

SOUTHBOURNE PARISH COUNCIL

Robin Davison
Clerk to the Council
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The Village Hall
First Avenue
Southbourne
Emsworth
PO10 8HN
Telephone (01243) 373667

3 November 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 8 November 2016** at **7.30 p.m.**

R A Davison
Clerk

Civil Parking Enforcement

At the start of the meeting Tania Murphy, Parking Manager at Chichester District Council will give a presentation about Civil Parking Enforcement in the District.

AGENDA Part I

- 1. Apologies for Absence**
- 2. Declarations of Disclosable Pecuniary Interests**
- 3. [Minutes](#) Part I** of the meeting held on 11 October 2016.
- 4. Open Forum**
- 5. County Councillor Report**
- 6. District Councillor Report**
- 7. Co-option** – To elect a co-opted member to the Parish Council.
- 8. Review of Committee Memberships**

At its last meeting the Council agreed to review the size of the Finance Advisory Committee (currently 8 members and 2 vacancies) and the Recreation Advisory Committee (6 members and 1 vacancy). In the light of that review to appoint any additional members as may be necessary.

9. Finance

- a. [Finance Advisory Committee](#) – To receive the report and recommendations of the Finance Advisory Committee held on 18 October 2016.
- b. [Receipts and Payments](#) – To note the payments made in respect of the Lumley Road Flood Alleviation Project (minutes 309-310/16). To approve payments for November 2016.
- c. [Bank Reconciliation](#) – to note the reconciliation as at 31 October 2016.

10. Environment Steering Group

To receive a report on the work of the Steering Group (Mr Brown).

11. Items for Future Meetings

12. **Date of Next Meeting** – 12 December 2016

13. 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

14. **Minutes - Part II** of the meeting held on 11 October 2016 (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 11 October 2016

Present: Mr C Bulbeck (Chairman), Mr Brown, Mrs M Bulbeck, Mr Feltham, Mr Ferguson, Mr Gowlett, Mr Hayes*, Mr Lane and Mr Withers.

*Also District Councillors for Southbourne.

Part I

Apologies for Absence

1. Apologies for absence were received from Mr Ferguson, Mr Hicks*, Mr Jennings and Mrs Russell.

Declarations of Interest

2. None

Minutes

3. Resolved that the minutes Part I of the meeting held on 13 September 2016 be approved as a correct record and be signed by the Chairman.

Open Forum

4. No items were raised.

County Councillor's Report

5. Regarding the A27 consultation, County Councillor Ms James reported that her original preference was for Option 2 but overall she felt that the proposal was not robust enough. She had therefore asked for it to be reinvestigated and the possibility of a northern route with tunnelling to be investigated.

6. At a meeting of the Police Crime Panel the consensus had been that with the removal of a number of PCSOs, low level crime was likely to increase. The Police and Crime Commissioner (PCC) said she would reconsider the matter if enough parish councils wrote to her about this. The Council agreed to write to the PCC requesting that the previous system of PCSO allocations be reinstated.

7. The household waste site at Hambrook had closed. C Cllr Ms James was still awaiting a feasibility study from the Cabinet Member into turning the site into a recycling facility.

8. It was noted that an application had been submitted by UK Oil and Gas (UKOG) to the South Downs National Park Authority (SDNPA) for drilling for hydrocarbons at Markwell's Wood in Stoughton Parish, West Sussex. There were potential implications for the ground water supplies for a large part of the population below the South Downs arising in part from the novel proposals for

extraction of the hydrocarbons. It was noted that a number of parish councils outside the SDNPA area were likely to submit comments. Members agreed that the application should be considered by the Planning Committee on 18 October 2016.

9. C Cllr Ms James reported on the financial position facing the County Council with increasing pressures on budgets for children in care and school funding amongst others.

District Councillor's Report

10. The District Council's Members' bulletin had been circulated in advance of the meeting and was taken as read.

Notice of Casual Vacancy

11. There had been no call for a Parish Council by-election and therefore a notice had been posted on 5 October 2016 to advertise the casual vacancy to be filled by co-option with a closing date of 31 October 2016. Applications would be considered by the Council on 8 November 2016.

Council Committees

12. Members agreed that the size of the Finance Committee and Recreation Committee should be reviewed at the next meeting.

