**Minutes of the meeting of Southbourne Parish Council held on Tuesday 14th September 2021 at 7pm in Tuppenny Barn**

**Present: Parish Cllrs**: T. Bangert [TB]\*(vice-chairman) also District Councillor) J. Brown [JB\* (also District Councillor)

C. Bulbeck [CB] J. Grant [JG] R. Hayes [RH] L. Hicks [LH] (Chairman) D. James – co-opted under item 6) [DJ] J. Jennings [JJ] A. Tait [AT] R. Taylor [RT] \*Also District Councillors.  
P. Thorne [PT]. **In attendance**: 6 members of the public, Locum Clerk – K. Bain [KB].

1. **Apologies for Absence**: Parish Councillor N. Redman
2. **Declarations of Interests**: TB recorded an interest as a trustee of Tuppenny Barn. RH & CB noted interests as trustees of the village hall.
3. **Minutes of the meeting held 13 July 2021:** Approved: Subject to the following amendments:   
   - Item 63 - Southbourne community website changed to Southbourne community facebook page.  
   - Item 65 – District Councillor removed from line 1.  
   - Item 69 - Addition to note that a vacancy had arisen due to the resignation of R. Murch.

Prop by: JB, seconded by TB and agreed by all Councillors present.   
RT asked if letters had been sent to residents of Flanders close regarding the new allotments; noted that KB would investigate and follow up with Hyde who should be doing this.  
107**. Open Forum: The following matters were raised:**- Update on the operation Watershed application; noted that the application still needed to be sent to WSCC and doubts have been raised about the completeness of the technical scope. The resident asked Council to follow up. Council was thanked for its work in dealing with the subsidence. TB reported that the application had now been submitted and a drainage engineer at CDC would be dealing with the technical scope report, so it is expected that the project will now move forward, she thanked the residents for their efforts.   
- Council was asked to clarify when responses would be provided to queries from the previous meeting: LH noted that items needed to be on the agenda to be discussed and the responses will be followed up.  
- A bench was requested for Stein Road.   
–Noted that there are issues with the water; and this could be solved by CDC and CHC removing the beach classification.  
- An update on the parking survey was requested.   
– It was noted that the Emsworth show causes traffic issues in the Parish.   
– Noted that there has been an increase in crime, particularly car break-ins and a Community warden is requested.   
– An update on the footpaths was requested: AT noted that the registrations have been submitted.  
- Noted that a resident had contacted the previous clerk re installing a Portaloo at Prinsted; LH confirmed this will be taken to Committee and followed up.  
 - Noted that the football club should be supported; LH noted that this is on the agenda and Council is committed to supporting the club.   
LH noted that any local issues should be sent to the Clerk.

108. **Delegation of powers to the Clerk**: Resolved. LH explained that this would permit remote meetings if required to ensure the safety of Councillors and essentially give the Clerk the power to carry out Council actions; it would be reviewed at the next Council meeting.  
Proposed by RT, seconded by RH and agreed by all Councillors present.  
  
***‘Resolution by Southbourne Parish Council to delegate decisions and actions of Council, Committees and working groups to the Clerk***

***that in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council, Committees and groups, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.’***

1. **Co-option of Parish Councillor:** Proposed by JB, seconded by RH that LH adjourned the meeting to allow David James to address the Council. Further to this it was proposed by RT, seconded by RH and agreed by all Councillors present thatD. James was co-opted as a Southbourne Parish Councillor. He signed the acceptance of office form and took his seat.  
    LH noted that there was a vacancy on the Planning committee. Proposed by TB, seconded by RT; that he join. a vote was taken; RH voted against the appointment, all other Councillors present voted in favour; carried that DJ join the Planning Committee.  
   LH noted that there was a vacancy on the Recreation Ground Committee: Proposed by RT, seconded by RH and agreed by all Councillors present that DJ join this committee also.
2. **Bourne Bus Project:**

It was proposed by the F & GP committee that Council support this project: PT reported that Southbourne Parish Council has been asked for £5000 towards the website set up and also a further £6000 over the next five years; these donations will be made from the Cil monies held by Council. RH noted concern that Southbourne LH explained that as considered by F & GP that among other services, as the bus would facilitate students to stay on at Bourne College for after-school activities, that Southbourne should take the lead and donate the extra funds of £5000, which the other parishes have not been asked for.   
 Southbourne will be the lead parish for the project. Proposed by PT. seconded by JB and agreed by all Councillors present to support the project.7 1111

