



## Southbourne Parish Council

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### **SOUTHBOURNE PARISH COUNCIL Meeting held 12<sup>th</sup> November 2024**

**PRESENT:** Councillors: A. Tait (Chair) R. Humphrey, L. Meredith, J. Money, K. Sivyer and M. Wheeler

**IN ATTENDANCE:** S. Hodgson (Clerk and RFO)  
M. Banach (Admin Assistant)  
CDC Cllr. Tracie Bangert  
WSCC Cllr. Andrew Kerry-Bedell  
12 Members of the public

*The meeting opened at 7.00pm.*

#### **114. CHAIRMANS INTRODUCTION AND WELCOME**

The Chair welcomed fellow Councillors and members of the public and opened the meeting.

#### **115. APOLOGIES FOR ABSENCE**

Apologies were given by Cllr. Redman due to being unwell.

#### **116. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 8<sup>th</sup> OCTOBER 2024**

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 8<sup>th</sup> October 2024 and they were duly signed by the Chairman.

#### **117. DECLARATIONS OF INTEREST.**

**MEMBERS AND OFFICERS ARE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY AND/OR ORDINARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THIS AGENDA AND ARE REMINDED THAT THEY SHOULD RE-DECLARE THEIR INTEREST BEFORE CONSIDERATION OF THE ITEM OR AS SOON AS THE INTEREST BECOMES APPARENT AND IF NOT PREVIOUSLY INCLUDED ON THEIR REGISTER OF INTERESTS TO NOTIFY THE MONITORING OFFICER WITHIN 28 DAYS**

There were no Declarations of Interest at this time.

#### **118. ADJOURNMENT FOR PRESENTATION OF THE SOUTHBOURNE PARISH ANNUAL AWARDS AND OPEN FORUM**

The Chairman Adjourned the meeting at 7.02pm for the presentation of the Southbourne Parish Councils Annual Community Awards and Open Forum.

**118.1 The Chair presented the Annual Southbourne Parish Council awards as follows:**

Southbourne Parish Council Community Award – AGE Concern Trustees

The Chair thanked the Trustees for their invaluable contribution to the community. Thanks to their hard work a very valuable service is able to continue.

Southbourne Parish Council Chairman's Award – Shaun Peters

The Chair thanked Mr Peters for giving up so much of his time to keep Southbourne looking so neat and tidy. Mr Peters regularly litters picks around the village as well as taking part in organised clean-ups.

The Chair congratulated all the recipients and thanked them for attending.

**118.2 Open Forum**

The Chair invited members of the public to speak

**118.2.2 Parham Place**

Gina Coles asked about the improvements to the ditch at Parham Place and what stage it was at.

Hilary Excell asked about the report from WSCC

The Chair advised that these points would be picked up and addressed when discussing the agenda item.

*The Chair reconvened the meeting at 19.07pm*

**119. TO NOTE THE RESIGNATION OF CLLR. R. TAYLOR**

Members **NOTED** the resignation of Cllr. Taylor.

**120. TO APPOINT A REPRESENTATIVE TO THE ALLOTMENT COMMITTEE STAFFING COMMITTEE AND THE ROAD SAFETY GROUP**

**120.1** It was proposed, seconded and **AGREED** for Cllr. Sivyer to be appointed to the Allotment Committee

**120.2** It was proposed, seconded and **AGREED** for Cllr. Meredith to be appointed to the Staffing Committee

**120.3** It was proposed, seconded and **AGREED** for Cllr. Sivyer to be appointed to the Road Safety Group

**121. CLERKS UPDATE**

Members **NOTED** the Clerk's report as previously circulated.

**121.1** Members **NOTED** the letter of thanks received from 4Sight Vision for the donation of £455.00

**121.2** Members **NOTED** that there are a number of relevant online training courses available. Sessions can be booked via the Clerk.

