



## Southbourne Parish Council

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### SOUTHBOURNE PARISH COUNCIL Meeting held 13<sup>th</sup> May 2025

**PRESENT:** Cllrs. A. Tait (Chair) M. Wheeler (Vice-Chair) A. Burgess (from Min 7.2) S. Kenneth (from Min.7.1 ) W. Martin (from Min 7.3) L. Meredith, J. Money, N. Redman, S. Rosenberg, K. Sivyver.

**IN ATTENDANCE:** S. Hodgson (Clerk and RFO)  
M. Carvajal-Neal (Deputy Clerk)  
T. Cornish (Administrator)

*The meeting opened at 7.00pm.*

#### 1. APPOINTMENT OF CHAIRMAN - TO NOMINATE AND ELECT A CHAIRMAN FOR SOUTHBOURNE PARISH COUNCIL

It was proposed by Cllr. Meredith and seconded by Cllr. Money that Cllr. Amanda Tait be nominated as Chair for Southbourne Parish Council. There being no other nominations or objections Members unanimously **AGREED** to elect Cllr. Tait.

#### 2. CHAIRMANS ACCEPTANCE OF OFFICE

Cllr. Tait thanked her fellow Councillors for their continued support, signed her Acceptance of Office and received the Chain of Office.

#### 3. APPOINTMENT OF VICE CHAIRMAN - TO NOMINATE AND ELECT A VICE CHAIRMAN FOR SOUTHBOURNE PARISH COUNCIL

It was proposed by Cllr. Tait and seconded by Cllr. Money that Cllr. Redman be nominated as Vice Chair for Southbourne Parish Council.

It was further proposed by Cllr. Rosenberg and seconded by Cllr. Sivyver that Cllr. Wheeler be nominated as Vice Chair for Southbourne Parish Council

Following a vote Cllr. Wheeler was elected Vice Chair for Southbourne Parish Council.

#### 4. CHAIRS INTRODUCTION AND WELCOME

The Chair welcomed everyone to the meeting and introduced Tabitha Cornish who is the new SPC Administrator.

#### 5. APOLOGIES FOR ABSENCE.

Apologies had been received from Cllr. Finnigan who is on leave.

**6. TO APPROVE AND SIGN THE MINUTES OF THE SOUTHBOURNE PARISH COUNCIL MEETING HELD ON THE 8<sup>th</sup> APRIL 2025**

Members **AGREED** to **APPROVE** the Minutes of the Southbourne Parish Council Meeting held on the 8<sup>th</sup> April 2025 and they were duly signed by the Chairman.

*Members **RESOLVED** to change to order of business and take Agenda Item 8 to allow co-opted Members the opportunity to Declare any relevant interest.*

**7. TO CONSIDER APPLICATIONS FOR THE ROLE OF CO-OPTED MEMBERS TO SOUTHBOURNE PARISH COUNCIL**

Members considered applications from Susan Kenneth, Anne Burgess and Wendy Martin. The Chair invited all applicants to speak if they wished.

**7.1** Following consideration of the application Members **AGREED** to appoint Susan Kenneth as a coopted Member to Southbourne Parish Council.

Cllr. Kenneth signed the Declaration of Acceptance of Office and took her place on the Council.

**7.2** Following consideration of the application Members **AGREED** to appoint Anne Burgess as a coopted Member to Southbourne Parish Council.

Cllr. Burgess signed the Declaration of Acceptance of Office and took her place on the Council.

**7.3** Following consideration of the application Members **AGREED** to appoint Wendy Martin as a coopted Member to Southbourne Parish Council.

Cllr. Martin signed the Declaration of Acceptance of Office and took her place on the Council.

**8. 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**

For the benefit of new Councillors, the Clerk explained the requirement to declare any Pecuniary or Ordinary Interests.

There were no Declarations of Interest at this time

**9. ADJOURNMENT FOR OPEN FORUM INCLUDING TO REVIEW ANY COMMENTS OR PROPOSALS RECEIVED AT THE ANNUAL ELECTORS MEETING**

*The Chairman Adjourned the meeting at 7.26pm*

There were no Members of the public in attendance.

At the Electors Meeting on the 7<sup>th</sup> May 2025 a number of suggestions were put to the Council:

- Could more benches be sited throughout the Parish.
- Would Members consider putting a café community hub at the recreation ground.
- Could there be more re-greening.

Members asked for these items to be placed on a future agenda for consideration.

Cllr. Redman spoke about Bourne Leisure and the conversation at the meeting regarding CIL Funding. The Chair advised that SPC were awaiting a formal application.

