

# SOUTHBOURNE PARISH COUNCIL

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8 December 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 13 December 2016** at **7.30 p.m.**

R A Davison  
Clerk

## **AGENDA Part I**

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. **[Minutes Part I](#)** of the meeting held on 8 November 2016.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Report** (Mr Hayes)
7. **Finance**
  - a. **[Street Lighting Project](#)** – The Clerk will advise the Council on the upgrading of street lighting in the Parish and if appropriate recommend an adjustment to the proposed 2017/18 budget (in addition to the recommendations by the Finance Advisory Committee at item 7(c) below) in the light of a survey of the Council-owned street lighting stock carried out by SSE. The survey is due to be received shortly before this meeting. To note that as part of the survey work it was found that there was a cracked concrete column in Clovelly Road and the Clerk in consultation with the Chairman agreed to its immediate removal on health and safety grounds. Action was also required on a street light in Lumley Road.
  - b. **[Recreation Advisory Committee](#)** - To receive the report and recommendations of the Recreation Advisory Committee on the 2017/18 budget for the new play equipment for the Recreation Ground.

- c. [Budget 2017/18](#)
  - i. To receive the report and recommendations of the Finance Advisory Committee held on 15 November 2016 for the budget in 2017/18.
  - ii. To agree the Precept for 2017/18.
- d. [Receipts and Payments](#)
  - i. To note receipts including £20,000 from Operation Watershed for the Nutbourne Drainage survey.
  - ii. To note any payments made in respect of the Lumley Road Flood Alleviation Project (minutes 309-310/16 refer).
  - iii. To note the payment to HMRC and to approve payments for December 2016.
- e. [Bank Reconciliation](#) – to note the reconciliation as at 30 November 2016.

#### 8. [Lumley Road & Pagham Close - Traffic Regulation Order](#)

To consider promoting a Traffic Regulation Order (TRO) for Lumley Road and Pagham Close.

#### 9. **The proposed expansion of primary and secondary schools in West Sussex from September 2017**

To consider the [consultation](#) by West Sussex County Council on the proposals for expanding the Bourne Community College.

#### 10. **The Purple Bus – Mobile Youth Club**

The West Sussex Rural Mobile Youth Trust and works in Partnership with West Sussex Young People's Service, Chichester District Council, Horsham District Council and Hyde Housing.

The aim of the Purple Bus is to provide quality youth provision for rural and isolated young people aged between 13 and 19 in West Sussex. The trained youth workers that work on the Purple Bus aim to deliver informal education around, Well-being, Sexual Health, Drugs and Alcohol awareness, Relationship, Employment and positive citizenship.

The Purple Bus will deliver between 10 and 13 weekly sessions (1 school term) in the evenings for 2 hours. It is proposed to start next term from 11 January 2017 and to avoid clashes with other youth activities, it is suggested that the Purple Bus visits on Wednesdays from 7-9 pm. After the term is completed, if there is an immediate need from the young people, then the Purple Bus will return for a second term. If the need is not immediate then a later return date will be made. West Sussex Young People's service will be providing trained youth workers, and additional support for young people. West Sussex Rural Mobile Youth Trust will provide the Purple Bus and resources as necessary and provide posters and leaflets to the Parish Council. Chichester District Council and Hyde Housing both part fund the Purple Bus. The Parish Council is asked to sign a partnership agreement for the time the Bus visits Southbourne.

The Parish Council is asked to support this proposal by suggesting a suitable location for the Purple Bus and advertise it to young people in the Parish.

**Recommended** – that the Parish Council recommend using the Village Hall car park to the Trust and that the Chairman sign the partnership agreement.

11. **Neighbourhood Plan - Southbourne Development Trust**

Mr Fergusson to report on progress with the establishment of the Southbourne Development Trust, the Community Interest Organisation for the Green Ring.

12. **Environment Steering Group**

Mr Brown to report on the work of the Steering Group and on the Greening Southbourne event held on 26 November 2016.

13. **Consultation** – Chichester District Council Planning Department has been consulted on a proposal from BT for the removal of a KX telephone kiosk at the junction of Hartland Close and Stein Road. Members' views are sought.

14. **Items for Future Meetings**

15. **Dates of Meetings – January 2017 to March 2018**

To note the scheduled dates for Council and the Planning Committee from January 2017 to March 2018.

16. **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**

17. **Recreation Ground - New Play Equipment**

To consider the attached report of the Finance Advisory Committee regarding the preferred bidder for new play equipment (for Members of the Parish Council only).

