



Southbourne Parish Council

The Village Hall
First Avenue, Southbourne
PO10 8HN
Telephone (01243) 373667

Clerk to the Council -Sheila Hodgson

clerk@southbourne-pc.gov.uk

www.southbourne-pc.gov.uk

SOUTHBOURNE PARISH COUNCIL

Meeting held 11th March 2025

PRESENT: Councillors: A. Tait (Chair), J. Money, N. Redman, 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
4 Members of the public

The meeting opened at 7.01pm.

185. CHAIRMANS INTRODUCTION AND WELCOME

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

186. APOLOGIES FOR ABSENCE

Apologies were given by Cllr. Meredith due to a personal commitment and Cll. Sivyer due to ill health.

187. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 11th FEBRUARY 2025

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 11th February 2025 and they were duly signed by the Chairman.

188. 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

Cllr. Rosenberg Declared an Ordinary Interest in Agenda Item 20

189. ADJOURNMENT FOR OPEN FORUM

The Chairman Adjourned the meeting at 7.04pm for Open Forum and invited members of the public to speak.

189.1

Sue Talbot spoke on Agenda Item 21 as a Trustee of AGE Concern and asked Members to consider supporting their application for a donation towards new fencing.

Cllr. Wheeler asked if the fence was internal or external. It was confirmed to be a boundary fence. He further asked for the height and length of the fence and how many panels would be fitted.

Cllr. Redman asked what materials would be used.

189.2

Hilary Excell and Gina Cole both asked for an update on the Operation Watershed Parham Place project and if the application had been submitted.

The Chair allowed the Clerk to give an update who referred to the comments within her report detailed under agenda Item 6.1 (Clerks Update). The Clerk further confirmed that the application would be submitted on receipt of the outstanding requirements.

189.3

David James spoke on agenda Item 21 as a Resident Director of the Priors Orchard Management Committee. He gave Members an overview of the project, which in liaison with Bournes College, is to design, produce and install a piece of artwork in accordance with the criteria of the S106 Public Art works fund.

189.4

CDC Cllrs. Bangert and Hickson both gave a brief update on their attendance at the CDC Cabinet meeting that had taken place that day. Members were invited to speak with them directly if they had any questions.

189.5

Cllr. Money asked WSCC Cllr. Andrew Kerry Bedell about SID data. Further consideration of SIDs will be on the April agenda.

The Chair thanked everyone for their comments and re-convened the at 7.24pm

The Chair proposed to move the order of business to consider agenda item 21 to allow Mrs Talbot to hear the debate and leave the meeting following their decision.

Members **RESOLVED** to move the Order of Business and **AGREED** to take agenda item 21 at this point

190. CONSIDERATION OF GRANT APPLICATION FROM AGE CONCERN FOR A DONATION OF £1,125.00 TOWARDS REPLACEMENT FENCING.

Members **NOTED** the Clerks report as previously circulated and the comments from the open forum

Members **AGREED** to fund the total cost of the project to a maximum of £1475.00 from the grant fund.

191. CLERKS UPDATE

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

191.1 Update on Operation Watershed

Members **NOTED** that the Clerk has now received two completed Landowner Consent Forms and is currently in the process of liaising with potential contractors for quotations. Both landowners have placed restrictions on when the project can be undertaken due to crops and weather. Any maintenance work will have to comply with these conditions.

191.2 Annual Buckingham Palace Garden Parties

Members were delighted to **NOTE** that Cllr. Money's nomination of our Cemetery Manager, Lindy Nash, to attend one of the annual Buckingham Palace Garden Parties had been approved by WSALC and Lindy has since received her invitation.

191.3 Councillor Training

The Clerk reminded Members there are remaining funds within the Councillor Training budget for this year and asked them to contact her for list of available online training sessions. This was **NOTED**.

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

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **INSPECTORS BI-MONTHLY REPORT**

191.1 WSCC Councillor's Bourne Parishes Report

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

192.2 CDC Councillor's Report

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

192.3 Inspectors Bi-Monthly Meeting

The Clerks Report was **NOTED**

Cllr. Wheeler asked why these meetings were confidential. The Clerk explained that it is at the explicit request of Inspector Lyons that only Clerks attend bi-monthly meetings and that reporting remains strictly confidential as some of the information relates to ongoing Police operations.

