

SOUTHBOURNE PARISH COUNCIL

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

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

3 June 2021

Please Note

Under the current Covid-19 restrictions, the maximum number of people able to meet outdoors is 30. In practice, after allowing for councillors and the Clerk, this will mean that no more than 19 members of the public can observe this meeting.

Dear Sir / Madam,

You are hereby summoned to a meeting of Southbourne Parish Council on **Tuesday 8 June 2021 at 7 p.m.** at Tuppenny Barn, Main Road, Southbourne PO10 8EZ.

Robin Davison
Clerk to the Council

AGENDA

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests.**
3. **Minutes** – of the meeting held on 25 May 2021.
4. **Open Forum**
5. **Report from PCSO**
6. **County Councillor's Report** - To receive the County Councillor's report
7. **Casual Vacancies** – To note that there has been no call for an election arising from the casual vacancy notices following resignations of Mr Graham Hicks and Mrs Marjorie Bulbeck from the Parish Council. The Council may therefore advertise for members of the public to put their names forward to be co-opted.

A further notice of a casual vacancy has been posted following the resignation of Mr Robert Hayes from the Parish Council.

8. Appointments to Committees

(a) Further to the Committee appointments made last month Mr Jennings has indicated he would like to join the Planning Committee (which has one vacancy) and Mr Taylor would like to join the Recreation Ground Advisory Committee (three vacancies). The Council is asked to consider the appointments to these two committees.

(b) Mrs Lyn Davies has been nominated as a co-opted member of the Allotments Advisory Committee. The Council is asked to consider co-opting Mrs Davies to the Allotments Advisory Committee until May 2022.

9. Finance

(a) Internal Audit – To note that the internal audit was undertaken on 1 June 2021 and there are no matters that the internal auditor wished to bring to the Council's attention.

(b) Annual Governance and Accountability Return (AGAR) 2020/21

i Annual Governance Statement 2020/21 - To consider signing the Annual Governance Statement of the Annual Return.

ii. Accounting Statement of the Annual Return 2020/21 - To consider signing the Accounting Statement of the Annual Return.

iii. End of Year Accounts 2020/21 - To approve the end of year accounts for 2020/21.

iv. Notice of Public Rights and Publication of the Unaudited Annual Return – Notice has to be given to the public that the unaudited accounts can be inspected during a period of 30 working days. The proposed period is 10 June - 21 July 2021.

(c) New Homes Bonus 2021/22 – To consider the projects to take forward with applications to Chichester District Council (CDC) for the New Homes Bonus Grant 2020/21. Further work can then be undertaken on these projects for final approval at Council in July 2021 followed by submission to CDC.

(d) Income and Expenditure – To note the expenditure since the last meeting.

10. Southbourne Parish Neighbourhood Plan 2019-2037 Submission Plan

The District Council's Neighbourhood Plan 'Regulation 16' public consultation period ended at 5pm on Thursday 3rd June. All responses will need consideration before it can progress to the examination stage.

11. Outliers Reports – To consider any questions or concerns arising from the reports.

12. **District Councillors' Report** – To receive the District Councillors' report.
13. **Southbourne Environment Group (SEG)** – To receive the report of the SEG.
14. **Date of Next Meeting** –13 July 2021 at Tuppeny Barn.
15. **Exclusion of the Press and Public**

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

16. **Staffing Matters**
17. **Legal Advice**

TO: All Members of Southbourne Parish Council

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 Meeting held on 25 May 2021 at 6.30 p.m. at Tuppeny Barn, Main Road, Southbourne.

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

*Also District Councillors for Southbourne

5 members of the public.

Apologies for Absence

1. Apologies were received from Mr Hayes and Mr Jennings.

Election Result

2. The Chairman reported that Mr Julian Murch was elected as a Parish Councillor for Southbourne Parish Council at the election on 6 May 2021. The Chairman congratulated him on becoming a Parish Councillor and Members welcomed Mr Murch to his first meeting.

Election of Chairman

3. Mr Brown informed the Council that he was not seeking re-election and thanked the Members, Clerk and staff for their support in what had been a particularly challenging year. He would be continuing as a Parish Councillor.
4. Resolved – That Mrs Hicks be elected Chairman for the ensuing year.

Mrs Hicks in the Chair

5. Mrs Hicks thanked Mr Brown for his chairmanship of the Parish Council over the last year, for his work on the Neighbourhood Plan Steering Group and his continuing work as a Chichester District Councillor.

Election of Vice Chairman

6. Resolved – That Mrs Bangert be elected Vice- Chairman for the ensuing year.

Declarations of Pecuniary Interests

7. None.

Minutes

8. Minutes – 20 April 2021 - Resolved – that the minutes of the meeting held on 20 April 2021 be approved as a correct record subject to the following amendment:
Minute 336 – add Mrs Bangert as having attended the meeting

Minute 349 – add “s” to Mrs Hicks’ name.

9. Minutes – 17 May 2021 – Resolved – that the minutes of the Extraordinary meeting on 17 May 2021 be approved as a correct record and signed by the Chairman

Open Forum

10. The Chairman welcomed the public to the first Council meeting in person in over a year due to the Covid-19 pandemic.

11. A resident commented on the recent election for a Southbourne Parish Councillor and expressed his disappointment that a candidate had stated their party affiliation on the formal election papers. He understood that normally candidates did not show their political allegiance at parish level. He asked that the Parish Council discourage future candidates and their election agents from putting party political allegiances on the formal election papers. Members accepted that Mr Murch had shown his party affiliations in good faith and that there was nothing in electoral law to stop candidates from doing so. It was however a long-standing convention amongst parishes within the Chichester District that it was not done and that parish councils were apolitical.

