**Southbourne Parish Council**

Minutes of the Meeting held on 13 July 2021 at 7 p.m. at Tuppeny Barn, Main Road, Southbourne.

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

\*Also District Councillors for Southbourne

8 members of the public.

**Apologies for Absence**

1. None

**Declarations of Interest**

1. None.

**Minutes**

1. Resolved – That the minutes of the meeting held on 8 June 2021 be approved as a correct record subject to the amendment of minute 49 change from after “…would need…examination stage” change to “would need to be considered at the examination stage”.

**Open Forum**

1. A resident asked about progress with the Operation Watershed bid to the rear of Parham Place and questioned whether a further quote was needed before submission, given that a third contractor had declined to quote. The Clerk would check with the Operation Watershed team.
2. A resident reported on a number of issues that had been discussion points on the Southbourne Community Association’s website including three footpaths - from Stein Road to the Ham Brook; the path west of the Recreation Ground and the path through to Russet Gardens which were not on the definitive map. Mrs Bangert would check on the designation of the footpath at Russet Gardens. Members also noted that a quote to tidy the area around Prinsted car park had been agreed and would be carried out shortly.
3. Members thanked the resident for bringing the various matters to the Council’s attention.

**Bournes Forum Bus Project**

1. Members received a presentation from District Councillor Kerry-Beddell and Major Davis from the Baker Barracks, Thorney Island on the proposed Bournes Bus Project. The Council had received a copy of the presentation slides before the meeting. It was noted that many families on Thorney Island were now permanent residents and the bus would help integrate them into the wider community. The bus would be operated by volunteers to provide services on Tuesday, Thursday and Friday using existing bus stops in Nutbourne, Southbourne, Westbourne and Emsworth. Appropriate training for the volunteers would be provided. The initial project costs would include the purchase of a second-hand bus mainly met by the Ministry of Defence. For the Parish Council its contribution would be £2000. In year two it was anticipated that it would be £1000. It was noted that there was no funding available for this in the Council’s current budget. The Council welcomed the initiative.  
     
   Resolved – (i) that the project be supported in principle and (ii) the Finance and General Purposes Committee consider the funding for this project and advise the Council.

**Co-options**

1. Three applications had been received for the two Councillor vacancies on the Parish Council, namely from Mr D Bryant, Mrs J Grant, and Mr R Hayes. Mr Bryant had sent his apologies to the Clerk.
2. With the agreement of the Council the Chairman adjourned the meeting to allow Mrs Grant and Mr Hayes the opportunity to address the Council for up to five minutes each.
3. Following the addresses, a member asked for the Council to be able to discuss the candidates in private session.
4. 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.
5. The Chairman then welcomed the public and press back to the meeting.
6. The vote was taken on each vacancy in turn.
7. Resolved – That Mrs J Grant be co-opted as a member of the Southbourne Parish Council.
8. Resolved – That Mr R Hayes be co-opted as a member of Southbourne Parish Council.
9. It was noted that there was now a further vacancy available for Co-option and the Clerk would post the notice on the website.

**County Councillor’s Report**

1. The report was received and taken as read. In response to a question Mr Magill requested the Member contact him separately about the issues with the pavements and hedges in Southbourne. The grass verges would be cut at the end of July 2021.
2. It was noted that the proposed closure of the Southbourne Family Centre would be considered by the County Council’s Scrutiny Committee on 20 July 2021 and that the recommendations would not necessarily be supported.
3. The Chairman would forward information regarding the proposed ChEm Route to Mrs Thorne, Mrs Grant and Mr Hayes

**Committee Appointments**

1. Committee Appointments - Resolved - That  
     
   (i) Mrs Grant be appointed to the Staffing Committee

(ii) Mr Hayes be appointed to the Finance and General Purposes Committee and Recreation Ground Advisory Committee

(iii) Mrs Thorne write to the Friends of Maybush Copse about the Council’s continued representation on the Group

1. Allotments Committee - Members noted the proposal to increase the co-opted membership to three for the Allotments Committee.
2. Resolved – (i) That the co-opted membership of the Allotments Committee be increased to three and (ii) That Mrs Ullman and Mr James be co-opted to the Allotments Committee.

