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SOUTHBOURNE PARISH COUNCIL
Meeting held 14th June 2022

Present: Cllrs: L. Hicks (Chairman), T. Bangert, C. Bulbeck, D. James, N. Redman, D. Riddoch, A. Tait, P. Thorne, and R. Taylor

In Attendance: S. Hodgson (Clerk and RFO)
M. Carvajal - Neal (Deputy Clerk)
Cllr. Jonathan Brown – Chichester District Councillor
Cllr. Kerry-Bedell - West Sussex County Councillor (from Agenda Item 34)

The meeting opened at 7.00pm

28. CHAIRMANS INTRODUCTION AND WELCOME

The Chair welcomed Members to the meeting.

29. APOLOGIES FOR ABSENCE

No apologies had been received from Cllr. Green

30. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL COMMITTEE MEETING HELD ON 10th MAY 2022

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 10th May 2022 and they were duly signed by the Chairman.

31. DECLARATIONS OF INTEREST.

There were no declarations of interest

32. ADJOURNMENT FOR OPEN FORUM

The Chairman adjourned the meeting at 7.04pm

The Chichester District Council Councillor, Jonathan Brown, wished to thank Southbourne Parish Council and all the Cllrs and Staff who were involved with the Big Lunch Picnic in the Park held on 5th June 2022. He said it was a lovely event, well attended and really fun.

The meeting was re-convened at 7.05pm

33. CLERK'S UPDATE

Members received updates from the Clerk as follows:

33.1 Operation Watershed

An agreement had been reached for work on land adjacent to Parham Place to commence on 20th June 2022.

33.2 Parish Council Website

Migration is in place. If any Councillor has any recommendation or suggested amendments, could they please let the Clerk know. Officers will now proceed to get the website live.

33.3 Correspondence

An email had been received from The Chichester Society urging Parish Councils to write to CDC to object to a possible proposal to close the Chichester Bus Station. Members asked for this to be placed on a future agenda for discussion.

34. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:

- **WSSC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **PCSO'S REPORT**
- **PCC FOCUS GROUP**
- **CDALC**
- **OUTLIERS REPORT**
- **ANNUAL PARISH MEETING REPORT**

West Sussex County Council Councillor Andrew Kerry-Bedell joined the meeting during this item

34.1 WSSC Councillors Bourne Parishes Report

Members Noted the Report.

Cllr Thorne suggested that the public information within the report relating to Operation Crackdown and electric scooters could be put on the Website and Facebook pages along with the relevant phone number for emergencies. This was **AGREED**.

The Chairman asked Cllr. Kerry-Bedell about the Bourne Community Bus. She wanted to know if passengers were guaranteed a seat on the last bus back from Chichester who responded as follows:

“There is plenty of availability at the moment as the bus is not completely full. A seat booking system was considered but did not turn out to be practical as well as a dial-a-ride system but that would require too many volunteers. The plan is to just see how it goes and if it looks to be getting over booked there will be re-adjustments and replans based on numbers”.

Cllr. Bangert asked if there could be a stop added at the top of Thorney Road to accommodate those living at or wanting to access the north end of the road. Cllr Kerry-Bedell advised that there will be a request stop there going forward.

The Chairman asked Members if they had any other questions for Cllr. Kerry-Bedell.

Cllr Thorne referred to the Road Safety Task and Finish meeting and mentioned that she had not seen any response relating to the draft questionnaire. The response was that a meeting had to be cancelled and is yet to be rearranged. The Chairman said SPC had refined the questionnaire and would finalise and distribute.

Cllr. Taylor stated that the parking issues in Stein Road were getting worse. He also referred to the sewage problems and was told that a water quality survey had been undertaken and a preliminary report will be issued in September with the full results expected at the end of the year.

Cllr Kerry-Bedell regretted to say that higher tiers of government are not taking water pollution seriously enough and any action would need to be driven forward by adopting a cross party and multi-agency approach.

The Chairman thanked Cllr. Kerry-Bedell for attending and for his detailed and comprehensive report.

34.2 CDC Report

Members **NOTED** the report.

The Chairman thanked Cllrs Bangert and Brown for their excellent report.

34.3 PCSO's Report

No report had been received from the PCSO's

34.4 PCC Focus Group

Members **NOTED** the report

Cllr Thorne was pleased to read that a request for greater PCSO engagement with Southbourne and Westbourne Parish Councils was being discussed. However, she felt that a more decisive approach was required. According to a PCSO's job description, 75% of their time should be spent engaging with the community. Cllr. Thorne suggested that a letter be sent to the Police Crime Commissioner expressing SPC's disappointment in the service currently being received from the PCSO's.