12. Mr Murch commented that he had checked that he could do so, but he was well aware that the Council was apolitical and he would be putting the Parish first in all dealings on the Council.

13. Members agreed that the Clerk should write to all the election agents to remind them that in accordance with the local convention, Southbourne Parish Council was apolitical and therefore ask them not to include party affiliations of their candidates on formal election material.

14. A resident requested that the Council support the ‘regreening’ of the area of Southbourne north of the railway line using the New Homes Bonus (NHB) grant from Chic. It was noted that there were three potential NHB projects for north of the railway line being worked on for this year. However only one was a regreening project. It was agreed that the Finance and General Purposes Committee would consider regreening projects as part of the business plan.

Report from PCSO

15. The report from the PCSO was received and noted. It was noted that the Council meeting frequently clashed with the PCSO’s time off, so he was unable to attend. The Clerk would advise the PCSO of the next few Council meeting dates. Members commented that if the PCSO could not be present in person, then he should always submit a report, and if that was not possible, phone the Chairman with a verbal report, and this should be explained to the PCSO.

Casual Vacancies

16. Members noted that Mr G Hicks and Mrs M Bulbeck had both resigned. Mrs Bulbeck had been a Southbourne Parish Councillor for thirty years and Mr Hicks had been on the Council for 15 years. Mr Hicks had also served the parish as a District Councillor for 8 years. Members thanked both councillors for their long service on the Parish Council.

17. If no election was called within 14 days of either of the notices of the casual vacancies the Council could co-opt members to fill the vacancies.

Appointments to Committees and Outside Bodies

18. Allotments Advisory Committee – The Council considered establishing an Allotments Advisory Committee to oversee the Council's allotments.

19. Resolved – that an Allotments Advisory Committee be established with three Parish Councillors and two members of the public.

20. Committee Appointments - The Chairman reminded members that they should not just attend meetings but ensure that were properly prepared for, participate in and take action after each meeting, as required.

21. Planning Committee – Mrs Bangert, Mr Brown, Mr Bulbeck, Mr Murch, Mr Redman, Miss Tait and Mr Taylor. 1 Vacancy

Complaints Committee – Chairman, Vice Chairman, Mr Brown. 2 Vacancies

Staffing Committee – Mrs Bangert, Mrs Hicks, Mr Taylor and Mrs Thorne. 1 Vacancy

Finance and General Purposes Advisory Committee – Mr Brown, Mr Bulbeck, Mrs Hicks, Mr Murch, Miss Tait, Mr Taylor and Mrs Thorne.

Allotments Advisory Committee – Mrs Bangert, Miss Tait and Mr Taylor. Two members of the public to be co-opted.

Recreation Ground Advisory Committee – Mr Brown, Mr Redman and Miss Tait. Three Vacancies.

Westbourne and Southbourne Joint Burial Committee – Mrs Bangert, Mr Bulbeck, Mrs Hicks and Miss Tait.

Cheque signatories (previously appointed on 17 May 2021) Mr Brown, Mr Bulbeck and Mrs Hicks.

Outside Bodies Appointments

West Sussex Association of Local Councils – Mrs Bangert and Mrs Thorne

Chichester District Association of Local Councils – Miss Tait. One Vacancy

Bournes Forum – Mrs Hicks. One Vacancy

Southbourne Village Hall Management Committee – Mr Bulbeck

Henry Smith Charity – Mr Bulbeck, Mrs M Bulbeck

Friends of Maybush Copse – Members considered that there was no added value to the Council having a representative on this body and asked the Clerk to write to the Friends and seek their view on the matter. If agreeable, Southbourne Parish Council would withdraw from it.

Finance

22. Income and Expenditure – The income and expenditure was noted as follows:

Income

Chichester DC	Half year Precept	£100,226.00
---------------	-------------------	-------------

Expenditure

Burleys	Invoice GM000401	£463.20
Bourne Comm College	Invoice BCC/TF/21/22	£5,000.00
VisionICT	Invoice 12917	£42.00
Chichester DC	Invoice 602449137	£3,519.97
Emsworth Corp Planning	Invoice QIN1761	£180.00
BT Group PLC	Phone/Bband	£155.96
Rialtas	Invoice 28826	£1,512.00
Staff	Payroll	£4,053.03
Business Stream	Invoice 16	£255.78
HMRC	Tax & NI	£2,334.07
White Horse Contractors	Invoice 2950	£10,655.24
KJB Contractors	Invoice 15235	£696.00
Arun DC	1000 Leaflets	£158.55
Arun & Chichester CAB	SPC Grant	£450.00
S/bourne Age Concern	SPC Grant	£1,500.00
	Total	£30,975.80

Members commented that the finance report should be received at least three days before the meeting, and this should be actioned in future.

23. Insurance Renewal – The Council considered the quotes for the insurance renewal from 1 June 2021 and the advice of the insurance broker.

24. Resolved – that the quote for a three-year long-term option with Hiscox in the sum of £3850 per annum be accepted.

Date of Next Meeting

25. 8 June 2021 at 7pm at Tuppeny Barn.

Exclusion of the Press and Public

26. 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.

