

Minutes



Westbourne
Parish Council

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Minutes of Westbourne Parish Council's meeting which took place on Thursday 10 February 2022 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Richard Hitchcock, Cllr David Mack, 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 Kim Franks.

3. Minutes of the Parish Council meeting held on 13 January 2022: 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 13 January 2022:

Item 4.5: Royal Mail had confirmed the letter box had been removed to allow building works to go ahead at a property. Royal Mail made the decision not to replace it as they considered there were adequate facilities nearby. The Parish Council has received correspondence from a resident with Gillian Keegan MP who said the post box would be replaced in early 2022. Members agreed to send a letter to Royal Mail to ask for the decision to be reversed, as it meant the loss of a much valued community facility with a conservation area, and to write to Gillian Keegan MP to follow up on her confirmation that it would be reinstated.

5. Open forum: A member of the public said that there was a dog mess problem at Mill Road recreation ground, near the bench in The Square and along North Street. It was agreed that the Clerk would contact CDC for signage to put up in the affected areas or to buy them if necessary.

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

Monks Hill: I met Mike Thomas, WSCC, and Cllr Hitchcock on 14 January for WSCC to advise on this and other current speed limit and current TRO applications.

PCSO Parish reporting and meetings: Challenges with a lack of actionable PCSO report detail and general attendance at parish meetings has been highlighted as an issue at Westbourne, Southbourne and Chidham and Hambrook. The aim is to get West Sussex Police to commit to a quarterly online Q&A meeting for an hour to improve interaction. Cllr Briscoe is taking the lead as it has been flagged as a concern for all three parishes in recent meetings.

TRO process changes: This has changed for a review period of six months, a simpler process and parishes getting more TROs. WSCC is considering a task and

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finish group to look at lower speed limits, school travel, TROs, community highways schemes etc.

Sewage storm overflows and Thornham: New project working with Southern Water to try and reduce sewage and CSO flooding into Chichester Harbour. A meeting on 28 March with local councillors and Nick Gray, Environment Agency and Toby Willison, Southern Water, will look at storm overflows, CSOs, setting standards and resolutions to reduce harbour sewage releases. The meeting will also discuss increasing Thornham sewage capacity

Water security: Water Resources South East (WRSE) consultation regarding water company supplies. WRSE is reviewing its emerging regional plan from 17 Jan to 14 March in response to issues like climate change. More at www.wrse.org.uk

Friends of the Ham Brook: A new Chidham and Hambrook based group has formed to protect and enhance the Ham. It will document wildlife, waste and river quality, and focus on the new Nutbourne West wildlife corridor that runs over the Ham and across Priors Leaze Lane.

ChEmRoute: CDC has approved ChEmRoute but only on the basis that WSCC reviews the design. Andy Ekinsmyth and Andy Moulard at WSCC Highways are now on board with the suggested design principles agreed with the Bourne's Forum, local parishes and cycle groups, in particular not having shared pathways, keeping and improving/extending existing one-way cycle lanes and 20 mph zones in the six areas where the road width makes it difficult to meet LTN1/20 compliant safety standards. It is recognised, with 200 entrances and exits along the A259 from Fishbourne to Emsworth, that any solution will be some form of compromise for residents, cyclists and car drivers, but the WSCC team involved led by myself and Sean MacDonald (WSCC Cabinet Member project deputy) are keen to ensure we get a design that works best for all.

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

Planning: The proposed parish housing allocations have been released for the Local Plan Review and Westbourne's has been reduced from 50 to 30. That means development can be found on the sites already identified the Neighbourhood Plan, along with the 12-affordable properties proposed by WCT for Mill Road. Chichester is able to demonstrate a five-year housing land supply which is a good sign as we can defend against speculative planning applications. Another wildlife corridor in Nutbourne has been identified, following the route of the Ham Brook. I am finding out if we can increase Westbourne's, for instance an additional 100m buffer at the bottom of White Chimney and Old Farm Lane along the field behind the houses over to the Cemetery. The SDNP Local Plan is now under review.

Environment bill additional Info. Nature and Biodiversity: Lots of speculation here and new Development will have to show a net increase in Biodiversity of at least 10% but how that is measured remains in discussion, what has been said is that Bat Boxes/Bird boxes are not sufficient for mitigation there needs to be a measurable increase of gain.

