



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775 654483
clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 14 January 2021. The meeting was held remotely using Zoom video conferencing.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr David Mack, Cllr Kate McNicol, Cllr Ann Pearcey, Cllr Nigel Ricketts and Clare Kennett, Clerk to the Council.

Meeting chaired by Cllr Hitchcock. One member of the public was present.

1. Apologies for absence: Cllr Mike Magill.

2. To receive declarations of interest and updates to the Register of Interests: None.

3. Minutes of the Parish Council meeting held on 10 December 2020: It was noted that agenda item 4.13 should have read that an application had been submitted to open a bank account with Natwest, rather than it being opened. This amendment was made to the circulated minutes and was signed by the Chair as a correct record otherwise.

4. Updates and issues from the minutes of 10 December 2020:

4.4.10: It was noted that the outdoor gym equipment had been closed following guidance from the government in line with national lockdown restrictions.

Item 5: It was noted that a Community Chest grant application had not been received by Westbourne Weekend.

5. Open forum: No issues were brought to the attention of the Parish Council.

6. County Councillor's comments and questions: County Council Mike Magill gave the following report. COVID – I urge everyone to keep safe and stay home as much as possible. The Community Hub remains open so anyone in need should be directed to them if they have no support around them. I have sent an email in regards to the vaccination programme that being rolled out around Sussex. We will be serviced by the sites at Tangmere and Selsey, although residents registered with Emsworth Surgery would be covered by their site. Numbers of cases are increasing so quickly anything I give you now will be quickly out of date, but please note some hospitals in Sussex have three times as many cases now than at the start of the year. Highways – Although I am part of the committee looking at the West Sussex Transport Plan, I have started work with officers to look at the Bourne Division, including Bosham and Fishbourne. I want to have a plan in place for Highways to deal with the increase in traffic caused by the 1700 houses planned for the area. These need to be put in place early rather than relying on dealing with problems once they occur as we would constantly be firefighting. We have seen how lengthy the TRO process is so I do not want to have to rely on this for the next 10 years to

slowly rectify issues our residents are dealing with now. I know work has been done on the amount of traffic that would be brought to the area by the development in Southbourne alone, but I do not think anyone has looked at the area as a whole. Highways England is engaging with the area with Chem Route so it is a good time to get our stakeholders together to look at all aspects of travel. Part of the work will see me look into schooling numbers, GP surgeries and libraries etc. Southern Water – I had a meeting with Southern Water and although there were no definitive outcomes, it brought together the MP, district councillors, myself and the senior team at Southern Water. There was a recognition that the identified problems need to be addressed by all of us working together and helping to provide solutions. I identified the issue of the large number of housing coming into the area with a lack of capacity at the waste water treatment centres and I was promised information on this. This will look at present capacity and how they can meet the demand in the future. This will be an ongoing piece of work. I will also draw attention to the Beach Buoy system (easy to find by Google) as it reports on the water quality and how much discharge there is in each area. This system is in development and more sites will be introduced with more sensitive data feeds but does provide an early indication of water quality and the amount of sewage entering the water. Please have a look at it, I found it quite interesting. If you have any queries about this or anything else, please contact me at any time and I will be more than happy to help.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. The third lockdown has brought a halt to CDC's recovery programme, resulting in services closing and staff redeployed mainly to the benefits section. There has been an increase in Council Tax support and CDC has one of the most generous schemes in West Sussex. COVID has brought about changes to working practices. Between April 19 and July 19, we dealt with 256,000 enquiries. In the same period in 2020 we dealt with 328,000 with a big move toward online enquiries as Council offices were closed. This could indicate a permanent step change toward home working for employees. Any businesses requiring grants should look at <https://www.chichester.gov.uk/grants>. The vaccine delivery programme is run by the NHS in conjunction with local GP practices. WSCC or CDC does not influence locations, see more at <https://www.sussexhealthandcare.uk/keepsussexsafe/sussex-covid-19-vaccination-programme/faqs-about-the-covid-19-vaccine/>

A meeting with Gillian Keegan MP and Portsmouth Water to discuss water extraction at Walderton was postponed. The FotE identified that the flow is one tenth of what it was before extraction started in 1963. It is hoped Mr Andrew Elms, a respected local farmer and landowner, will allow members of FotE to walk the river and check when freshwater springs start flowing again. Research has identified prior to 1963/4 the river used to flow, with trout in from the Barley Mow, and a few years later that part of the river dried up altogether in the summer.

Fly tipping continues to be an issue, as does poaching and driving across crops. Many local fields now have ditches and steel gates around them to prevent access. Lamping and poaching continues and the Rural Crime team are dealing with regular incidents.

I chair a Gypsy and Traveller group and we are adopting a set of principles to incorporate into the Development Plan Document, being made alongside the Local Plan Review. I have recommended a government policy regarding the design of sites

is included so they are of a high standard which should put off speculative applications due to cost of infrastructure.

