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**Southbourne Parish Council**

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**Southbourne Parish Council**

**Meeting held 11th February 2025**

**Present:** Councillors: A. Tait (Chair), J. Money, S. Rosenberg, K. Sivyer and M. Wheeler.

**In Attendance:** S. Hodgson (Clerk and RFO)

M Carvajal-Neal (Deputy Clerk)

CDC Cllrs. Tracie Bangert and Oona Hickson

WSCC Cllr. Andrew Kerry-Bedell

***The meeting opened at 7.10 pm.***

1. **Chairmans Introduction and Welcome**

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

The Chair advised Members that she had received notification from WSALC asking for nominations for attendance at the annual Buckingham Palace Garden Parties 2025. Members were asked to contact the Clerk for further information.

1. **APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr. Meredith due to a personal appointment and Cllr. Redman due to work commitments.

1. **To approve and sign the Minutes of the Southbourne Parish Council Meeting held on the 14th JanUary 2025**

Members **NOTED** that at the meeting of the 14th January 2025, when considering Min 153.4, Members chose option 2 at a cost of 6373.40 + VAT with the provision to include new matting for the basket swing as long as there was no additional increase to the overall cost of more than £400.00 (as recorded in the Clerks Notes). However, an error was made by the Clerk who recorded at a cost of £5988.91 + VAT on the unconfirmed minutes. This amendment will be made in accordance with the statutory requirements and signed by the Chair.

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 14th January 2025 **NOTING** the correction to the unconfirmed minutes and they were duly signed by the Chairman.

1. 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**

Cllrs Rosenberg and Wheeler stated they may need to Declare an Interest in relation to agenda item 19, depending on the debate. If necessary, they will make their Declaration at that time.

1. **ADJOURNMENT FOR OPEN FORUM**

The Chairman Adjourned the meeting at 7.19 pm for Open Forum and invited members of the public to speak.

**168.1**

CDC Cllr. Tracie Bangert reported she has been invited to sit on the CDC panel for devolution alongside the Leader, Deputy Leader and Finance Member for CDC. She will keep the Parish updated with events as soon as she is able to do so.

**168.2**

CDC Cllr. Oona Hickson confirmed that she had passed on the relevant paperwork for Operation Watershed Parham Place. She asked what the Parish were going to do going forward and made reference to ongoing maintenance.

The Chair confirmed that Southbourne Parish Council had made their decision not to fund any ongoing maintenance costs and that decision would stand. She also thanked Cllr. Hickson for helping with the consent forms.

**168.3**

WSCC Cllr. Andrew Kerry-Bedell reported that the Community Highway Scheme for Compton and Stoughton had been accepted and this bode well for other TRO applications.

Cllr. Kerry-Bedell will also circulate a copy of the full response from the recent Bournes Forum meeting to Southern Water.

The Chair re-convened the meeting at 7.27pm

1. **to note the resignation of counCillor humphrey due to ill health and councillor kimpton-scott due to work commitments and consideration of recruitment for new co-opted mEMBERs**

Members **NOTED** the resignations of Cllr. Humphrey and Cllr. Kimpton-Scott.

The Chair is speaking to a possible candidate for co-option and urged all Councillors to do whatever they could to promote and advertise the vacant positions.

The Clerk asked Members to consider adopting a different angle to perhaps highlight to the community that there are currently only 7 serving Members of the Parish Council making decisions for the whole of Southbourne. A more diverse and wider representation is needed. This was **AGREED.** Officers will adopt the new approach when promoting the vacancies.

1. **clerks update**
   1. **Update on Operation Watershed**

Members **NOTED** the Clerks update as previously circulated.

The Clerk is in liaison with other landowners but there are restrictions on when work can be undertaken due to farming of the crops. The Clerk will also begin to contact appropriate contractors to initiate site visits.

* 1. **Road Safety Group**

The Clerk has received a response from WSCC to the questions as recommended by the Road Safety Group and approved by Council. These will be forwarded to the Road Safety Group for their input and will be included within the SPC March reports.