*The Chairman reconvened the meeting at 7.32pm*

## **10. CLERK'S UPDATE**

### **10.1 Age Concern**

Members **NOTED** a letter of thanks had been received from AGE Concern for the recent funding.

### **10.2 New Gates and Fencing at Recreation Ground**

Members **NOTED** that the Clerk has received emails from members of the public thanking the Council for the new safety gates and for securing the area to make it safe for young children.

### **10.3 PCSO**

The Clerk reported that PCSO James Ryder is leaving on 20<sup>th</sup> June to begin his Police Officer Training. As yet there has been no update as to a replacement. This was **NOTED**.

### **10.4 Devolution & Local Government Reorganisation**

Members **NOTED** the update from CDC on devolution and Local Government reorganisation as previously circulated.

## **11. TO RECEIVE AND NOTE THE FOLLOWING REPORTS IF AVAILABLE:**

- **WSCC COUNCILLOR'S BOURNE PARISHES REPORT**
- **CDC COUNCILLOR'S REPORT**
- **BOURNES FORUM REPORT**

### **11.1 WSCC Councillor's Bourne Parish Report**

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

### **11.2 CDC Councillor's Report**

Members **NOTED** the report as previously circulated

As the WSCC and CDC Cllrs were not in attendance, the Chair asked Members to raise any questions they may have directly with them.

### **11.3 Bournes Forum Report**

The Bournes Forum meeting was held on Monday 28<sup>th</sup> April 2025. As no written report had been received at time of circulation, Cllr. Money, tabled a brief update of the meeting:

Cllr. Adrian Moss, leader of Chichester District Council gave a presentation to the Bournes Forum on redevelopment plans for Chichester, which included plans to include residential dwellings to encourage families into the city.

A presentation was also given by a business support organisation in relation to city centre events in Chichester

Cllr. Redman reported that the future dates for the Bournes Meeting were now available and the Clerk will circulate for information.

**12. TO RECEIVE AND NOTE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON THE 17<sup>th</sup> APRIL 2025 AND 8<sup>th</sup> MAY 2025 INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

**12.1** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 17<sup>th</sup> April 2025.

**12.2** There were no recommendations and Members **NOTED** the minutes of the Planning meeting held on the 8<sup>th</sup> May 2025.

**13. TO RECEIVE AND NOTE THE MINUTES OF THE SOUTHBOURNE ENVIRONMENT GROUP MEETINGS HELD ON THE 10<sup>th</sup> APRIL 2025 AND 8<sup>th</sup> MAY 2025 (IF AVAILABLE) INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS**

**13.1** There were no recommendations and Members **NOTED** the minutes of the Southbourne Environment Groups meeting held on the 10<sup>th</sup> April 2025.

**13.2** Members **NOTED** that the minutes of the meeting held on the 8<sup>th</sup> May 2025 were not yet available and would be reported at the June SPC meeting.

**14. TO NOTE AND APPROVE THE SCHEDULE OF MEETINGS FOR 2024/25.**

Members unanimously **AGREED** to **APPROVE** the Schedule of Meetings for 2024/25 as proposed.

**15. TO APPOINT MEMBERS (AND CHAIR/VICE-CHAIR) TO SERVE ON THE FOLLOWING COMMITTEES.**

- **ALLOTMENTS**
- **COMPLAINTS COMMITTEE**
- **JOINT BURIAL COMMITTEE**
- **PLANNING COMMITTEE**
- **STAFFING COMMITTEE**

**15.1 Allotments**

It was proposed and **AGREED** that Councillors Kenneth, Meredith, Money, Rosenberg and Wheeler be appointed to serve on the Allotment Committee.

It proposed and **AGREED** that the appointment of Chair and Vice Chair for the Allotment Committee would be determined at their first Meeting and this was unanimously **AGREED**

**15.2 Complaints Committee**

Members unanimously **AGREED** to appoint Councillors Money, and Sivyer to serve on the Complaints Committee alongside the Chair and Vice Chair of the Council.

It was unanimously **AGREED** that the SPC Chair would also Chair the Complaints Committee.

### **15.3 Joint Burial Committee**

Following discussion, Members unanimously **AGREED** to appoint Councillors: Martin, Rosenberg and Tait to serve on the Joint Burial Committee.

*Members **NOTED** that the arrangements for the Chair and Vice Chair for this committee are determined by the JBC committees own Articles of Memorandum.*

### **15.4 Planning**

For the benefit of the new Members, the Chair gave a brief overview of the requirements of the Planning Committee.

Members unanimously **AGREED** for all Members to be appointed to serve on the Planning Committee.

It was unanimously **AGREED** that Cllr. Tait be appointed to Chair the Planning Committee. It was further **AGREED** that Cllr. Wheeler be appointed Vice Chair.