Grievance

27. The Council received and accepted the recommendations of the Panel arising from a recent appeal. Members also agreed that three members from Southbourne would discuss the way forward with three members Westbourne Parish Council. The Staffing Committee Chairman would write to the appellant.

Contractor Appointment

28. Members agreed the appointment of a contractor to support the development of New Homes Bonus (NHB) projects for potential submission to the District Council's NHB grant 2021/22 by the end of July 2021. In future years, the Council would start considering potential projects earlier in the year.

Chairman

The meeting closed at 7.50 p.m.

County Councillor Update – Bourne Division

2nd June 2021

COVID –

I won't comment on specific numbers in the area in this report as they will be well out of date by the time of the meeting and I can speak about them then.

The total numbers of Covid-19 cases across the South East remain relatively low, we have seen an increase in the proportion of cases of variants of concern. These include a very small number of cases of the variant first detected in India, according to Public Health England (PHE) figures published online. All these cases have been followed up and investigated. This investigation suggests these cases are not due to community spread and have, for example, links to international travel.

Election -

Following the election in May, we have now had the Cabinet announced with the only change being the Cabinet Member for Highways, which in my view is good news. My plan will be to get Councillor Dennis to visit the area for me to show around and show the key issues that we face in the area with our roads and how they are under strain with the increased development planned.

There is an additional plan visited by Paul Marshall, the Leader of WSCC and his Vice Chair, Deborah Urquhart. This will be great for me to again, show around the area and the problems that we are facing in the area. This will not necessarily be specific local details, as they will be dealt with the Cabinet Members, but if there is anything you are concerned with, please let me know. I plan on discussing the lack of facilities for rural communities such as bus services as well as the lack of infrastructure for all the planning that is being developed.

Thorney Barracks –

I have been due to have a meeting with Wing Commander Cal Lowey at Baker Barracks at Thorney Island but the two we have had planned have been delayed due to big exercises taking place on the base. The purpose of the meeting is to discuss a variety of aspects including the public footpaths around the base, bus transport, the roads leading to the barracks amongst others. I know Tracie has been working with them so this should help further strengthen ties with the base.

Poplar Trees –

Bob contacted me in regards to some Poplar Trees on the Main Road as one tree and the top of another came down into the Travellers PH and Surgery Car Park. I have discussed this with Highways and they are contacting the land owner to tell them to maintain them properly. If they ignore this, then Highways have the power to conduct the work themselves and put the charge through to the landowner.

Children Services –

On Friday this week, there is an update by John Coughlan to Members on the status and progress under the Children's Improvement Programme following the damning report in 2019. This is progressing well at the moment but this feedback session should give us a better idea of where we are. There will be a discussion in regards to the Early Help Redesign and the priorities ahead. This is more for awareness as it won't be held in a public forum but you are all aware of my stance on this.

Sussex Crisis Fund

A crucial crisis fund that gave £2.7 million in grants to local charities who were working on the Covid-19 frontline and supporting vulnerable people last year, has been relaunched – thanks to a £300,000 boost from the County Council.

Sussex Community Foundation is re-booting the Sussex Crisis Fund (support and recovery phase) and hopes that local people will once again step forward with donations to support those who are struggling to make ends meet.

Safe Against Scams Webinars

Over the next three months, the West Sussex Community Safety & Wellbeing team are working with West Sussex Trading Standards to offer residents free online webinars to help keep themselves 'Safe Against Scams'.

These hour and a half sessions have been organised as the county has seen a rise in a number of different scams, including telephone, courier and romance fraud.

The dates for the free sessions are:

- Tuesday 15 June 10am – 11.30am
- Tuesday 15 June 6pm – 7.30pm
- Tuesday 27 July 10am – 11.30am
- Tuesday 27 July 6pm – 7.30pm

If you're interested in signing up for one of the free webinars, visit [Eventbrite](#) for more details.

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

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Southbourne Parish Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/06/2021

DD/MM/YYYY

DD/MM/YYYY

Emma Jordan

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



SIGNATURE REQUIRED

Date

02/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Southbourne Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Southbourne Parish Council

Restated

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	619,118	808,608	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	155,775	164,965	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	220,094	90,101	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	48,874	51,205	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	137,505	301,868	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	808,608	710,601	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	802,608	682,196	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	282,055	295,076	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Southbourne Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

8 June 2021

03/06/2021

Southbourne Parish Council

12:36

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

Current Assets

306	Debtors	0
0	Debtors (JBC)	3,550
11,507	VAT Control	59,719
5,990	VAT (JBC)	8,319
365	Prepayments	0
3,628	Clerk to JBC Salary Debtor	0
7,350	Barclays Community Account	6,214
727,294	Barclays Business Active Saver	633,656
0	Joint Burial Committee	42,136
137	Petty Cash (JBC)	190
67,828	Cash Suspense account	0

824,405

753,785

824,405 Total Assets

753,785

Current Liabilities

1,450	Creditors	7,237
2,481	PAYE Creditor	2,334
3,061	Wages Creditor	2,552
238	Pension Creditor	222
3,071	Accruals	2,410
3,597	Accruals (JBC)	16,313
0	Creditors (JBC)	256
1,900	Return of Grants (NHP)	0
0	Receipts in advance	1,325
0	WPC Balance	10,535

