

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
e-mail:clerk@southbourneparishcouncil.com

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

7 September 2016

Dear Sir / Madam,

You are hereby summoned to a meeting of the Southbourne Parish Council at the **St John's Church Centre, Southbourne** on **Tuesday 11 October 2016** at **7.30 p.m.**

R A Davison
Clerk

AGENDA Part I

1. Apologies for Absence

2. Declarations of Interest

3. [Minutes Part I](#) of the meeting held on 13 September 2016.

4. Open Forum

5. County Councillor Report

6. District Councillor Report

(Mr Hicks)

7. Notice of Casual Vacancy

Further to minutes 75-76/16 a notice was posted on 5 October 2016 advertising for applications for Co-option to the Council with applications to be received by 31 October and considered by the Council on 8 November 2016.

8. Council Committees

- a. To appoint two members to the Finance Committee
- b. To appoint one member to the Recreation Committee
- c. [Events Committee Review](#) – to consider the attached report.

9. Finance

- a. [Receipts and Payments](#) – To approve payments for October 2016.
- b. [Bank Reconciliation](#) – to note the reconciliation as at 30 September 2016.
- c. [Age Concern, Southbourne](#) – Age Concern has requested a donation from the Parish Council towards Steering Group and other ad hoc Council meetings held on the premises.

10. **Council Tax 2017/18 and onwards**

The Government is consulting on proposals to require larger Local Councils with precepts of over £500,000 to hold a referendum if they propose an increase of more than 2%. While initially this would not affect this Council it is understood that it could be rolled out to all Local Councils in future years. The National Association (NALC) has previously objected to this idea and is likely to do so again.

Separately, Chichester District Council has notified this Council that the Council Tax grant it receives in support of its precept will be phased out from 2017/18 to 2019/20. This is because the Revenue Support Grant (RSG) for the District will be cut significantly in 2017/18 and cease altogether in 2018/19. The District Council's Cabinet is continuing the grant support beyond the end of the RSG to enable parish councils time to review their budgetary requirements in future years. Full details of the changes will be available in December when the tax base is set.

Recommended – That the Council write to NALC with its views about the Government's consultation on the proposed referendum principles.

11. **Neighbourhood Plan**

a. New Homes Bonus Allocation – To accept the allocation of £8000 New Homes Bonus funding from Chichester District Council for (a) advice in respect of the Neighbourhood Plan review process and (b) extension to the Westbourne Cemetery. The allocation is subject to a £2000 retention pending notification of where an additional £1500 funding will come from for the cemetery project.

b. Public Art – to consider the proposals for the public art installation at the Gosden Green site.

c. Infrastructure Business Plan (IBP) Consultation – The Council's views are sought on the District Council's consultation on the IBP (previously circulated). Members may wish to submit their comments outside of the meeting. If so they are requested by 7 November so that a comprehensive response can be given by the 14 November deadline. It is suggested that views are also sought from the Neighbourhood Plan Steering Group.

d. Steering Group - To receive a report on the work of the Group (Mr Hayes).

12. **Environment Steering Group** – Mr Brown to report on the proposals for the Greening Southbourne event on 26 November 2016.

13. **Lumley Road Flood Defence Works** – Graham Attrills are due to commence work on Monday 17 October 2016 and the work is expected to take three to four weeks, subject to weather conditions. UK Flood Barriers will also be carrying out work to the properties to install flood barriers.

14. **Community Land Trusts** – Mr Hayes to report.

15. **Community Wardens** – Mr Hayes to report.

16. **Southern Water's Stakeholder Workshop** – The Council has been sent an invitation by Southern Water to a Stakeholder Workshop covering its business plan, water resources management plan and drought management plan. The closest workshops are in Southampton on 31 October or Brighton on 4 November 2016, both from 10 a.m.-3 p.m. If members are not available it is suggested that a member of the Neighbourhood Plan Steering Group be asked whether they wish to attend and if so, it is recommended that the Council agrees to pay their reasonable travel expenses.

17. **Items for Future Meetings**

18. **Date of Next Meeting** – 8 November 2016

19. **Exclusion of the Press and Public**

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.

Part II

20. **Minutes - Part II** of the meeting held on 13 September 2016 (for Members of the Parish Council only).

21. **Pensions –Auto enrolment** (for Members of the Parish Council only).

To: All Members of Southbourne Parish Council

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

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

Declarations of Interest

2. None

Minutes

3. 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

4. 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.

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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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

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

District Councillor's Report

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

14. 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

15. 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.

16. 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.

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

Neighbourhood Plan

18. 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.

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

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

21. 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.

22. 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

23. 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

24. 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.

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

Finance

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

Receipts

CDC	Half year Precept	£63,549.00
-----	-------------------	------------

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
	Total	£9,721.98
Transfer from Savings Account	For current payments	£9,721.98

27. 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.

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

Environment Steering Group

29. 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

30. 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.

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

A27 Consultation

32. 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.

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

Items for Future Meetings

34. 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

35.12 September 2016 at 7.30 p.m.

Exclusion of the Press and Public

36. 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.

11 October 2016

Council Committees - Events Committee Review

Introduction

1. The Council has had an Events Committee for a number of years which has run a village fete but over the last two years it has not met to organise any events. There is no requirement for the Council to have an Events Committee.
2. Over the same period there have been a number of successful events held by organisations within the Parish and the Environment Steering Group is currently organising an event in November, called 'Greening Southbourne'.
3. The Council could keep the Events Committee and find events that it could organise. Alternatively it could disband the Committee and leave it to other Council committees and steering groups to run events as they are needed to support the work of the Council, such as the Greening Southbourne event. Indeed the Council could establish a group to run a specific event if the need arose.
4. The Council already provides grant funding to local organisations. If the formal Events Committee is removed, locally it might be felt that the Council is not committed to supporting its residents by providing events. However, it could mitigate this by working in partnership with local organisations and encouraging them to request grant funding and to move from an annual grant round to a biannual or triannual system to enable these organisations to bid for grants to support events as they arise. The Council has already this year supported Connecting Southbourne in this way by providing grant funding (obtained via the District Council) for HM The Queen's 90th Birthday Celebrations in June. If this idea is supported, the Finance Advisory Committee will need to review the grant criteria, funding available and how the process operates.

Conclusion

5. The Council could keep the Events Committee or alternatively disband it and leave it to its remaining committees and steering groups to run events as necessary. In addition it could then support local events organised by local groups through grant funding.

Recommended

1. That the Events Committee be disbanded
2. That the Council's remaining committees and steering groups run events as necessary in support of the Council's work.
3. That the Finance Advisory Committee review the grants process and funding to ensure that it can support events run by local groups.

Robin Davison
Clerk