***DRAFT Minutes of the meeting of Southbourne Parish Council held at 7pm   
on Tuesday 12th October 2021 via Teams***

**Present: Parish Cllrs**: T. Bangert [TB]\*(vice-chairman) J. Brown [JB]\* C. Bulbeck [CB R. Hayes [RH] L. Hicks [LH] (Chairman) D. James [DJ]   
J. Jennings [JJ] A. Tait [AT] R. Taylor [RT] \*Also District Councillors.  
P. Thorne [PT]. **In attendance**: 5 members of the public, Locum Clerk – K. Bain, [KB] Deputy Clerk, M. Carvajal-Neal [MC].

21/22

LH welcomed the new Duty Clerk – Maria Carvajal-Neal who joined the Council on Monday 4th October.

1. **Apologies for Absence:** None.  
     
   **128**. **Declarations of Interests**: TB declared an interest in items: 132,133 & 137 … as a Governor of Bourne Community college, a Trustee of Tuppenny Barn and of her involvement in the Bourne bus project.   
   RH noted an interest in item 137 as a Governor of Bourne Community College.
2. **Minutes of the meeting held 14 September 2021**: Approved: subject to the to the following amendments:  
   - Item 113; line.1: Add ‘*Councillor’ before G. Hicks*.   
   - Item 117; ‘*The allocation is 1250, not 1200*

–*Item 117; addition from JB of ‘The key point in my response is that suspending the plan might (but won't likely) result in a lower allocation but would probably result in as much and perhaps more housing, and that which comes wouldn't be Masterplanned; it will come piecemeal and without planned infrastructure’.*

- Item 118; Addition of the NPSG report missed from the minutes.  
*Proposed by: JB, seconded by TB and agreed by all councillors present***130***.* **Minutes of the Extraordinary meeting held 27 September 2021:** Approved: subject to the to the following amendments:  
*-Item 125: Assistance Clerk changed to Assistant Clerk  
-Item 122; RH not RT would be on the Projects sub-committee*.   
*Proposed by TB, seconded by RT and agreed by all councillors present*

1. **Open Forum:**LH welcomed all the members of the public present.  
   E. Medley:   
   - Asked about the Environment group; AT will report under item: 136(vi).   
   A. Morrow:  
   - Noted that the list of the Councillors on the website needs updating.  
   - noted - concern about the Neighbourhood Plan and where it stands at the moment; noted that JB would report under item: 136(v).  
   R. Heelan:  
   –Noted that there was no Parish representative on the District Council Planning Committee: JB responded under item: 136(a).- Request to show the land owned & administered by the Parish Council on the website.  
    - Request for assurance that the £865 transferred to Council in 2016, when the diocese refused permission for named stones around the war memorial is secure; LH noted the funds are being held securely.
2. **Bourne Bus Project – update:**A. Kerry Bedell showed a powerpoint presentation & updated Council & members of the public on the bus:  
   - £7000 is committed from Southbourne, Westbourne, Chidham & Hambrook Parishes & Emsworth Residents’ Association towards the bus & running costs.   
   - He is Still waiting for confirmation of the £10,000 Military Covenant grant which is now expected late October; then a bus can be purchased.  
   - He noted that unfortunately the cost of an electric bus is prohibitive at present so a second-hand petrol or diesel vehicle will be purchased.   
   - The other committed funds are from Southbourne- Cil monies of £5000 to set up the online & telephone booking system.  
   - The initial plan is to run Tuesday, Thursday & Friday through all the Parishes.  
   - Website will be built by the end of November.  
   The branding & design has been done by a local resident.  
   3 things are needed from Southbourne Parish:   
   i) 1 or 2 volunteer drivers; TB is co-ordinating this. 2 from Chidham are committed, the same are needed from Southbourne, Westbourne & Emsworth. RH noted that he has asked the Age Concern drivers & has had 1 positive response.  
   ii) Parish representatives may be needed to take telephone calls.   
   iii) The residents’ survey results; Noted that this will be circulated and put on the Parish Facebook site.   
   - A meeting will be held on 28th Oct to:  
    – Set up a bus management team.   
   - Discuss the route planning.   
   - Consider the structure of the organisation.   
   - Arrange driver training.   
   - The project is aiming for a January launch.  
   -Noted that there is a possibility of hiring the bus out to other organisations on days it is not in use.
3. **Tuppenny Barn – update:** TB reported that the pre-application has gone through, so full planning will be submitted shortly for the community café.
4. **Wine & Cheese evening – update:** LH reported that this is an opportunity for the Parish Council to thank volunteers from many different areas of the community over the last year or two and is going ahead on Saturday 16th October.
5. **Finance**   
   a) To note the income & expenditure since the last meeting: Noted that Council is below 30% of budget at Month 6, which is a good situation.  
   b) To approve payments made & due:

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| --- | --- | --- | --- |
| Payments & receipts | | | |
|  | **PAYEE** | **DETAIL** | **£** |
| **PAYMENTS MADE** | S ROWLAND | Salary – Cemetery manager Sep ‘21 | On file |
| P RODEN | Salary Aug ‘21 | On file |
| E HARRISON | Salary Aug ‘21 | On file |
| K BAIN | Locum salary | On file |
| HALC | Advert for Clerk & RFO role | 48 |
| SLCC | Training course | 36 |
| VILLAGE HALL | Room booking for Clerk interviews | 31.50 |
| WSCC | 11 new trees | 1980 |
| ACE SHELTERS | Repair to bus shelter – 290 main road (1st damage) | 4260 |
| CAROL SMITH | JBC Administration | 112.50 |
| **PAYMENTS DUE** | NEILL HOMER | Neighbourhood Plan consultancy | 3900 |
| K BAIN | Reimbursement for paint | 69.60 |
| PLAYSAFE | Replacement of nest swing | 1159.20 |
| VISION ICT | Email hosting Oct 21-Sep 22 | 21.60 |
| *135b) Payments due contd.* | |  |
| BURLEYS | Maintenance Sep ‘21 | 463.20 |
| A TAIT | Expenses | 55.16 |
| EMSWORTH CORP SERVICES | Payroll Oct – Dec 21 | 180 |
| MULBERRY & CO | Deputy Clerk training course | 42 |
| MARIA | Taxi for laptop | 27 |
| TUPPENNY BARN | Hire for Sept meeting | 126 |
|  | MOORES | External audit 2021 | 1320 |
|  | LONGMEADOWS | Recreation Ground maintenance | 2265 |
|  | ICCM | JBC Training | 486 |
|  | ICCM | JBC Training | 162 |
| **Receipts** | | | |
|  | **FROM** | **DETAIL** | **£** |
|  | AXA | Funds for bus shelter claim | 3300 |
|  | CDC | 2nd Precept Instalment | 100,226.00 |

Noted that:  
- The Neill Homer invoice covers work done in January - March.   
- The Burleys invoice will be queried as they have not done the billed work.  
- The Longmeadows invoice will be considered at F G &P.  
**All other payments approved:** Proposed by: RT seconded by: RH and *agreed by all Councillors present.*

CB asked about the bus shelter opposite the church; KB noted she is trying to unravel the status of the bus shelter claims; there are 3 broken shelters at present; 1 by Jubilee Close, 1 at Bramley Close and 1 on Main Road*.*c) To note the bank balances at 31.08.21: Noted.

1. **Reports:** *LH thanked Councillors for writing the reports.*  
   (a) District Councillors’ Report (TB & JB): TB was added to the Priory Park item, otherwise the report was noted. Further to the query under item 131 regarding the CDC Planning Committee: JB responded that the CDC planning committee is a quasi-judicial formal process; members of the committee are not on the committee to represent a ward, just to interpret the law. He noted that he is a member of the development panel and also the Infrastructure Plan Group which are developing planning policy.   
     
   (b) PCSO Report (Baylee Reed): No report received; LH will follow this up with his line manager and TB will speak with Pam Bushby.  
   (c) Parish Council Reports:  
   (i) Finance and General-Purpose Committee: As per the minutes of the meeting held on 22 September 2021.  
   - Vacancy on Committee:   
   DJ & NR put themselves forward: DJ was proposed by JB, seconded by RH. NR was proposed by RH, Seconded by PT: A vote was held: The majority supported NR joining the F & G P committee; *Agreed.*   
   - Proposal for a Projects sub-Committee: PT noted that it is important to drive community projects forward and the committee would work closely with MC to do this. It will sit under F & GP, but membership is open to all Councillors, although the Chair should be on FG & P. TB, DJ, RH, AT & JB offered to join the committee: Agreed:   
    The Chair will be confirmed at the first meeting along with Terms of Reference and meeting dates.  
   - Update on new Homes Bonus: LH reported that as per the agreement, circulated to all Councillors, that CDC has agreed to grant monies for all the 5 projects applied for. She noted that; ‘*The whole Parish Council must be aware of the terms of the agreement for this funding, particularly the restricted use of the monies and the requirement to seek the authority of the Grants and Concessions Panel for any changes to the projects*. Acceptance of this agreement was proposed by RH, seconded by JB and agreed by all Councillors present.   
   - Proposal to consult a financial adviser regarding Council investments: PT noted that when the new Clerk starts, it would be prudent, with advice from a Financial consultant, to consider if there are any alternative suitable investments or accounts for the monies held by Council; proposed by RT, seconded by TB and agreed by all Councillors present.  
     