* 1. **Devolution**

Members **NOTED** the information previously circulated from WSCC and CDC. The Government have approved the West Sussex County Council, East Sussex County Council and Brighton & Hove’s application. At this stage there is little information on any effect to Parishes and no suggestion of changes to their Powers. If there are to be amendments these will be outlined in the pending Devolution Bill.

Members further **NOTED** that at the recent CDC All Parish Meeting the Chair asked about CIL money. The response was that there is no indication on how this will be distributed going forward but it is likely that monies already allocated will not be reclaimed. Therefore, Members will need to take this into account when considering the 5 year business plan.

1. **To Receive and Note the following reports if available including consideration of any recommendations:**

* **WSCC Councillor’s Bourne Parishes Report**
* **CDC Councillor’s Report**
* **road safety**
* **inspectors bi-monthly report**

**171.1 WSCC Councillor’s Bourne Parishes Report**

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

Cllr. Kerry-Bedell gave a brief update on the Thorney path works and also referred to Parish support for the Bourne Bus, as detailed within his report.

The Chair reminded Cllr. Kerry-Bedell that SPC had fulfilled its original commitment to supporting the bus but had not received any further application or request for ongoing funding, so no provision was budgeted for 2025. Therefore, if the new CIC wished to make an application for some Grant funding this would need to be requested via the usual channels and the relevant paperwork submitted for consideration.

* 1. **CDC Councillor’s Report**

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

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

* 1. **Inspectors Bi-Monthly Meeting**

Members **NOTED** that the meeting scheduled for that day had been rescheduled for the 25th March 2025.

* 1. **CDALC**

Members **NOTED** that for a second time in a row, the CDALC meeting had been held on the same day as the SPC Council meeting meaning the Chair, who is also the Vice-Chair of CDALC, was unable to attend. Requests have been made to CDALC to ensure there are no future clashes.

The minutes of the CDALC meeting are available should any Member wish to view.

* 1. **All Parish meeting**

The CDC Online All Parish Meeting was attended by the Chair and the Clerk. There were presentations on the revised NPPF document and an update on devolution as previously outlined in the Clerks Update. This was **NOTED**.

1. **to appoint a representative to the joint burial committee**

A nomination was received for Cllr. Rosenberg to be considered for the appointment to the Joint Burial Committee. There being no other nominations Members unanimously **AGREED** to appoint Cllr. Rosenberg to the Joint Burial Committee.

1. **To Receive and Note the Minutes of the Planning Committee meetings held 9th january 2025**

There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 9th January 2025.

1. **To receive and note the minutes of the southbourne environment group meeting held on 9th January 2025**

There were no recommendations and Members **NOTED** the minutes of the Southbourne Environment Group meeting held on 9th January 2025.

1. **Recreation Ground including:**

* **consideration of quotations to install kissing gates at park entrances and repairs to bRoken fence panels miN 153.1 refers**
* **to note receipt of the outstanding pitch fees of £150.00 from AFC southbourne**
* **UPDATE ON ONGOING CLAIM FOR REPLACEMENT GOAL NETS AND WASTE REMOVAL VIA SMALL CLAIMS COURT**
* **TO NOTE THE NOTES OF THE MEETING WITH BOURNE SPORTS AND EMSWORTH IN RELATION TO THE 2025/26 LICENCE AGREEMENT**

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

* 1. **Consideration of quotations to install kissing gates at park entrances and repairs to broken fence panels min 153.1 refers**

Members **NOTED** the quotations as previously circulated.

The Clerk expanded on the costs explaining that the 3rd quotation was supply only and did not include installation. She was still awaiting contact from another supplier. In view of the increasing ASB incidents of joy riding at the recreation ground that is damaging the pitch causing danger to other users, Members did not want delay making a decision whilst awaiting a further quotation.

Members were asked to consider if they wished to repair or replace the current fence as option 2 had provided costings for both options.

