

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place on Thursday 9 September 2021 at 7.15pm at The Meeting Place, North Street, Westbourne.

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

Meeting chaired by Cllr Ricketts. Nine members of the public were present.

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

2. Apologies for absence: Cllr Richard Hitchcock and Cllr Mike Magill.

3. Minutes of the Parish Council meeting held on 8 July 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 8 July 2021

Item 4: It was noted that two applicants were interested in applying for the Parish Council's remaining vacancy which would be available for co-option at the meeting in October. One of the applicants had attended the meeting as a member of the public to find out more about the Council and to meet members.

5. Open forum: A member of the public said that the doctors' surgery in Westbourne would not be offering flu vaccinations this winter and people were being advised to travel to Emsworth Surgery instead. This was a concern as they could not drive, there was no public transport to Emsworth and taxis were expensive. It was agreed to write to Emsworth Surgery to ask for flu vaccinations to be offered at Westbourne as it was the Council's understanding that the surgery would continue to be fully operational and serve the local community, even with the opening of the new surgery in Emsworth.

6. County Councillor's comments and questions: It was noted that there was a vacancy for a County Cllr following the resignation of Cllr Magill. Members thanked Cllr Magill for his work to support the Parish during his role as County Cllr.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report:

I had a number of meetings with residents in Chichester about the events at Priory Park which were attended by over 1500. Unfortunately, damage occurred to the cricket outfield and I had to justify the use of the park. There have been three unauthorised Traveller incursions in the city, two of which resulted in anti-social behaviour and causing distress for residents. We are looking at deterrents and funding to stop future unlawful incursions. I also took a paper to cabinet asking for CDC to continue to support the CAB, and County who lead on this, will now go out to

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tender for the service to continue for a further seven years. Strategy Day: All parties have been asked to submit their thoughts on the service framework prioritisation delivery by CDC. We hope there will be common ground but the meeting between the leaders has yet to be held. I hope we will be able to continue to deliver the services we currently offer, with the exception of New Homes Bonuses for Parishes (it won't affect our Parishes as we had reached the end of our allocation). Cabinet: A new 'first homes' scheme was adopted to provide homes for local people for the first three months of marketing. Planning: We had a number of speculative applications, mainly on the peninsula, but we have now received a report from Stantec, the Highways company, that shows the A27 is almost at capacity and that it can't take the expected level of development. A new allocations policy is being reviewed to see what action we might be able to take but much of this is in the early stages. There are other constraints to the north of the district, including water abstraction and supply. This evidence is likely to affect all future development in our area, including the southern South Downs part of CDC, which is covered by the SD Local Plan. Visit Chichester: Membership for The Great Sussex Way, which promotes local businesses and attractions, is free this year so I'd urge businesses in hospitality to join. Housing: Progress is still being made in the upgrade of two houses in Stoughton to put in heat source pumps and solar panels. This is a big issue, due to the only mains supply being electricity and the poor insulation. I'm hopeful the replacement water treatment plant at Mitchmere cottages is on the way to delivery, preventing overspill onto the Public Highway. Environment: I attended a meeting with Friends of the Ems, including PWC and the EA. The EA's Director for the South confirmed a review of both the augmentation and abstraction licenses held by PWC. I will follow this up with Gillian Keegan MP, who has been supportive but we still need her to apply pressure to the Minister to continue support for the project with the ultimate aim of getting SSSI status for the river. We also need the EA to review the water quality as they currently class it as a 'fail', but no-one agrees and a proper survey and testing needs to be done. I will ask to see if further funding could be made available via Gillian. The EA has done a recent fish survey and the river is classed as having ideal conditions for trout in the lower reaches, but there are still trout to the North of Westbourne showing where the water runs the river is healthy. The district continues to put pressure on Southern Water and we have asked if discharges from pumping stations are included in the discharge figures to the Harbour. There are several combined sewage overflows from the pump stations that discharge into some water courses including the Ham Brook. Still awaiting their response but have been told the EA licence is based on the 'Dry Weather Flow' to the treatment plants, so this will not change the calculations for capacity at Appledram, Bosham and Thorney. Fly tipping: Not as much reported recently but it coincides with a Traveller from the Paddocks moving on. I still want further action to be taken by contract services and environment team though, so please keep reporting. Policing: I am aware of a number of breaks to garden sheds where tools and food from freezers has been stolen around the Hambrook and Woodmancote areas. Please make sure sheds and outbuildings are secured. We are now at a time when the crops have been harvested and as the evenings draw in, hare and deer coursing starts up again. Please be vigilant and report any suspicious activity, if you see it taking place dial 999. A number of vehicles already identified these reports are being followed up by the Rural Crime team.