193. TO APPOINT A REPRESENTATIVE TO THE ALLOTMENT COMMITTEE TO REPLACE CLLR. SIVYER WHO WISHES TO STEP DOWN FROM THE COMMITTEE.

Cllr Tait said she was happy to sit on the Allotments Committee. There being no other nominations it was **AGREED** that Cllr. Tait be duly appointed to the Allotment Committee.

194. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13th FEBRUARY 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

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

195. TO RECEIVE AND NOTE THE REPORT OF THE STAFFING COMMITTEE MEETING HELD 27th FEBRUARY 2025 INCLUDING, TO NOTE THE RESIGNATION

OF THE ADMINISTRATOR & COMMUNICATIONS OFFICER AND CONSIDERATION OF ANY RECOMMENDATIONS.

There were no recommendations and Members **NOTED** the report of the Staffing Committee meeting held on the 27th January 2025.

Members **NOTED** the resignation of the Administrator and Communications Officer. It was further **NOTED** that the position will be advertised once the job description had been reviewed and approved.

196. TO RECEIVE AND NOTE THE MINUTES OF THE JOINT BURIAL COMMITTEE MEETING (IF AVAILABLE) HELD 3rd MARCH 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

The Minutes for JBC meeting were not yet available. The Cemetery Manager confirmed that there are no recommendations and therefore, the Minutes of the meeting will be noted at the SPC meeting in April

197. TO RECEIVE AND NOTE THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD 6th MARCH 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

There were no recommendations and Members **NOTED** the Minutes of the Allotment Committee meeting held on the 6th March 2025.

**198. FINANCIAL REPORTS - MONTH END
TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF JANUARY 2025 AND FEBRUARY 2025 AS FOLLOWS:**

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT, PREMIUM BUSINESS ACCOUNT, CCLA DEPOSIT ACCOUNT, NATIONWIDE ACCOUNT, REDWOOD ACCOUNT, UNITY BANK ACCOUNT AND THE NAT WEST ACCOUNT FOR THE MONTHS OF JANUARY AND FEBRUARY IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS
- TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2024 – 28th FEBRUARY 2025
- TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS

Members **NOTED** the reports as circulated which were duly signed by the Chair and authorised signatories.

199. TO APPROVE PENDING PAYMENTS AND RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

198.1 Members **AGREED** to **APPROVE** the additional pending payments as circulated.

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

200. TO NOTE THE DATE FOR THE END OF THE YEAR END INTERNAL AUDIT
Members are **NOTED** that the year-end Internal Audit for 2024/25 is scheduled for the Tuesday 20th May 2025

201. CONSIDERATION OF UPDATE IN RESPECT OF EMPLOYERS PENSION LIABILITY INSURANCE INCLUDING CONSIDERATION OF 2025 RENEWAL

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

The Clerk confirmed that the pension liability insurance renews automatically every year. Cost are calculated at the end of the year to allow adjustments for member enrolment. Therefore, the premium for 2024/25 is now due at a cost of £990.74

Members **NOTED** there is sufficient funds withing the insurance budget to cover this expenditure and **AGREED** to **RATIFY** the premium of £990.74

Members **AGREED** to renew the policy in April 2025

202. CONSIDERATION OF SPREADING FUNDS HELD IN RESERVES MORE EVENLY ACROSS THE PORTFOLIO TO MITIGATE RISK

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

As per the Councils Financial Risk Assessment, a number of other bank accounts have been set up to combat potential risks to reserves in respect of a banking failure. To further mitigate these risks Members were asked to consider spreading the amounts more evenly across the portfolio by transferring sums from the Barclay Premium Account into the Nationwide, Nat West, Unity Bank, Redwood Bank and the CCLA Account.

Following discussion Members **AGREED** for the Clerk to transfer funds from the Barclay Premium account across the portfolio to total £150k per account with the exception of CCLA account which will total £200k.

