

## **SOUTHBOURNE PARISH COUNCIL**

**MINUTES** of the meeting held at St John's Church Centre, Southbourne on 14 June 2016.

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

\*Also District Councillors for Southbourne

4 members of the public.

### **Part I**

#### **Apologies for Absence**

29. Apologies for absence were received from Mr Brown and Mr Finch\*.

#### **Declarations of Interest**

30. None

#### **Minutes**

31. Resolved that the minutes of the extraordinary meeting held on 31 May 2016 be approved as a correct record and be signed by the Chairman.

#### **Open Forum**

32. A member of the public raised the problem of parking in Garsons Road due to the revised opening hours of the day nursery from 7.30 a.m. to 6.00 p.m. He said he understood that the planning permission required staff to park on site but instead they used the laybys. However it was noted that it was difficult to compel staff to do so when there were no parking restrictions on the local roads. Mr Hayes agreed to speak to the Planning Enforcement officer about this.

33. A member of the public reported that she had been knocked off her bicycle by a car reversing at Hartland Court. She felt that the double yellow lines should be extended to encourage drivers to use the car park opposite the grocers. It was noted this would require a Traffic Regulation Order (TRO) to be approved by West Sussex County Council. The resident was advised to report the accident to the Police.

34. It was agreed that Mrs Tanya Murphy from Chichester District Council's parking team should be invited to the Parish Council meeting in September.

35. It was noted that the Tree Officer from West Sussex County Council would be carrying out a site visit to the top of Stein Road by the flyover with a view to putting in a small avenue of trees on the Southbourne side.

36. A resident sought the support of the Parish Council for two litter picks in the parish in July and October. The Clerk advised that in order for the Council to

be able to support these activities, they would need a full risk assessment and a project proposal put to the Council so that it fully understood what it was supporting. That way, the activity could be covered by the Council's insurance as volunteers acting on behalf of the Council were considered to be employees for insurance purposes. The Clerk would draw up a volunteering policy for the Council and discuss the litter picking proposals with the resident. It was noted that the proposed litter pick in July would not go ahead.

37. Southbourne Connect was organising a community concert at the Bourne in July and a jumble trail on 2<sup>nd</sup> October 2016.

### **Co-option**

38. Two applications had been received to become a co-opted Councillor on the Parish Council. On being put to a vote it was:

39. Resolved – That Mr J Jennings be co-opted to the Parish Council until the end of the Council's term in 2019.

40. After signing the declaration of office, the Chairman congratulated Mr Jennings and invited him to join the meeting.

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

41. County Councillor Ms James had sent her apologies for the meeting. Her report was taken as read.

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

42. District Councillor Hicks reported that both Tangmere and Wisborough Green Parish Council's had both had their respective Neighbourhood Plans endorsed at the referendums. Chidham and Hambrook Parish Council's referendum about its Neighbourhood Plan would be held in September 2016.

43. The County Council's Boundary Review had been delayed due to a further consultation in Crawley and the final recommendations would be published in December 2016.

44. The Chichester Triathlon would be celebrating its tenth anniversary on 2 and 3 July 2016.

45. The new retail development in Chichester at the Barnfield site was well advanced.

### **Police Report**

46. The report was taken as read. It was noted that due to a restructuring of the Police Force affecting the PCSOs, in future PCSO Jason Lemm may not always be providing the reports about local issues as the PCSOs would be "pooled" and cover a wider area than the specific areas they did now.

## Finance

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

Payment made in accordance with Financial Standing Order 4.1		
PC World Business		£609.94
Direct Debits		
BT	Internet	£49.56
SSE	Electricity - pavilion	£23.15
Payment for Approval		
Murray McIntosh O'Brien	Internal Audit (5% early payment discount)	£450.30
Society of Local Council Clerks	Reference books	£113.96
Chichester DC	Litter bin repair (Prinsted)	£52.36
Elite Playground Inspection	Quarterly Inspection	£56.70
Armashield	Pavilion shutters service	£234.00
Southbourne VHM Committee	Half yearly office rental (Dec 15 - May 16)	£1,000.00
Southbourne Connect	HM Queen's 90 Birthday Celebration Events	£119.86
Parish Online	Online Mapping software	£0.00
SSE Contracting	Street Light Repairs (594636)	£232.26
SSE Contracting	Street Light Repairs (594641)	£232.26
SSE Contracting	Street Light Repairs (594643)	£232.26
SSE Contracting	Street Light Repairs (594645)	£232.26
SSE Contracting	Street Light Repairs (594663)	£307.06
Staff	Aggregate salaries and expenses	£2,286.59
	Total	£6,232.52
Transfer from Savings Account	For current payments	£6,232.52
	To bring Current Balance to £5000	£4,778.57
	Total	£11,011.09

48. Referring to the payment for the Murray McIntosh O'Brien, the Clerk was pleased to report that the Council had passed its internal audit of the 2015/16 accounts.

