

## Minutes



# Westbourne

Parish Council

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### **Minutes of Westbourne Parish Council's meeting which took place on Thursday 13 January 2022 at 7.15pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Kim Franks, Cllr Jane Gould, Cllr Richard Hitchcock, Cllr Mike Magill, Cllr Nigel Ricketts and Clare Kennett, Clerk to the Council.

Meeting chaired by Cllr Hitchcock. Five 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 David Mack.

3. Minutes of the Parish Council meeting held on 9 December 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 9 December 2021:

**Item 4.5:** The Clerk had contacted Royal Mail to report the missing post box in The Square and had been informed that: "As part of our regulatory requirements, we must ensure that there's a post box within half a mile of at least 98% of all 'delivery points' (usually a customer's letter-box) nationally. As the current posting facilities in the above-mentioned area already meet these requirements, I regret that we're unable to replace the box on this occasion". The Clerk had asked for the matter to be looked into as it was there were concerns that it was the loss of a community facility.

**Item 8:** Cllr Hitchcock reported that it had been recommended to set up a quarterly meeting with PCSO Reed at a recent police focus group. It seemed that PCSO Reed did not have capacity to attend a quarterly meeting and Cllr Hitchcock was in discussion with members from the focus group to put something in place that would suit all parties.

**Item 9:** Longmeadows had confirmed they could carry out some of the general repairs and maintenance at Monk's Hill playground which meant that a handyman was no longer needed. The Clerk had also contacted Tim Ralph to ask for a quote for repainting the swing frames.

**Item 11:** Members agreed to appoint Cllr Briscoe and Cllr Ricketts to the JBC and thanked them for attending the last meeting. Cllr Hitchcock and the Clerk had attended a meeting with members from Southbourne and the auditor, Andy Beams, Mulberry & Co. Andy had recommended a date of 1 April for finalising the governing documents and sorting out the finances.

**Item 12:** The Clerk informed members that the Co-op had given permission to install the mural on the brick wall. The Clerk had contacted local illustrators and proposed that a meeting with the History Group was organised to select an artist.

**Item 13:** Members agreed to using the New Initiatives Fund earmarked reserve to pay for the new path at Covington Road.

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5. Open forum: None.

6. County Councillor's comments and questions: County Councillor Andrew Kerry-Bedell provided the following report.

**Monks Hill**: Highways said speed data originally collected did not meet the speed limit policy so the application was originally rejected. More recent data has been collected and officers are reviewing this with a view to providing feedback. A resident survey is in place to show a local need. TRO process is changing April 2022 and it will be discussed as to which process and when would be best to submit a TRO.

**TRO process changes**: This has changed for a review period of six months. Likely implication is that the process will be simpler and parishes will get more TROs, but the process, scoring system and how it will work will not be known until March 2022.

**Speeding and antisocial driving**: Sarah Sharp set up a WSCC noise group and local councils are encouraged to join.

**Sewage storm overflows**: New project working with Southern Water to try and reduce sewage and CSO flooding into Chichester Harbour.

**River Ems / Havant Thicket**: There is a Water Resources South East (WRSE) stakeholder meeting regarding water supply and reviewing the regional plan from 17 January with webinars taking place to help inform responses, sign up [here](#). There's also a webinar organised by the National Framework, taking place on 17 January, focusing on the overarching national picture. Sign up [here](#). This consultation is an important milestone and is the first time the six water companies have collaborated to develop a plan which looks across their boundaries.

**Green waste recycling, Marlpit Lane**: Penny Plant confirmed that the tip was closed 2017 due to finances and not likely to reopen. WSCC has now also confirmed that all collections have ceased.

**New housing development, 5-year housing land supply**: It has been announced that CDC has achieved a 5.3 year housing land supply, as against 4.3 years in 2020 which should make it easier for parishes to fight unwanted developments/appeals.

**Long Copse Lane 210 houses**: Roy and I have offered as much support as we can. CHPAG emailed 330 members to object to and SOHV has done the same.

Thornham capacity of only 180 remaining houses should be a key factor but all will depend on HBC.

**Cooks Lane Southbourne, 40 houses**: Appeal is under way with representations until 20<sup>th</sup> January – 20/02987/OUT. CDC has a five-year housing land supply will help with this appeal, as will the lack of Thornham Sewage capacity.

**Southbourne Neighbourhood Plan**: This is up for review by Government Inspector from 14<sup>th</sup> January and plans to accommodate 1,250 new houses.

**Nutbourne West Wildlife Corridor (WC)**: With an approved budget of around £585,000 behind them, these should have now been confirmed by CDC. This also includes the Nutbourne West WC that runs over the Ham and across Priors Leaze Lane, previously omitted from the CDC Draft Local Plan.