13. The Council considered the report of the Clerk regarding the Events Committee.

14. Resolved

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

Finance

15. Payments – Resolved that the following receipts be noted and payments for October 2016 be approved:

Receipts

AFC Southbourne	September matches	£100.00
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Payments

G Burley & Sons	Grass cutting (September)	£463.20
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SSE Enterprise	Street light repairs 617995	£442.54
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SSE Southern Electric	Pavilion (D Debit)	£2.61
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SSE Southern Electric	Unmetered Supply - Street Lights	£1,391.81
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Jt Burial Committee	Q3 Payment	£5,953.50
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Viking	Office supplies	£125.76
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Viking	Office supplies	£164.44
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Mr A Dawkins	Re-imbusement of Planning permission fee for Lumley Road Flood Defences (EMR Op Watershed Lumley)	£339.00
Elite Playground Inspections Staff	Quarterly Inspection Aggregate salaries	£56.70 £2,322.35
HMRC	Quarterly payment	£1,909.32
	Total	£12,708.03
Transfer from Savings Account	For current payments	£12,708.03

16. Bank Reconciliation –The reconciliation as at the 30 September 2016 was noted.

Council Tax 2017/18 and onwards

17. The Council noted the Government’s proposals to require larger Local Councils with precepts over £500,000 to hold a referendum if they proposed an increase of more than 2% and the possibility of this requirement being rolled out to all Local Councils at some point in the future.

18. Members also noted that the Council Tax Grant provided by the District Council would be phased out from 2017/18 to 2019/20 as the Revenue Support Grant (RSG) for the District would be cut significantly in 2017/18 and cease altogether in 2018/19. The District Council’s Cabinet was continuing the the grant support beyond the end of the RSG.

19. Resolved – that the Council write to NALC setting out its opposition to the referendum principles put forward by the Government for the following reasons:

- The possibility of the principles being rolled out to all local councils in the future
- Councillors carefully considered the implications of any tax rises
- the cost of such a referendum
- that there was already a means for people to express their displeasure with a local council through the council elections
- turnout was likely to be low for a referendum.

Neighbourhood Plan

20. New Homes Bonus (NHB) Funding - Members were pleased to note that the Council had been awarded £8000 in NHB Funding for advice in respect of the Neighbourhood Plan review and an extension to Westbourne cemetery. It also noted that £2000 was being retained by the District Council pending confirmation of where the additional £1500 for the cemetery extension would come from.

21. Resolved – that the NHB funding be accepted and the Clerk authorised to accept the terms and conditions of the award.

22. Public Art – It was noted that an artist had prepared a design for the art installation for the Gosden Green site but a location had yet to be finally decided. Members supported the design. Members also welcomed the support from both Crayfern and the District Council in progressing this installation. The process was a useful learning experience as it was possible that there would be other art installations arising from other developments in the future.

23. Infrastructure Business Plan (IBP) Consultation – It was agreed that comments on and projects for inclusion in the IBP would be submitted to the Clerk by no later than 7 November. The Neighbourhood Plan Steering Group would also be invited to comment on the IBP to ensure that no projects were missed off the approved list for Southbourne.

24. Steering Group – Mr Lane reported on the discussions he had had with the local Boots the Chemists store. The position was noted. Mr Lane would try and arrange a meeting between Boots and the local GP surgery.

Environment Steering Group

25. A 'Greening Southbourne' event was being held on 26 November 2016 in the St John's Centre to encourage residents to become involved in green initiatives in the parish. A press release had been published in the Village Magazine and another press release about the event would be submitted for the November copy.

Lumley Road Flood Defence Works

26. The Parish Council was pleased to note that Graham Attrills would be commencing work on the flood defences at the Rose Cottages in the week commencing 17 October 2016. UK Flood Barriers would also be carrying out work to the properties to install flood barriers.

Community Land Trusts

27. It was agreed that a presentation on community land trusts should be arranged for the January 2017 meeting of the Council.

Community Wardens

28. It was agreed that a presentation on community wardens should be arranged for the February 2017 meeting of the Council.