The Local Plan Review continues to gather evidence, but Highways England and Natural England do not object to the housing numbers CDC has been told to accommodate from government. The plan is dependent on a strategic link road from Fishbourne Roundabout to Stockbridge Road. The land is owned by WSCC and they have yet to approve its use which could be an unpopular decision. If CDC does not adopt a plan, and we do not have the evidence to say why we can't adopt it, there will be a free for all by developers. I have asked that if other sites not in the Local Plan are developed, can Westbourne's allocation of 50 new houses be reduced. CDC has written to Southern Water about their ability to cope with additional housing. At the moment they say they can cope but last year saw over 100+ days when raw 'sieved' sewage was discharged into the harbour which can't be right. Please check CDC's 'Let's Talk Page' for new consultations, there is one at the moment on contaminated land. <https://www.chichester.gov.uk/letstalksurveys>

The police has been told they can increase the precept by up to £15 next year, but WSCC has not agreed the level yet. CDC is looking at £5 or 2% but government has said they are open to an increase of up to £10 to help councils recover from losses last year. I will only support an increase for the police if they agree to more visible policing in rural areas.

Please shop local and support local businesses and if you go to Chichester, please do not donate to beggars on the street. Use the diverted giving scheme instead as many are professional beggars bussed in for the day.

CDC has opened an HGV wash down facility in Westhampnet for external hauliers on a commercial basis.

I would like to thank Mr Elms for meeting Westbourne Community Trust to discuss the possibility of setting aside land as a nitrogen mitigation scheme to off-set affordable Homes in Westbourne. It appears the WCT has found available land, but Mr Elms and his son were supportive and helpful.

Woodmancote is on its way to becoming well connected with fibre broadband. Government and county grants mean rural areas can apply for funding. We have achieved the target required and the last thing needed is for those signed up to confirm their pledge with the Dep for Digital Media, Culture and Sport. (DCMS the Govt Committee concerned). The scheme is still open for rural communities to take part via. <https://gigabitvoucher.culture.gov.uk/home>

Mike and I have continued to work well together, over the last month several issues in our area have been dealt with between us and we continue to get the best we can from our respective Council's for the Westbourne Ward.

8. Police incident report: PCSO Baylee Reed gave the following report. I had a look through the calls for the last month or so and can see a call regarding a suspicious male and although the area was searched, there was no trace unfortunately. There was one incident of youth anti-social behaviour and I am aware of the youths. This was an isolated incident however I will be speaking to the youths. There has been a small handful of COVID breaches and these have been dealt with initially with words of advice. Repeat offenders would be liable to a fixed penalty notice. I attended Aldsworth earlier today for a broken down vehicle and was met by a member of the public who became quite frustrated with the speed of vehicles in the area (I understand you are aware). I reiterated PCSO Lemms risk assessment of why a Community Speedwatch group would be unsafe but I will attempt to park in a layby

and conduct some enquiries (calls etc.) in the hope that naturally this will deter speeding and show more of a presence. As I lack the ability to stop vehicles, I would be unable to prosecute but I would liaise with our roads policing unit to see if they can patrol the area also. An update on the horse in the field, a colleague visited the livery and attempted to gain the details of the owner. Unfortunately, this came up negative but now that I am back I will attend myself and hopefully speak to the owner in an attempt to stop the behaviour continuing. I understand that times are different and in cases difficult when it comes to the COVID signage and I will patrol the park (Mill Road) and if I note who is taking them down then this could count as non-permanent criminal damage and I can look into a suitable route to pursue this for you. I hope all is well and I will be looking to attend a future meeting depending on my shift pattern. If any questions are raised, please email and I will reply as best as I can.

9. Coronavirus: Members noted the work of Westbourne Help which offers support to residents during the pandemic. Cllr Hitchcock had been handling enquiries since the Christmas period and had only received a few calls which volunteers were able to assist. Cllr Hitchcock said he was happy to continue to manage the phone and emails which was supported by members.

Members approved the updated risk assessment for the two recreation grounds following new guidance issued by the government which included the closure of the outdoor gym equipment.

10. Budget monitoring quarter 3: Members considered the budget monitoring report for the nine months of the financial year to 31 December 2020 which outlined that total net expenditure was at 87% of the budget. The Clerk informed members that income was at 112% as a result of grants received which accounted for some of the expenditure. There had also been expenditure during the year for new computers and costs associated to setting up Westbourne Help (both one off costs).

11. Annual review of fees and charges: Members approved the Council's fees and charges and agreed not to make any changes.

12. Revised estimates 2020/21, budget 2021/22 and precept 2021/22: Members considered the budget report for 2021/22, recommended by the Finance and Purposes Committee. There were a number of additional budget items to consider and members agreed to the following:

- Set aside £1000 for Community Chest Grants to support community organisations/projects as many have been impacted as a result of COVID
- Members agreed the amount of £8,197 to be allocated to the Joint Burial Committee for the running of Westbourne Cemetery.
- To allocate an amount of £17,000 for the New Initiatives Fund to support projects outlined in the Business Plan. It was agreed to reduce this amount from last year to reduce the impact of the Precept on residents during a period of economic uncertainty due to COVID.
- An amount of £2000 for office equipment for the replacement of the Parish Council's computer and purchase of IT equipment to support councillors.
- An amount of £3000 towards the costs of repairing the churchyard wall.