During discussions the following comments were made:

* As there are plans to undertake major refurbishment of the recreation ground it seems a good idea to protect the park with robust fencing
* Could the driveway fencing be higher as bikes could be lifted over.
* Will kissing gates stop motorcycles entering the park
* If it is difficult to gain access the riders may move on
* The kissing gates allow for wheelchair access so will a bike be able to get through
* The main gate is on a PROW and requires all-inclusive access as part of the conditions

Members were shown examples of the proposed replacement fencing. Further comments included:

* This type of fencing looks far better that the cross wire fencing
* The current wire fencing can be easily pushed down to gain access
* Repairs will not be strong enough

The Clerk detailed the price variations of quotation 2 for replacement or repair.

* Replacement £21923.38 including main gate, kissing gates and installation
* Repair £9415.39 including main gate, kissing gates and installation

Members were asked to **NOTE** that the quote also includes repairs to the school fence damaged by fallen tree branches at no extra cost.

The Clerk confirmed that there are 3-4 fencing panels by the drive that are missing and some of the concrete posts on Park Road are badly tilted and dangerous.

Quotation 1 will re-sit these posts, not replace as part of the overall cost of £4755.66. This includes repairs to the school fence.

Members felt repairs would only provide a short term solution. The fence has been in situ for over 30 years and needs replacing.

Following further discussion, Members unanimously **AGREED** to **APPROVE** quotation 2 with the replacement fencing option at a cost of £21,923.38 to be funded from CIL funds.

* 1. **To Note receipt of the outstanding pitch fees of £150.00 from AFC Southbourne**

Members NOTED receipt of the outstanding pitch fees of £150.00 from AFC Southbourne

* 1. **Update on ongoing claim for replacement goal nets and waste removal via small claims court**

The Clerk reported that Surrey Hills were in the process of initiating a Small Claims Court application to recover the costs for the goal nets and waste removal.

* 1. **To Note the notes of the meeting with Bourne Sports and Emsworth FC in relation to the 2025/26 Licence Agreement.**

Members **NOTED** the Clerk and Deputy Clerk’s reports as previously circulated. The Clerk will continue to liaise with Bourne College as detailed in her report.

1. **PRINSTED AREA INCLUDING:**

* **UPDATE ON SEA SCOUTS REGARDING adverse possession claim**
* **UPDATE ON PUBLIC LIABILITY CLAIM**

**176.1 Update on Sea Scouts regarding adverse possession claim**

Members NOTED that Surrey Hills have not received any further update from the Sea Scouts and are continuing to chase.

**176.2 Update on Public Liability Claim**

Members NOTED that no decision has been made from the insurance company regarding the claim.

1. **SPEED INDICATOR DEVICES (SIDS) including CONSIDERATION OF quotations for replacement devices min. 156 Refers**

Members **NOTED** the Clerks report as previously circulated.

The Clerk provided 3 quotes with various specifications. One without data gathering capability, one with and one solar powered. All suppliers can supply all specs at similar costs. Members were asked to first agree which type of unit they require.

SPC do not gather data from the current units as they are a deterrent and not an enforcement tool. The Deputy Clerk confirmed that it has previously been established that data collected from SIDs is not compatible with the WSCC reporting systems. Police advice is that data gathered from mobile handheld monitoring units, as supplied by their Road Safety Unit, is their preferred method of reporting and encourage community groups to do this on a regular basis.

A Member was insistent that SPC should be able to gather the data from the SIDs and felt that new units are more likely to be compliant. If it can be established that new units will be compatible with the WSCC Highways systems he would be willing to gather the and collate the relevant information.

Another Member felt that as a deterrent the units work well and proposed that it would be more beneficial to form a community group of volunteers, along with Councillors, who will be willing to gather evidence from the handheld police monitors.

Following a lengthy discussion Members unanimously **AGREED** that the Road Safety Group be asked to consider establishing a community group to undertake speed monitoring sessions using the Police Road Safety Unit’s monitoring equipment.

Members further **AGREED** to look at Quotation 2 in more detail to ascertain what format data is gathered and to check if it is compatible with WSCC Highways systems.

Whilst Members are mindful of the benefits of solar powered units this option is not cost effective. Current SIDs are moved between locations but solar powered units have to stay in situ meaning additional units would be required. This will heavily impact the costs.