Southern Water's Stakeholder Workshop

29. Resolved – that a member of the Neighbourhood Plan Steering Group be invited to attend the Southern Water Stakeholder Workshop in Southampton on 31 October 2016 together with the Clerk. If necessary the reasonable travel expenses of the Steering Group member be reimbursed.

Items for Future Meetings

30. None raised.

Date of Next Meeting

31.08 November 2016 at 7.30 p.m.

Exclusion of the Press and Public

32. 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 and the method of calculating staff pension contributions.

Chairman

The meeting closed at 9.40 p.m.

8 November 2016

Finance Advisory Committee

1. The Committee met on 18 October to consider the following items.

Budget 2016/17 and Virements

2. The half year position on the 2016/17 budget and current reserves was noted. Members considered the proposed virements between budgets to ensure that there were sufficient funds in the budgets that required them. The budget to September 2016 is attached at Appendix A, the current reserves at Appendix B and the proposed virements at Appendix C.
3. **Recommended** – that the virements set out at Appendix C be approved.

Revised Grant Application Forms and Terms and Conditions

4. Members have reviewed the grant application form and terms and conditions (Appendix D) for awarding grants from the Parish Council in the light of the Council's decision to discontinue the Events Committee and ensure that events within the parish can be supported.
5. **Recommended**
 - (i) that the revised application form and terms and conditions be approved;
 - (ii) that applications for grants in 2016/17 be invited now with a deadline of 31 December 2016 and any applications being considered at the Council meeting on 10 January 2017.

C R Bulbeck
Chairman, Finance Advisory Committee

Reserves

Council Accounts as at 31 March 2016

Community Account	£18,733.95
Active Saver	£123,508.73
Total	£142,242.68

Notes

2015/16 balance carried forward + General Reserve & Earmarked Reserves (£40k*)

Allocation of Reserves

Ear Marked Reserves

Lumley Flood Alleviation	£70,000.00
Lumley Flood Alleviation	£20,000.00
Total	£90,000.00

Op Watershed -Two awards - £40k* (2015/16) and £30k (2016/17)
SSE 2016/17

Street Lighting (Total) **£10,000.00**

Unspent budget 2015/16

Play Equipment (Total) **£10,000.00**

Unspent budget 2015/16

General Reserves **£82,242.68**

(£142,242.68-£40,000*-£10,000-£10,000)

50% of budget would be £63,550.00

Minimum recommended

Possible Additional Earmarked Reserves

Nutbourne Drainage	£20,000.00
Brook Meadow	£3,500.00

Outcome of bid to Operation Watershed awaited

Ecology Survey for Lumley Phase 3 works. WSCC confirmed up to £3500

**Proposed Changes to 2016/17
Budget**

Appendix C

100	Administration	Notes
4000	Clerk's Salary/Tax/NI	£12,000 from General Reserve to cover change to full time hours as budget set before this change was agreed .
4070	Administration Expenses	£1000 Virement from Insurance (4090) and from £2000 from Pension Contributions (4220)
4110	Subscriptions Other	Virement of £36 from Subscriptions SSALC (4100)
4155	Staff Courses/Conf/Seminars	Budget split from Courses/Conf/Seminars (4150) when the new software was set up and Virement of £750 made to this new budget heading
4190	Community Initiatives	Proposed budget for use by the Environment Steering Group for publicity etc (July Council refers)
4200	Capital	£2000 from General Reserve to cover goal posts and installation if the two SIDs are to be purchased in 2016/17. Quote for each SID is £3150 inc VAT
220	Recreation Ground	
4300	Supply	Virement of £150 from Maintenance (4310) to cover cost of cleaning materials
4410	Grass Cutting	Virement of £1500 from Football (4430) as the football costs have not been separately identified on invoices
4440	Cartaker Salary	Journal entry required to move £375 from Cost Centre 100 Administration to Cost Centre 220 Recreation Ground