15,797

43,184

808,608 Total Assets Less Current Liabilities

710,601

Represented By

139,451	General Reserves	175,206
71,891	EMR Op Watershed Lumley Road	71,891
8,492	EMR Op Watershed Nutbourne	8,492
19,250	EMR Street Lighting	24,250
13,000	EMR Play Equipment	0
7,992	EMR Neighbourhood Plan	0
477,177	EMR CIL	415,421
0	EMR Elections	1,500

03/06/2021

Southbourne Parish Council

12:36

Balance Sheet as at 31st March 2021

31st March 2020

31st March 2021

764	EMR NHB 2017/18	764
6,948	EMR NHB 2018/19	0
15,226	EMR NHB 2019/20	15,226
0	EMR NHB 2020/21	(23,058)
865	War Memorial Fund	865
46,833	EMR Cemetery Development	19,044
720	EMR Memorial Stability Test	1,000

808,608

710,601

The above statement represents fairly the financial position of the authority as at 31st March 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Southbourne Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Operating Income	
144,302	Administration	176,123
306	Council Activities	0
7,100	Neighbourhood Plan	13,350
17,226	Grants	0
171,834	CIL	0
35,102	Income (JBC)	65,593
375,869	Total Income	255,066
	Running Costs	
76,132	Administration	88,430
7,520	Street Lighting	11,630
8,774	Recreation Ground	34,890
4,932	Council Activities	5,189
2,722	Allotments	1,740
19,544	Neighbourhood Plan	39,024
7,990	Grants	5,000
7,897	CIL	61,756
9,418	Administration (JBC)	9,690
2,112	Cemetery Lodge (JBC)	2,673
15,103	Cemetery (JBC)	12,080
24,235	Capital Projects (JBC)	80,971
186,379	Total Expenditure	353,073
	General Fund Analysis	
143,352	Opening Balance	139,451
375,869	Plus : Income for Year	255,066
519,221		394,517
186,379	Less : Expenditure for Year	353,073
332,843		41,444
193,392	Transfers TO / FROM Reserves	(133,762)
139,451	Closing Balance	175,206

8 June 2021

New Homes Bonus 2021/22 – Potential Projects

The following projects are being put forward for consideration for New Homes Bonus grant in 2021/22.

Project A – Home Oak PO10 8LS Stein Road and Hartland Court

Create a timber sleeper border 1 metre away from the wall with softwood or hardwood sleepers installed along the walled area by 1m out by 21m. Existing concrete joining the pathway will be removed with a 4m of sleepers. Dig out manually brambles and put a weed barrier and then covered with bark wood chippings apart from where there is planting.

The Oak Tree has a preservation order on it. All plants inside the border are suitable for this environment. These include: for the walls. Honeysuckle, Jasmine or clematis passion flower. Ground planting includes ferns, bluebells and meadow flowers.

Pricing is sourced from Landscapers already providing other public sector organisations or referred locally.

Ground's work

Provider 1 – with softwood sleepers £1,480 not including vat
with hardwood sleepers £1,780 not including vat
At the time of placing the order the price of the materials needs to be reviewed
as some of them are increasing by 30%. In this instance sleepers.
Provider 2 – with softwood sleepers £6,333.33 not including vat
this price has been questioned
Provider 3 - No response from requests

Planting

Provider 1 – Total price £340.00 not including vat
No other nurseries provided prices.

No Garden Design Drawing has been provided at this point.

This is subject to Highways approval – no response from Highways as of the 3rd June 2021

Further information that has been requested for Project A from the 3 providers is:

Level of insurance cover for complete grounds work and install.

Provide all ISO and HSE requirements that are covered by their grounds work company.

References of organisations that have already used their services.



Project B – Stein Road - Tesco's extra PO10 8LS

Green area that needs complete landscaping with grass. Leave the existing tree and have a large border around it with granite stone. A large flower bed to the left as you are facing Tesco's. The flower bed will be kidney shaped. The whole area will be grassed. A path will go from the path on the main road to opposite the entrance of Tesco's. This should be a bounded resin or alternative recommendation by the ground's workers landscape companies. The ground will be brought to the same level as the path on the roadside for easy maintenance. No drainage is required. A silver birch will be planted to the right when you are facing Tesco's.

Excavations using a mini digger will be made to the grassed area outside with a new 6m by 1m large flower bed installed.

The pathway will include a gold condor breedon gravel or charcoal block paving. Respectively from Provider 1 and provider 2.

New soil will then be laid before laying fresh turf.

No Garden Design Drawing has been provided at this point

This is subject to Highway's approval – no response from Highways as of the 3rd June 2021

Grounds work

Provider 1 – £5,900.00 not including vat

Provider 2 – £6558.33 not including vat

Provider 3 – No response from requests

Plants and Trees for flower bed

Provider 1 - Silver Birch, Silver Grasses, Japanese Snow Ball or Viburnum burkwoodii 40cm – Total price - £106.94 not including vat
No other nurseries provided prices

Further information that has been requested for Project B from the 3 providers is:

Level of insurance cover for complete grounds work and install.

Provide all ISO and HSE requirements that are covered by their grounds work company.

References of organisations that have already used their services.



Project C – Park Road – Southbourne Recreation Ground PO10 8PJ.

Disabled Adult Roundabout.

This is approximately 10m x 10m rubber tarmac surface with no enclosed area.

All products are of metal construction in keeping with the children's playground.

This will be outside the enclosed playground area for children on the grass area.

The prices from the providers does not include the paths that are required from the main road access gate to the roundabout or the path that will branch off to the children's playground. This will be added when the site survey is completed.