Following discussion, it was proposed and **AGREED** that a letter be drafted to the Police Crime Commissioner with a copy to Gillian Keegan MP, Chief Inspector Nick Bowman and Trevor Leggo at WSALC. It was further **AGREED** that the Chairman, as representative on the Bournes Forum, approach the other parishes to see if they would collectively support and sign the letter.

34.5 CDALC

Members **NOTED** the Report

Cllr. Tait reported that the full draft minutes of the meeting have now been received. The Clerk will circulate to all Members for information.

34.6 Outliers Report

Members **NOTED** the Report and the Chairman thanked Cllr. Redman for his excellent and detailed report.

Regarding Cllr. Redman's query concerning an abandoned green bin, Cllr. Bangert said she would follow up but also advised it can be reported to CDC via their online reporting service.

34.7 Annual Parish Meeting

Members **NOTED** the Report.

35. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) FOR YEAR ENDED 31ST MARCH 2022 INCLUDING TO RECEIVE AND NOTE THE FOLLOWING REPORTS AND TO AGREE TO APPROVE THE RECOMMENDATIONS:

- To consider the **RECOMMENDATION** from the Finance and General Purpose Committee relating to the Council's response to each Statement on the Annual Governance Statement for 2021/2022 (Section 1 of the AGAR) and **RESOLVE** to **APPROVE** the Annual Governance Statement for 2021/2022.
- To further **RESOLVE** that Section 1 be signed by the Chairman of this meeting approving the Annual Governance Statement and by the Clerk.
- To **RESOLVE** to **APPROVE** the Financial Statements for year ended 31st March 2022 and agree that these be signed by the Chairman of this meeting approving the accounts and by the Clerk.
- To consider the **RECOMMENDATION** from the Finance & General Purpose Committee relating to the Accounting Statements for 2021/2022 (Section 2 of the AGAR) and **RESOLVE** to **APPROVE** the Accounting Statements for 2021/2022. To further **RESOLVE** that Section 2 be signed by the Chairman of this meeting approving the Accounting Statements and noting that these were previously signed by the RFO prior to presentation.
- Internal Audit year ended 31st March 2022 report .
To Note and **RESOLVE** to **APPROVE** the report.

35.1 Members considered the Accounting Statements 2020/21 (AGAR Section 1) and **RESOLVED** to **APPROVE** the Council's responses to each of the 9 statements, with statements 1-8 ticked in the affirmative and statement 9 marked N/A.

35.2 It was **RESOLVED** that Section 1 be signed by the Chairman of this meeting and by the Clerk.

35.3 Members **RESOLVED** to **APPROVE** the Financial Statements for 2020/21

35.4 Members considered the Accounting Statement 2020/21 (AGAR Section 2) noting that this has been previously signed by the RFO prior to presentation and **RESOLVED** to **APPROVE** that the Chairman of this meeting sign Section 2.

35.5 Members received and **NOTED** the Annual Internal Audit Report (AGAR page 3), duly signed off by the Internal Auditor.

Cllr. Taylor wished to thank the Clerk and recognised that as she had not been in post for all of the financial year, she consequently had to present for audit some of the previous Clerk's work. He thanked her for her hard work in getting everything in order and for a successful internal audit. He also thanked the Deputy Clerk for her help and support.

36. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON THE 12th MAY 2022 AND THE MEETING HELD ON THE 9th JUNE 2022 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Minutes of the Planning Committee meeting held on 12th May 2022

Members **NOTED** the Minutes of the Planning Committee meeting held on the 9th June 2022

37. TO RECEIVE AND NOTE THE MINUTES OF THE JBC MEETING HELD 7th MAY 2022 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Minutes of the JBC meeting held on the 7th May 2022 and were asked to ratify the following decisions:

- That from this date forward all host Clerk hours used on JBC work are documented and recharged back to JBC.
- That the host council is transferred to Westbourne Parish Council from the start of the 2022/23 financial year.

The Chairman asked the Clerk for her recommendation prior to Members discussion.

The Clerk thanked the Chair and asked Members when debating, to consider that whilst she was aware some Members were keen to defer the transfer to the 1st July, from an accounting and audit point of view, it would be more manageable for any transfer to be backdated to the start of the financial year.

Cllr. Taylor asked if the percentages contributed by each Parish Council (Southbourne and Westbourne) will stay the same regardless of the host. It was confirmed that they would as the percentage is based upon the population of each parish.