203. FURTHER CONSIDERATION OF ARRANGEMENTS FOR BUSINESS PLAN

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

The Clerk reminded Members of the importance of reviewing and updating the Business Plan. The SPC CIL fund continues to increase and projects need to be identified for its utilisation.

Members **AGREED** to meet an hour before the next SPC meeting on the 8th April 2025 to begin the process. The meeting will start at 6.00pm.

204. CONSIDERATION OF ARRANGEMENTS FOR THE ANNUAL ELECTORS MEETING TO BE HELD BETWEEN 1st MARCH AND 1st JUNE INCLUDING DATE, VENUE, AND PROMOTION

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

Members **AGREED** for a provisional meeting date of 7th May subject to venue availability. St Johns Meeting Rooms being the preferred location.

There was discussion on the format for the meeting as to whom should be invited speak. The Clerk asked Members to focus on engagement with the electors by seeking their views and input on the SPC business plan. She also advised that the CDC Gypsy Traveller & Community Liaison Officer and the Police would be happy to attend. Members had previously extended an invitation to the new Pharmacy owners.

After discussion, Members **AGREED** to email the Clerk with any further suggestions for speakers for collation and further review.

205. PUBLIC ART SECTION 106 PRIORS ORCHARD – CONSIDERATION OF SUPPORT OF A PROPOSAL FOR UTILISATION OF FUNDS FOR A PROJECT TO INSTALL SOME ARTWORK AT PRIORS ORCHARD

Members **NOTED** the Clerks report as previously circulated and the comments from the open forum.

Following discussion, Members **AGREED** to support the Priors Orchard Proposal for Section 106 Public Art funding. The Clerk will now liaise with the Priors Orchard Management Committee for quotations and CDC to progress.

206. UPDATE ON SUSSEX DAY EVENT INCLUDING:

- **TO RATIFY ANY ASSOCIATED EXPENDITURE**
- **UPDATE ON PLANNED ENTERTAINMENT AND CONSIDERATION OF RECOMMENDATION AS DETAILED IN ACCOMPANYING REPORTS**
- **CONSIDERATION OF WORDING FOR TWO TREE PLAQUES IN RESPECT OF D-DAY 2024 80th ANNIVERSARY AND VE & VJ DAY 2025 80th ANNIVERSARY**

206.1 To ratify any associated expenditure

Members **AGREED** to **RATIFY** the expenditure to date as previously circulated.

206.2 Update on planned entertainment and consideration of recommendation as detailed in accompanying reports

Members **NOTED** the Deputy Clerks Report as previously circulated

Members thanked the Deputy Clerk for her hard work in securing so many attractions for the Day.

The Deputy Clerk asked for volunteers for various stands and Members **AGREED**:

- Cllr. Rosenberg will man the Tombola Stand
- Cllr. Wheeler and Redman will man the SPC Stand in shifts and help elsewhere as required
- Cllr. Money will assist as required
- The Chair will be responsible for handling civic duties and the PA as required
- Cllr. Sivyer has already volunteered to help with marshalling duties

The contract caretaker will be available to assist on the day but extra help is required for set up and close down which Members were asked to assist with.

The Deputy Clerk also asked Members to source or provide prizes for the Tombola

206.3 Consideration of wording for two tree plaques in respect of D-Day 2024 80th anniversary and VE & VJ Day 2025 80th anniversary

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

After discussion Members **AGREED** for the Clerk to put some wording together for the plaques on their behalf and circulate for approval.

Members further **AGREED** for the Clerk to seek funding from CDC VE Day Grant for the VE Day Plaques. The D-Day plaque will be funded from the events budget.

Members **AGREED** to delegate authority to the Chair and the Clerk, the arrangements for the trees. The required protective fencing will be funded from the tree maintenance budget. The cost of the trees to be met from the capital budget.

It was further **AGREED** that a ceremonial laying of the plaques will take place during the Sussex Day event. The actual tree planting will take place later in the year, as this will be a more suitable time for planting.

207 DATE AND TIME OF NEXT MEETING

The next meeting is scheduled for Tuesday 8th April 2025

The Chair closed the meeting at 8.34pm