All the prices are estimates and is subject to site survey.

Pricing is based on roundabout, delivery, surfacing, grounds work, removal of access top soil and installation.

Provider 1 - £12,747.27 not including VAT

Provider 2 - £ 14,349.39 not including VAT

Provider 3 - £ 11,890.00 not including VAT – it has not been stated on this estimate if it

includes removal of access soil.

Estimate £2,000 for the path.

Further information that has been requested for Project C from the 3 providers is:

Level of insurance cover for complete grounds work and install.

Provide all ISO and HSE requirements that are covered by their grounds work company.

References of organisations that have already used their services.

Any on-going maintenance and costs that may be needed to make sure the roundabout is compliant year on year. Alternatively, the Parish Council will follow the RPII requirements. Register of Play Inspectors International Limited.

This is subject to Highway's approval – no response from Highways as of the 3rd June 2021



Project D - Stein Road - Southbourne Railway Station PO10 8LE - Bike Rack to be installed on tarmac base.

Size of area: Approximately 25 m2 of excavation with tarmac construction to finish for bike racks and possible shelter.

Pricing with eight bike racks without shelter
Pricing with bike racks with shelter

Grounds work

Provider 1 - £2,860 not including VAT
Provider 2 – no pricing given
Provider 3 – no response from requests

Bike rack provider

Provider 1	
8 bike cycle shelter	£2,140.22 not including vat
Bike loops x 2 in a pack x 4	£1,047.76 not including vat
10 bike cycle shelter	£2,392.34 not including vat
Bike loops x 2 in a pack x 5	£1,310.76 not including vat
Provider 2 – no response yet	
Provider 3 – no response yet	

Installation of loops and shelter have not been priced



Further information that has been requested for Project D from the 3 providers:

Level of insurance cover for complete grounds work and install.

Provide all ISO and HSE requirements that are covered by their grounds work company.

References of organisations that have already used their services.

This is subject to Highway's approval – no response from Highways as of the 3rd June 2021

Dee Thornton – 3rd June 2021

Expenditure

Elite Playground Inspections	EPI 21-22	£56.70
Viking	Invoice 257423	£7.64
Viking	Invoice 245511	£119.87
Cllr Expenses	Zoom Subs & plants for Rec Ground	£240.23
Tuppeny Barn	Invoice 1209	£252.00
Tuppeny Barn	Invoice 1210	£168.00
Viking	Invoice 356745	£212.69
SLCC	Subscription	£262.00
Arthur J Gallagher	Invoice 507237301	£3,850.00
Surrey Hills Solicitors	Invoice 5165	£1,326.00
	Total	£6,495.13

8 June 2021

Outliers Reports

Inlands Road/Priors Leaze Lane/Cooks Lane

Inlands Road is fairly tidy and no signs of potholes. It is so nice to see Seawards have removed some of the fencing as they near completion of Priors Orchard.

The northern section of Inlands Road (used to be called Inlands Lane in the old days) is naturally narrower but some drivers ignore that and still speed over the crossing to the annoyance of the local residents. The traffic has increased immensely over the past few years as drivers realise they save time by using Inlands crossing rather than the one in Stein Road.

Priors Leaze Lane has hardly changed in decades although there is always something going on in and around the buildings associated with fishing lake. The Lane will eventually need widening when the new houses are built and I can visualise a roundabout just the other side of Loveders Farm House and a road going across to the railway bridge if one is built.

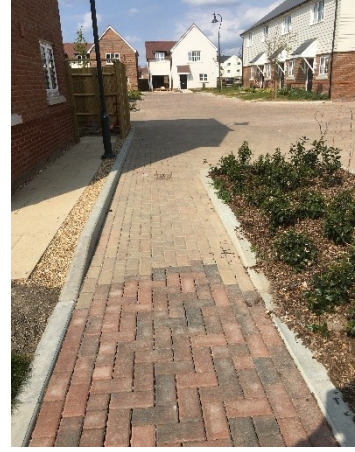
Cooks Lane is also too narrow for passing vehicles and even worse for pedestrians especially mothers with children. There are deep ruts or gullies and vehicles don't want to drop into these so there is even less room for them to move over for passing traffic. It badly needs a wider road with a pavement so it means the hedgerow needs coming down which I know will bring shock horror to certain people. I am sure a very suitable new hedge could replace it.

It was a very pleasant surprise when walking past a resident's house to be called in for a nice cup of tea and a chat.

Apart from a couple of small potholes as you turn into Hustwood Avenue and Guildford Close this area is fine.

Finally, the remainder of Cooks Lane have parked vehicles on the left hand side as you near Stein Road which has gone on for years. I have often thought the grassy area could be turned into parking bays thus returning the road into two lanes.

Bob Taylor



Nutbourne West (School Lane to Nutbourne East Border)

Cllr. Amanda Tait (May 2021)

I went for a lovely walk on 9 May 2021 to start the outlier's tasks. This is a very interesting and lovely part of the Parish, indeed an ancient village in the area. Starting point FP 211 (School and Farm Lane meeting point)

It was nice to see the Ham Brook running relatively clear given the recent rains. Also sad to see that the local Fairy population is going to need to do some work on their garden in the School Lane ford.



I went up School Lane and chatted with one of the residents who were out in the garden. Request was made that I announce my next visit, so we can all meet and chat directly over any concerns the residents might have. I will do when lockdown is fully lifted.



