

## Minutes



**Westbourne**

Parish Council

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**Minutes of Westbourne Parish Council's Annual General Meeting which took place at 7.15pm on Thursday 20 May 2021 at The Meeting Place, North Street, Westbourne.**

Present: Cllr Roy Briscoe, Cllr Richard Hitchcock, 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. Election of the Chairman of the Council: Nominations were received for Cllr Hitchcock which was seconded by Cllr Briscoe. The Council agreed to appoint Cllr Hitchcock as Chairman who signed a Declaration of Acceptance of Office form.

2. Apologies for absence: Cllr Lade Barker, Cllr David Mack and Cllr Kate McNicol.

3. Election of the Vice-Chairman of the Council: Nominations were received for Cllr Ricketts which was seconded by Cllr Briscoe. The Council agreed to appoint Cllr Ricketts as Vice-Chairman who signed a Declaration of Acceptance of Office form.

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

5. Minutes of the Parish Council meeting held on 8 April 2021: The minutes were agreed to be a true record and were signed as such by the Chairman.

6. Updates and issues from the minutes of 8 April 2021:

**Item 4:** Three members of the public have expressed an interest in becoming a tree champion and will be invited to the Council's meeting on 10 June to be appointed to the role and meet members of the Council.

**Item 8:** Cllr Hitchcock said that he had sent a letter about recent catapult incidents to Chief Inspector John Carter who spoke about the issue at the recent Bournes Forum. The letter has also been sent to PCSO Baylee Reed and the Headteacher at Bournes Community College. It was discussed that the police is aware of the issue and that it was being tackled. The police said that it was not classed as antisocial behaviour but as crime and any incidents should be reported to the police to investigate.

**Item 10:** Cllr Hitchcock reported that the Church was happy for the Council to use Rectory Lawn for the Annual Parish Assembly, which could be held around the same time as the NP referendum, possibly taking place on 29 July, to engage with the public.

**Item 11:** It was agreed that following a meeting with the police and Cllr Hitchcock, Cllr Mack and the Clerk, a report would be presented to the Public Services committee on 17 June for consideration.

7. Open forum: There were no comments from members of the public.

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8. County Councillor's comments and questions: Members noted the report from County Councillor Mike Magill as below. I am really happy to be back for another four years following the election result as I have thoroughly enjoyed the role and felt as though I was getting to grips with it and able to help out more. I am back to my first full Council meeting this Friday which will see key appointments being made to the Cabinet. I am keen to be more involved in the area and if there are any longer term projects that you could see benefitting the area please let me know and I will offer help wherever I can. Roy and I are planning a meeting over the next week to work out a plan for the next few years and issues we want to tackle, so please let us know if you have any you want us to add to our list! COVID: As we look to move further out of lockdown the cases in the area remain low. Chichester District had a total of 15 new cases in the seven days to 12 May with neighbouring East Hampshire having 12. In Westbourne and Funtington, there have been three cases. I will continue to keep an eye on the cases and if I see an upward trend I will let you know straight away. Highways: I had a meeting with Highways, and Roy and Ann were present, and we walked along Woodmancote Lane from Foxbury Lane to past the pub. The officer was particularly helpful and understood the concerns and seeing them in person with explanations of issues definitely made his role a lot easier. Although some of the culverts had been cleaned out, there is extra work that he is looking to do to stop the standing water every time it rains. He also reported back about the potholes so we should start to see an improvement. Aldsworth: A meeting took place with WSCC officers and Richard to determine the work to be delivered. Darren, who will be conducting the work, has finished his COVID relief work and has become available. Hopefully this will get completed as soon as possible. Sussex Crisis Fund: A crucial crisis fund that gave £2.7 million in grants to local charities working on the frontline to support the vulnerable has been relaunched – thanks to a £300,000 boost from the County Council. Sussex Community Foundation is re-booting the Sussex Crisis Fund (support and recovery phase) and hopes that local people will once again step forward with donations. Safe Against Scams Webinars: Over the next three months, the West Sussex Community Safety and Wellbeing team are working with West Sussex Trading Standards to offer residents free online webinars to help keep 'Safe Against Scams'. The hour and a half sessions have been organised as the county has seen a rise in a number of different scams, including telephone, courier and romance fraud. The dates are: Thursday 20 May 10-11.30am, Thursday 20 May 6-7.30pm, Tuesday 15 June 10-11.30am, Tuesday 15 June 6-7.30pm, Tuesday 27 July 10-11.30am, Tuesday 27 July 6-7.30pm. If you're interested in signing up for one of the free webinars, visit [Eventbrite](#) for more details. Gigabit Voucher Scheme: The challenge continues here. I have gathered a lot of support in the south of the village but having been eligible initially, we have subsequently been take off this list and I am investigating why. It could be that a provider already has us down on their programme to deliver as part of the wider government scheme. If not, I will be talking with DCMS, the Government Department running this, to try to get us back on the eligible list. Cllr Magill added that the two speed strips on Foxbury Lane is for a developer who is monitoring the amount of traffic. Community Hero awards nominations to Cllr Magill. The Parish Council congratulated Cllr Magill on his re-election to the County Council in May.

