

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

8 March 2018

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 March 2018** at **7.30 p.m.**

R A Davison
Clerk

AGENDA Part I

1. **Apologies for Absence**
2. **Declarations of Disclosable Pecuniary Interests**
3. [Minutes](#) of the meeting held on 13 February 2017.
4. **Open Forum**
5. **County Councillor Report**
6. **District Councillor Report** (Mr Hicks)
7. [Consultancy Appointment](#) – To consider a report by the Clerk regarding the appointment of a planning consultant.
8. **Community Green Offer**
 - a. Miss Tait to report on the discussion with West Sussex County Council officers regarding the Community Green Officer.
 - b. To accept the offer of a shed and tools for a "Tools Library" from the County Council and to agree the location of the shed.
9. **Finance**
 - a. [Receipts and Payments](#) - To note the receipts and approve the payments for March 2018.
 - b. [CIL Monitoring Report 2017/18](#) – To approve the CIL monitoring report for 2017/18 for submission to Chichester District Council.

10. **Publication Scheme** – To approve the updated publication scheme for the Parish Council.
11. **Defibrillators** – To approve the two defibrillators being located at the Village Hall and at the Southbourne Sea Scout’s hut.
12. **Neighbourhood Plan** - To receive a report on the last meeting.
13. **Southbourne Environment Group** - To receive a report on the last meeting and to note forthcoming events.
14. **Items for Future Meetings**
15. **Date of Next Meeting** – 10 April 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. **Quote**

TO: All Members of Southbourne Parish Council

SOUTHBOURNE PARISH COUNCIL

MINUTES of the meeting held at St John's Church Centre, Southbourne on 13 February 2018

Present: Mr Bulbeck (Chairman), Mr Brown*, Mr Feltham, Mr Ferguson, Mr Gowlett, Mr Hicks*, Mr Jennings, Mr Lane, Mr Rolfe, Ms Tait and Mr Withers.

*Also District Councillors for Southbourne.
2 members of the public.

Apologies for Absence

224. Apologies for absence were received from Mrs Bulbeck, Mr Feltham and Mr Hayes*.

Declarations of Interest

225. Mr Bulbeck and Mr Gowlett declared an interest as Trustees in the grant application for the Village Hall.

Minutes

226. Resolved that the minutes of the meeting held on 12 December 2017 be approved as a correct record.

Open Forum

227. A member of the public enquired when the repairs would be carried out to one of the memorial benches at Prinsted. The Clerk reported that the Council would be asked to consider a quote for the work later in this meeting.

228. A member of the public requested that a new bus shelter be provided at the bus stop close to the new development at Nellies Field. He said that the stop was already well used and likely to be even busier once the new development was completed. The Clerk advised that the County Council no longer provided grants for this purpose and there was no budget provision for one in the 2018/19 financial year. The Chairman agreed that the Council would consider the request when the budget for 2019/20 was considered in the autumn.

County Councillor's Report

229. Mr Parikh reported that the consultants appointed to carry out an assessment of the options for the A27 had attended the recent Build A Better A27 (BABA27) meeting. It was noted that an option had to be submitted to the Government for the RIS2 funding round by June 2018 and there would be further meetings of the BABA27 in March April and June. At this stage it was not yet known which option would be taken forward.

District Councillor's Report

230. The District Council's Member's report was received and noted (copy appended to the signed minutes).

Southbourne Development Trust

231. The Parish Council noted that the Charity Commission had raised three objections to the proposed Trust that needed to be resolved. One objection was in relation to the proposed charitable objective to look after the environment and open spaces. Even though the Commission's guidance had been followed when including the objectives, the Commission had subsequently said that this objective was not charitable.

232. Resolved – That

1. The Parish Council reaffirms its intention to establish the Southbourne Development Trust as a Charitable Incorporated Organisation;
2. The Clerk and Mr Ferguson obtain further quotes from solicitors to support this work;
3. The Clerk and Mr Ferguson report back in March.

General Data Protection Regulations (GDPR)

233. The Council received the report of the Clerk (copy appended to the signed minutes). Members agreed that the Clerk should speak to ProcessMatters2 about what it could provide in the way of support but not to obtain quotes at this stage.

234. Resolved – That

1. quotes be obtained for a new laptop and software
2. The IBM PC be disposed of securely and removed from the Asset Register.

Finance

235. Receipts and Payments – Resolved that the following receipts be noted and payments be approved:

Receipts

Chichester DC	New Homes Bonus Grant 2017/18	£5,420.00
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Payments

G Burley & Sons	Invoice 65652	£463.20
Elite Playground Inspections	Quarterly Inspection	£56.70
BT	Q017 EU 22 Jan2018 (DD)	£128.04
Emsworth Corporate Planning	ECP43 - January-18	£180.00
Staff	Aggregate salaries	2262.93

Total	£3,090.87
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Transfer from Savings Account	For current payments	£3,090.87
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236. With the Chairman's agreement, the grant application was considered at the end of agenda item 9.