Along Main Road, I noticed that yet again the Public Footpath sign for the start on FP257 is missing; however, I also recently had an email from the WSCC PROW officer that this was being taken care of (both on Main Road (Nutkin Barn) and on Priors Lease (Black Barn))

Further along to the Farm Lane entrance the acoustic fence installed at Nutbourne House is both an eyesore and has been left with damage to the listed buildings original boundary wall, with debris blocking the cycle lane on the A259. It should be noted that full permissions for this and other changes to the listed building were granted by delegated decision even with holding objections from the SPC Planning committee and Chichester Harbour Conservancy.



This has been reported to CDC Planning Enforcement. If deemed not a breach I will also report it to WSCC Highways to have them ask the owners to clear the highway of their debris.

Continued along to Nutbourne Park. A quite well kept and very established park home community of some 50 properties. Again, residents have asked for a chat so will be in contact with them as well to hold a Nutbourne PC surgery when lockdown lifting allows.

Just off Nutbourne Park and behind Sandbanks on the private lane leading to Kia Ora nursery there is a derelict plot of land with a broken mobile home and pile of rubbish/fly tip. Ownership and use should be investigated.



Continuing along Main Road the enclave of houses on the lane off the A259 and up to the Old Thatch and Black Cat are beautifully kept. The verge trees are a TPO cluster and an area SEG has done a phase 1 survey as we would like to make this verge a wildflower meadow with the assistance of WSCC Wild Verges team. FP 218 starts between Mere and Wayside Cottages, up past Kia Ora nursery and out to Nutbourne Channel at the Harbour. This was very well maintained by the local residents.

Across the North side of the A259 Meadow View development is nearly completed and there are signs of the hoardings, sales office etc. being removed. The hedgerow is not looking in that good of shape being crunch by a fence for years but should recover. We eagerly await the unlocking of the car park on the Main Road and also the installations of Meadow Views allotments. I noted at least 15 dead larger trees and the clusters of whips they put in to screen view of Harris scrap yard and rewild will need a lot of TLC.

Up FP 257 please to see SEG's hedge making endeavours thriving and will have to call another work party to weave in the willows. This area forms part of the Ham brook Wildlife Corridor and was pleased to see lovely signs of spring. Butchers Broom and bluebells.



Lumley Report completed 20th March & 16 May 2021

Cllr P Thorne

On both days I cycled up the main road turning into Bramley gardens then into Woodfield Park, Orchard Lane and then onto Lumley.

Bramley Gardens roads were clear and in good condition. Gardens kept tidy.

Woodfield Park Road was heavily congested with parked cars. There were a number of flats without parking and the new flats which did have parking at the back, the cars appeared to be on road. This could be commuters visiting or working in Emsworth. Pavements were in need of repair due to lots of building works in recent years.



Orchard Lane leading on to Sadlers walk was quiet and limited cars on the road. Mill End was heavily congested as limited parking for 30 + houses around the green.

Lumley was also heavily congested with parked cars all the way down the road. Mostly visitors however as the road narrows there is a number of terrace cottages with no parking, so cars were parked on the road, with a number of dog walkers in the road as there is no pavement. I had to ring my bell.

At the mill pond I notice a swan preparing her nest ready for her babies on 20th March



And on the 16th May she had 6 babies



Cycling through Lumley, it was very peaceful with the sound of the Ems River. The river was clean and the footpaths tidy.



Cycling on through the private road (no cars) I continued onto Westbourne with the Ems to the left and fields (behind tuppyen barn, Parham place & The Bourne) to the right. The private road can become very flooded and muddy at times, however on both days it was dry. I passed a few joggers and dog walkers on my way to Westbourne; however, it was mostly quiet. There were 3 signs along the path saying 'keep your dog's out the river' on fences, however no official signage used, so not use if they were legal or not. Spotted 3 children by the river with fishing nets towards Westbourne enjoying themselves.



31 May 2021

[illegible]

- Action: TB to report fly tipping to Chichester District Council (CDC)**



- 32

of the Eastern end of the Avenue there is a deeply rutted section of pavement. Some local residents do maintain the spurs around the tree roots, but this action has still to be resolved and has been reported again.

Action: TB to report to Highways at WSCC



3. New footpath sign at the end of Tuppenny Lane. The old sign had begun to tilt over.

Action: None



4. There seemed to be an abandoned trailer in Bramley Gardens, although there was building work going on at a nearby house. A local resident has reported that this trailer is used to clear rubbish and is legitimately parked.

Action: None

5. On the Western side of Bramley road many bushes and trees had been cut back crudely and there is building rubble underneath. Due to contact with two residents of Bramley and Russet Gardens, I obtained some background and it transpires that they been fighting to have it removed for some time. There is some contention as to who is responsible, along with concerns that the waste may contain asbestos. I took this to the CDC Cabinet Member who liaises with Hyde, and Linda Grange, CDC's

Principal Housing Officer. They both considered this to be urgent and after negotiation Hyde are now going to remove the approximately one and a half tons of rubble, when specialist equipment is available. Once cleared, as Cllr Jonathan Brown has suggested, we will use the CDC Planting Scheme to restore the verges, possibly planting with hawthorn.

Action: Continue to monitor.