9. District Councillor's comments and questions: Members noted the report from District Councillor Roy Briscoe as below. The elections are over, well done to Mike Magill for being re-elected as County Councillor. We will work hard to get things

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done between us and this has already started on some highway issues in Aldsworth. CDC has launched a new grants scheme for small enterprises which will give the opportunity to access funding to help them grow and develop. Find out more at <https://www.chichester.gov.uk/enablinggrantscheme> and <https://www.chichester.gov.uk/businessratesannouncements>. I'd urge businesses affected by the pandemic to visit [www.chichester.gov.uk/covidbusinesssupport](http://www.chichester.gov.uk/covidbusinesssupport). Please take advantage of a vaccine. The Westgate Centre is being well used as a vaccine centre and it's going well at the moment, many getting the second jab well in advance of the 12-week period. Speedwatch: CDC has funded the purchase of a further five kits of equipment to help local groups take action to reduce speed in assessed locations. I know Stoughton were looking at setting up a joint Speedwatch group with Compton, so please take advantage of this equipment if possible. Wellbeing: The Heart Smart Walks restarted on 12 April in line with government guidelines. Walks are pre-bookable and numbers limited. More information at [www.chichester.gov.uk/heartsmart](http://www.chichester.gov.uk/heartsmart). Environment: The meeting with Gillian Keegan MP and CEO of Portsmouth Water to discuss the water extraction at Walderton went ahead. Can I thank the FoTE for such an excellent presentation on the merits of the river and the need to protect it? A compelling case was made, we then went for a walk along the river at Watersmeet to see some of the varied and protected species that are noteworthy of protection. Bob Taylor CEO of Portsmouth Water and Jim Barker (Supply & Facility Manager) were present for part of the presentation, some useful suggestions were put forward which PWC will consider. Gillian has also put forward the river to Natural England for consideration of a SSSI. That would have a major impact of PWC and abstraction at Walderton. Recycling: CCS has been working with a partnership of several leading coffee pod manufacturers to include the collection of these to the textile and small Waste Electronic and Electrical Equipment collection service. CDC will be one of the first in the UK to offer this service. Once collected from the kerbside by CCS, the partnership will collect the coffee pods and process them, reclaiming the coffee granules which are sent to an anaerobic digestion facility with the plastic and metal containers recycled. It is hoped that the combined service will commence in late June/early July. Fly tipping: continues to be a big issue, Police and our Environment Protection Officers are taking action although I consider not enough. The use of cameras is back on the agenda, a multi-agency approach is being developed, and there is a system called E-CIF that allows agencies to view intelligence. Details of a tip with names and addresses in it was found at Stoughton and this has been sent to CDC to investigate. I am hoping to have a meeting with Romy Jackson of the NFU soon to discuss this and other rural crime issues. Lamping and poaching: it appears the Rural Crime team is now dealing with the regular incidents and if you see it going on, please report on 999 quoting Operation Tracker. Ball bearing incidents: It appears to be on the increase and it can be lethal. The police is aware and I have asked that control room staff treat reports with urgency before someone is seriously hurt or killed. A tractor was targeted in a field off Foxbury Lane. Novium Museum and Sports Centres: Both reopen on 17 May. Please visit or use the facilities - we need you to show how valuable they are and justify retention. Planning: The Gypsy and Traveller Committee I instigated has invited the consultants to the next meeting so that members can be involved in the policy put forward. ORS the consultants that compiled the GTAA (Gypsy Traveller Accommodation Assessment) is also required to attend regularly. They have a court case going to the Supreme Court on 9 April looking for support that the GTAA should only be used for local needs. The SDNP Local Plan is adopted so affords Stoughton