237. Hire of Room – It was noted that St John’s Church Centre would be charging for the hire of its lounge from now on. The Clerk was awaiting information about the cost.

238. Appointment of Internal Auditor – Resolved – That

1. Murray McIntosh O’Brien be appointed the internal auditor for the 2017/18 financial year;
2. The internal audit arrangements for 2018/19 onwards be reviewed.

239. Centenary Beacon Lighting Grant – The Council was pleased to note that Chichester District Council was providing a grant of £250 to parish councils in support of the Centenary Beacon Lighting to commemorate the centenary of end of World War I on 11 November 2018. The Parish Council was pleased to note that the Southbourne Sea Scouts and Connecting Southbourne were making all the arrangements for this event and agreed to support them by applying for the grant.

240. Resolved – that the Parish Council apply to Chichester District Council for the £250 Centenary Beacon Lighting Grant.

241. Grant Application – Mr Bulbeck and Mr Gowlett left the room during consideration of the following grant application. Mr Ferguson was elected Chairman for the item.

Mr Ferguson in the Chair

242. The Council considered an application from the Southbourne Village Hall Management Committee for £1100 (report appended to the signed minutes). It was noted that there was only £1030 grant money available.

243. Resolved – that a grant of £1030 be made to the Southbourne Village Hall Management Committee.

244. Mr Bulbeck and Mr Gowlett returned to the meeting and Mr Bulbeck resumed the Chair.

Mr Bulbeck in the Chair

Neighbourhood Plan

245. Mr Hayes reported that there housing numbers had not yet been set by the District Council. It was noted that the Government was proposing nationally that annual housing numbers should increase by 40 percent on the current figures.

246. The Clerk reported that the Government had yet to announce the date when the new grant for Neighbourhood Planning would become available but it was anticipated in March or April 2018.

247. Resolved – that the Parish Council applies for the Neighbourhood Planning grant when it becomes available.

Southbourne Environment Group (SEG)

248. Work had started on the hedges and ditches alongside Footpath 212 and a second working party would be held on 15 March 2015. There would be a litter pick on 3 March 2018. The Green Gathering would be held on 24 March 2018.

249. The proliferation of illegal advertising signs in Southbourne was noted. Mr Lane would speak to the business concerned and if necessary report the problem to the District Council.

Annual Parish Meeting

250. The Clerk would arrange the date of the Annual Parish Meeting with the Chairman.

Items for Future Meetings

251. No items were raised.

Date of Next Meeting

252. 10 April 2018

Exclusion of the Press and Public

253. 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.

Quotes

254. The Council agreed quotes for pest control on the Recreation Ground and for repairs to a memorial bench at Prinsted

Staffing Matter

255. Members agreed additional hours for a member of staff to enable the Council to prepare for the introduction of the GDPR on 25 May 2018.

Chairman

The meeting closed at 9.05 p.m.

13 March 2018

Consultancy Appointment

Introduction

The current Southbourne Parish Neighbourhood Plan (SPNP) was made in 2015. Since then Chichester District Council has been reviewing its Local Plan as required by the Planning Inspector to extend the plan period from 2029 to 2034. The Parish Council is awaiting details of any increase in housing numbers that it may be required to take as a result. If the Parish has to take additional housing then it will be necessary to review the current SPNP to ensure that the Parish also obtains any new infrastructure that may be required to support the additional housing. Reviewing the SPNP will require support from professional planning consultants for which the Parish Council has a budget of £10,000 in the 2018/19 financial year. The Parish Council has also agreed (minute 246/18 refers) to apply for a Neighbourhood Planning grant from the Government for this purpose as soon as the new grant window opens, probably mid-March or April 2018.

Appointment of Consultants

At its meeting on 6 March the Neighbourhood Plan Steering Group (NPSG) agreed that a project team should be established to work with the Clerk to prepare a specification for the work to review the SPNP and take the revised SPNP to referendum in due course. It is also recommended that the project team review the quotes received and recommend a "preferred bidder" to the Parish Council. The appointment of the consultant would be on the basis that they would be providing a service up to the £10,000 budget and further work would be commissioned pending receipt of the neighbourhood planning grant.

Recommended – That

1. The Parish Council agrees to the NPSG proposals for a project team in preparing the specification of works for quotes from planning consultants
2. The Parish Council obtain quotes from planning consultants as soon as practical
3. The project team advise on the quotes received from the planning consultants and recommend a "preferred bidder"
4. All quotes and the "preferred bidder" to be reported to the Parish Council.