Southbourne Parish Council

Grant Applications

Terms and Conditions

1. Applications can only be made by 'not for profit' organisations that have their own constitution and bank account.
2. Applications can only be made by an officer (Chairman/Treasurer/Secretary etc) of the organisation.
3. Applications must be submitted by 15 March for consideration by the Council in April or by 15 September for consideration by the Council in October.
4. Grants will not normally be given to organisations from outside the parish unless there are identifiable benefits to a significant proportion of the residents of the parish, or a particular group of residents. If this is the case, please provide details with the application.
5. National charities will not be supported at a local level by parish council grants.
6. When considering applications, preference will be given to:
 - a. Capital and Event funding applications
 - b. Those organisations that can demonstrate that other fund raising efforts have been made.
7. Quotes must be provided in support of Capital or Event funding Applications.
8. Applications for Revenue funding must make it clear how this benefits the residents of Southbourne.
9. Applications for repeated Revenue funding must provide the date(s) of previous applications and the amount(s) awarded. It should not be assumed that a repeat application will be automatically successful and applicants should therefore have regard to 6b above.
10. Applications for grants must be accompanied by:
 - a. Either last year's audited accounts for Capital or Event funding applications or two year's audited accounts for Revenue funding applications or a projection of income and expenditure if a new group and
 - b. A copy of the current constitution.
11. The Parish Council reserves the right to
 - a. Request more information before making a grant
 - b. Provide a grant less than the amount requested
 - c. Decline to make a grant

- d. Publicise the grant or grants awarded. If so, the applicant(s) are expected to participate in any publicity
- e. In exceptional circumstances award over £2000 and in which case a full report will be required once the project is completed.

12. Personal information will be held in accordance with the Data Protection Act 1998.

Southbourne Parish Council

Grant Application Form

Organisation		Charity No. (or N/A)	
Applicant Name		Tel	Mobile
			Landline
Position in Organisation		Email	
Address			
	Post Code		
Bank Account Number		Sort Code	
Declaration			
<p>I am applying as an officer of and on behalf of the above named organisation and I have read and understood the Terms and Conditions on which the application is made. In the event that any or all of the funding is not required, the organisation shall return any unspent funds within 6 months.</p> <p>Signed..... Date.....</p>			

Please complete the relevant page below and submit:

1. Last year's accounts with applications for Capital or Event funding (or a projected income and expenditure sheet if a new organisation). If applying for Revenue funding, please submit accounts for the last two years.
2. Quotes for all items of proposed expenditure for Capital or Event funding relating to this application (NB: no grant shall be given for costs already incurred).

Failure to include this information may delay your application.

Please return the form to:

Robin Davison, Clerk to the Council The Village Hall, Southbourne Emsworth PO10 8HN	Telephone 01243 373667 E mail: clerk@southbourneparishcouncil.com
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Capital Projects or Equipment			
Organisation			
Project Title and/or Equipment Required			
Total Project Cost	£	Is Planning Permission Required? N/A /Applied*/Received*	
Funding Requested	£		
What other source(s) of funding are you applying to for this project?**			
£ applied for from the other source(s)?	£	How much is your organisation contributing?	£
	Successful? Yes/No/ Awaited		
Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit			
Start Date			
Finish Date			

*If planning permission is required, please provide the application reference number on a separate sheet including stating when a decision is anticipated. If received, please provide the reference number and date permission was granted.

** If none, state none.

For office use only	Mtg Date	Council Minutes	Agreed?	£
			Yes/No/Partially	

Events & Other Initiatives			
Organisation			
Event Title			
Where in Southbourne will it be held?		Do you have the land owner's permission to hold the event? N/A/ Awaited*/ Received*	
Event Cost	£		
Funding Requested	£		
What other source(s) of funding are you applying to for this event?*			
£ applied for from the other source(s)?	£	How much is your organisation contributing?	£
	Successful? Yes/No/ Awaited		
Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit			
Event Date			

* Please provide further details on a separate sheet.

** If none, state none.

For office use only	Mtg Date	Council Minutes	Agreed?	£
			Yes/No/Partially	

Revenue Funding (Running Costs)	
Organisation	
Total Annual Budget	£
Funding Requested	£
What other source(s) of funding are you applying to in order to meet the budget?*	
£ applied for from the other source(s)	£
	Successful? Yes/No/ Awaited
How much is your organisation contributing?	£
Why does the organisation require Revenue funding? Please state to what extent the organisation benefits the residents of Southbourne parish. Give details of how many will benefit	
Date(s) of any previous Revenue funding applications:	
£ Awarded:	

For office use only	Mtg Date	Council Minutes	Agreed?	£