**121.3** Members **NOTED** the Chair will be laid a wreath at the St Johns Church Memorial Service on Sunday 10<sup>th</sup> November in honour of Remembrance Day.

**121.4** The Clerk tabled details of the West Sussex County Council **Riparian Survey** Inviting parishes to participate in a short survey. Noting the deadline of the 17<sup>th</sup> November 2024 the Clerk reported that there are only 5 questions which are linked to activities SPC already undertakes such as applying for Operation Watershed, updating info on social media platforms and liaison with flood groups and forming groups such as the Nutbourne Working Group, FROTH and Rivers Trust. In view of the deadline the Clerk will submit the answers in line with Council procedures and Policies. This was **NOTED**.

**122. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS:**

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM**
- **ROAD SAFETY GROUPS INCLUDING CONSIDERATION OF REVIEW AND UPDATE OF THE WSCC LTIP0066 SOUTHBOURNE AT IMPROVEMENTS SCHEME AND RECOMMENDATIONS FROM THE ROAD SAFETY GROUP**
- **WSCC WINTER RESILIENCE**
- **SLC CONFERENCE**

**122.1 WSCC Councillor's Bourne Parishes Report**

Members **NOTED** the WSCC Councillors report as previously circulated.

Cllr. Kerry-Bedell added that since the report had been circulated WSCC had released their budget and would be applying the highest precept level available to them without having to consult. WSCC have 240m at bank but are still 8.2m down which is not sustainable and would therefore have to apply the increase.

**122.2 CDC Councillor's Report**

Members **NOTED** the CDC Councillors report as previously circulated

Cllr. Bangert added that she had attended the Remembrance Service and would like to add her thanks to those who had taken time to hand craft the magnificent display of poppies.

She added that in terms of finance a lot of Councils are struggling and as yet are still unclear on the Governments intentions. However, CDC do not have any debt and carefully monitoring reserves.

The Chair thanked the WSCC and CDC Councillors for their detailed and informative reports.

**122.3 Bournes Forum**

Members **NOTED** there was no representation at this meeting and the minutes will be available in due course.

**122.4 Road Safety Group including consideration of review and update of the WSCC LTIP0066 Southbourne AT improvements scheme and recommendations from the Road Safety Group**

Members **NOTED** the accompanying reports as previously circulated.

Members considered the recommendation from the Road Safety Group as detailed within their report to accept the preliminary drawings in principle and pass on the specific points relating to drawing 0101, to the WSCC Projects Officer, as well as the general point about 20 mph speed limit.

### **Drawing 0101**

- Continue double yellow lines on south side of Hartland Court finishing at access to loading area at rear of Tesco.
- Two bollards either side of crossing east of Tesco would be preferred, plus coloured tarmac (red?) for the crossing.
- Consider zig zags rather than double yellow lines on the west side of Stein Road outside Tesco?
- Please explain how the Cooks Lane 'table' works.
- Requirement for additional crossing of Stein Road (between 81 and 88 Stein Road, between Manor Road and Cooks Lane). This will need dropped kerbs, four bollards and coloured tarmac.

### **General point**

- Could the 20mph speed reduction proposal for Stein Road and surrounding roads be included in the LTIP? The Parish Council is currently preparing a proposal for a Community Highway Scheme for roads east and west of Stein Road as well as Stein Road itself. This will entail resident research for the whole area.

During discussion Members raised the following points and questions:

- the yellow lines are not consistent with the 20mph zone
- have the local businesses been consulted on the plan
- the plans imply there is to be a bus route along Cooks Lane which is cause for concern due to the narrowness of the lane and need s clarification
- could there be a glossary of terms for the acronyms

Mrs Hicks, the SPC representative for the Road Safety Groups, explained that the yellow lines were meant to encourage more use of the car parks. Parking on Stien Road does not allow traffic going north to travel freely and blocks the rail crossing.

Following discussion Members **AGREED** to **APPROVE** the recommendations regarding, drawing 0101 and general points regarding 20mph speed limit as proposed with the inclusion of the relevant additional comments.

