

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 8 December 2015.

Present: Mr J Brown, Mr C Bulbeck (Chairman), Mrs M Bulbeck, Mr Finch*, Mr Hayes*, Mr G Hicks*, Mr P Hicks, Mr M Lane, and Mr Withers.

*Also District Councillors for Southbourne

Six members of the public.

Apologies for Absence

190. Apologies for absence were received from Mrs Russell Mr Feltham and Mr Ferguson.

Declarations of Interest

191. Mr Bulbeck, Mrs Bulbeck and Mr Hayes declared a pecuniary interest in item 11 c as trustees of the Southbourne Village Hall.

Minutes

192. Resolved that the minutes of the meeting held on 10 November 2015 be approved as a correct record and be signed by the Chairman.

Open Forum

193. It was noted that the County Council's tree officer had suggested an avenue of trees could be planted at the top of Stein Road but there were no funds to pay for them. However funding might be available through a Co-Operative community grant next year.

Resignation of a Councillor

194. The Council noted the resignation of Mark Everson as a Parish Councillor. Members asked the Chairman to write to Mr Everson to thank him for his work as a Councillor and in particular as the Council Vice Chairman and Chairman of the Planning Committee.

195. A notice had been placed on the village noticeboards advising residents of the casual vacancy and the procedure if they wished to call a by election, the deadline for which was the end of 8 December 2015.

196. Resolved – that subject to no call for a by election being received by the District Council by the end of 8 December 2015, a notice seeking nominations for a co-option be posted on the parish noticeboards and in the village magazine, with a closing date of 31 January 2016.

Election of Vice Chairman

197. Mr G. Hicks proposed Mr Hayes for Vice-Chairman and on being seconded by Mrs Bulbeck it was:
198. Resolved – that Mr Hayes be elected Vice-Chairman for the remainder of the Council year.

Committee and Other Vacancies

199. Resolved
- (i) that the vacancies on Committees be filled once the vacancy for the Parish Councillor had been filled in February 2016:
 - (ii) that Mr Everson be invited to remain as the Parish Council's Tree Warden:
 - (iii) that Mr Hayes be appointed as the Council's third cheque signatory.

County Councillor's Report

200. The report of County Councillor Ms S James was received and noted.

District Councillor's Report

201. The District Council was considering ways of increasing the recycling rate from the current rate of 38% to the 50% required by EU legislation by 2020.
202. The examiner's report on the Council's proposed Community Infrastructure Levy had found that the charges were legally compliant. The Council would be adopting the proposed charges from 1 February 2015.
203. The management of Leisure Services in the District was under review but this would not change the services provided, including those at the Bourne Leisure Centre.
204. The Leader of the Council had congratulated the Parish Council on the successful development of its Neighbourhood Plan.

Police Report

205. The report of PCSO Lemm was received and noted.

Reports of the Finance Advisory Committee

206. Review of Financial Regulations - the Council received the report of the Finance Advisory Committee on its review of the Financial Regulations.
207. Resolved
- (i) that the Clerk be enabled to authorise revenue expenditure in accordance with Section 4.5 of the Regulations up to £1000 and up to £1500 in consultation with the Chairman;

(ii) Regular payments as set out at Appendix B be approved in accordance with Section 5.7 of the Regulations;

(iii) that the Clerk be authorised to make transfers and set up payments through bank's website in accordance with the Regulations and that the Administrative Assistant be given view only access to bank accounts on the bank's website;

(iv) that cheque signatories who have access to the internet be enabled to access the Council's accounts on the bank's website to authorise payments set up by the Clerk in accordance with the Regulations (*paragraph 7*)

(v) that following consultation with staff, salary payments be made by internet banking where they agree to it;

(vi) that staff pay awards be made in line with NALC recommendations when received ;

(vii) that personal payments are summarised in reports to Council to remove personal information;

(viii) that use of variable direct debits continue and be extended to cover the water supply at the pavilion;

(ix) That the Financial Regulations at Appendix A be approved as amended.

208. Budget and Precept 2016/17 – the Council considered the budget proposal of £127,100 from the Finance Advisory Committee. The Clerk reported that since that meeting Chichester District Council had set the Council Tax Grant at £4,475 which would give a precept of £122,625.

209. Resolved

(i) that the budget for 2016/17 be set at £127,100;

(ii) that the precept for 2016/17 be set at £122,625 and that Chichester District Council be advised accordingly.

210. Grants – the Council considered the report of the Finance Advisory Committee on grants for 2015/16.

211. Resolved that the following grants be approved:

(i) Arun and Chichester CAB (S137 payment)	£300
(ii) Bourne 55 Archery Club	£250
(iii) Southbourne Age Concern	£500.

212. Mr Bulbeck, Mrs Bulbeck and Mr Hayes left the room for consideration of the following grant application. Mr G Hicks was elected Chairman for this item only.

Mr G Hicks in the Chair

213. Resolved – that a grant of £1500 be approved for Southbourne Village Hall.

Mr Bulbeck in the Chair

Finance

214. Payments – Resolved – that the following payments be approved:

BT	Internet services (D Debit)	£ 46.20
Burleys	Ground maintenance	£ 463.20
Burleys	Ground maintenance	£ 378.00
Burleys	Ground maintenance	£ 378.00
SSE Contracting Ltd	Street light fault	£ 122.81
Elite Playground Inspections	Play ground inspection	£ 56.70
PKF Littlejohn LLP	External Audit	£ 480.00
Tuppenny Barn Admin Assistant	Refreshments for Green Ring event November salary	£ 35.00 £ 202.05
Litter Picker	November pay	£ 126.84
Caretaker	November pay	£ 145.10
Clerk	December salary & expenses	£ 984.41
SRP	Printing	£ 222.00
Border Digital	Printing NP	£ 100.80
Border Digital	Printing Green Ring	£ 51.60
S/bourne V Hall Mngmt Cttee	6 monthly Office charge	£1,000.00
S/bourne V Hall Mngmt Cttee	Hall Hire 21/11/15	£ 30.00
W Ferguson	Green Ring	£1,574.89
	Total	£6,397.60

215. Bank Reconciliation - the bank reconciliation to the end of November 2015 was noted.

216. COMA Grant Offer – Resolved that the grant offer of £9,936 from COMA and terms and conditions from Groundwork UK on behalf of the Community Rights Programme (COMA) be accepted.

217. Donation – Resolved – that a donation of £600 be made to St John’s Church Centre in recognition of the use of the hall for Parish Council meetings.

Southbourne Post Office

218. The Council agreed that the Clerk should write in response to the Post Office consultation on the proposed move of the current post office to a new location at Southern Co-op, Southbourne Service Station, 261 Main Road, Emsworth, PO10 8JD.

Article for the County Council's 'Connections' Newspaper

219. The Council considered a draft article prepared by Mr Brown for the Connections newspaper. Members agreed it should be submitted for publication.

Item for Next Meeting

220. The Council would need to consider the proposals from COMA for the management and ownership of the Green Ring. It was agreed that the start of meeting would be brought forward to 7pm to allow time for consideration of this important item.

Date of Next Meeting

221. 12 January 2016 (7 p.m)

Chairman

The meeting closed at 9.25 p.m.