### **15.5 Staffing Committee**

Following discussion, Members unanimously **AGREED** to appoint Councillors Kenneth, Meredith and Tait to serve on the Staffing Committee.

It was unanimously **AGREED** that Cllr. Tait be appointed to Chair the Staffing Committee and further **AGREED** to appoint Cllr Kenneth as Vice Chair

## **16. TO APPOINT MEMBERS TO SIT ON THE PARISH COUNCIL'S STEERING GROUPS, WORKING GROUPS AND OUTSIDE BODIES INCLUDING**

- **SOUTHBOURNE ENVIRONMENT GROUP**
- **CDALC**
- **WSALC**
- **BOURNES FORUM**
- **HENRY SMITH CHARITY**
- **OPERATION WATERSHED NUTBOURNE**
- **ROAD SAFETY GROUP**

### **16.1 Southbourne Environment Group**

It was unanimously **AGREED** that Councillors Tait and Burgess be appointed as representatives for the Southbourne Environment Group.

### **16.2 CDALC**

It was unanimously **AGREED** that Councillor Tait be appointed as representative for CDALC.

### **16.3 WSALC**

It was unanimously **AGREED** that Councillor Tait be appointed as representative for WSALC.

### **16.4 Bournes Forum**

It was unanimously **AGREED** that Councillors Money and Redman be appointed as the representatives for the Bournes Forum.

### **16.5 Henry Smith Charity**

Following discussion, it was unanimously **AGREED** that Cllr. Redman be appointed as representative for the Henry Smith Charity.

### **16.6 Operation Watershed Nutbourne Groups**

It was unanimously **AGREED** that Councillors Money and Tait be appointed as representatives for the Operation Watershed Nutbourne Groups.

#### **16.7 Road Safety Group**

It was unanimously **AGREED** that Councillors Money, Sivyer and Rosenberg be appointed representatives for the Road Safety Group.

It was further **AGREED** to appoint Mrs Lyn Hicks as a non-councillor representative for Southbourne Parish council to the Road Safety Group.

### **17. TO REVIEW THE TERMS OF REFERENCE AND ANY DELEGATION ARRANGEMENTS FOR THE COMMITTEES**

Members considered the Terms of Reference and Delegation for the following Committees as previously circulated.

#### **17.1 Allotments**

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Allotments Committee as proposed.

**17.2** Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Allotments Committee as proposed.

#### **17.3 Southbourne Parish Council**

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for Southbourne Parish Council as proposed.

#### **17.4 Planning**

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Planning Committee as proposed.

#### **17.5 Staffing Consultative Committee**

Members unanimously **AGREED** to **APPROVE** the Terms of Reference for the Staffing Consultative Committee as proposed.

### **18. ANNUAL REVIEW OF THE COUNCILS INTERNAL CONTROL POLICIES, PROCEDURES AND PRACTICES INCLUDING TO REVIEW THE DRAFT POLICIES AS PROPOSED FOR ADOPTION AS LISTED:**

- **STANDING ORDERS**
- **FINANCIAL REGULATIONS**
- **ASSET REGISTER**
- **RISK ASSESSMENT 2025/2026**
- **GRANT APPLICATION AND CRITERIA**

#### **18.1 Standing Orders**

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Standing Orders as proposed.

#### **18.2 Financial Regulations**

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

#### **18.3 Complaints Procedure and Terms of Reference**

Members unanimously **AGREED** to **APPROVE** and **ADOPT** the Complaints Procedure and Terms of Reference as proposed.

#### 18.4 Asset Register

Members unanimously **AGREED** to **APPROVE** the Asset Register as proposed.

#### 18.5 Risk Assessment 2025/26

Members unanimously **AGREED** to **APPROVE** the Risk Assessment as proposed with the following amendments:

- For the rating for Cyber Securities be raised from medium risk to high risk
- For Members not to “reply all” to Officer emails relating to SPC business unless specifically requested by the sender. Officers will convey any further information received if needed.
- For a 3 year tree inspection cycle to be added.

#### 18.11 Grant Application and Criteria

Members **AGREED** to **APPROVE** the Grant Application and Criteria for 2024/25 as proposed **NOTING** the addition that Grants approved in excess of £1000 for applicants to attend the Annual Electors meeting to provide a report on the project completion or update on progress.

#### 19. TO CONFIRM BANK SIGNATORIES AND REAFFIRM CONTINUANCE OF THE CURRENT POLICY THAT VERIFICATION OF BANK RECONCILIATIONS WILL BE COMPLETED BY ANY OF THE CURRENT BANK SIGNATORIES EXCLUDING THE CHAIR IN LINE WITH FINANCIAL REGULATIONS

Members **AGREED** to **APPROVE** the continuance of the current policy to be completed in accordance with the financial regulations.

