



# Westbourne

Parish Council

53 Skylark Avenue  
Emsworth  
PO10 7GB

07775654483  
clerk@westbourne-pc.gov.uk

---

**Members of the Parish Council are summoned to attend the next meeting of Westbourne Parish Council which will take place at 7.15pm on Thursday 12 March 2020 at The Meeting Place, North Street, Westbourne.**

*Clare Kennett, 6 March 2020*

Clerk to the Council

## Agenda

### **1. Apologies for absence**

### **2. 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.

**3. Minutes of the Parish Council meeting held on 13 February 2020:** To approve the circulated minutes as a correct record.

**4. Updates and issues from the minutes of 13 February 2020:** 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:** County Councillor Mike Magill is invited to attend the meeting and make comments to the Council.

**7. District Councillor's comments and questions:** District Councillor Roy Briscoe is invited to attend the meeting and make comments to the Council.

**8. Police incident report:** To receive a tabled report on police incidents in the Parish within the previous month.

**9. CCTV:** To receive an update regarding the installation of CCTV in The Square and The Grove in Westbourne, Cllr Mack.

**10. Defibrillator:** To discuss the purchase of a defibrillator at a cost of £400 and to agree who will be responsible for maintaining it, Cllr Hitchcock.

**11. Community Chest grant:** To consider an application for funding for a VE Day 75 event in Westbourne.

**12. Annual Parish Assembly:** To discuss arrangements for the event on Thursday 16 April at 7pm, Clerk.

**13. Annual Spring Clean Day:** To discuss arrangements for the event on Sunday 5 April from 2-4pm, Cllr Hitchcock.

**14. Committee/Working Group reports:** To receive updates of the:

Finance and General Purpose Committee, Cllr Hitchcock

Joint Burial Committee, Clerk to the JBC

Planning Committee, Cllr Hitchcock

Public Services Committee, Cllr Mack

Recreation, Leisure and Amenities Committee, Cllr Ricketts:

Neighbourhood Plan Steering Group, Cllr Hitchcock

**15. Insurance renewal:** To consider quotes for the renewal of the Parish Council's insurance, Clerk.

**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 9 April 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. Monk's Hill recreation ground:** To approve the draft governing document for the charity following advice received from Ian Davison, solicitor. To consider the amended job description and options for the Clerk's salary.

**21. Complaints policy:** To agree the updated complaints policy.

**22. Contingency planning:** To discuss working arrangements in case of member and/or staff absence and measures for business continuity.