

## **SOUTHBOURNE PARISH COUNCIL**

**MINUTES** of the meeting held at St John's Church Centre, Southbourne on 13 September 2016

**Present:** Mr Hayes\*, (Chairman), Mr Brown, Mr Feltham, Mr Finch\*, Mr Gowlett, Mr Hicks\*, Mr Jennings, Mr Lane and Mrs Russell.

\*Also District Councillors for Southbourne.

5 members of the public.

### **Part I**

#### **Apologies for Absence**

61. Apologies for absence were received from Mr C Bulbeck, Mrs M Bulbeck, Mr Ferguson and Mr Withers.

#### **Declarations of Interest**

62. None

#### **Minutes**

63. Resolved that the minutes Part I of the meeting held on 12 July 2016 be approved as a correct record and be signed by the Chairman.

#### **Open Forum**

64. A member of the public commented there were no dropped kerbs at Friary Dene. He was advised that this should be taken up directly with the County Council's Highways department.

65. A street light outside Black Fox Cottage in Prinsted was not working. The Clerk would report it.

66. A member of the public suggested that the pebbles that had spread onto Prinsted Lane from the carpark outside the Scout Hut could be removed by the Scouts and put on the beach. Members agreed that they should instead be placed at the rear of the carpark, rather than put them on the beach as the Harbour was a SSSI. The Clerk would make the necessary arrangements for them to be removed.

67. It was noted that a couple of school crossing signs had been designed by the local school children. The Council agreed to consider how it might fund the production of the signs.

68. A 'Greening Southbourne' event was planned by the Environment Steering Group for 26 November and it was suggested by a member of the public that the lighting of the Christmas tree could be organised by the Events Committee.

69. Members were pleased to note that a member of the public had obtained a £1000 grant for the planting of eight trees at the end of Stein Road. This had

been facilitated by Connecting Southbourne and the County Council had agreed to provide a further £200. It was hoped that the trees would be planted depending on suitable conditions sometime between November and January.

70. It was noted that a couple of members of the public would be looking with the County Council's access ranger at whether there were footpaths that were not currently on the Definitive Map that could be claimed as public rights of way.

71. It was noted that Boots the Chemists would not be relocating to the current Co-op store when it vacated the site. Members agreed that there were still problems with the staffing and layout at the current shop and a letter would be prepared to send to the Area Manager to see if there was anything that the Council could do to help improve the situation.

### **County Councillor's Report**

72. County Cllr Ms James had sent her apologies. The report of County Councillor Ms James was taken as read.

### **District Councillor's Report**

73. The District Council's Members' bulletin had been circulated in advance of the meeting.

74. It was noted that the District Council's Planning Committee had deferred a decision on the proposals for development at Whitehouse Farm.

### **Resignation of Parish Councillor and Notice of Casual Vacancy**

75. The Council noted that Mr Bruce Finch would be resigning as a Parish Councillor with effect from the end of this Parish Council meeting. He would also be resigning as a District Councillor with effect from 7 October 2016 as he was moving away from the area. Members thanked Mr Finch for his work as a Parish and District Councillor and wished him well for the future.

76. A notice would therefore be posted on 14 September 2016 to advertise the casual vacancy and the opportunity for a by-election if 10 or more electors called for it. If no by-election was called by 4 October 2016 then the vacancy could be filled by co-option.

Resolved

That subject to no by election being called, the Parish Council advertise the casual vacancy to be filled by co-option from 5 October 2016 with a closing date of 31 October 2016 and considered by the Council on 8 November 2016.

77. The vacancy on the Finance Committee would be considered at the meeting on 11 October 2016.

## **Neighbourhood Plan**

78. First Monitoring Report – The Council received the first monitoring report on progress with the Neighbourhood Plan. Members thanked Mrs Talbot for collating the information and preparation of the report.

79. Resolved – that the Monitoring Report be approved and submitted to Chichester District Council.

80. Public Art – Draft Press Release – the item was withdrawn.

81. Neighbourhood Plan Publicity – The Council agreed that there could be more publicity about the Neighbourhood Plan and on the work that had been carried out since the Referendum.