18. **Telephone and Broadband Contract**

To consider the attached report of the Clerk (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 8 November 2016

**Present:** Mr C Bulbeck (Chairman), Mr Brown, Mrs M Bulbeck, Mr Feltham, Mr Hayes\* Mr Hicks\*, Mr Jennings, Mr Lane, Mrs Russell and Mr Withers.

\*Also District Councillors for Southbourne.

4 members of the public

### **Part I**

#### **Apologies for Absence**

137. Apologies for absence were received from Mr Ferguson and Mr Gowlett.

#### **Declarations of Interest**

138. None

#### **Minutes**

139. Resolved that the minutes Part I of the meeting held on 11 October 2016 be approved as a correct record and be signed by the Chairman.

#### **Open Forum**

140. No items were raised.

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

141. The report of County Councillor Ms James was taken as read. In response to a question about the A27 C Cllr Ms James replied that Mr Tyrie MP had recently asked Highways England why a suggested northern route had been removed from the consultation. Highways England would be responding to the outcome of the consultation in the New Year. She commented that there was a danger nothing would get done but felt that this was better than a "half-hearted" proposal being taken forward and that her preference was for a northern route that included tunnelling which would be a robust solution for the next 25 years.

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

142. District Councillor Hicks reported that following the resignation of Mr Finch, the by election would be held on 1 December 2016. The Cabinet had been reshuffled and there were now eight Cabinet posts.

143. The Shared Services project with Arun and Horsham District Councils had provisionally decided that personnel and finance functions would be carried out by Arun, legal services by Horsham and audit by Chichester respectively.

144. It was noted that the County Council had agreed to assist 240 refugees over the next five years and of those the District Council would support two families per year over the same period. Two houses had already been provided for the first two families. C Cllr James reminded members that this support had to be seen against a background of the County Council already supporting 640 looked after children in West Sussex and it was well over spent on this budget. Support for refugees would include all medical, housing and educational needs as required.

### **Co-option**

145. It was proposed by Mr Hayes and seconded by Mrs Bulbeck that a secret ballot be held for the candidate for co-option. On being put to the vote it was

Resolved that a secret ballot be held for the candidate for co-option.

146. Members cast their vote for one of the three candidates and by an absolute majority it was:

147. Resolved – That Mr R Rolfe be co-opted to the Council until the end of the Council term in 2019.

### **Council Committees**

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

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

150. 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.

### **Review of Committee Memberships**

151. The Council considered the size current membership for the Finance Advisory Committee and Recreation Advisory Committee but no changes were proposed. Two nominations were sought for the Finance Advisory Committee and one nomination for the Recreation Advisory Committee.

152. Resolved – That Messrs Jennings and Rolfe be appointed to the Finance Advisory Committee and Mr Hicks be appointed to the Recreation Advisory Committee.

### **Finance**

153. Finance Advisory Committee – The Council received the report of the Committee. It was noted that a virement of £200 from the General Reserve

should have been included in the report to increase the Donations budget to £700.

154. Resolved - That subject to the additional £200 being included for the Donations budget, the virements set out in Appendix C to the report be approved.

155. The Council also considered the revised application form and terms and conditions for Council grants.

156. Resolved

- that the revised application form and terms and conditions for Parish Council grants be approved
- that applications for grants in 2016/17 be invited now with a deadline of 31 December 2016 and any applications considered at the Council meeting on 10 January 2017.

157. Payments – Resolved the payments made in respect of the Lumley Road Flood Alleviation project (minutes 309-310/16 refer) be noted and the payments for November 2016 be approved:

Payments authorised under Minutes 309-310/16 for Lumley Rd Flood Alleviation

Graham Attrills C Engineering Ltd	Interim payment no.1 Invoice 102458 EMR Op Watershed	£21,600.00
Payments		
Burleys	Grass cutting 56724	£463.20
JDS	Playground Repairs Invoice 3036	£1,436.16
SSALC	Clerk's Networking Day	£78.00
BT	Internet	£173.03
SSE Enterprise	Street Light repair 620396	£153.70
C R Bulbeck	Poppy wreath for SPC	£20.00
Staff	Aggregate salaries and expenses	£2,739.87
	Total	£5,063.96
Transfer from Savings Account	For current payments	£5,063.96

158. Bank Reconciliation –The reconciliation as at the 31 October 2016 was noted.

### **Environment Steering Group**

159. Mr Brown thanked Ms Hughes for her help and support on the 'Greening Southbourne' event was being held on 26 November 2016 in the St John's Centre. In response to a question about the e mail addresses of members of the two steering groups the Clerk said he would check the position with regard to data protection.

