

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 8 April 2021. The meeting was held remotely using Zoom video conferencing.

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

Meeting chaired by Cllr Hitchcock. Two members of the public were present.

1. Apologies for absence: None. Cllr Kate McNicol was not present at the meeting.
2. To receive declarations of interest and updates to the Register of Interests: None.
3. Minutes of the Parish Council meeting held on 11 March 2021: The minutes were agreed to be a true record and were signed as such by the Chair.
4. Updates and issues from the minutes of 11 March 2021: Cllr Briscoe said he had spoken to Woodmancote Agricultural about the speed of vehicles on Cemetery Lane. Cllr Hitchcock reported that litter picking kits were available at The Meeting Place to use at any time and he encouraged councillors and residents to take part – more information at <https://tinyurl.com/4hjbc7wp>. Cllr Hitchcock said that some residents had expressed an interest in becoming a Tree Champion and it was agreed to invite them to the next meeting to appoint them. Cllr Magill said he had received a letter from Royal Mail about the Westbourne postcode and further discussion was required.
5. Open forum (maximum of eight minutes): A member of the public asked what the Parish Council's view was on the Thorney Island water treatment plant. It was agreed that Cllr Magill would respond to this point in his update to the Council.
6. County Councillor's comments and questions: County Council Mike Magill gave the following report. Covid: With the lifting of restrictions, I am keeping a close eye on the number of cases in the area to ensure residents remain safe and people can be made aware of any uplift in cases. Cases have continued in a downward trend with 24 new cases in the last seven days with a rate per 100,000 of 19.8 which is just above the West Sussex average. An interactive map shows the number of cases in each area <https://coronavirus.data.gov.uk/details/interactive-map>. Highways: Foxbury Lane has been repainted and I am meeting an engineer next week to discuss flooding in Woodmancote Lane, as well as the road surface. I've spoken to Highways about road closures in The Square for a possible event, and we would need to apply for a licence to the CDC. Aldsworth: A Highways team will be putting in the post for the SID, as well as speed limit repeater signs to reinforce the speed limit. The Road Safety Team is conducting a full survey on Emsworth Common Road

Minutes

through Aldsworth and specifically the bend and bridge. They are looking at all incidents, not just those that involved fatalities and serious injuries, and will be sitting down to discuss details – one being traffic lights which were there temporarily that residents liked. Chichester Harbour: It has been announced that Southern Water will be investing £5m into an environment improvement fund to reduce the hazardous water that flows into the Harbour. This follows a meeting in January with Gillian Keegan and a couple of District Councillors with Ian McAuley the CEO of Southern Water. We have continued to apply pressure, as well as by the additional group set up of MPs Gillian Keegan, Alan Mak and Penny Mordaunt who have monthly meetings with Ian McAuley so they can hold Southern Water to account. Gigabit voucher scheme: I've been working on a small scheme in Westbourne and have been speaking to nearby residents. Westbourne postcode/address: I contacted Royal Mail via Twitter and they have sent me two letters to date. The responses so far have been disappointing, as I think we were expecting, but I am hopeful that I am at least in dialogue with the correct person and we can come to some solution. I will update further at the meeting. Hospital Trust: Western Sussex Hospitals NHS Foundation Trust has now become University Hospitals Trust. Western had been managing the hospitals in Brighton and on a temporary basis to help improve services and as it has been so successful the merger has been made permanent. This will see no change in operational capability or services, it is more the management function, of which I remain on the Chair of Governors.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. The LGA and a district council are taking court action to allow virtual meetings to be held after 7 May when the legislation runs out. Eileen Lintill, Leader of CDC, has written to Jacob Rees Mog MP, Gillian Keegan MP and Andrew Griffiths MP to lobby support. On 12 April, CDC will be launching a new grants scheme for small enterprises to help them grow and develop. There are three types of grant – one is for capital projects, another is for website and social media projects and the third is for start-up businesses. More information at <https://www.chichester.gov.uk/enablinggrantscheme>. Businesses affected by coronavirus or looking for financial support to aid recovery should visit www.chichester.gov.uk/covidbusinesssupport. Speedwatch: CDC has funded five kits of equipment to help local groups reduce speed in assessed locations. Please support our local group. Wellbeing: Heart Smart Walks will restart from 12 April in line with government guidelines, find out more at www.chichester.gov.uk/heartsmart An environment meeting with Gillian Keegan MP and the CEO of Portsmouth Water about water extraction at Walderton is scheduled for 14 May. PWC keep advertising their environmental credentials well let's hold them to it! Recycling: CDC will be one of the first councils in the UK to offer a Waste Electronic and Electrical Equipment collection service starting in July. Once collected from the kerbside, the CCS partnership will collect coffee pods and process them at their facility, reclaiming the coffee granules which are sent to an anaerobic digestion facility, with the plastic and metal containers sent for recycling. Fly tipping continues to be a big issue. The police and CDC's environment protection officers are taking action, although I consider not enough. The use of cameras is back on the agenda and a multi-agency approach is being developed. Lamping and poaching is continuing but it appears that the rural crime team is now dealing with regular incidents. If you see poaching going on, please report on 999 quoting Operation 'Tracker' A recent development is the