**Finance**

1. New Homes Bonus – Members noted that not all the funding available was being used by the four projects and agreed to an additional project to provide signs and noticeboards for the Southbourne Fields allotments. Quotes for grass matting had not been available but if possible given the time available, would be included. Remaining funding would be allocated as contingency for the bike rack, the area outside Tesco Express and the Recreation Ground projects equally.
2. Resolved - that the projects and the contractor quotes as set out in the report be approved.
3. Operation Watershed – Subject to minute 62 above the report was received.
4. Resolved – that the quote in the sum of £9855.33 from Contractor B be approved and put forward as the preferred bidder in the application for Operation Watershed funding to the County Council.
5. Financial Regulations – Resolved – that the amendments to the Financial Regulations as included with the Council agenda be approved.
6. Members considered the proposal that the Finance and General Purposes (F&GP) Committee meet monthly in future to consider payments that were not either regular such as staff salaries or direct debits prior to payment by the RFO.
7. Resolved – that the F&GP Committee be delegated the authority to approve payments before they were made by the RFO.
8. It was further noted that the next meeting on 24 August was being held remotely and it could not therefore take decisions because the meeting was not being held at a public venue.
9. Resolved – (i) that the RFO be delegated to approve the payments on advice from the F&GP Committee following a remote meeting only and (ii) this delegation to be kept under review.
10. Southbourne Parish Council Grants Terms and Conditions – Resolved - That the amended terms and conditions as set out with the agenda be approved.
11. Expenditure – The Council noted the expenditure since the last meeting.
12. Joint Burial Committee Payments – The Council noted that as the host council, Southbourne PC was currently meeting certain payments for the JBC which would otherwise be paid by cheque drawn on the JBC account and these would be offset from the sum due (£11,981.40 for the half year) to the JBC for 2021/22.
13. April and May Accounts 2021 – The accounts against budget were noted. The Finance and General Purposes Committee would be considering the accounts in more detail at its next meeting.

The meeting adjourned for a 10 minute break at 8.20 p.m.

**Recreation Ground Committee**

1. Grounds Maintenance Contract - The Chairman of the Recreation Ground Committee reported that there was a need to go out to tender for a new grounds contract as there had been a number of complaints about the grass cutting by the current contractor. It was noted that although the current contract did include line marking of the pitch it did not include repairs to it as no football was being played on the pitch when the original contract was agreed in 2014. There were also other areas such as Prinsted and the allotments that could potentially be covered by ta new contract.
2. Resolved – that tenders for a new maintenance contract be sought and reported to Council in due course.
3. Licensing Agreement – Use of the pitch by AFC Southbourne had been on the basis of a hire agreement and a fee of £51 per match. It was suggested that as the Club had grown and was likely to grow further it would be appropriate to move to a Licence agreement with the Club and an annual fee. Members agreed that a draft licencing agreement be considered by the Council at its next meeting following discussions with the Club.

**Flanders Close**

1. The report of the Clerk was received. The Clerk advised that the Council would need to appoint its own solicitor and carefully consider the final details of the transaction.
2. Resolved – that the report be received, and the recommendations contained therein be approved.

**Reports**

1. District Councillors’ Report - The report was received and noted. Mr Brown also added that the Boundary Commission had proposed some changes to the Arun and Southdowns Constituency but these were not considered appropriate.
2. PCSO Report - The report of PCSO Reed was received and noted. It was hoped that the additional PCSO allocated to the Bournes parishes would help improve coverage of the area.
3. Parish Council Reports  
     
   (i) Finance and General Purposes Committee – The report was received and noted. All councillors were invited to the next meeting on 24 August 2021 to discuss the business plan.  
     
   (ii) Allotments Committee – The report was received and noted.

(iii) Neighbourhood Plan Steering Group – The report was received and noted.

(iv) Southbourne Environment Group – There had been 170 responses to the Garden Survey. There would be a stall at the Emsworth Show over the Bank Holiday.

(v) Joint Burial Committee – The report was received and noted.

(vi) Outliers Reports – The reports were received and noted.

**Exclusion of the Press and Public**

1. 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.

**Staffing**

1. The Chairman reported that interviews for the new Deputy Clerk post would be held the following week. A locum Clerk had been appointed to cover for some of the work of the full time Clerk after he had left. It was hoped that a locum RFO would also be appointed.

Chairman

The meeting closed at 9.10 p.m.