### **Items for Future Meetings**

160. Neighbourhood Plan Steering Group and Environment Steering Group.

### **Date of Next Meeting**

161. 13 December 2016 at 7.30 p.m.

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

162. 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.

### **Minutes Part II**

163. Resolved – that the Part II minutes of the meeting held on 11 October 2016 be approved as a correct record and signed by the Chairman.

Chairman

The meeting closed at 9.15 p.m.

**13 December 2016**

**Recreation Advisory Committee**

1. The Committee met on 22 November 2016 to consider the following items.
2. The Committee considered proposals from three suppliers for play equipment for up to 8 year olds on the Recreation Ground. All suppliers had been asked to quote for projects at £20,000 and following the Committee's agreement in July also for projects at £30,000.
3. The current budget available for the play equipment is £20,000 comprising £10,000 ear-marked reserve and £10,000 from the 2016/17 budget. The Committee considered that a project for £30,000 provided the best value for money and responded to community requests for improved equipment. Therefore the Council is asked to consider including £10,000 in the 2017/18 budget as shown in the report of the Finance Advisory Committee.
4. The Committee agreed to consider a longer term development plan to maximise the use of the Recreation Ground early next year.

**Recommended**

That the Council include £10,000 in its budget for play equipment in 2017/18.

C R Bulbeck

**Chairman, Recreation Advisory Committee**



**13 December 2016**

**Finance Advisory Committee**

5. The Committee met on 15 November to consider the following items.

**Review of Financial Regulations**

6. The Committee reviewed the Financial Regulations and agreed that no changes were required.

**Budget 2017/18**

7. The Committee considered the budget for 2017/18. In addition to the proposals set out by the Clerk, Members agreed that there should be provision for a new website and for a survey of the trees on the Recreation Ground. Subject to the report of the Recreation Advisory Committee the Finance Advisory Committee supported the proposed £10,000 in the budget for improving the play equipment on the Recreation Ground.

8. **Recommended** – that the budget be approved.

**Telephone and Broadband Contract**

9. The Clerk reported that the current arrangements for telephone and broadband was being reviewed due to recent higher than expected costs for both and in due course would be reported to the Council.

C R Bulbeck

**Chairman, Finance Advisory Committee**

## Draft Budget 2017/18

## Appendix A

Item	Agreed 16/17	Revised 16/17	Estimate 2016/17	Variance between 16/17 & 17/18	Notes to 17/18 budget
	£	£	£	£	
<b>Income</b>					
Football	800		<b>800</b>		
<b>100 Administration</b>					
4000 Clerk's Salary, Tax & NICs	15,400	27,400	<b>31,300</b>	15,900	Also includes annual payrise & Employer NICs
4005 Admin Assistant	3,200		<b>3,400</b>	200	Annual increment
4030 Clerk's expenses	250		<b>250</b>	0	
4050 Chairman's Allowance	300		<b>300</b>	0	
4060 Clerk's Prof Subscriptions	250		<b>250</b>	0	
4070 Administration Expenses	4,750	7,750	<b>7,500</b>	2,750	Includes payroll administration costs and provision for a new website
4080 Westb & Southb Jt Burial Comm	24,000		<b>18,550</b>	-5,450	JBC set a reduced budget after the Finance Advisory Committee meeting
4090 Insurance	3,250	2,250	<b>2,400</b>	-850	
4100 Subscriptions SSALC	2,250	2,214	<b>2,300</b>	50	
4110 Subscriptions Other	100	136	<b>150</b>	50	
4120 Audit Fees	900		<b>800</b>	-100	
4130 Grants Paid	3,500		<b>3,500</b>	0	
4140 Donations Paid	500	700	<b>700</b>	200	In line with virement agreed at Council 8.11.16
4150 Courses/Conf/Seminars	250		<b>250</b>	0	
4155 Staff Courses/Conf/seminars	750		<b>750</b>	0	
4160 Travel & Subsistence	250		<b>250</b>	0	

