed
Adult Fitness Equipment	CD/RD	04/01/2021	W/c 11/1/21	Installation commenced 4/1/21. Completion expected w/c 11/1/21
SID	RD	Summer 2020	Summer 2020	New SID operational
Six additional Cremation Plots	CD/JBC		Jun-20	Completed
Tree Audit on Recreation Ground	RD		Early Spring 2021	Quote to be confirmed
Defibrillator	CD	Jun-20	Jun-20	Installed
Community Garden/Allotment	RD/RH/AT		Spring 2021	Following Council decision in December further discussions will be held with landowner
Village Signs	RD/CD/PT		Spring 2021	Quote to be finalised with contractor. Only one contractor supplies and installs.

Southbourne Parish Council – Tue 12th January 2021

District Councillors' Report

Tracie Bangert & Jonathan Brown

COVID-19 Business Support

Feedback from the businesses who have been awarded Covid Recovery Grants has been very positive and without exception they really appreciate the extra support being made available to them from the Council. Please note that the recently launched Local Restrictions Grants are the government-funded grants and entirely separate to the Chichester District Council-funded Covid Recovery Grants.

The Additional Grants Scheme is a discretionary scheme using government funding. Further information on both these schemes can be found here:

www.chichester.gov.uk/businessratesnovember2020

CDC Website Accessibility

Every year, the Plain English Campaign assesses the language, accessibility, navigation, design and layout of the CDC website. They have once again awarded our website the Internet Crystal Mark – which shows our customers that we are willing to do everything practical to make our site crystal clear.

Communities and Housing Recovery Group

My report on allotments in the District has been sent to all of the Councillors and further comments will be added to a revised version. One of the particular good news stories for the group has been CDC's success with dealing with rough sleepers. Last year there were some 31 regular rough sleepers, and now there are only 3, who have chosen not to engage. There has been an unprecedented amount of public funding to limit the spread of Covid-19 amongst rough sleepers, and this has led to a continuation of this work. Many of the rough sleepers have now found permanent accommodation and are engaging with addiction counselling. All this has been a joint enterprise between the voluntary sector, accommodation providers, Stone Pillow and other homeless charities in the District, the Mayor's homeless fund, and the local police. (TB)

Overview and Scrutiny Committee: The Future of Chichester Market Task & Finish Group

I took part in my first market Task and Finish Group, which usually meets once per year, but will now meet more frequently in the light of the pandemic. We are re-evaluating the two markets in Chichester. The general market, which is privately run, has been in decline for some years. The farmer's market is, however, relatively successful, which is run by CDC. Until the pandemic, both were sited in North and East Streets, but now they are in the Cattlemarket car park (but closed at present). Looking at many other cathedral cities, in terms of market provision, they tend to be more diverse and popular. An example is Winchester, which has whole markets most days, including a range of goods from antiques to food and craft. This example, and others, is what we are aspiring to in Chichester. (TB)

Decarbonising Transport / Joining WSCC EVCP Strategy

Unfortunately, although the Overview and Scrutiny Committee recommended that Cabinet reconsider my request for them to join the WSCC electric vehicle charge point strategy, they chose to remain the only local authority in the County not joining. I will be on the look out for the supposed alternative ways in which CDC expects to be able to meaningfully reduce Greenhouse Gas Emissions from transport. (JB)

Green Homes Grant

CDC successfully bid for government Covid green recovery programme money to reduce fuel poverty and reduce greenhouse gas emissions from homes in the district. The first phase will fund improvements to homes that are Energy Performance Certificate rated E, F or G and where household income is below £30K pa. See www.warmerhomes.org.uk for details of the local implementation. If a household is not eligible, they can contact the CDC's Wellbeing Home Energy Advisor Jo Williamson who may be able to find another scheme for which they are eligible.