8. Police incident report: PCSO Baylee Reed did not provide an incident report.

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Cllr Mack said the Village Stores on Monk's Hill had experienced criminal damage over the summer and when the owner called Sussex Police, he was advised to contact Hampshire Police. Members were concerned that the Westbourne address/postcode, which has 'Emsworth, Hampshire' in it, was continuing to cause confusions with emergency services. Cllr Mike Magill was looking into this with the Royal Mail and it was agreed that the Clerk would write to them again.

9. Public inquiry, Old Army Camp, Cemetery Lane, Westbourne.

APP/L3815/C/18/3203215, APP/L3815/C/18/3203219, APPL3815/C/18/3203222:

Members noted the start of the public inquiry on 14 September at Chichester Harbour Hotel against the above enforcement notices served by CDC. It was noted that CDC had withdrawn its highways safety objection as they did not believe there had been a highway capacity objection. Members noted that this could weaken the Parish Council's position but that a good highways case could still be made. Members thanked Frank Campbell and Cllr Briscoe for their support and providing evidence at the inquiry on the Parish Council's behalf.

10. Neighbourhood Plan: Members noted the result of the referendum (330 voted in favour with 22 voting against and turnout of 19.35%). The Council thanked members of the Neighbourhood Plan Steering Group for their hard work and support over the last eight years to develop and write the Plan. It was agreed to send a thank you card to each member which would be signed by everyone at the next meeting. It was noted that the Plan would be signed off by CDC's Cabinet and Council in late September.

11. Tree surgery: Members considered the quotes provided by the Clerk for tree surgery at Monk's Hill and Mill Road recreation grounds, along with the removal of ash trees at Monk's Hill. It was agreed to proceed with the quote from Mike Reed for £1,950 which also includes the removal of the ash trees. Members agreed it was better to remove the ash trees over the winter so that the Council could consider replanting next year. It was discussed that CDC offers grants for planting new trees which the Clerk would research.

12. Fence at 56 Mill Road: Cllr Ricketts agreed to contact Frank Campbell, Chair of the WCT, to discuss options for replacing the fence. It was discussed that repairing the fence was unfortunately not a viable option.

13. Joint Burial Committee: Members noted Southbourne Parish Council's appointment of Sarah Rowland as the JBC Cemetery Coordinator on a temporary locum basis. However, members discussed that the Parish Council could not formally approve the appointment as it had already taken place and Westbourne had not been involved in the interview process, which was disappointing as a joint partner of the Cemetery. Members discussed that the Cemetery may be paying a locum salary, which is normally paid at a higher rate, although this had not been discussed with the Parish Council either. Members were concerned about the possible impact of the higher salary on the Cemetery's budget and agreed this should be discussed by the Joint Burial Committee as soon as possible.

14. Internal auditor: Members approved the appointment of Mulberry & Co as the Parish Council's internal auditor for financial year 2021-22. The Clerk had organised the interim internal audit meeting for Friday 12 November at 9am at The Meeting Place and members were invited to attend.

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15. Payments for approval: Members considered and approved the list of payments totalling £6,695.47 due immediately (which must be paid between now and 14 October 2021) and require advance authorisation. There were payments totalling £91,927.31 made since 8 July 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.

Members agreed in principle to support the scheme sent by Frank Campbell, Chair of the WCT, regarding site access to Mill Road recreation ground during construction works for the affordable homes. It was agreed by the Council to delegate responsibility to Cllr Mack to work with Mr Campbell on the final scheme.

Members agreed to work with Save Long Copse Lane and Emsworth Residents Association to inform residents about the planning application received by HBC for 210 houses on Long Copse Lane in Emsworth. It was discussed that Westbourne's communications channels could be used to let people know, using the logos of all three organisations to show partnership work. A printed joint leaflet could be produced to send to all residents in Westbourne and Emsworth to inform and encourage people to send comments to HBC. It was noted that a meeting had been arranged with the three organisations to discuss joint working on Thursday 16 September, and that the Planning Committee had agreed to hold an extraordinary meeting to discuss a response to the planning application (date to be confirmed).

Members discussed the removal of the grass cuttings (arisings) around the edges of Monk's Hill and Mill Road recreation grounds which had been left to grow to encourage wildflowers. It was discussed that Longmeadows would need to hire a grass cutter with a box and this would be at additional expenditure, as well as the cost of disposing the cuttings unless somewhere could be found at the recreation grounds. The Clerk agreed to speak to Longmeadows for a quote to carry out the works.

The Council welcomed a proposal from a local resident about fundraising activities to help support Afghan nationals arriving in the UK and was keen to hear more as details were available. The Council also welcomed the work of Ems4Afghans, a local fundraising initiative on Facebook. Members noted the correspondence from the County Council about the work it is doing to help support refugees.

