

SOUTHBOURNE PARISH COUNCIL

MINUTES of the Annual Meeting held at St John's Church Centre on 14th May 2013.

Present: Mr C Bulbeck, Mrs M Bulbeck, Mrs S Cecil, Mr M Everson, Mr A Feltham, Mrs J Grant, Mr R Hayes, Mr J Jennings, Dr P MacDougall.
County Cllr S James, District Cllr B Finch

Apologies: Mrs L Leader, Mr R Rolfe, District Cllr G Hicks.

Declarations of Personal or Prejudicial Interests by Members

641. Mr A Feltham declared an interest regarding the Neighbourhood Plan, interest in land at Prinsted.

Election of Chairman

642. Mr Bulbeck was proposed by Mr Feltham and seconded by Mr Hayes. There being no other nominations, Mr Bulbeck was duly elected Chairman.

Election of Vice Chairman

643. Mr Everson was proposed by Mr Hayes and seconded by Mrs Cecil. There being no other nominations, Mr Everson was duly elected Vice was Chairman.

Committees & Representatives on Other Bodies

644. The Committees and representatives on other bodies were appointed, list attached to the official minutes.

Planning Committee

645. It was proposed by Dr MacDougall and seconded by Mrs Cecil that the day and time of the Planning Committee should be altered. The proposal was not carried.

Minutes

646. Minute 624 add 'but would write to Royal Mail for clarification.' Subject to this addition, it was resolved that the minutes of the meeting held on 9th April 2013 be approved as a correct record and that they be signed by the Chairman.

Matters Arising

647. Min 617. Footpath 212. It was noted the footpath was sometimes blocked and the footway next to the road had been block paved. It was understood a licence may need to be obtained to carry out work to a footway.

648. Min 625. SSE Contracting. The owner of the tree had contacted the Clerk and claimed the new street light was higher than the previous column. He remained unwilling to have the tree cut back to expose the lantern. Enquiries would be made with SSE Contracting to see if any alterations could be made to this street light.

649. Min 629. The District Council had confirmed the new bus shelters near New Road junction would receive S.106 funding.

650. Min 632. St John's Church was thanked for holding the spring clean day on 20th April.

651. Min 633. Public seat. It transpired the seat had been removed by Chichester Harbour Conservancy and taken away for repair. It was now back in place.

652. Min 636. Car park near Tesco. Mrs Bulbeck had been advised the carpark would be tidied up. After this had been done it could be kept clean by the Council's Litter Picker.

653. Min 638. SID. Mr Jennings was liaising with WSCC Highways regarding positioning of the SIDS. A letter from Mr Rolfe regarding SIDS at Hermitage was noted.

Open Forum

654. No public present.

County Councillor Comments

655. Cllr Sandra James was welcomed to her first meeting of Southbourne Parish Council and congratulated on her success at the County elections held on 2nd May.

Cllr James provided her contact details which could be published by the Parish Council.

She wished to work with the Conservative led County Council but would challenge vigorously where pertinent, as the official opposition party at WSCC.

The following matters were reported:

Corporate parent responsibility current statistics showed 661 children in care in WSCC.

Three questions were being tabled at WSCC concerning SLA agreements in place between WSCC – members; Balfour Beatty SLA; previous road provider prior to Balfour Beatty.

Meetings were required with Dan Sanders regarding infrastructure.

Neighbourhood Plan, concerns were expressed regarding match with Local Plan timings.

Attention was drawn to Community Initiative Fund availability of grants and encouragement of applications from non-parish council applicants. More information was being found out about grants available in general.

Southbourne Junior School parking problems were noted. Concurrence to 20 mph – TRO a problem as only so many were permitted annually.

The following matters were raised by parish councillors:

A hole in the verge outside 6 Maybush Drive.

Rutting / missing bollards outside Broad Meadow, Broad Road.

Clarification of ownership of the sea wall.

District Councillor Comments

656. Cllr R Hayes gave the report on behalf of Cllr G Hicks.

Changes were made to the development management structure to address priorities of national planning policy framework and localism agenda.

Savings of £2.4m were required to balance the budget over the next five years. Deficit reduction plan to be implemented.

The 2011 census for England and Wales took place on 27th March 2011. On 16th July 2012 the first set of results were released and additional data was now available.

A local produce project was being advertised to find an individual or company to establish Chichester's first high street store dedicated to local produce.

In month three of the Choose Work programme there was an abundance of opportunities for choose work candidates within CDC and local businesses. Nine young people had become part of this programme and there had been some great successes.

North Shore Yachts had confirmed it would be wound up with the loss of 115 jobs. CDC would be providing full support and was currently trying to assess whether a new company would emerge or whether the assets would simply be sold off.

The Prince's Trust had supported ten young unemployed people aged between 18 and 30 in the District starting up their own businesses. The trust would be monitoring their progress through ongoing mentoring.

CDC was supporting a University of Chichester day release programme which helped employers invest in their existing staff to enhance business performance and develop skills etc. It was a mix of vocational and academic study combined with employment.

The Home Finder internal lettings agency had been running for one year. In its first year it had helped 81 households into good quality accommodation in the private rented sector.

In Get Walking Week from 4th – 11th May the Ramblers would be hosting Britain's biggest ever short walks festival in a drive to get 100,000 people to discover the wonders of walking in 2013.