Robin Davison
Clerk & RFO

13 March 2018

CIL Monitoring Report (Regulation 62A) 1April 2017- 31 March 2018

Details	Note No*	£
CIL Receipts for reported year Cash	1	20,998.41
Total CIL receipts for reported year	1	
Details of any notices received in accordance with regulation 59E, including:		
The total value of CIL receipts subject to the aforementioned notices during the reported year	2	0
The total value of CIL receipts subject to the aforementioned notices in any year that has not been paid to the relevant charging authority by the end of the reported year.	2	0
Total value of CIL receipts subject to aforementioned notices for reported year		0
Total CIL receipts for reported year retained at end of year	3	20,998.41
CIL receipts from previous years retained	3	0
Total Amount of CIL receipts retained for reported year		20,998.41
Expenditure on infrastructure	4	0
Total CIL expenditure for reported year		0
Summary of CIL expenditure during the reported year including:		0
The amount of CIL to which an infrastructure payment relates (Please list each payment individually)	5	0
The item of infrastructure to which the above payment relates	5	INSERT DETAILS IN BOX BELOW
N/A		

***Notes**

1 Regulation 62A 2(a) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL receipts for the reported year

2 Regulation 62A 2(d) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of any notices received in accordance with regulation 59E including
 (i) The total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year
 (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.

3 Regulation 62A 2(e) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report details of the total amount of:
 (i) CIL receipts for the reported year retained at the end of the reported year; and
 (ii) CIL receipts from previous years retained at the end of the reported year.

4 Regulation 62A 2(b) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report the total CIL expenditure for the reported year.

5 Regulation 62A 2(c) of the Community Infrastructure Regulations 2010 (as amended) requires a local council to provide a summary of CIL expenditure during the reported year including

- (i) The items to which CIL has been applied; and
- (ii) The amount of CIL expenditure on each item.

Regulation 59E covers notices served by Chichester District Council (CDC) on the City, Town or Parish Council requiring it to repay some or all of the CIL receipts where CDC believes some or all of the CIL received by the City, town or Parish Council has not been spent in accordance with the regulations as stated in Regulation 59C.

13 March 2018



**Information available from
Southbourne Parish Council
under the Model Publication Scheme**

Information to be published Website: southbourneparishcouncil.com	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council Office and accessibility details	Website The Village Hall First Avenue Southbourne PO10 8HN	
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum		
Annual return form and report by external auditor	Website Noticeboards	Free Free
Finalised Budget and Precept	Website	Free
Borrowing Approval Letter	n/a	
Financial Regulations	Website	Free
Grants given and received	Website (Council minutes)	Free
Community Infrastructure Levy (Annual Report)	Website	Free
List of current contracts awarded and value of contract (if any).	Website	Free

Members' allowances and expenses	Hard Copy – contact the Parish Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan (made 2015)	Website	Free
Report to Annual Parish Meeting (current and previous year as a minimum)	Website	Free
Quality Status	n/a	
Class 4 – How we make decisions Current and previous year as a minimum		
Timetable of meetings (Council and committee meetings and parish meetings)	Website	Free
Agendas of Meetings (as above)	Website	Free
	Noticeboards	Free
	Hard copy – contact the Parish Clerk	10p per sheet
Minutes of Meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website	Free
	Hard Copy – contact the Parish Clerk	10p per sheet
	Noticeboards	Free
	Council Minutes also available to view only at Southbourne Library (hard copy)	Free
Reports presented to Council Meetings – nb this will exclude information that is properly regarded as private to the meeting	Website	Free
	Hard Copy – contact the Parish Clerk	10p per sheet
Responses to consultation papers	Website	Free
Responses to planning applications	Website (see Planning Committee Minutes)	Free
	Chichester DC Planning Portal	Free
Bye-laws	Hard copy - contact the Parish Clerk	10p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities).		
Policies and Procedures for the conduct of Parish Council business Standing Orders Committee/sub-committee/advisory committee and working group Terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statements where available	} Website } Hard Copy – contact the Parish Clerk	Free 10p per sheet
Policies and procedures for the provision of services Policies and procedures for handling requests for information Complaints procedure	} Website	Free
Policies about the employment of staff	Hard copy – contact the Parish Clerk	10p per sheet
Record Management Policies (records retention, destruction and archive)	May 2018	
Data Protection Policy	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Asset Register	Website	Free
Register of Member’s interests	Website Hard Copy – contact the Parish Clerk Chichester District Council website	Free 10p per sheet
Register of gifts and hospitality	Hard copy – contact the Parish Clerk	10p per sheet

Class 7 – The Services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Recreational facilities, seating, memorials, street lighting, bus shelters	Hard copy – contact Parish Clerk	10p per sheet
Burial ground	Westbourne & Southbourne Joint Burial Committee Email: joan4wpc@googlemail.com	
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy – contact Parish Clerk	10p per sheet
Additional Information This will provide the Parish Council with the opportunity to publish information that is not itemised in the lists above		
Updates on Parish Council activities and initiatives.	Council Website Parish Noticeboards Facebook The Village Magazine (covering Emsworth to Chichester)	Free

Contact details:

The Parish Clerk
Southbourne Parish Council
The Village Hall
First Avenue
Southbourne PO10 8HN
Email: clerk@southbourneparishcouncil.com

Approved:
Review date: April 2020