



# 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 at 7.15pm on Thursday 12 September 2019 at The Meeting Place, North Street, Westbourne.**

*Clare Kennett, 1 September 2019*  
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 11 July 2019:** To approve the circulated minutes as a correct record.

**4. Updates and issues from the minutes of 11 July 2019:** 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 Council Viral Parikh has resigned and a by-election will be held in due course.

**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. Tree Planting in Ellesmere Orchard, Westbourne:** To agree the planting of new trees in this location working with WSCC Highways and to agree any associated costs, Cllr Hitchcock.

**10. Parking notices:** To consider placing Westbourne Parish Council parking notices on vehicles which are inappropriately parked in the Parish, Cllr Hitchcock

**11. 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

**12. Councillor ID badges:** To consider the purchase of councillor business cards, ID badges, and corporate lanyards and high visibility vests for use at events and meetings, Clerk.

**13. Financial regulations:** To adopt the latest version of the Financial Regulations as recommended by SSALC and NALC.

**14. Internal auditor:** To consider the appointment of Mullbery & Co as the Parish Council's internal auditor for financial year 2019-20, Clerk.

**15. Website accessibility statement:** To appoint Vision ICT, who maintain the Parish Council's website, to write a statement for publication online to meet the requirements by 23 September at a cost of £85 + VAT.

**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.

**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 10 October 2019 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. Joint Burial Committee:** To consider the draft Terms of Reference and Scheme of Delegation for the Joint Burial Committee.