#### 20. FINANCIAL REPORT – MONTH END

**TO RECEIVE AND NOTE THE REPORTS FOR THE MONTHS OF MARCH 2025 AND APRIL 2025 AS FOLLOWS**

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCIL’S BARCLAYS CURRENT ACCOUNT, BARCLAYS PREMIUM BUSINESS ACCOUNT, CCLA ACCOUNT, NATIONWIDE ACCOUNT, NAT WEST ACCOUNT, REDWOOD ACCOUNT AND UNITY BANK ACCOUNT FOR THE MONTHS OF MARCH AND APRIL IN LINE WITH THE COUNCILS FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME AND EXPENDITURE FOR THE PERIOD COVERING 1<sup>ST</sup> APRIL 2024 – 31<sup>ST</sup> MARCH 2025 AND FOR 1<sup>ST</sup> APRIL 2025**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORT**

The financial reports were **NOTED** and the Chairman signed the balance sheets for March and February 2025 as reported and previously circulated. Cllrs Money and Redman signed the reconciliation reports and statements as previously circulated

Members **NOTED** the Income and Expenditure for the period covering 1<sup>st</sup> April 2024 - 31<sup>st</sup> March 2025 and 1<sup>st</sup> April 2025

#### 21. TO APPROVE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED INCLUDING TO NOTE OVERPAYMENT OF £129.96

There were no pending payments. Members **AGREED** to **RATIFY** the payments as previously circulated.

Members further **NOTED** that an overpayment to the Ramp People that had been made in error which had now been credited back to SPC.

#### 22. TO RECEIVE AND NOTE THE YEAR END REPORTS INCLUDING

- **TO RECEIVE THE BANK RECONCILIATION TO 31<sup>st</sup> MARCH 2025 AND TO NOTE THE INCOME & EXPENDITURE AGAINST BUDGET FOR FINANCIAL YEAR 1<sup>st</sup> APRIL 2024 – 31<sup>st</sup> MARCH 2025**
- **TO NOTE THE STATEMENT OF ACCOUNTS**

### **22.1 Year end Reports.**

Members reviewed and **NOTED** the reports as previously circulated.

### **22.2 Income and Expenditure against budget.**

Members reviewed the income and expenditure against budget. The Clerk reported that the expenditure against budget came in at 86.1%. Bearing in mind that costs were increasing at an alarming rate at the beginning of the financial year and that additional service charges were a constant, that is a very acceptable return. The Clerk added that interest rates had yielded a very favourable return last year, but with Interest Rates now dropping considerably, Members had been right not to rely on this level of return going forward for 2025/26.

### **22.3 Statement of Accounts.**

Members reviewed and **NOTED** the Statement of Accounts

### **23. TO NOTE RECEIPT OF THE FIRST INSTALMENT OF THE PARISH COUNCILS PRECEPT OF £128,823.00 FOR 2025/26 AND TO FURTHER NOTE RECEIPT OF APRIL CIL FUNDS OF £159,391.00**

Members **NOTED** receipt of the first instalment for the Parish Precept of £128,823.00 for 2025/26 and further **NOTED** receipt of the April CIL fund of £159,391.00

### **24. CONSIDERATION OF THE SOUTHBOURNE PARISH COUNCILS INSURANCE RENEWAL DUE 1<sup>st</sup> JUNE 2025 AND TO RE-AFFIRM THE CONTINUANCE OF THE ILL HEALTH LIABILITY INSURANCE FOR 2025 SPC MIN.201 REFERS**

Members **NOTED** the Clerks Report as circulated.

### **25. CONSIDERATION OF PRIME ACCOUNT AT A COST OF £98.00 PER ANNUM TO REDUCE OVERALL ANNUAL DELIVERY COSTS FROM AMAZON**

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

The Clerk clarified that the business prime account does not include any subscription to “add ons” such as TV or Music. It is a separate membership program designed for businesses. The benefits focus on business-specific benefits like fast, free shipping and streamlined purchasing for business users.

Following discussions Member **AGREED** to **APPROVE** to upgrade the Amazon Business Account to Prime at a cost of £98.00 per annum

### **26. UPDATE ON SUSSEX DAY FETE**

The Deputy Clerk advised that the arrangements were progressing. The main focus is to now publicise and promote the event. Members were asked to assist with this by sharing links and displaying posters.

### **27. DATE AND TIME OF THE NEXT MEETING**

Members **NOTED** the date and time of the next meeting.

The meeting closed at 9.10pm