6. Streetlights. There are 39 streetlights in North 1; of which there are 10 on Southbourne Avenue, Apple Grove has 3 and Penny Lane has 4; Bramley Gardens has 13 and Russet Gardens has 9. All were working perfectly. The caravan park is well lit with its own lights. Two of the streetlights on Penny Lane look old, picture follows.

Action: will find out which are PC owned and maintained.



Agenda Item 12

Southbourne Parish Council – Tue 8th June 2021

District Councillors' Report

Tracie Bangert & Jonathan Brown

Overview & Scrutiny Committee

I have been nominated to be Vice-Chair of OSC to be determined at the next meeting in mid-June. (TB)

Communities & Housing Recovery Group

We had a meeting on 24 May, which may have been our final meeting, now that restrictions are lifting.

- 100% progress on moving rough sleepers on from emergency accommodation.
- 100% progress on establishing pathways for rough sleepers.
- 100% progress on the focus on support, prevention and fair access to social housing.
- 100% progress on support for community groups and embedding them into future Emergency Plans.

One of the three rough sleepers who won't go into accommodation was vaccinated, which was considered a real success. (TB)

Licensing Sub-committee

I attended (and chaired) my first Licensing Sub-committee meeting, leading to an amicable outcome with the appellant receiving the decision they wished and objectors reaching a compromise with the owners of the establishment. (TB)

Planning & Working with Natural England

In recent months there have been difficulties with engaging with Natural England and getting consistent advice on planning applications. In some cases they have simply said 'no comment' due to a lack of capacity on their part. They have been asked in future to request an extension of time and CDC officers are working on an interim solution to help applicants meet their nitrates mitigation obligations.

Southern Water

Southern Water are preparing 'Drainage and Wastewater Management Plans' for the whole region, including one for the Arun and Western Streams catchment which covers the Chichester area. The plans are currently at the early strategic stage of development and officers have been involved through a variety of workshops hosted by Southern Water. More information and a timetable here: www.southernwater.co.uk/dwmp

Southbourne Community Land Trust

Work on the Southbourne CLT continues and I have been involved with commencing the branding exercise which will lead on to development of a website and other publicity material. The CLT is working to open a bank account and is starting to look at potential sites in the Parish for affordable housing. (TB)

COVID-19 Community Archive

The Novium Museum, West Sussex Record Office and Screen Archive South East are joining forces to create a COVID-19 Community Archive. This archive will be an accessible time capsule for future generations to show the county's reaction, resilience and recovery during these extraordinary times.

Residents are invited to share their lockdown diaries, posters, poems, artwork, objects or videos to become part of history. Organisations and community groups are asked to share their experiences, feelings and activities. It is hoped that key workers and services will also add their stories to the archive. For more information and for details on how to contribute, visit the website: www.thenovium.org/communityarchive

Neighbourhood Planning

I provided information and advice to the officer dealing with the planning application for the 'Four Acres' site on Cooks Lane which, if granted, would have greatly undermined our Neighbourhood Plan. The decision was 'officer delegated' and was to refuse the application, largely on the grounds of prematurity and the harm that would be caused to our Neighbourhood Plan.

Tracie and I had a further meeting with a group of Inlands Road residents about the Neighbourhood Plan. Sadly, this meeting was not as productive as our previous one, but we felt it was important that residents who could be impacted by the Plan have every opportunity to be heard, to ask questions and provide feedback.

I attended an online public consultation held by the developers promoting a large site at Willowbrook Riding School. I was not very impressed by the way they rephrased questions to avoid answering those that they didn't have good answers for, but it was useful to see what they are proposing. (JB)

Rewilding Waste Spaces

I attended an online meeting arranged by the Havant Climate Alliance on greening (specifically, rewilding) bits of 'waste' land, particularly in urban areas. These projects can improve wellbeing, build community and help promote wildlife and biodiversity. I came away with a number of useful ideas to feed into the Neighbourhood Plan masterplanning and the District's Local Plan. (JB)

Bournes Forum

Further to our meeting of 26 stakeholders in the Bourne area on harbour issues, this was brought to the Bournes Forum on 12 May, which was a successful meeting leading to a better understanding of the problems across the whole area. (TB)

Bourne Community College

It was with sadness that we learned that Shelagh Legrave (Principal at Chichester College) has resigned as Chair, to take on a new role as advisor to the Government on Further Education. (TB)

Tuppenny Barn

I facilitated a meeting with two more District Councillors, Clare Apel and John-Henry Bowden. I also sought advice for TB from the CDC Economic Development officer, Toyubur Rahman, and from Karen Tyrell of Coast to Capital, the Local Enterprise Partnership (LEP), who both visited TB. Coast to Capital is one of 38 LEPs across England. They are local business led partnerships between local authorities and businesses and play a central role in determining local economic priorities and undertaking activities to drive economic growth and the creation of local jobs. In the nine years since Coast to Capital was formed, they have successfully invested more than £300 million of public money in local infrastructure, and generated a significant return in the growth of the local economy. Andrea Smith, the CDC Climate Change Officer, will be visiting TB in early June.