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and Compton the protections it needs and deserves as a National Park, including inappropriate development by Traveller Groups who do not really fit the criteria. Chichester Local Plan Review: It continues to gather evidence but Highways England and Natural England are silent on the issues we are facing, mainly the A27 and strategic road network and the Nitrate discharge into the Harbour. CDC called Southern Water to answer questions at Overview and Scrutiny that happened 8 April. CDC has a duty to plan positively and do everything to accommodate the housing we are allocated. Hence the need for additional reports from Stantec the Highway consultants. Also is the issue of over abstraction from Walderton, affecting the river Ems. PWC are looking to be classed as a water stressed region, which will have an effect on development. They suggested looking at housing with water neutral consumption, meaning waste water is recycled, which Eastleigh is looking at. We are looking to Stantec to support the need of a bridge at Southbourne over the railway. There was a death at the crossing recently which shows how dangerous the crossings are. WSCC Highways has not supported a bridge for Southbourne and I will work with Mike again to put pressure on them to change their minds. The SDNPA has introduced a supplementary planning doc for parking <https://www.southdowns.gov.uk/planning-policy/supplementary-planningdocuments/parking-spd/> and a technical advice note regarding habitats Regulation. <https://www.southdowns.gov.uk/planning-policy/supplementary-planningdocuments/technical-advice-notes-tans/> Housing: I've dealt with a couple of issues in Stoughton and one in Westbourne in relation to Hyde Housing. As the housing authority, CDC, it is my role to ensure the housing provided is fit for purpose and hold Hyde to account. Events: Emerging from lockdown, 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 'Queen tribute act', both finishing at 9.30 pm to boost the economy in Chichester. Chichester Roman Week will be returning from 31 May - 5 June thanks to funding by Arts Council England. Stansted Park has the Bootleg Beatles and Proms 20 and 21 August and Stanstead Unlocked, House and new displays reopening and other activities including the Band of the Grenadier Guards on 10 and 11 July. Please support your local businesses where you can we live in a lovely area, lets do everything we can to support our local economy and attractions!

10. Police incident report: PCSO Baylee Reed did not send an incident report for the meeting.

11. Committee and representative appointments: Members agreed the list of member appointments to the committees and representatives. Cllr Ricketts agreed to join the Planning Committee and Public Services Committee, and Cllr McNicol agreed before the meeting to join the Public Services Committee.

12. Neighbourhood Plan: Members noted the report on progress of the NP. The Parish Council thanked Piers Mason and Patricia Goodhew for their work on the NP which they have worked very hard on recently. It was discussed that work on a range of communications to engage with residents on the NP and encourage them to vote at the referendum, either taking place in July or September, was required sooner or later to allow sufficient time for preparation.

13. Memorial Copse at Hampshire Farm Meadows: Members noted the report. It was agreed to declare the Parish Council's support for the Memorial Copse and to investigate further ways in which it could be of assistance.

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14. YMCA at Redlands Grange, Emsworth: Members noted the report. It was agreed that the Parish Council monitored progress and offered support as and when needed for the YMCA at Redlands Grange, including during the consultation and planning application processes.