   - Proposal to change SiDs to 2-weekly re-siting: RT reported that he has confirmation from Mike Dare of WSCC Highways that the SiDs *can* be changed to 2-weekly, rather than 1; he also noted that he has looked at Inlands Road and suggested that in future they could also be sited there – this will be considered. Proposed by RT, seconded by CB and agreed by all Councillors present that this be implemented. TB noted thanks from the Parish Council to RT for all his hard work on this issue.  
     
   (ii) Recreation Ground Advisory Committee:  
   - Paint for line marker: KB asked for clarification on whether Council, or the football club is responsible for re-stocking the paint. NR noted that this has not been formalised, he suggested that the club could apply for a grant from Council for the paint and asked Councillors opinions:  
   - Agreed that any decision must be incorporated into the licence.  
   Proposed by JJ, seconded by PT that the club should pay for paint from this point forward; a vote was taken; the majority supported this proposal: Agreed; *although it was noted that until the new licence is ratified, that the current user terms are in place and Council may need to pay for paint.*- NR will circulate an amended licence, & a local fee comparison in time for the next Parish Council Meeting.   
   - He noted that a meeting has been arranged with Longmeadows to discuss maintenance of the Triangle and also MC is meeting with E. Harrison to discuss the pavilion project.  
   - LH asked if, in future, a formal RAC report could be submitted to Council for meetings.  
   -(iii) Staffing Committee: Update on staffing matters: Under Part II.   
     
   (iv) Allotments Committee: RT noted that a committee meeting is scheduled for November.   
     
   (v) Neighbourhood Plan Steering Group. JB noted the report circulated with the agenda and explained that technically the Plan is out of Council and steering Group hands as it has gone to the Examiner; i.e. the work of writing the plan is done. There are some related issues for consideration/agreement, which are referred to in the report: To date the Neighbourhood plan has meant that so far Southbourne has been quite successful in resisting unwanted speculative planning applications and considering the how much land was quoted in Southbourne, this is quite an achievement. A Neighbourhood Plan is a process as well as a document and it has to keep moving forwards, so the things to be progressed are:   
   i) Conducting the Examination – the Examiner has begun to look at the Neighbourhood Plan & has raised a number of queries, these will be ongoing and will need to be responded to quite quickly.   
   ii) Preparing Masterplanning; he explained that a Neighbourhood Plan is not just about protecting the Parish from unwanted development, it is also promoting and controlling the development within the plan. The developers and landowners need to carry out numerous technical and ecological surveys, which will come back to Council.   
   ii) A meeting is scheduled, if agreed, with a representative of the consortium to ask questions regarding the process of Masterplanning – this information will then come back to Council.  
    He also reported that technically, Southbourne has a Neighbourhood Plan produced in 2015 and the current submission is a modification to the existing. However as so much has changed, it appears to be a new Plan, but legally it is an update to the existing one. Questions have been raised about whether what Southbourne is proposing is the correct way to interpret the law, but as the law is unclear, it has been suggested that the original Neighbourhood Plan is incorporated into the proposal, which makes sense. He proposed that this suggestion is agreed.

-TB thanked JB for all his hard work on the Plan and noted, further to the report recommendations, that monthly reports from the consultant would be very useful. She also noted that decisions should come back to the Parish Council.   
LH outlined the recommendations from the report for agreement:  
1] ‘To Approve for payment the consultants’ invoice for work carried out to 30th September 2021’: Agreed under item: 135b).   
2] To confirm that Council wishes to retain the consultants for help in the coming months with the Neighbourhood Plan examination; with preparing for and then participating in the masterplanning process and with planning applications / development management issues that may arise from the Planning process’. Proposed by DJ, seconded by AT and agreed by all Councillors present.

3] ‘To consider requesting monthly invoicing for our consultants’ services to enable greater clarity over costs; in addition to request a monthly report from the consultants to explain the work done for each invoice, and to outline what they

*136(v) contd.*

anticipate they would be responsible for in the next month’. JB noted that the report might incur extra cost. Proposed by TB, seconded by PT and agreed by all Councillors present.  
  