During this period TB commenced 2 new green therapy projects. The first is a collaboration with the homeless charity, Stonepillow, with a maximum of 6 of their clients who come to Tuppenny Barn on a Monday and are given gardening tasks. The aim is to educate them about horticulture, help to build self-esteem and give them a skill that they can use for themselves or possibly if there is a deeper interest, lead to gardening work. This was funded via Stonepillow and it is for 20 days. The second green therapy is the commencement of a collaborative educational initiative with Aspire, the Adult Education Charity working on behalf of WSCC. TB are running a pilot course in horticulture for adults with learning difficulties or those that have mental health issues. The course is City and Guilds and TB is Aspire's delivery partner. It is heart-warming to report that the first 3 students on this pilot were from our Nurture Nature weekly Horticulture therapy group. If the pilot is successful TB will run a Level 1 course later in the Autumn. The course is funded by the Gerald Mickelm Trust which is located in Petersfield and seeks to help those charities that give opportunities to vulnerable adults and young people.

TB are beginning to have schools visit us on site once more, as well as doing outreach work as part of an initiative by the South Downs National Park (they are funding outdoor educators to go into schools). The Sunflower Young Carer session continues to be well received and the feedback is extremely positive. TB have been using all the comments received by the public consultation to shape the final designs for their community cafe. TB are participating in the Stansted Garden Show for its 11th appearance as stall holders and will then concentrate on the Annual Open day on Sunday 4th July. (TB)

Civilian Military Partnership

I have worked closely with Andrew Kerry-Bedall on his initiative to find a transport solution to combat Thorney Island's disconnection from the mainland, which contributes to feelings of loneliness. The feasibility study results will be brought to the CMP in June. I also interviewed Mike Magill, WSCC Councillor, after his successful re-election, on his role in the RN and commitment to public service:

Mike has recently been re-elected to this position and I thought it would be good to interview him on his service background and his current life as a County Councillor. Mike has a family history with the services, including an uncle who was a NCO in the Army Air Corps, and a grandfather who saw service in the Merchant Navy in the Second World War, where he was lucky enough to escape four torpedoes. Mike's youth was spent in various places, including Worcester, Aberdeen and London, from where his parents originated. At 17 Mike looked to joining the Army and he was advised to get a degree and join as an officer, so he took a Business and Entrepreneurial degree at Southampton University. After completing his degree he worked as a recruitment agent in central Mayfair, found it a cultural shock and did not enjoy the life.

So he looked to sign up again, now aged 24. The Army and the RAF were not interested, due to his age, but the RN recruiter inspired him and mapped out his career. Mike was keen to travel and undertake humanitarian missions. The process of joining and training took a year which culminated in an Admiralty Board at HMS Sultan where there was a two and a half day assessment. Mike scored one less than the automatic entry level but was accepted.

Mike joined the Royal Navy in 2013 where he spent a year at BRNC Dartmouth in Officer Training before being selected to join a Brazilian Navy vessel for 4 months travelling around Europe and the Americas to further enhance closer working relations. On completion of his deployment with the Brazilians he continued training with HMS Ocean and HMS St Albans where he took part in NATO exercises in the Baltic and a deployment to the Arabian Gulf to deal with piracy and act as a presence in the area to keep the sea lanes open.

Mike's next role was as the Gunnery Officer on HMS Mersey, which deployed to the Mediterranean to help assist with the migrant crisis. The ship patrolled between Greece and Turkey, trying to stop migrants making the crossing in vessels that were not seaworthy. Mike was out there for 9 months working with a NATO task force as well as the Greek and Turkish Coast guards to try to preserve life. A different operation to what the Navy normally does, it was also stressful in a different way, as it was constantly apparent how difficult and precarious the situation was with the migrants. He felt that a lot was achieved, although they weren't able to save everyone and found a number of half sunk vessels with no one around.

Mike's second major role was joining HMS Queen Elizabeth, the first of the new Aircraft Carriers, as an Officer of the Watch. He was part of the bridge team that was responsible for the navigation and piloting of the ship whilst ensuring the delivery of flight deck operations. Mike was part of the team that delivered a number of firsts including helicopter operations, fixed wing (F35-B) operations and a foreign deployment. He spoke of the great honour associated with taking the carrier out of Portsmouth to the USA where jets were embarked and tested for a number of months. Mike will never forget the number of people who turned out in Portsmouth and Southsea to wave the ship out, which he thought left a lump in the throat of a lot of the crew.

Although he loved his time in the Royal Navy, Mike wanted to start a family with his wife and knew that being away for 9 months a year was not conducive to this. It was a hard decision to make, but he feels that it was definitely the right one, although he knew that after leaving he wanted to do something that gave him a similar sense of purpose as to when he had been in the Royal Navy, still being able to help people.

Although Mike works full time as a Financial Adviser for a local firm, the first thing he did on leaving was to get involved in local politics. The work is very tiring but rewarding, and Mike sees that his work can really make a difference to the communities with which he works. It isn't necessarily about him doing the work, but enabling local groups and charities to deliver ideas and projects for the betterment of their community. Mike is certain that his career in the Royal Navy has helped him adapt as he is used to "getting the job done" no matter what obstacles or difficulties arise and it has certainly given him a sense of purpose again. (TB)



Parish Council Report June 2021

We have had 100 responses so far to our Wildlife Garden Survey, and are still awaiting the responses from the Infant and Junior School classes. The job of getting the Thank You packs put together and sent out to all the responders is going to take quite the working party!

May's meeting was a Zoom talk with Wildlife Gardner Martin Hampton. It was very informative and interesting. We will book him again for the Survey responders and other SEG events.

We have paid for the Stall at the Emsworth Show £35. The event takes place August Bank Holiday 30 August 2021 (all being well by then)

The Terms of Reference have been sent for approval by SPC and the current Chair is Amanda Tait and Vice Chair Lyn Davies.