1. **Consideration of a proposal to write a letter to the new pharmacy to welcome them to southbourne and invite them to a future meeting to give an update on the services they can provide**

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

Members felt it was fitting to engage with new businesses to the Parish and to write a welcome letter where appropriate. Members unanimously **AGREED**  for the Clerk to write to the pharmacy owners and welcome them to Southbourne.

Members further **AGREED** to invite the owners to the Annual Electors Meeting held later in the year (date to be arranged) to give a presentation on the services they can provide.

1. **consideration of arrangement for business plan including long term planning for pending devolution**

Members **AGREED** to form a Working Group to review and update the Southbourne Parish Council Business Plan. Members further **AGREED** that all Councillors will be appointed to the Group. Officers will also be invited to attend the meetings.

The Clerk will make arrangements for the first meeting of the group to be held in March.

1. **to consider draft agreement as an appendix to the licence with southbourne village hall in relation to the ongoing arrangemetns for heating**

Members **NOTED** the Clerks report as previously circulated.

It was reported that since circulation of the report, 2 new heaters have been installed in the Parish Office and the situation has improved. The Chair of the Village Hall Trust requested a Heating System Operation Agreement be put in place and this was duly drafted by SPC Officers.

The Village Hall Chair also requested a meeting with the SPC Chair. During their discussion it was proposed that the draft agreement be taken to both committees for consideration and mutual approval.

Members unanimously **AGREED** to **ADOPT** the Heating System Operation Agreement as proposed to be signed by the relevant Chairs.

1. **Consideration of proposal to appoint a ditch warden for the Parish to map the main ditches of the village, to provide regular inspections of the systems to ensure they are clear and able to run free, and to liaise with land and riparian owners.**

Members **NOTED** the Clerks report as previously circulated.

During discussion Members raised the following points:

* Gathering the information will be a huge task
* Could SPC seek a volunteer to map the site
* Will it be possible to approach the Chidham & Hambrook Warden to see if he will undertake a similar brief for Southbourne
* If not, will he be willing to assist in some training and share some knowledge

Following discussions, Members unanimously **AGREED** to approach the Chidham & Hambrook Ditch Warden to ask if is able to assist and advise what type of support he may be able to offer.

1. **Update on Sussex Day Event including:**

* **To ratify any associated expenditure**
* **To consider a chosen charity for the event**

Members **NOTED** the Clerks report as previously circulated. The Deputy Clerk tabled a brief update on arrangements for the event so far.

Work has started on promoting the event and Members were asked to assist by displaying posters, promoting wherever possible and to try to secure some good quality raffle prizes.

The Deputy Clerk also asked Members to let her know if they will be available to help on the day.

* 1. **To Ratify any associated expenditure:**

Members unanimously **AGREED** to **RATIFY** the following expenditure:

* Simon Chainey £450.00 Entertainer Sussex Day Fete
* Lauren E Potter £67.50 Deposit Singer Sussex Day Fete
  1. **To consider a chosen charity for the event.**

Members unanimously **AGREED** to split any proceeds from the event 50/50 between AGE Concern and the Army Benevolent Fund.

*Cllr. Rosenberg declared an Ordinary Interest as a volunteer for Age Concern. It was not deemed necessary for Cllr Wheeler to declare an interest.*

* 1. **CDC Grant Fund**

Members **NOTED** that CDC are offering small grants for any event connected to VE Day. At the last meeting it was agreed that the Sussex Day event will include elements to commemorate VE Day including the planting of a commemorative tree at the recreation ground.

Member’s **AGREED** for the Clerk to make an application to CDC for funding to purchase a suitable plaque to mark the tree planting.

1. **Consideration of Grant application from the Western Sussex Rivers Trust for an amount of £842.35 to support monitoring of the Hambrook using electrofishing during the spring of 2025 at three sites on the Hambrook.**

The Chair and Cllr. Money both spoke briefly in support of the application. The project would supply valuable data and it was good to support projects that local groups, such as FROTH, can be involved.

Members unanimously **AGREED** to support the application and donate £842.35 to the Sussex Rivers Trust to support monitoring of the Hambrook using electrofishing.

1. **Date and Time of next meeting.**

The next meeting is scheduled for the 11th March 2025 @ St Johns Meeting Rooms.

***The meeting closed at 8.57pm***