4] ‘To confirm the delegated authority of the Neighbourhood Plan Steering Group (which includes all Parish Councillors) to take appropriate action to progress the Examination and Masterplan Preparation’:   
-LH explained that a delegation to the Neighbourhood Plan Steering Group had been put into place when the submission plan was being prepared as this gave the group the authority to make minor fine tunings after Council had approved the document; but it was only for small amendments which did not affect the main sense of this plan which was submitted to CDC.   
-AT noted that the delegation should continue, otherwise Extraordinary Council meetings would need to be called every time the Examiner raises a question, and these queries will need efficient timely responses.   
-RH supported this statement, he noted that it is important that the Group has this authority to react and respond quicky. TB noted that Council needed to be transparent and extraordinary meetings should be held if needed.  
-PT agreed with this, noting that Council members could change and an open-ended delegation might not be appropriate in future. DJ noted his agreement to these points and that email communications did leave a transparent paper trail.  
-JB: The Neighbourhood Plan Steering Group delegation could only be for 6 months, or until the end of examination, and that emailing Councillors to request agreement, although transparent in leaving a paper trail, would not give the core group the authority to respond. He clarified 3 items regarding the delegated authority agreement:   
i) Agreement that the meeting with the consortium takes place on 13 October.  
ii) Steering Group has authority to respond to the Examiner’s questions – which will all relate to the Plan as is, not changes or decisions just clarifications and information where needed; he confirmed that any controversial matters would come back to Council.  
iii) Preparation for masterplanning: Delegated authority is not being requested for the Steering Group to make decisions on Masterplanning, but to have discussions and ask questions, so that decisions can come back to Council.  
-PT asked if an officer could attend the Steering Group meetings to give more transparency; it was noted that this did happen previously and providing that the Deputy Clerk or Clerk are available within their contracted hours, this could be reinstated.  
-JB noted that the officer would not be expected to provide full administrative support, just to be present.  
-TB noted that a 3 month delegation would be more suitable.   
-LH summarised the proposal: ‘That the Steering Group have delegated authority for 3 months, or the end of examination (whichever is sooner) and that an officer is present at all meetings.’ Proposed by: RH, seconded by TB and agreed by all Councillors present.  
-It was noted that the Steering Group reports to Parish Council provide regular updates to Council and that intricate detail had been excluded in recent months to keep the information away from developers. Noted that confidential Neighbourhood Plan matters could, if needed, be considered under PART II.   
  
 (vi) Southbourne Environment Group: AT:  
- There have not been meetings for a couple of months due to timing clashes.  
- A ‘how to put the winterise the wildlife garden’ talk was held on the 29th of September.   
1000 baby trees are arriving in January to be planted around the parish.  
  
(vii) Joint Burial Committee and Working Group: LH: The working group met on 11th October, the full committee meets next week; progress is being made on the grievance panel issue.

viii) Bournes Forum Report: Noted.  
  
ix) Drop-in session Report: DJ and LH were thanked for their time & the Report was noted. It was agreed to retain St Johns as the venue until January as it has been published in the village magazine.

1. **Correspondence received:**

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| **Correspondence** | | |
| FROM | DETAIL | ACTION |
| BOURNE COLLEGE | Request for continued financial support for the Family link worker | Agreed to continue to support & to put £5000 into the 2022/23 budget. It will be raised at F & GP. Proposed by DJ, seconded by PT & agreed by all Councillors present. |
| BOURNE COLLEGE | Concerns over safety at the railway station | Agreed to support |
| MOORES AUDITOR | AGAR form 2021- signed & approved | Noted/ put on website/file |
| ST JOHNS CHURCH | Request to close the SPCC bank account & transfer funds of £91.57 to SPC | LH proposed this is now closed, seconded by PT & agreed by all Councillors present. |
| WSCC | Consultation on School Safety Zone proposal outside of Southbourne Infant and Junior School. | Agreed to support this proposal, but to push for more extensive TROs in future. |
| MR GREEN | Photos showing proposed location of Merv Skidmore memorial bench (as noted at PC meeting on 14.09.21) | Proposed by AT, seconded by TB & agreed by all Councillors present the bench would be permitted in the proposed location but must be secured down; the Clerk will inform the applicant. |
| PARISHIONER | Queries on foreshore benches | Noted |
| WSALC | Queen's Jubilee Beacons – 02.06.21 | To be considered at the next meeting. |

1. **Planning applications received**: Noted.

- TB Noted that it is Doug Flanagan’s 80th birthday and wished him congratulations and thanked him on behalf of Council for all his and his wife’s hard work in the community.

1. PART II: Agreed that as the matters are not confidential that the minutes are included in the main meeting:

PT reported that Maria had started on 4th October, despite her laptop not working, she has had a busy week. She has an email address set up: [deputyclerk@southbourne-pc.gov.uk](mailto:deputyclerk@southbourne-pc.gov.uk).   
Sheila Hodgson is starting as Clerk on Monday 8th November; references were received, contract has been signed and PT/KB will set up a programme for her 1st week.  
Staffing Committee vacancy: RH expressed an interest to join; Proposed by RT, seconded by PT, *Agreed by all Councillors present.*PH noted that it is important to clarify the role of the JBC committee regarding grievances & complaints to ensure staff are protected; LH & AT reported that this is progressing and a Memorandum of understanding is being drafted.

Meeting closed at: 9.22pm.

**Date of next meeting: Tuesday 9th November 2021 – venue TBC.**

Signed……………………………………..

Date…………………………………………