Cllr. Tait was not in favour of any transfer until the amendments to the JBC Memorandum of Understanding had been agreed. She was certainly not in favour of ratifying the decision relating to the recharging of host Clerk's hours as this had not been budgeted for within the 2022/23 JBC budget.

Cllr. Hicks acknowledged Cllr. Tait's concerns but felt that there was no need to wait until the Memorandum of Understanding had been approved as it was a living document that would always require updating. However, she agreed that there was no budget to support additional costs for clerks recharging.

Cllr. Thorne said she would be happy to support a transfer date of the 1st April 2022 but would not support any Clerks' hours being claimed from JBC. Whilst she acknowledged that the host parish should not be at a disadvantage, it should be noted that Southbourne had never charged for their Clerk's time and had therefore been disadvantaged financially throughout its time as host.

Cllr. James agreed that any chargeback for Clerk's time should be deferred until appropriate budgetary provision has been approved.

Following further discussion Members unanimously **AGREED** to the following proposal:

Southbourne Parish Council are in favour of transferring the host Council to Westbourne Parish Council as of the 1st April 2022 with the following provisions.

- As there is no agreed budgetary provision within this financial year for reclaiming Clerk's time, there is to be no chargeback until 1st April 2023.
- In the interim, the Memorandum of Understanding will be amended and agreed by both Parish Councils to include the details of which activities can be charged for and the maximum number of hours per month allocated.
- Should these provisions be unacceptable, Southbourne Parish Council will retain the host function until 1st April 2023.

38. TO RECEIVE AND NOTE THE MINUTES FROM THE GREENSPACE AND COMMUNITY SERVICES COMMITTEE MEETING HELD 31st MAY 2022 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Minutes of the Greenspace and Community Services Committee held on the 31st May 2022 and were asked to approve the following amendments to the Terms of Reference:

- Frequency of Meeting – it was proposed that the wording be amended from bi-monthly to every other month.
- Public Realm and Facilities – it was proposed to remove Green Ring from the list and add Parish Owned Street Lights.
- Community Services – to amend the wording to read:
*To regularly assess the effectiveness of engagement with the community.
Review available resources to achieve desired aims.*

Members **AGREED** to the proposed amendments to the Greenspace and Community Services Terms of Reference.

Cllr. Thorne left the room temporarily during this item and did not participate in the vote.

39. TO RECEIVE AND NOTE THE MINUTES OF THE EXTRAORDINARY ALLOTMENTS MEETING ON 31ST MAY 2022 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Members **NOTED** the Minutes of the Extraordinary Allotment Meeting held on the 31st May 2022.

Cllr. Bangert welcomed the knowledge that Cllr. Riddoch brought to the Allotment Committee.

40. NEIGHBOURHOOD PLAN TO RECEIVE AND APPROVE THE TERMS OF REFERENCE AND TO NOTE AND APPROVE THE MEMBERSHIP OF THE STEERING GROUP

Members considered the proposed Terms of Reference for the Southbourne Neighbourhood Plan Steering Group as previously circulated. Members further **NOTED** the Clerk's recommendation to add the additional wording as follows:

“with Recommendation to the Planning Committee to Ratify any expenditure”

Members **RESOLVED** to **AGREE** the proposed Terms of Reference with the additional recommendation.

Members further **AGREED** to **APPROVE** the membership of the Neighbourhood Plan Steering group as follows:

- All Members of Southbourne Parish Council
- Representatives of Chichester District Council
- Representatives of West Sussex County Council

Returning Steering Group Members: Marc Davies, Ian Finnegan, Doug Flanagan, Oona Hickson, Bryan Hodges, Sarah O'Brien-Twohig, Roy Seabrook, Sue Talbot and Geoff Talbot.

New Steering Group Volunteers: David King and Ceri Stunt.

Members also noted the retiring Steering Group Members: David Bangert, Terence Grant, Sarah Richardson and Alice Smith.

41. QUEENS JUBILEE BIG LUNCH EVENT HELD ON SUNDAY 5TH JUNE 2022 - INCLUDING FEEDBACK AND COMMENTS OF THE EVENT, INSTALLATION OF THE MOSAIC AND UNVEILING EVENTS AND TO AGREE A SUITABLE RECIPIENT FOR DONATION OF PROFITS GENERATED FROM THE SALE OF RAFFLE TICKETS AND REFRESHMENTS

Members **NOTED** the previously circulated report

The Chairman thanked everyone involved and said she had received some wonderful feedback and lots of praise for the event.