15. Internal auditor for financial year 2020/21: The Clerk reported that Southbourne Parish Council (SPC), acting as host council, had not provided the figures for Joint Burial Committee (JBC) which has meant that Westbourne's meeting with its internal auditor could not take place on 5 May. This is despite SPC being aware of the meeting and audit deadlines and not having responded to the issues and concerns raised in the complaint sent to SPC in December 2020. The Clerk informed members that omission of JBC accounts could result in Westbourne failing to meet the expected standards, which could result in a less than satisfactory internal audit report and, through no fault of WPC, negatively reflect upon WPC and its internal audit for 2020-21. The internal auditor had agreed to speak to the SPC Clerk, SPC's internal auditor and Rialtas (financial account software provider) to find out what the issues were and it was hoped that Westbourne would be in a position to meet the auditor in early June. The final deadline for submission of the completed audit to the external auditor is 30 June. If it was not possible for the Council to sign off the audit at its meeting on 10 June, an extraordinary meeting would be required. Members agreed that it was unacceptable for SPC to put Westbourne in this position and that urgent discussions were needed with SPC to avoid Westbourne from receiving a qualified audit which was not of its own making. It was agreed that Westbourne could not be expected to operate below the standards of good practice recommended by NALC.

16. Payments for approval: Members considered and approved the list of payments totalling £5,731.02 due immediately (which must be paid between now and 10 June 2021) and require advance authorisation. There were payments totalling £2,378.67 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.

17. Correspondence: Members noted the list of correspondence. It was discussed that New Homes Bonus Funding could be used to replace trees that are suffering from ash die-back at Monk's Hill recreation ground. Members agreed to support Greening Westbourne's road verge project. It was agreed that a response to CDC on the issue of a railway bridge over the A27 at Southbourne be deferred to the planning committee.

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

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 10 June 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

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20. JBC issues: Members agreed to the recommendations of the confidential report and to write to Southbourne Parish Council to recommend consideration at their meeting on 25 May that the role of host council is transferred to WPC and the WPC Clerk takes on the role of JBC Clerk from 1 July 2021.

Meeting closed at 8.30pm.

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### Appendix 1

#### Agenda item 14: 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)

<b>Payments for approval</b>	<b>Total</b>	<b>Net</b>	<b>VAT</b>
EE&T Mobile Parish Council and			
DD Westbourne Help lines	55.16	45.97	9.19
IB Confidential payments	1,363.13	1,363.13	0.00
IB WSCC LGPS April 21	427.42	427.42	0.00
IB Microshade cloud storage	103.80	86.50	17.30
IB MS 365	9.48	7.90	1.58
DD SSE street lights	84.13	80.13	4.00
IB Bright Plan transport consultant	1,940.40	1,617.00	323.40
Longmedows spread play bark			
IB Monk's Hill	280.00	280.00	0.00
The Meeting Place room booking			
IB May	27.50	27.50	0.00
Westbourne Allotment Association			
IB annual flower show donation	50.00	50.00	0.00
IB Closed churchyard donation	200.00	200.00	0.00
IB Homestart donation	250.00	250.00	0.00
IB Citizen's Advice donation	300.00	300.00	0.00
IB Gale Tree Consultancy	420.00	350.00	70.00
GM Support playground			
IB inspections	220.00	220.00	0.00
	<b>5,731.02</b>	<b>5,305.55</b>	<b>425.47</b>

#### Payments for retrospective approval

IB HMRC quarter 4 2020/21	1,050.66	1,050.66	0.00
IB Zurich insurance renewal 2021-22	1,244.01	1,244.01	0.00
Vision ICT Operation London			
IB Bridge/Forth Bridge	84.00	70.00	14.00
	<b>2,378.67</b>	<b>2,364.67</b>	<b>14.00</b>

#### 1. Treasurers account number 1

<b>Balance per statement 30/04/21</b>	<b>191,796.96</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>191,796.96</b>

#### Cashbook control

<b>Balance forward 01/04/21</b>	<b>148,685.96</b>
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Add total receipts to date	52,023.68
Less total payments to date	<u>8,912.68</u>
<b>Cashbook at 30/04/21</b>	<b>191,796.96</b>