Parham Place

Over the Christmas period, distressingly, Parham Place was once again threatened by flooding. Cllr Bob Taylor and I spoke to residents at the required social distance and listened to their growing concerns. Hopefully, though the actions of our clerk, Operation Watershed and CDC, we should be making imminent progress to resolve these problems. (TB)

Civilian Military Partnership

Further to my report on loneliness on Thorney Island, Trevor Leggo and I have a meeting scheduled with the Welfare Liaison Officer for Thorney, later this month. (TB)

Tuppenny Barn

TB were successful in delivering Christmas hampers to 20 families, including contributions from our local WI's, organised by our own Lyn Hicks. (TB)

Question to Full Council re: Accommodation for Serious Offenders

The text below, extracted from the public record of Full Council, gives an example of the sort of work Jonathan and I do in asking questions at CDC (TB):

WSCC withdrew their funding for accommodation for prisoners on license with monitoring services in 2019. Since that time I understand that CDC has worked with other Districts, Boroughs, the Probation Service and Ministry of Justice to ensure the continuation of this valuable function. I know, in particular, that officer Linda Grange has worked tirelessly to maintain this service. My question is that if this service is lost, who will take on responsibility for helping this challenging group, and what will the effect be on homelessness, as well as risk to our population, and the offenders themselves?

Answer from Cllr Alan Sutton, Cabinet Member for Housing Communications, Licensing and Events:

The supported accommodation for ex-offenders has up until recently been funded by WSCC. In 2019 West Sussex district and boroughs were made aware that WSCC were planning to withdraw their funding for this service along with funding for other supported housing schemes across the county. The district and boroughs made representations to WSCC to prevent the withdrawal of these funds due to major

concerns as to the impact this would have on the delivery of these services and the potential effect on communities. It was agreed that WSCC would work together with the district and boroughs to try to avert the loss of the offender accommodation service and that the districts and boroughs would contribute to keeping this service going up until the end of March 2021, whilst a longer term solution was found. The Director of Housing and Communities has been involved in several meeting with Probation and the Ministry of Justice in an attempt to find another supplier at reduced cost or to get the probation to pick up the bill.

The other Districts & Boroughs have from the start been absolutely clear that they will not contribute anything further (even if CDC chose to do so) and WSCC have said they will not hold the contract beyond 1st April 2021, so in effect there is no-one to commission the service. Officers attended a Pan-Sussex leaders meeting last week which was held by Probation and the Ministry of Justice to specifically to discuss this issue. At the meeting it was clear that probation still seemed to expect the district and boroughs to continue our funding of this service and it was suggested that the existing spaces be made available for the whole of Sussex and costs spread more widely with East Sussex to reduce the costs but there was little merit in this for either the West or East Sussex councils.

Although no solution was identified Probation agreed to a number of actions Including:

- Contacting the Police & Crime Commissioner about the possibility of the PCC holding any ongoing contract
- Exploring the potential of extending the East Sussex Framework for supported housing to develop alternative accommodation or re-model existing
- Exploring the potential for new initiatives in local authority areas, such as Emerging Futures in Worthing to take on contract and develop or remodel existing contract.
- Exploring the options around using enhanced housing benefit to keep a reduced service going with no contract
- To look at the pots of cash they have access to and draw on various providers to link up with Change Grow Live (CGL).

The key issues are:

- It is not CDC's responsibility to ensure ex-offenders are supervised, though we may end up with a statutory duty to house some of them
- The house in Chichester does not just receive people with a Chichester background, they come from across the County, so we wouldn't necessarily see the same number of these prisoners arriving here homeless.
- We may need to work with CGL and Probation on housing the current cohort.
- The loss of the CGL service means that it will become much harder to accommodate and manage a relatively small group of offenders who may potentially pose a risk to the wider population.

Change Grow Live – are a Charity started by a group of Magistrates in Sussex who have now developed into a nationwide organisation who provide support and accommodation to people leaving prison. They currently have three 7-9 bed properties across Sussex, 2 in West Sussex and 1 in Brighton.

www.changegrowlive.org

It is generally recognised that they provide an excellent but expensive model/service.