Cllr. James asked for it to be Minuted, that he wanted to apologise for having not thanked the Ogri Bike Club for the tents and the help they provided at the event and would like to take the opportunity to rectify this and thank them now.

The Clerk reported that early indications would suggest that the event stayed within budget but will submit a full report to the Finance & Policy Committee at their next meeting when any outstanding expenditure would have been accounted for. She further confirmed that the Section 106 money had been approved and along with the Jubilee Grant would cover all but £270 of the cost for the mosaic.

The Chairman reported that just over £400.00 had been raised from the sale of tea and coffee and the raffle. It was proposed that this be donated to a local charity and Members were asked to agree a worthy recipient.

Following discussion Members **AGREED** for £200.00 to be donated to Littlegreen Academy and further **AGREED** for the remaining £200.00 to be donated to Godfrey's Gift. Both organisations are local family charities which Members felt were worthy of support.

The Chairman adjourned the meeting for a short break at 20.14pm

The Chairman reconvened the meeting at 20.20pm

42. CONSIDERATION OF GRANT APPLICATION RECEIVED FROM AFC SOUTHBOURNE FOR THE SUM OF £800 TOWARDS KIT

As per the Clerk's previously circulated report, a letter was received from AFC Southbourne requesting some financial support from SPC towards the purchase of 2 kits for the club. The kits cost £1300 and AFC were seeking £800 towards the total cost.

AFC were sent a grant application form to complete which was submitted that day. Members were asked to **NOTE** that the amount required had now increased to £900. Members further **NOTED** that there were no accompanying bank statements or financial statements as required.

During the discussion some of the comments were as follows:

- SPC fully support AFC but cannot consider the application without seeing any supporting financial information.
- SPC have already contributed a considerable amount of support to AFC and have heavily discounted the fees for their licence.
- We should bear in mind that there have been outstanding amounts from previous years' pitch fees that SPC had not pursued.
- We must remember that we are using public money and given what SPC have already contributed to the Pavilion, pitch repairs, line marker and paint all of

which AFC benefit from we should consider that other youth organisations may also need support.

- Have AFC considered seeking private sponsorship?
- Concerns were expressed about the state of some of the equipment stored at the Pavilion.
- There is only a small pot of money and lots of other organisations should be able to have a share of the public purse.

Following discussion Members unanimously **AGREED** not to support the application.

43. TO FORMALLY NOTE AND APPROVE THE AGREED WORDING FOR THE NEW PARISH SIGNS

Members were asked to formally approve the previously agreed wording for the new parish signs and were further asked to consider if they wished to add a safety message. The Deputy Clerk advised Members of the associated conditions.

Following discussions Members **AGREED** to formally **APPROVE** the wording for the signs as previously circulated and further **AGREED** not to include a safety message.

44. SOUTHBOURNE PARISH COUNCIL COMMUNITY AWARD AND CHAIRMANS AWARD, TO NOTE THE RECIPIENTS OF EACH AWARD AND TO FURTHER NOTE THAT THE FORMAL PRESENTATIONS WILL BE HELD AT THE JULY MEETING

Members **NOTED** the judging panel's decision for the worthy recipients of the two new community awards:

Southbourne Parish Council Community Award – Jubilee Year

Winner - Lyn Davies for her continued commitment and contribution to the environment and horticulture.

Southbourne Parish Council Chairman's Award

Winners - Geoff & Sue Talbot for their contribution to the production of the Southbourne Neighbourhood Plans and the many other projects that they have been involved with and supportive of.

Members further **NOTED** that the winners have been invited to attend the July Parish Council meeting to be presented with their awards.

45. TO RESOLVE TO MOVE TO CONFIDENTIAL BUSINESS (S.O. 3.d) - (Personal and Staffing)

The Council **RESOLVED** that in view of the confidential nature of the business about to be transacted it was advisable in the public interest that the public be temporarily excluded and were instructed to withdraw.

46. CONSIDERATION OF RESPONSE TO AN EMAIL FROM A MEMBER OF PUBLIC RELATING TO THE PRINSTED AREA AND A FREEDOM OF INFORMATION REQUEST

Members **NOTED** the confidential reports previously circulated in relation to the FOI request. Following discussion Members advised and **AGREED** how they wished to proceed.

47. STAFFING

Members **NOTED** the Clerk's previously circulated report in relation to staffing matters.

A more detailed report for Minutes 35 and 36 will be appended confidentially to the Minute File.

48. DATE AND TIME OF THE NEXT MEETING

The next meeting will be held on Tuesday 12th July 2022.

The meeting closed at 21.40pm