**Gigabit broadband**: Imminent launch of the DCMS Project Gigabit procurement (May – July 2022). Rollout programme in early 2022 but no action likely before April 2022. Openreach has announced commercial investments planned in Hampshire/West Sussex. I am obtaining more details currently to see if parishes can benefit from. WSCC also has a 4G router project aimed at rural homes.

**ChEmRoute**: There is a clear motion for ChEmRoute to be approved but it is subject to WSCC not yet approving the route design. WSCC is looking at the six 'pinch points' on the route plus the design principles. Further meetings required in Jan to

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resolve decisions on any proposed design change principles with National Highways at follow-up meeting(s).

**Electric vehicle charge points:** Register interest at <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/electric-vehicles/#register-your-interest-in-a-charging-point>

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

**Planning:** CDC has discussed the distribution of development in the south of the District as we have a duty to plan positively in our area. Due to constraints of the A27, National Highways has agreed the network is unable to take the 650 development required and stated 535 in the south is the maximum they will allow up to 2025/6. The new Plan period will run 2021 to 2039, the 535 housing no's do not include anything in the north of the area so we are looking at all options that could deliver some of our need. Water neutrality issues that Natural England has insisted on will cause significant issues to deliver any more. Obviously 70% in the SDNP and 10% in the AONB of the harbour, we're stuck between a rock and a hard place. The examiner has indicated we cannot leave any stone unturned in our evidence base as to deliverability. Although, the HBC plan recently ran into issues where the examiner simply struck out a number of city/town centre sites as the council didn't have control of the areas being put forward or developer agreement. I don't know if the Long Copse Lane application has been heard yet but I've suggested to Cllr Kennett that he asks them to defer the decision for an update about the Thornham Wastewater Treatment Works as we know it can't accommodate the 210 homes proposed and the EA should now object. The contract between CDC and the SDNPA for CDC to act as agent for the Park on most planning matters went to Cabinet on Tuesday 11 Jan where it was renewed, the SDNP are satisfied overall with CDC's performance. CDC planners have already used our Neighbourhood Plan to refuse planning applications.

**Environment bill additional Info. Nature and Biodiversity:**

- A new legally binding target to halt the decline of species by 2030.
- Local areas will need a Local Nature Recovery Strategy (LNRS) with a duty for a broad range of groups to work together to deliver priorities for nature recovery, including a local habitat map, a statement of biodiversity priorities, habitat, and species priorities for recovering or enhancing biodiversity. Biodiversity Net Gain (BNG) is where developers must provide a minimum 10% BNG as a condition of planning permission for new developments. A biodiversity credits system will be introduced, and a register maintained.
- Improved protection for ancient woodland, including a new category of long-established woodlands with revised guidance to planners.

**Policing:** We had our first meeting of the Police and Crime Panel precept working group to consider initial proposals. To sustain the current level, it is expected the police precept will go up by a further £10 next year and the decision is expected in January. I have asked that better information is provided not just on what has happened but what the Police are doing about it, operational issues may prevent some feedback but I think we could be better informed. I was saddened by the sickening and malicious posters put around the village, attacking an elected representative of the Parish Council. I have impressed on the police Div.

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Commander how important it is to deal firmly with anyone identified in the crime as a public order offence has been committed.

**Environment:** I have contacted James Seymore, Regional Director of Natural England, regarding the Ems to arrange a meeting to discuss the application for SSSI status. Southbourne/Hambrook are looking to create a Friends of the Ham Brook as it suffers other issues, including a combined sewage overflow during periods of rainfall. With the environment act being made law, green waste bins may be made free and food waste collections made mandatory. This will be at some cost to the District Council putting pressure on existing services.

**Vaccinations:** In December, we worked with the NHS to enable them to expand their vaccination centre at our Northgate car park, which enabled them to increase delivery by 400 vaccinations a day, increasing capacity to 2,800 a week.

**Flooding:** The Environment Agency has thanked the council for helping to reduce the risk of flooding to communities across our area. The Environment Agency is seeing difficulties of continuing to deliver capital works in the face of Covid, but they stated that our council continues to find ways to deliver excellent results. As a council we are spending £300,000 this year alone to help the Environment Agency reduce the risk of flooding to over 5,000 homes along the coastal areas.

**Business rates relief:** Government has allocated £2.8 million in rates relief for businesses that did not qualify for extended retail relief.

**Keeping Warm.** We have introduced a scheme to help keep people warm and well it is the Chichester Warm Homes Initiative. This scheme is for residents on low income living in a property with poor energy efficiency. It can contribute towards the installation of an efficient heating system, as well as loft and wall insulation. If you know someone who may benefit from this, please encourage them to get in touch with our delivery partners by visiting <https://arunchichestercab.org.uk/contact-us/energy-2021> or calling 01243 974063

**Nat Highways A259 walking/Cycling upgrade.** Cabinet unanimously agreed support for the scheme in principle but hoped further improvements could be made if we had not supported the scheme we could have lost the £5m funding for road improvements to make cycling and pedestrian use safer.