Minutes

increase in use of catapults. One farmer was shot at in his tractor in a field near Foxbury Lane and there have been other incidents, including damage to the notice board at the Cemetery. It is thought the offenders live on the unauthorised Gypsy Traveller site on the Old Army Camp. Please report incidents online or via 101, we need to ensure the police are aware of the problem.

<https://www.sussex.police.uk/contact/af/contact-us/contact-us-to-discuss-something-else/> Both the Novium Museum and sports centres are due to reopen on 17 May with the Westgate Centre staying open for the vaccine centre. Planning: The planning application for the eight new houses on The Paddocks on The Shires in Westbourne has been withdrawn. In relation to the Gypsy and Traveller Committee I instigated, there is membership from across the District Council and we have invited the consultants to the next meeting so we, the members, can have an input to any policy put forward. ORS the consultants that compiled the GTAA (Gypsy Traveller Accommodation Assessment) is also required to attend regularly. Westbourne's Neighbourhood Plan may go to cabinet on 4 May for the Decision Statement, and will then be a major consideration in any planning applications or appeals. Westbourne Conservation Area and Chichester Local Plan Review: Highways England and Natural England remain silent on the issues we are facing, mainly the A27 and strategic road network and nitrate discharge into the Harbour. We have called Southern Water to answer questions at a meeting on 8 April. CDC has a duty to plan positively and do everything to accommodate the housing it is allocated. Stantec is supporting the need of a bridge at Southbourne over the railway. There was a death at the crossing in April (second in three years) which shows how dangerous it is. Gigabit fibre schemes: More have been picked up locally in the rural areas, including one for part of Westbourne. Flooding: Please send information to me so I can pass it to our drainage officers. In coming years, sea defences will need upgrading but we also need to be mindful of flooding around land drainage and rivers including the Ems. Events: I have put an idea forward to use Priory Park for two events at the end of July for a Music of the Musicals and a Swing Band Night, both finishing at 9.30pm to try and boost the economy in Chichester. Should be good events if they come off so please try and support them.

8. Police incident report: PCSO Baylee Reed did not provide an incident report for the meeting. It was agreed that councillors would send Cllr Hitchcock information about catapult incidents in the Parish so that a letter could be sent to DCI Jon Carter who would be attending the next Bournes Forum.

9. Virtual meeting legislation: Members considered a report written by the Clerk and it was agreed:

- To approve the risk assessment written by the Clerk for holding meetings in public.
- That Cllr Pearcey would support the Clerk in setting up the May meeting, and that councillors would take turns each month.
- Reports would be written for each agenda item to prevent unnecessary discussion.
- The Scheme of Delegation did not need to be updated.
- In the event virtual meetings were allowed to be held, the Council would meet as normal on Thursday 13 May. If not, the Planning Committee would be held remotely on Tuesday 4 May at 6.15pm and Full Council would take place on Thursday 20 May at 7.15pm at The Meeting Place, Westbourne.

Minutes

- It was agreed that hybrid meetings were not possible due to cost and resource implications.

10. Annual Parish Assembly: Members agreed they would prefer to hold the event outside during the summer. It was discussed that the Rectory Lawn would be a good central location and that the Church would be contacted to see if this was possible.

11. CCTV consultation: Members considered the recommendation of the Public Services Committee that full public consultation on CCTV in The Square, Westbourne be carried out in May (after the County Council election). No decision was made as it was noted that Cllr Hitchcock, Cllr Mack and the Clerk were due to meet Sussex Police on 16 May to find out more about requirements for the system and the costs involved. A report of the meeting would be circulated to members. It was agreed that a three stage approach was needed – firstly to update all the information to find out if it was viable, secondly speaking to businesses to see if they still wanted CCTC, and thirdly carrying out a public consultation.