82. Resolved – (i) That the Neighbourhood Plan Steering Group prepare draft press releases about the Neighbourhood Plan and the work undertaken since the Referendum. (ii) The Chairmen of the Council, the Neighbourhood Plan Steering Group and the Environment Steering Group collectively be authorised to approve the press releases.

## **Royal Town Planning Institute (RTPI) – Retired Members**

83. The Parish Council noted the advice two Neighbourhood Plan Steering Group members had received from the RTPI as retired members of that Institute in relation to their comments on planning matters in the parish as follows:

“Retired Members are unable to provide professional planning advice even in the capacity of a volunteer. Retired Members can give their personal opinion or comment on a local matter in a personal capacity, for example as a parish councillor or member of a trust or charity. If you are providing advice then you should make clear to all parties involved that, as a Retired Member of the RTPI, you are not giving professional advice but you are giving your personal opinion.”

## **Welcome to Southbourne Leaflet**

84. Members supported the idea of a leaflet being produced for distribution to new homes in Southbourne and agreed that consideration should be given to local firms sponsoring the cost of the leaflet.

85. Resolved – that the Neighbourhood Plan Steering Group be asked to develop a leaflet and the Finance Committee considers the budget for this work.

## Finance

86. Payments – Resolved that the following payments for September 2016 be approved:

### Receipts

CDC	Half year Precept	£63,549.00
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### Payments

Rialtas Business Solutions	Alpha Financial Software	£858.96
broxap	Football Goal posts	£916.80
BT	Internet (D Debit)	£108.72
SSE Enterprise Lighting	Street light repairs 612288	£232.46
SSE Enterprise Lighting	Street light repairs 608356	£216.36
SSE Enterprise Lighting	Street light repairs 608357	£180.31
JDS	Remove old and install new goal post sockets	£336.46
G Burley and Sons	Grounds maintenance	£3,782.40
PKF Littlejohn	External Audit	£480.00
Staff	Aggregate pay and expenses	£2,609.51

<b>Total</b>		<b>£9,721.98</b>
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<b>Transfer from Savings Account</b>	For current payments	£9,721.98
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87. Bank Reconciliation – The Clerk reported that the bank reconciliation layout now followed the format of the new financial software. The reconciliation as at the 31 August 2016 was noted.

88. Old Goal Posts – Resolved – that the Clerk arrange for the disposal of the old goal posts.

## Environment Steering Group

89. The Council noted work streams being taken forward by the Group included

- Litter picking
- Footpaths (see minute 71/16 above)
- Signs for the Harbour about dog walking in the bird breeding season

90. The Council considered a proposal to provide a budget of £500 to the Steering Group for publicity and organisation of events, possibly jointly with others. Any quotes and invoices would need to be addressed to the Parish Council and submitted to the Clerk in accordance with Financial Regulations.

91. Resolved – that a budget of £500 be approved for the Environment Steering Group for the purposes set out in minute 90 above.

## **A27 Consultation**

92. The Council considered the Highways England consultation on five proposals for improving the A27. It was recognised that no solution would be perfect but there was Government finance available to make improvements in the next few years. There was however no Highways England proposal for a “northern route” around Chichester.

93. Resolved – That Council submit its preference for Option 2 to Highways England.

## **Items for Future Meetings**

94. It was agreed that the following items would be included on future agendas:

- An invitation to the Parking Manager at the District Council to talk about parking issues in the parish
- An invitation to the manager of the local Boots store
- Greening Southbourne event on 26 November 2016

## **Date of Next Meeting**

95.12 September 2016 at 7.30 p.m.

## **Exclusion of the Press and Public**

96. Resolved - 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.

## **Summary of Items discussed in the absence of the Press and Public**

The Council agreed the minutes Part II of the meeting on 13 September 2016, the pension scheme to be implemented from 1 November 2016 and a course of action regarding the criminal damage at the pavilion.

Chairman

The meeting closed at 9.40 p.m.