1. **Tuppenny Barn**: TB did not take part in this discussion as a Trustee. It was proposed by PT, seconded by AT and agreed by all Councillors present to grant 2 of £33.000 to the project. These funds will come from Cil monies and would be 1 instalment towards the set up costs this year and a further £33,000 next year for phase 2.
2. Drop-in sessions:  
   It was Proposed by LH, seconded by TB to reinstate the monthly drop-in sessions held on the 1st Saturday of each month, 10.30-12.30 LH suggested that the venue should for the 2nd October should be St Johns, after which different venues should be considered. Several Councillors volunteered to help and were thanked by LH. A vote was taken; 2 abstentions were made, all other Councillors present agreed these sessions should restart.
3. **Wine & Cheese evening**:  
   LH noted that it had been suggested by G. Hicks that Council arranged a wine & cheese to thank all the people who had volunteered in the Parish volunteers over the last 2 years. It was proposed to hold this on Saturday 16th October. Proposed by LH, seconded by TB and agreed by all Councillors present.to set this in place.
4. **Street naming:**  
   Noted that CDC Had consulted Council on naming of 2 roads in the development Land east of Breach Avenue. **It was agreed to propose the following:**- Benjamin Drive  
   - Langley Close
5. **Finance**   
   a) to note the expenditure since the last meeting:   
   b) To review the Income & expenditure vs budget to 31.08.21: Noted  
   The payments were approved: Proposed by JB, seconded by DJ.  
   c) To note the bank balances at 31.08.21: Noted  
   d) Amendments to bank mandate signatories:   
   LH proposed to remove the previous Clerk and CB from the mandate and add KB & TB, seconded by RT and agreed by all Councillors present.
6. Appointment of Mulberry & Co as internal auditor: Proposed by PT, seconded by RH and agreed by all Councillors present that Mulberry be engaged as internal auditor.
7. **Reports**:   
    (a) District Councillors’ Report: JG noted under the Local Plan review item that:

‘*she had recently had sight of correspondence from a Cllr on CDC Planning Committee who stated that in his opinion, in view of the fact there will be little funding for infrastructure projects due to Covid.  Southbourne Parish should consider pausing their Neighbourhood Plan.  If we continue down this route of taking 1200 new homes, that is exactly what we will get.  The new figures could be significantly less. Because of the importance and impact it will have on Southbourne, it is imperative and democratic that the public are consulted and their views sought as quickly as possible. We have a responsibility to protect Southbourne for the next generation*. ‘  
JB noted that the allocation is 1250, not 1200 and the district as a whole is vulnerable because the Local Plan is out of date, Southbourne is better defended because it has a Neighbourhood Plan, and to pause it could open the Parish to unwanted development. He noted 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."

LH reminded Councillors that any Councillor could attend working group or committee meetings.  
(b) PCSO Report: None received; agreed that KB will follow up and request a report for the next meeting as it is difficult to respond to community concerns if Council does not have up to date information.   
c) Parish Council Reports:  
(i) Finance and General-Purpose Committee: As per the minutes of the meeting held on 24th August.  
JB noted an amendment to under the item – Feedback on IT systems that Midhurst *are* using 365, but not all the applications. LH noted an amendment under the Bourne Bus Project to change £500 to £5000;   
these changes will be made.   
(ii) Recreation Ground Advisory Committee: Noted that as a coherent report had not been circulated with the agenda the Proposal to accept the tender received from - Longmeadows Landscaping for regular maintenance would be delegated to the F G & P committee to consider and make a proposal to council at the next meeting.  
- **Draft licence agreement with football club:**   
 - Noted that the fees would be reduced to £300 for the first year only and would increase to £600 the following year. The licence will be redrafted to state that fees will be reviewed annually and also if any improvements are made to the pavilion or recreation ground. The licence will also clearly state that any fees received from other users would be paid to the Parish Council.

Proposed by RH, seconded by RT and agreed by all Councillors present that this would be implemented.

118. - **Pavilion project**: Agreed that F G & P would take this forward as a project.   
*RH left the meeting at this point.*

(iii) Staffing Committee: Update on staffing matters under Part II.   
(iv) Allotments Committee: Circulated & noted.

(v) Neighbourhood Plan Steering Group: as below; KB apologised for not circulating thisreport.   
(vi) Southbourne Environment Group: No meeting this month: No report  
(vii) Joint Burial Committee Working Group – under Part II

(viii) Outliers Reports: Noted.  
Review of concept & agreement on how to continue:  
LH thanked Councillors for their hard work on this and asked Council opinion about how to take this forward. It was noted that it is an important, useful system and should continue.   
TB will look at reallocating the areas to accommodate new Councillors. PT offered to draw up a template for the reports.

1. **Correspondence received**:  
   - Memorial Bench application: Agreed that more information will be requested as to the desired location as if it is not on the foreshore, it is a matter for CHC should be cons if on the foreshore, Council needs to consider if there is space.  
   - Chem route consultation; this finishes on 23rd September; agreed that LH would draft a parish Council response and circulate it for agreement before submission.   
   LH reported that she had met with the regional co-ordinator for south East England for ’20 is plenty’; he is recommending that all the communities along the A259 should push for a ’20 is plenty approach in the community centres. He will provide stickers and posters if required. Council did not agree to support this at the current time.
2. **Planning applications & decisions received:** Noted
3. **Date of Next Meeting:** Tuesday 12 October 2021

Chairman closed the meeting at 9.13pm

Chairman reopened the meeting at 9.14pm

1. **PART II 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.

**Update on Staffing matters; Parish Council & JBC**PT proposed that the recreation caretaker job description and contract was amended as circulated. Proposed by PT, seconded by RT and agreed by all Councillors present. Noted that her salary will increase to £10p.h and her hours to 22.

PT reported that Staffing Committee had appointed a Deputy Clerk who will start on 4th October.

It was noted that the advertisement has gone out for the Clerk & RFO.   
PT will check how much information can be shared with Councillors on each applicant. Proposed by RT, seconded by JG and agreed by all Councillors present that post interviews, the staffing committee would bring a make a recommendation on the appointment of the Clerk & RFO to full Council for ratification. This will be done at an Extraordinary meeting of the Council.

LH noted that the JBC has appointed a locum Cemetery manager.

Meeting closed at 9.36pm