4170	Advertising / Publicity	500		500	0	
4190	Community Initiatives	500		0	-500	
4200	Capital	6,000	8,000	6,000	0	
4220	Pension Contributions	3,000	1,000	300	-2,700	
4230	Parish Council Election	1,000		1,000	0	
4310	Maintenance	1,000		1,000	0	
					0	
					0	
<b>200</b>	<b>Street Lighting</b>				0	
4300	Supply	5,000		5,000	0	
4310	Maintenance	4,500		4,500	0	
4320	Improvements	10,000		0	-10,000	Also see the report of the Clerk on the street light survey (agenda item 7a) for any further recommendations
<b>220</b>	<b>Recreation Ground</b>					
4310	Maintenance	3,500		5,000	1,500	Includes £2000 for a tree survey on Recreation Ground
4320	Improvements	10,000		10,000	0	
4400	Pavilion	500		500	0	
4410	Grass Cutting	4,000	5,500	5,500	1,500	
4430	Football	1,500	0	0	-1,500	Merge with grass cutting 4410 above
4440	Caretaker Salary	4,500		4,500	0	
<b>240</b>	<b>Council Activities</b>					
4310	Maintenance	0		1,000	1,000	Dog bin & SID maintenance
4480	Dog Control	2,700		2,800	100	
4490	Litter Picker salary	1,800		2,000	200	Increment
4500	PRoW Maintenance	0		1,000	1,000	New
<b>300</b>	<b>Neighbourhood Plan</b>					

4210	Neighbourhood Plan	8,000	8,000	0	
4220	Environment Steering Grp	0	500	500	New - previously used Community Initiatives (4190)
	<b>Expenditure Total</b>	127,900	<b>135,700</b>	7,800	
	Less Council Tax Grant		<b>4295.60</b>		To be agreed by Chichester DC Cabinet on 6 December
	<b>Precept 2017/18</b>		<b>130,604.4</b>		
	Band D		<b>54.89</b>		
	Tax base		<b>2,379.20</b>		To be agreed by Chichester DC Cabinet on 6 December

**13 December 2016**

**Lumley Road & Pagham Close - Traffic Regulation Order**

At its meeting of the 22 March 2016 the County Council's South Chichester County Local Committee (CLC) was presented a report detailing a programme of Traffic Regulations Orders in its area. One location was for parking restrictions in Lumley Road and Pagham Close, Southbourne. Copies of the plans are attached showing current and proposed restrictions (Appendix A) and photographs showing examples of the parking problems are at Appendix B.

Problems had been reported that vehicles parked too close to the junctions. A Traffic Regulation Order (TRO) prohibiting parking was proposed in the order to relieve the problem of obstructive parking.

During the formal consultation stage nine objections together with five letters of support were received. The three week formal consultation period for the traffic regulation orders to support the scheme ran between 9 June 2016 and 30 June 2016. This included the Police, Chichester District Council, Southbourne Parish Council and motoring organisations. During this consultation period, notices were erected on site, a copy of plans and a statement of reasons were placed at the local library, and the advertisement placed in the local press and on the County Council's website.

During the consultation period nine objections were received. In addition there were five letters of support. The general points raised by the objectors were:

- an inappropriate level of restriction for the road.
- insufficient parking available in the road.
- no reasonable alternative for residents to use.
- will lead to increase in speed,
- will simply relocate and concentrate the problem elsewhere in the road
- problems have been exaggerated

The comments made by the residents were reviewed by the local member for Bourne (Ms James). Given the level of adverse comment to what is or should have been a community led proposal, the tentative local member support previously given has been withdrawn with a view to withdrawing the proposal in its entirety at the next CLC meeting.

The CLC resolved that "having considered that the concerns raised by the objectors outweigh the possible benefits to the community, agreed that the proposed Traffic Regulation Order should be withdrawn".

However since that decision was taken, a number of residents have requested that County Councillor Ms James ask for the proposals to be resubmitted as soon as possible and/or for the Parish Council to promote the scheme so that it can be included on the CLC's priority list for next year. In addition it is understood that a petition is being raised to reinstate the TRO. The CLC is able to agree the priority for TROs that do not have significant safety implications or are developer