The Novium Museum had welcomed over 29,000 visitors who had used its museum tourism events and learning services. The Novium recently assisted seven A level students with their personal study coursework in archaeology.

New sluice gates had recently been installed on the Millstream in Lumley.

Correspondence

657. A list of correspondence received had been circulated with the agenda, copy appended to the official minutes.

List item 1. The Council agreed to enter into a three year long term agreement with AON Ltd for the renewal of the insurance policy with a 5% discount.

List item 7. Clarification would be sought on the ownership of the footpath on the sea wall.

List item 9. Clippings would be used to engage with the community in relation to a 20's Plenty Scheme for Southbourne.

Additional Correspondence

658 Chichester DC. Agenda for the meeting with parishes on 23rd May. Mr Jennings would attend the meeting and was given the agenda.

659. SD Playground Services. Inspection sheet for the recreation ground. Passed to Mrs Bulbeck.

660. The Chairman circulated a late Police report he had received from PCSO J Lemm who was unable to attend the meeting.

Dr MacDougall commented he was disappointed Police street briefings had been discontinued and asked if this could be raised at the next Neighbourhood Panel meeting. An agenda item for Police matters was requested for the June Council meeting.

Persistent Absence

661. Mr R Humphrey had not attended a meeting of the council or its committees throughout a period of six consecutive months and automatically ceased to be a member of the council. The casual vacancy created would be advertised and the District Council informed.

Neighbourhood Plan

662. The Council accepted the indicative quote from Tom Warder to inform the NDP in the sum of £5715.25 plus VAT. The Council did not believe it was capable of doing any of the tasks 'in house'. The work involved -

Print and circulate an 8 page questionnaire, including covering letter and glossary The Council accepted the quote from Tom Warder for a community survey to inform page, to all households, (2927) with return SAE to AIRS.

Set up Survey Monkey for online respondents.

Input data from responses.

Analyse the results and produce a report from the responses.

- all to be performed by AIRS.

The Council decided not to sign up to the proposed agreement with developers (original email from Neil 18th April). In coming to this decision the Council was mindful that the District Council had decided that they would not be party to the agreement. The Housing Focus Group had not recommended the Parish Council should sign up to the agreement. The Council noted it was a new approach, not tested in other parishes that had done, or were in the process of doing a NDP, and the Council did not wish to pioneer an idea that could subsequently be open to challenge. The Council accepted the parish was vulnerable from developer pressures in the period of the run up to the NDP, but was proceeding as quickly as reasonable possible, even allowing for the six week slippage in the timetable originally drafted by Neil.

The Council noted the Steering Group had difficulty meeting the 75% attendance for a quorum as specified in the constitution but did not support having active, non active/associate members of the Steering Group, with only active members entitled to vote. The Council recommended reducing the quorum requirement to 60%.

Those councillors present all agreed to respond to the Secretary's email to register their interests, if they had not already done so. Alan Feltham, who did not use email, asked for a paper copy.

A newsletter, solely devoted to the NDP, would be prepared as soon as possible for delivery to all households.

The new website was being developed and would be up and running shortly. The Council did not support having anonymous responses but believed respondents should be able to withhold their identity, if they wished, from anything made public.

It was noted questions for the draft questionnaire should sent to Rowena AIRS by 2nd June in order for the questionnaire to be finalised at the Council meeting on 11th June.

A grant application had been made to Locality – Supporting Communities in Neighbourhood Planning. Grants of up to £7,000 were being made available over a two year period.

Youth Initiative – St John's Church

663. A letter had been received from the Church Youth Leader seeking support in raising money to ensure continuation of existing work and to initiate new projects aimed to support the local community.

Before reaching a decision the Council decided to ask for further information about planned projects and how the money would be used.

Finance – Payments for Approval

664. A list of payments for approval was presented to the meeting, copy appended to the official minutes. It was resolved the payments be approved.

Accounts for Year Ended 31st March 2013

665. The accounts for the financial year 2012/13 were received and approved.

Reserves

666. The Council noted the amount in general reserves at 31st March 2013 was £32,476. The Council had earlier decided to transfer £25,000 of reserves into a Barclays Business Bond in order to obtain slightly better interest. However, this would mean the money could not be accessed for a year. In view of the uncertainty in the coming year, in particular the cost of the Neighbourhood Plan and expected further repairs required to the recreation ground, the Council decided not to transfer any reserves to a Barclays Business Bond in the current financial year.

Audit Commission – Annual Return for the Year Ended 31st March 2013

667. Section 1 of the Annual Return, Statement of Accounts, was approved for signing by the Chairman and Responsible Financial Officer.

668. Section 2 of the Annual Return, Annual Governance Statement, was approved for signing by the Chairman and Responsible Financial Officer.

Internal Audit

669. The standard letter of engagement had been received from Murray McIntosh O'Brien for approval by the Council. Copies had been sent to all members with the agenda. It was resolved a copy would be signed by the Chairman and Vice Chairman on behalf of the Parish Council accepting the terms.

The internal audit was due to take place on 15th May.

Matters Raised

670. Mrs Bulbeck drew attention to a comment allegedly made by a railway employee to a member of the NDP Steering Group that the operator of the Stein Road crossing sometimes forgot to open the barriers at the Stein Road crossing.

671. Mr Hayes reported South Lane was badly littered.

672. Dr MacDougall reported the official opening of Maybush Copse would take place on 2nd June.

CHAIRMAN.....

DATE.....