49. The Clerk reported that the final receipts for HM The Queen's 90<sup>th</sup> Birthday celebration events were awaited.

50. Resolved – that the Clerk be authorised to make the final payments totalling £130 to Southbourne Connect once the receipts had been received.

51. Bank Reconciliation – the reconciliation to the 31 May 2016 was noted.

## **Neighbourhood Plan Steering Group**

52. The Steering Group had held a meeting on 7 June 2016 and it had been agreed that a further meeting would probably be required in September. In the meantime all eligible members of the Steering Group and the current members of the focus groups would be asked if they wished to remain on the Groups. The Parish Clerk would be clerking the Steering Group.
53. Members agreed that Mr and Mrs Talbot would be asked to represent the Parish Council at the Planning Awards in recognition of their advice and support in preparing the Neighbourhood Plan.

## **Southbourne Development Trust – Charitable Incorporated Organisation**

54. Five candidates had put their names forward for the four appointments to the Trust. Mr Bulbeck withdrew his application at the meeting and the Council agreed that the four remaining applicants should be appointed en bloc.
55. Resolved – that Mr J Brown, Mr W Ferguson, Mr R Hayes and Mrs S Talbot be appointed to the Southbourne Development Trust and their names included in the articles of association when the proposals for the new Trust were put to the Charity Commission. Mr Ferguson would arrange for the necessary forms to be completed.
56. Mr Ferguson reported that he was preparing a document to consolidate all the information that would form the basis of the Green Ring. He would circulate it to Members of the Council in July with a view to it being formally received at the Council meeting in September 2016. He thanked Mrs Sue Talbot for advice and support in producing the document.

## **Infrastructure Development Plan**

57. Members noted the Infrastructure Development for Southbourne that had been drawn up by the District Council. Referring to project IBP307, Mr Ferguson commented that it should be listed as Priority 2, essential.
58. Mr Ferguson had spoken to Chichester District Council about what proportion of the Solent Mitigation programme money was coming to the District Council and in particular to Southbourne. It transpired that all the money was going to Portsmouth City Council. It was agreed that the Clerk should write to the District Council seeking clarification as to why all the Mitigation money was going to Portsmouth.
59. Resolved – that Mr Ferguson, Mr Hayes and Mr Hicks consider the Infrastructure Development Plan and report any proposed changes to the Parish Council at its meeting on 14 June 2016 for approval.

## **Village Gateway**

60. It was agreed to defer this to the Council meeting in September 2016.

61. Mr Ferguson reported on the positive discussions with Crayfern Homes about the proposal for public art and who would be providing a "story telling" circle comprising benches and a high-backed chair that would be located on the wildflower meadow that formed part of the sustainable drainage system. Crayfern would also be sponsoring a school competition to design "bug houses" for insects.

## **Football**

62. The Clerk was pleased to report that the arrangements with AFC Southbourne had worked very well for the 2015/16 football season. He therefore recommended a variation to the hire agreement to allow the Club to pay in arrears as this would simplify the payment of the match fees. It was noted that the Club had requested new goal posts be provided as the existing ones were damaged beyond repair. The Clerk reported that an initial look at the cost of replacement posts indicated that they would be in the region of £600 - £1000 for a pair.

63. Resolved

1. That the hire agreement be amended to allow payment for all matches in one month to be made in arrears by the 5<sup>th</sup> of the following month.
2. That the Clerk be authorised to obtain replacement set of goal posts.

## **Planning Committee**

64. The Council noted that the Planning Committee had trialled bi monthly meetings but these were considered to be too frequent. It was therefore considered that a three week cycle of meetings would be sufficient to meet the deadlines required by the District Council for comments on applications.

65. Resolved that the Planning Committee's Standing Orders be amended accordingly and that the Committee meet on the following dates for the remainder of 2016:

05-July	06-September	08-November
26-July	27-September	29-November
	18-October	20-December

## **Items for Future Meetings**

66. New Homes Bonus – it was noted that there was £9,500 available in 2016/17 and members agreed that Mr Ferguson would prepare a proposal to provide £2,000 towards the cemetery (with Westbourne contributing £1,000); £3,000 for engineering consultancy advice to help understand how the proposed relief road would affect future developments and the five year review of the Neighbourhood Plan; £4,000 for cycle ways and the Green Ring

through the village, to the next meeting for final agreement.

### **Date of Next Meeting**

67.12 July 2016 at 7.30 p.m.

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

68.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**

#### **National Pay Award and Staff Salaries**

The Council agreed to implement the national pay award and the proposals for staff salaries. The Council would review salaries as part of the 2017/18 budget preparation.

Chairman

The meeting closed at 9.03 p.m.