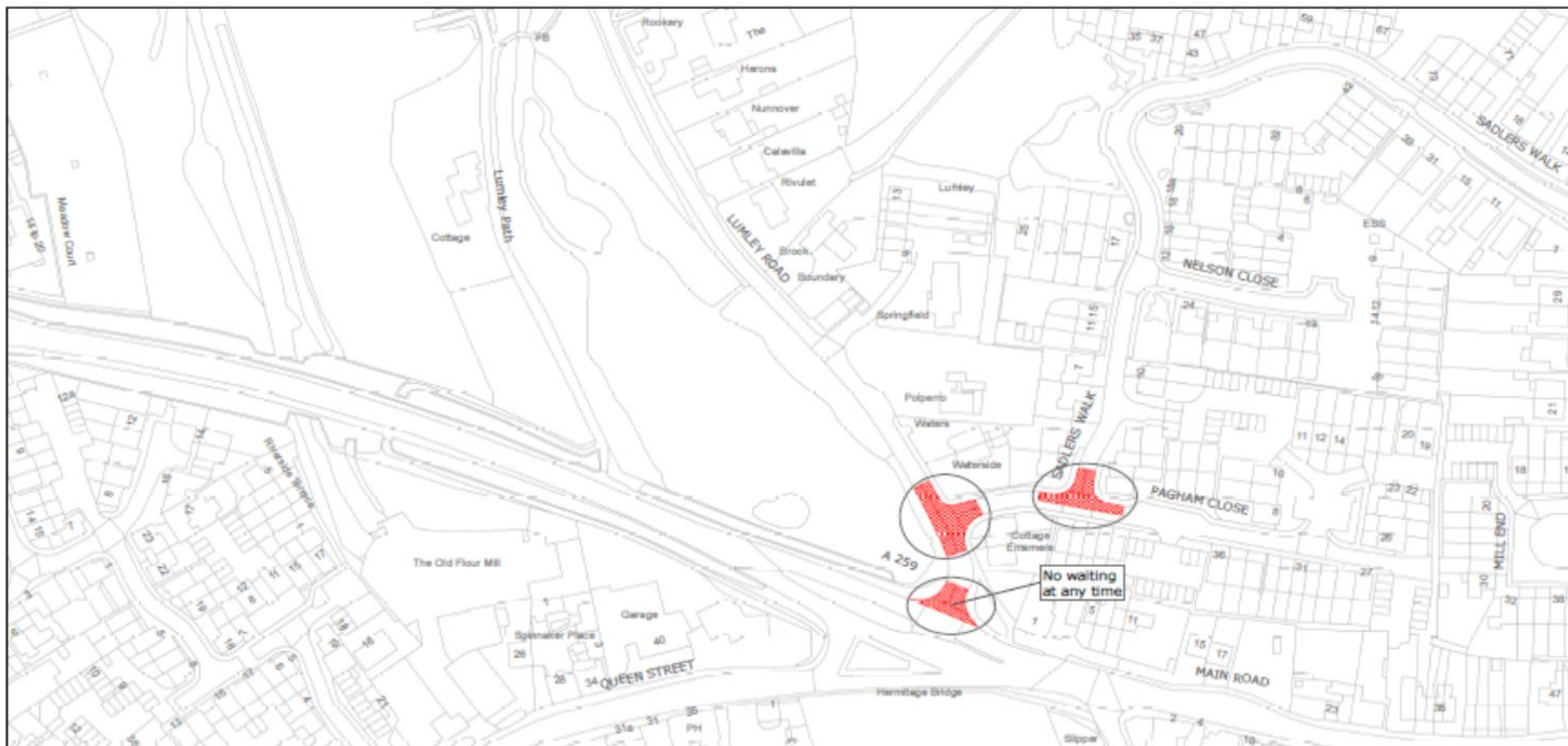
-led. Therefore, schemes that have local community support are far more likely to be included on the priority list.



**Recommended**

That the Parish Council considers promoting a TRO for Lumley Road and Pagham Close as shown on Tile SU7505NWN dated 12.5.16.

Robin Davison  
**Clerk**

# Appendix A



 <p>West Sussex County Council Highways &amp; Transport The Grange Tower Street Chichester West Sussex PO19 1RH</p>	<p>CHICHESTER DISTRICT: SOUTHBOURNE</p> <p>PROPOSED WAITING RESTRICTIONS (12.05.2016)</p>	<p>TILE REF NO: SU7505NWN</p> <p>SHEET ISSUE NO 1_CHS1603 SHEET ACTIVE FROM - DD/MM/YYYY</p>	<p>N</p>  <p>SCALE: 1:1250 at A3 size</p>
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## Appendix B





**Southbourne Parish Council**

**Agenda Item 15**

**13 December 2016**

**Dates of Meetings – January 2017 to March 2018**

2017														2018		
	TUESDAY @	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March
Full Council	7.30 p.m.	10	14	14	11	09	13	11	08	12	10	14	12	09	13	13
Planning Committee	6.30 p.m.	10 & 31	21 -	14 -	04 & 25	16 -	06 & 27	18 -	08 & 29	19 -	10 & 31	21 -	12 -	02 & 23	13 -	06 & 27

Full Council meetings are held on the second Tuesday of the month.

The August date is provisional and may be cancelled if not required.

Planning Committee meetings are held on a three-week cycle and cancelled if not required.