12. Committee/Working Group reports: Members received updates of the:

- Joint Burial Committee: It was noted that a quarterly report due in April as agreed in the constitution had not been received.
- Public Services Committee: Members received the minutes of the meeting on 25 March 2021 and there were no further updates.
- Recreation, Leisure and Amenities Committee: Members received the minutes of the meeting held on 25 March 2021. It was agreed to order a further five cubic meters of play bark for Monk's Hill playground to top up the safety surface.
- Strategy and Finance Committee: It was noted that the next meeting was due to take place on 20 May but this date may need to be changed depending on the virtual meeting legislation and when the Parish Council meeting would be held.
- Westbourne Neighbourhood Plan Steering Group: It was noted that a Decision Statement would be going to CDC Cabinet on 4 May. If this was passed, the Plan would carry significant weight even before it went to referendum later in the year.

13. Annual Governance Statement 2020/21 (Annual Governance and Accountability Return (AGAR) Section 1): Members looked at each of the questions posed by the AGAR Statement 2020/21 and agreed that all of the statements were correct. Cllr Hitchcock and the Clerk signed the Statement on Section 1 of the AGAR.

14. Receipts and payments 2020/21 and statement of reserves: Members looked at the outturn figures of receipts and payments against revised budget for the financial year 1 April 2020 to 31 March 2021. It was noted that 102% of the budget had been spent during the financial year which meant that no additional funding had been put into the general reserve which stood at £33,284. The internal auditor had recommended that the general reserve should be roughly half of the precept but he was satisfied that there were enough earmarked reserves (totalling £115,401) to cover any emergency expenditure. There had been some additional administrative expenditure during the year which had not been anticipated and therefore not budgeted for, including Westbourne Help, cloud document storage, PO Box postal address and new IT equipment for the Clerk and councillors to support remote working.

Minutes

15. Payments for approval: Members considered and approved the list of payments totalling £7,066.20 due immediately (which must be paid between now and 13 May 2021) and require advance authorisation. There were payments totalling £233.80 made since 8 April 2021 which require retrospective authorisation. In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised on a separate confidential paper. The list of payments is included in Appendix 1.

16. Correspondence: Members noted the list of correspondence.

17. Infrastructure projects in support of Chichester District Council's Local Plan: It was agreed to update the list to include drainage works at Monk's Hill recreation ground, environmental enhancements around the village and installation of village gateways at Aldsworth. It was agreed to submit the revised version to CDC.

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

19. Date of next meeting: In the event virtual meetings were allowed to be held, the Council would meet as normal on Thursday 13 May. If not, the Planning Committee would be held remotely on Tuesday 4 May at 6.15pm and Full Council would take place on Thursday 20 May at 7.15pm at The Meeting Place, Westbourne.

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: It was agreed to close the service now that the government was starting to ease restrictions. The Clerk would cancel the mobile phone line contract and the cloud document storage which had been used to keep volunteer and service user information.

Meeting closed at 9pm.

Minutes

Appendix 1. Agenda item 15: 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	55.16	45.97	9.19
IB Confidential payments	1,384.73	1,384.73	0.00
IB WSCC LGPS March 21	452.37	452.37	0.00
IB Microshade cloud storage	103.80	86.50	17.30
IB MS 365	9.48	7.90	1.58
Royal Mail PO Box address			
IB renewal	360.00	300.00	60.00
IB Kompan playground inspection	324.00	270.00	54.00
IB Longmeadows play bark spreading	300.00	300.00	0.00
Longmeadows install bench and			
IB cycle stands in The Square	870.00	870.00	0.00
Longmeadows quarter 4 2020-21	1,767.30	1,767.30	0.00
Longmeadows removal of			
IB equipment at Mill Road	110.00	110.00	0.00
IB SSE street lights	79.36	75.59	3.77
IB Zurich insurance renewal	1,244.01	0.00	0.00
C Kennett reimbursement A4			
IB paper notepad	5.99	1.19	4.80
	7,066.20	5,671.55	150.64
Payments for retrospective approval			
GM Support playground			
IB inspection	130.00	130.00	0.00
IB Microshade cloud storage (Feb)	103.80	86.50	17.30
IB			
	233.80	216.50	17.30
1. Treasurers account number 1			
Balance per statement 31/03/21	148,685.96		
Less outstanding payments	0.00		
Outstanding receipts	0.00		
Add petty cash	0.00		
Revised bank	148,685.96		
Cashbook control			
Balance forward 01/04/20	133,972.03		
Add total receipts to date	118,814.87		
Less total payments to date	104,100.94		
Cashbook at 31/03/21	148,685.96		