<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/refugee-resettlement-in-west-sussex/#afghan-relocation-scheme-in-west-sussex>

17. Announcements and items for the next meeting: Cllr McNicol said she would be resigning from her role as a parish councillor at the end of the meeting as she may be moving away from the area. As there were two applicants interested in joining the Council, Cllr McNicol thought this was a good time to leave the Parish Council. The Clerk said she would inform CDC of the vacancy and publish a notice of vacancy on the noticeboards. Members thanked Cllr McNicol for her contribution to the Parish Council since she joined in October 2020.

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18. Date of next meeting: The next meeting is scheduled to be held on Thursday 14 October 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

19. HR matters

Members discussed the Clerk's salary and it was agreed to defer a decision until the next meeting when a report would be made available for consideration, all members would be present and NALC may have announced the pay award for 2021/22. It was agreed to set up an employment committee and the Clerk would write a draft terms of reference for the Council to consider. It was also agreed to pay the Clerk a working at home allowance at the rate recommended by HMRC and to backdate the increase it to March 2020 <https://www.gov.uk/expenses-and-benefits-homeworking/whats-exempt>.

Meeting closed at 9.30pm.

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Appendix 1: Payments for approval

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
DD	EE Mobile phone	34.43	28.69	5.74
IB	Confidential payments Sept 21	1,513.94	1,513.94	0.00
IB	WSCC LGPS Aug 21	432.41	432.41	0.00
IB	Microshade cloud storage	53.70	44.75	8.95
IB	MS 365	9.48	7.90	1.58
DD	SSE street light electricity	76.99	73.33	3.66
IB	Ali Beckett Design interpretation board design and panel, Monk's Hill (NHB 2020 funding)	470.00	470.00	0.00
IB	The Acorn Workshop interpretation board frame for Monk's Hill (NHB 2020 funding)	390.00	325.00	65.00
IB	Hanslip & Co churchyard wall works	1,153.44	961.20	192.24
IB	St John the Baptist Church 50% of fees for Diocesan Faculty	152.70	152.70	0.00
IB	Westbourne Primary School APA raffle donation	72.00	72.00	0.00
IB	Sovereign bench for Monk's Hill (NHB 2020 funding)	105.84	88.20	17.64
IB	Bright Plan highways evidence public inquiry	1,099.44	916.20	183.24
IB	The Meeting Place hire of hall 2021	174.00	174.00	0.00
IB	Reimbursement D Mack Community Speedwatch highvis vests	128.00	108.50	19.50
IB	Glasdon picnic table for Monk's Hill (NHB 2020 funding)	829.10	690.92	138.18
		6,695.47	6,059.74	635.73

Payments for retrospective approval

IB	PDC Print newsletter, NP posters and flyers	236.00	236.00	0.00
IB	PDC Print Correx signs NP referendum	152.40	127.00	25.40
IB	St John's Church arboricultural report	240.00	240.00	0.00

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	Community Speedwatch			
IB	promotional material	111.36	92.80	18.56
IB	EE mobile phone Aug 21	33.85	28.21	5.64
IB	Westcotec x2 SID brackets	138.00	115.00	23.00
IB	MS 365 Aug 21	9.48	7.90	1.58
IB	SSE street light electricity Aug 21	81.91	78.02	3.89
IB	Microshade cloud storage Aug 21	53.70	44.75	8.95
	Longmeadows rope removal, hole			
IB	fill and trim willow tree Mill Road	190.00	190.00	0.00
	GM Support playground			
IB	inspections Aug 21	220.00	220.00	0.00
	R Hitchcock reimbursement APA			
IB	raffle prizes	51.23	51.23	0.00
IB	HMRC payments quarter 1 2021/22	843.93	843.93	0.00
IB	Confidential payments Aug 21	1,390.28	1,390.28	0.00
IB	WSCC LGPS July 21	432.41	432.10	0.00
	Tax reimbursement 2020/21 C			
IB	Kennett	176.00	176.00	0.00
	Transfer of funds to Unity Bank			
IB	savings account	85,000.00	85,000.00	0.00
	Reimbursement D Mack			
IB	Community Speedwatch items	199.16	167.80	31.36
IB	Traffic Watch (public inquiry)	2,367.60	1,973.00	394.60
		91,927.31	91,414.02	512.98

1. Lloyds Bank Treasurers Account

Balance per statement 31/08/21	£78,317.74
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£22.00
Revised bank	£78,339.74

Cashbook control

Balance forward 01/04/21	£148,685.96
Add total receipts to date	£52,321.91
Less total payments to date	£122,668.13
Cashbook at 31/08/21	£78,339.74

2. Unity Trust Savings Account

Balance per statement 31/08/21	£85,000.00
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Total cash in both accounts	£163,339.74
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