Members unanimously agreed to set the budget and Precept for 2021/22 at £103,869. The charge per Council Tax Band D property would be £110.24 which is an increase of 3.9% in terms of a Council Tax Band D property and an increase of 5.6% in terms of cash. (The Precept in 2020/21 was £101,000). The Parish Council's income in 2021/22 would be £750 and there was no longer a grant available from CDC to make up for lost council tax. The Clerk would inform CDC of the required amount.

13. Business Plan review: Members agreed to consider the Business Plan value and vision statements in preparation for discussions at the Strategy and Finance Committee on 21 January 2021. It was noted that a three-year financial plan was required by the auditor and that this would be incorporated to the Business Plan which was due for renewal in 2021 and its revision would be discussed at the committee meeting.

14. WSALC/SSALC: Members noted the correspondence about the WSALC value for money project and it was agreed to writing to SSALC and NALC to express concern about the action taken by WSALC and offer support for SSALC.

15. Interim internal audit: Members approved the interim audit report for 2020/21 prepared by the auditor, Mulberry & Co, following a meeting with Clerk, Chairman and auditor on Thursday 8 January 2021. The report stated:

The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate recommendations for future action are shown in bold text and summarised in the tables at the end of the report. At the interim visit we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. The Clerk is very experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system. It is therefore our opinion that the systems and internal procedures at Westbourne Parish Council are well established and followed.

Members agreed to approve legislation relating to holding virtual meetings as outlined by The Local Authorities and Police and Crime Panels (Coronavirus)

(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 <https://www.legislation.gov.uk/ukxi/2020/392/made>

The Clerk confirmed that the Parish Council had approved legislation for the use of virtual meetings at its meeting in April 2020, including the above legislation.

To note, the auditor agreed to send advice to the Clerk about the information that would be required to be provided by the JBC to be included in Westbourne's audit. The Clerk would share this information with the JBC.

16. Payments for approval: Members considered and approved a list of payments totalling £5,740.13 due immediately (or it is known must be paid between now and 11 February and require advance authorisation). There were payments totalling £2,896.60 made since 14 December and require retrospective authorisation. In compliance with Financial Regulations 5.2, personal payments (including salaries) were summarised on a separate confidential paper. The list of payments is included in Appendix 1.

17. Correspondence: Members noted the list of correspondence. The correspondence from Southcott Homes, regarding a planning application for eight new houses at The Shire development on North Street, was discussed. It was agreed that the planning committee would submit a response to the planning application at its meeting in February and would include the impact on the environment, the flooding experienced along Long Copse Lane due to the existing development and the developer not maintaining the boundary hedge on Long Copse Lane.

It was agreed to support the letter from Childham and Hambrook Parish Council regarding CDC's nitrate neutral house building policy and to ask for the Parish Council to be added to the list of supporters.

It was agreed to add a message to social media to ask if residents could donate any unwanted computers or tablets to Westbourne Primary School to help children access home learning resources during lockdown.

Members discussed grants from Operation Watershed and if the Parish Council should apply to help support issues in Woodmancote and at Monk's Hill recreation ground.

18. Announcements and items for the next meeting: None.

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 11 February 2021 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. Westbourne Help: Members agreed to continue to provide the service to residents and to reconsider it at its next meeting in light of any guidance issued by the government.

21. Joint Burial Committee: It was agreed to defer this item to the next meeting.

Meeting closed at 9.05pm

Westbourne Parish Council, 14 January 2021**Agenda item 16: Payments for approval**

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, *movement of an earmarked reserve, ** paid from No 2 account)

Payments for approval	Total	Net	VAT
EE&T Mobile Parish Council and			
DD Westbourne Help lines	49.82	41.52	8.30
IB Confidential payments Dec 20	1,367.93	1,367.93	0.00
IB WSCC LGPS Nov 20	452.37	452.37	0.00
IB SSE streetlight electricity	86.51	82.40	4.11
Microshade cloud document			
IB storage	103.80	86.50	17.50
IB Longmeadows quarter 3	3,062.50	3,062.50	0.00
GM Support playground/defib inspections	130.00	130.00	0.00
Monster Creative newsletter, posters and FB graphics	487.20	410.20	77.00
	5,740.13	5,633.42	106.91

Payments for retrospective approval

Horizon laptop and 8 tablet			
IB computers	2,571.60	2,143.00	428.00
S Cormack play grounds inspection			
IB December	140.00	0.00	0.00
IB SLCC 2021 subscription	185.00	0.00	0.00
	2,896.60	2,143.00	428.00

1. Treasurers account number 1

Balance per statement 31/12/20	163,983.12
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	163,983.12

Cashbook control

Balance forward 01/04/20	133,972.03
Add total receipts to date	118,521.25
Less total payments to date	88,510.16
Cashbook at 31/12/20	163,983.12