### **WSCC WINTER RESILIENCE**

Members **NOTED** the Deputy Clerks report

### **122.5 SLC CONFERENCE**

Members **NOTED** the Clerks report

Members **NOTED** that Cllr. Tait was unable to attend the conference and further **NOTED** that any minutes arising from this event will be circulated when available.

**123. TO NOTE THE CANCELLATION OF THE ALLOTMENTS COMMITTEE MEETING SCHEDULED FOR THE 24<sup>th</sup> OCTOBER 2024 DUE TO BEING NON-QUORATE AND TO FURTHER NOTE THAT THE NEXT MEETING WILL BE HELD ON 5<sup>th</sup> DECEMBER AS PREVIOUSLY SCHEDULED.**

Members **NOTED** the cancellation of the Allotment Committee meeting of the 24<sup>th</sup> October 2024 due to being non-quorate and further **NOTED** the next meeting scheduled for the 5<sup>th</sup> December 2024.

**124. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD 10<sup>th</sup> OCTOBER 2024 AND 31<sup>st</sup> OCTOBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

**124.1** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 10<sup>th</sup> October 2024

**124.2** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 31<sup>st</sup> October 2024

**125. TO RECEIVE AND NOTE THE MINUTES FROM THE JOINT BURIAL COMMITTEE MEETING HELD ON THE 4<sup>th</sup> NOVEMBER 2024 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

There were no recommendations and Members **NOTED** the minutes of the Joint Burial Committee meeting held on the 4<sup>th</sup> November 2024

Members further **NOTED** that there are no plans to increase to the JBC precept budget for 2025/26 and the contribution from SPC will remain at £31,752.00

**126. TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON 11<sup>th</sup> JULY 2024 AND 16<sup>th</sup> OCTOBER 2024**

**126.1** There were no recommendations and Members **NOTED** the minutes of the Southbourne Environment Groups held on 11<sup>th</sup> July 2024

**126.2** Members considered the recommendations from the Southbourne Environment Group:

- That £75 should be paid to the Chichester Harbour Trust for John Arnott's talk on November 14<sup>th</sup> and that a collection would be made and topped up, if necessary, from the SEG budget.
- That £141.50 had been sanctioned to cover speaker Michael Blencowe's fees and travel costs

Members **AGREED** to **RATIFY** the expenditure as proposed.

**127. TO CONSIDER AND REVIEW THE COUNCILS FINANCIAL REGULATIONS POLICY AS BASED ON THE UPDATED NALC MODEL PUBLISHED MAY 2024**

Members **AGREED** to **APPROVE** and **ADOPT** the updated Financial Regulations Policy as proposed.

**128. FINANCIAL REPORTS - MONTH END**

**TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF SEPTEMBER 2024 AND OCTOBER 2024 AS FOLLOWS:**

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT AND REDWOOD ACCOUNT FOR THE MONTHS OF SEPTEMBER AND OCTOBER IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1<sup>st</sup> APRIL 2024 – 31<sup>st</sup> OCTOBER 2024**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**

- **TO NOTE PROPOSED DROP IN INTEREST RATES FOR BARLAYS, REDWOOD AND NATIONWIDE BANKS**
- **TO NOTE THE SAVINGS ACCOUNT OPENED WITH UNITY TRUST AS PER THE COUNCILS RISK MANAGEMENT STRATEGY**

#### **128.1**

Members **NOTED** the proposed drop in interest rates for Barclays, Redwood and Nationwide banks.

