



Westbourne

Parish Council

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Members of the Parish Council are summoned to attend the next meeting of Westbourne Parish Council which will take place on Thursday 10 March 2022 at 7.15pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 4 March 2022

Clerk to the Council

Agenda

1. To receive declarations of interest and updates to the Register of Interests:

To receive from Members declarations of interests in relation to the agenda and updates to the Register of Interests, as required by the Localism Act 2011 and the Parish Council's Code of Conduct for Members.

2. Apologies for absence

3. Minutes of the Parish Council meeting held on 10 February 2022: To approve the circulated minutes as a correct record.

4. Updates and issues from the minutes of 10 February 2022: To note any updates or issues which are not otherwise on the agenda.

5. Open forum (maximum of eight minutes): To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).

6. County Councillor's comments and questions: To receive a report from County Councillor Andrew Kerry-Bedell.

7. District Councillor's comments and questions: To receive a report from District Councillor Roy Briscoe.

8. Police incident report: To receive a report from PCSO Baylee Reed on recent incidents in the Parish.

9. Queen's Platinum Jubilee: To discuss the following:

- **Big Jubilee Lunch, Sunday 5 June:** To receive an update from the Clerk following the Events Committee on 1 March which was attended by other village organisations. <https://www.edenprojectcommunities.com/the-big-jubilee-lunch>
- **Beacon event, Thursday 2 June:** To receive an update from the Clerk. To consider either replacing the WW1 wording on the beacon with a Platinum Jubilee design for £100 or removing the WW1 wording at no cost. <https://www.queensjubileebeacons.com/>

- **Jubilee grant funding:** To note that grant funding of £250 from Chichester District Council for five new trees at Monk's Hill was successful. To retrospectively approve the purchase of the trees, below, and to thank Guy Schofield for his support. To thank the WI for buying a Sequoiadendron giganteum 1.8, 95L at £100.

No	Qty	Species	Size	£/each	£/total
1.	2	Cedrus atlantica glauca, Atlas cedar (conifer)	1.5/1.8m 10L	48.00	96.00
2	2	Metasequoia glyptostroboides, Dawn redwood (conifer)	1.75/2m 10L	48.00	96.00
3	1	Ulmus laevis, European white elm (broad leaved)	6/8m	48.00	48.00

10. Annual spring clean day: To discuss the organisation of the event on Sunday 3 April at 2pm (locations, kit and high-vis vests).

11. Annual Parish Assembly: To agree to hold the event Saturday 18 June (Sussex Day) at 2-4pm on the Rectory Lawn and discuss arrangements (refreshments).

12. Kompan playground inspections: To consider the quote of £1,197.14 for the renewal of the service in 2022/23.

13. Zurich insurance renewal: To approve the quote of £1,261.70 for the renewal of the Parish Councils insurance. (This is the last year of the three-year fixed contract).

14. Monk's Hill recreation ground: To approve the quote of £6,900 provided by A1 Drainage for drainage works at the playground and north/west boundary with the highway. To approve the quote of £2,100 provided by Longmeadows for the installation of a new path at the Covington Road entrance.

15. Joint Burial Committee: To receive the draft minutes and update. To approve the Constitution, Memorandum of Understanding and Job Description and Person Specification.

16. Payments for approval: To consider and approve two lists of payments, prepared by the Clerk acting as Responsible Financial Officer. The first is a list of payments due immediately requiring advance authorisation, the second is a list of payments made requiring retrospective authorisation, Clerk.

17. Correspondence: To note the list of correspondence and to consider any required action.

18. Announcements and items for the next meeting: To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 14 April 2022 at 7.15pm.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

Section Two

20. HR Panel: To receive the recommendations of the HR Panel following the meeting on 7 March.

21. Commemorative gift: To consider buying a gift to celebrate the Platinum Jubilee <https://www.queensplatinumjubilee.co.uk/>

22. Purchase of land: To consider the possibility of purchasing land in the Parish.