8. Police incident report: PCSO Baylee Reed did not provide a list of recent incidents in the Parish.

9. Street lights: Members discussed converting the bulbs to LED which are more energy efficient and would reduce the Council's electricity bill. However, there would be a cost of around £8,000 to carry out the work and members had concerns about the impact of this type of lighting on insects and other wildlife. Members agreed to defer a decision until more information about WSCC's contract with SSE was available. It was agreed that if this work did go ahead, funding could be used from the Council's New Initiative Fund earmarked reserve instead of adding more funding to the 2022/23 Precept.

10. Budget monitoring quarter 3: Members noted the budget monitoring report for the nine months of the financial year to 31 December 2021 which outlines that total net expenditure was at 63.7% of the budget.

11. Annual review of fees and charges: Members agreed to keep the same fees and charges for the Allotment Association and the access licences at 1 Sydenham Terrace and 56 Mill Road the same for 2022/23.

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12. Revised estimates 2021/22, budget 2022/23 and precept 2022/23: Members considered the budget report for 2022/23, recommended by the Strategy and Finance Committee. There were a number of additional budget items to consider and members agreed the following:

- Set aside £500 for Community Chest Grants to support local organisations and projects.
- Members agreed the amount of £11,155.20 to be allocated to the Joint Burial Committee for the running of Westbourne Cemetery.
- To allocate £3,000 for drainage works at the playground on Monk's Hill.
- To allocate an amount of £15,000 for the New Initiatives Fund to support projects outlined in the Business Plan.
- An amount of £10,000 for repairs to the churchyard wall at St John's Church.

Members agreed (six in favour with one abstention) to set the budget and Precept for 2022/23 at £115,437. The charge per Council Tax Band D property would be £120.97 which was an increase of 9.7% in terms of a Council Tax Band D property and an increase of 11.1% in terms of cash. (The Precept in 2021/22 was £103,869). The Clerk would inform CDC of the required amount and to inform residents of the Precept which aimed to carry out essential maintenance projects in the Parish.

13. Updates to the Council's constitution: Members agreed to approve the Council's Standing Orders, Financial Regulations and Code of Conduct for 2021/22 with no amendments.

14. Payments for approval: Members considered and approved the list of payments totalling £9,449.01 due immediately (which must be paid between now and 10 February) and require advance authorisation. There were payments totalling £25 made since 9 December which required 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.

Members voted by ballot on a request from Ann Pearcey for a further reimbursement of £90 for costs involved following the tyre slashing incident. It seems that another tyre was slashed but did not puncture the tyre so it was not spotted at the time. Members voted five against and two in favour. It was resolved not to reimburse any further funding.

15. Correspondence: Members noted the list of correspondence.

16. Announcements and items for the next meeting: Cllr Briscoe requested an agenda item on the purchase of land.

17. Date of next meeting: The next meeting is scheduled to be held on Thursday 10 February 2022 at 7.15pm.

Meeting closed at 8.40pm

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### Appendix 1: Westbourne Parish Council, 13 January

#### 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>
DD EE Mobile phone	33.85	28.21	5.64
IB Confidential payments Nov 21	1,487.61	1,487.61	0.00
IB WSCC LGPS Nov 21	477.49	477.49	0.00
IB Microshade cloud storage and email accounts	116.09	96.74	19.35
IB MS 365	9.48	7.90	1.58
DD SSE street light electricity	86.51	82.40	4.11
IB JBC second precept payment	3,783.60	3,783.60	0.00
IB Mulberry & Co interim audit	266.40	222.00	44.40
IB R Hitchcock reimbursement for car parking expenses	4.30	4.30	0.00
IB Longmeadows quarter 3 grounds maintenance	3,004.50	3,004.50	0.00
IB GM Support playground/defib inspections	130.00	130.00	0.00
IB Viking 2 x black ink cartridges	49.18	40.98	8.20
	<b>9,449.01</b>	<b>9,365.73</b>	<b>83.28</b>

#### Payments for retrospective approval

IB Compass Photography Services, aerial photos for website	25.00	25.00	0.00
IB			
	<b>25.00</b>	<b>25.00</b>	<b>0.00</b>

#### 1. Lloyds Bank Treasurers Account

<b>Balance per statement 31/12/21</b>	<b>£113,347.98</b>
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
<b>Revised bank</b>	<b>£113,347.98</b>

#### Cashbook control

<b>Balance forward 01/04/21</b>	<b>£148,685.96</b>
Add total receipts to date	£116,291.13
Less total payments to date	£151,629.11
<b>Cashbook at 31/12/21</b>	<b>£113,347.98</b>

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### 2. Unity Trust Savings Account

Balance per statement 31/08/21	£85,000.00
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<b>Total cash in both accounts</b>	<b>£198,347.98</b>
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