#### **128.2**

Members **NOTED** the savings account opened with Unity Trust

#### **129. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED**

Members **AGREED** to **RATIFY** the payments as previously circulated

Members **AGREED** to **APPROVE** the pending payments as reported:

- |              |          |                                      |
|--------------|----------|--------------------------------------|
| • Amazon     | £15.98   | Securing Pins Allotments             |
| • Tekta UK   | £540.00  | Annual Service & Shutter Certificate |
| • S. Hodgson | £20.00   | Reimbursement for supplies           |
| • HMRC       | £1741.39 | NI Liability                         |
| • WSCC       | £1783.06 | Pension Contribution                 |

#### **130. TO NOTE RECEIPT OF 2<sup>nd</sup> INSTALMENT CIL FUNDS £173,102.15**

Members **NOTED** receipt of the 2<sup>nd</sup> instalment of CIL funds of £173,102.15

Members **AGREED** to **RESOLVE** to change the order of business and take agenda item 19 at this point.

#### **131. FURTHER CONSIDERATION OF OPERATION WATERSHED – PARHAM PLACE (MIN.97.6 REFERS) INCLUDING TO NOTE THE ASSOCIATED REPORTS**

Members **NOTED** the accompanying reports as previously circulated.

The Chair opened the debate and stated that she felt that there was definite need to submit a new operation watershed application for Parham Place to undertake the works suggested and based on the WSCC reports

Cllr. Wheeler asked what role the Parham Place management company take and who owns the culvert. Would the responsibility not lie with them. It was established that the land in question is unregistered.

The Chair allowed a Parham Place resident to explain the history of the culvert, the role played by Parham Place and the landowner of the neighbouring field where the ditch was installed for the initial operation watershed project.

Following discussion Members unanimously **AGREED** for SPC to facilitate an Operation Watershed application for further funding to mitigate the flooding associated at Parham Place to include the elements that meet the criteria as per the WSCC report.

Members further unanimously **AGREED** to absolve SPC from any ongoing maintenance as SPC do not have the resources of expertise.

*The Chair adjourned the meeting for a short break at 8.13pm*

*The Chair reconvened the meeting at 8.20pm*

**132. TO CONSIDER THE SECOND DRAFT OF THE BUDGET FOR 2025/26**

Members considered budget accounts and codes individually.

It was **AGREED** to defer the associated staffing budgets to the Staffing Committee and their recommendations would be considered at the December meeting when the final budget for 2025/26 would be approved.

Members further **AGREED** for any remaining budget at year end to be transferred to Ear Marked Reserves for the following codes:

- Cost Centre 100 - Code 4235 Legal
- Cost Centre 100 - Code 4150 Training
- Cost Centre 220 - Code 4436 Tree Maintenance
- Cost Centre 250 - Code 4195 Allotment Expenditure
- Cost Centre 400 - Code 4150 Think Family

The Clerk will update the budget spreadsheet with Members recommendations in preparation for the December meeting to allow Members to determine and agree the precept for 2025/26.

This was **AGREED**

**133. CONSIDERATION OF GRANT APPLICATION FROM HOME START FOR A CONTRIBUTION TOWARDS SUPPORTING FAMILIES IN SOUTHBOURNE . THE COST TO SUPPORT ONE FAMILY FOR A YEAR IS APROSIMATELY £1500.00**

Members **NOTED** the reports as previously circulated confidentially.

Following discussion Members **AGREED** to **APPROVE** the application for a grant and make a donation of £1000.00 towards the Home Start application to support families in Southbourne.

**134. UPDATES AND ARRANGEMENTS FOR NOVEMBERS COUNCILLOR DROP-IN SURGERY ON 23<sup>rd</sup> NOVEMBER INCLUDING TO NOTE CHANGE OF VENUE TO ST JOHNS MEETING ROOMS**

Members **NOTED** the Clerk's report as previously circulated.

**135.** Due to the length of the meeting Members **AGREED** to **RESOLVE** to defer agenda items 22 and 23 to the December Meeting (S.O. 3(x))

**136. DATE AND TIME OF NEXT MEETING**

Members **NOTED** the next meeting is to be held on 10<sup>th</sup> December 2024 at 7.00pm at St Johns Meeting Rooms

*The meeting closed at 9.22pm*