Policing: The Police and Crime Panel met on the 28 January and accepted the precept increase for Sussex Police of £10, bringing their part of the precept to £214 on a band D property. They are considering efficiency savings and I've been assured the Rural Crime unit will not be affected.

Environment: Natural England continues to look into my enquiries for SSSI status. The Ems is considered to be heavily modified, which means it doesn't fit the criteria

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but there is the original riverbed there which I will focus on and will continue to chase. Tree planting is a big issue at CDC at the moment and funding is still available until the end of the month.

CultureSpark: 2022 is quite a year for the district - the Queen's Platinum Jubilee, an exciting season of events, performances, live entertainment and community projects. We hope an event will be held in each of ward area and I believe Wemsfest are planning something in our area. Celebrations will be taking place to recognise 60 years of Chichester Festival Theatre; 40 years of Pallant House Gallery; 30 years of Chichester Cinema at New Park's International Film Festival; 10 years of The Novium Museum and Festival of Chichester; and 200 years of the Canal Trust.

Platinum Jubilee: I approved a £10,000 funding pot to help commemorate the milestone of our monarch. Parish Councils will be able to apply for grants of up to £250 to pay for lasting tributes such as tree planting, street furniture and equipment for celebrations that can be reused.

Flytipping: A 'Waste Action Day' took place in December and static stop points at rural locations across district were chosen, but some teams remained mobile.

Vehicles likely to be carrying waste were stopped by the police and environmental protection officers spoke to drivers with regards to waste carrier registration and waste transfer notes. We are appointing a manager to target fly tipping and co-ordinate efforts in Chichester and wider across West Sussex.

Future services framework: We discussed the priority setting and Future Services Framework at the last Council in a Closed Part 2 session. I can advise that the FSF was adopted although several councillors voted against it, this means we can and will continue to deliver the services we have done over the last 2 years, it also means we are able to take on our Climate Change Officer on a permanent Contract. The reasons for this being taken as a Part 2 item was because in involved staff appointments, they are now aware so I am able to give this good news.

CDC Budget: This item is due to be discussed at our next Full Council meeting, as the FSF has been agreed and set this should go through unless we are thrown a curve ball at the last moment, one for my next report no doubt.

8. Police incident report: PCSO Matt Isles provided the following report.

We are still actively patrolling beauty spot car parks and have been holding specific and targeted days of action regarding this as have Hampshire police. E-scooters are being dealt with when seen and safe to do so. Op Rhodium relates to catalytic convertor thefts within Sussex. This has also been an issue for us in and around Chichester over past year or so. Vehicles with a high riding height such as Honda CRV are favoured, but other vehicle types are also targeted.

Crime stats since last report:

Anti-Social Behaviour	2
Drug related crime	0
Road related	2
Burglary/Theft	1
Violent crime public place	0

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Other crime	5
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Current crime prevention advice: Please remember not to leave any valuables in your vehicle when parked at beauty spot car parks. If you can, leave the glovebox open to show there are no valuables. There have been a few shed break-ins within the Bracklesham area so ensure your sheds are well secured and consider expensive gardening equipment. If there is anything that we have missed, please contact us at baylee.reed@sussex.pnn.police.uk or matthew.isles@sussex.pnn.police.uk

9. Platinum Jubilee celebrations: Members agreed to hold a beacon event on Thursday 2 June at Monk's Hill recreation ground as part of the Platinum Jubilee celebrations. Members also agreed to work with other community organisations to hold a Big Jubilee Lunch on Sunday 5 June, at either The Square or Church Road, depending on the road closures that could be agreed with WSCC Highways. It was agreed to organise a sub-committee to support with the organisation of both events and to invite representatives from other community organisations. The Clerk would organise an initial meeting to report back to the Council at its next meeting on 10 March.

10. Queen's Green Canopy: The Clerk confirmed that Cllr Kim Franks had registered the Council's interest in the scheme to receive free tree saplings to be planted at Monk's Hill recreation ground. The scheme was open until the end of the Jubilee year and would be available to plant in the autumn.

11. Jubilee grant scheme: It was agreed to apply for a grant of £250 from Chichester District Council to support lasting commemorations of the Queen's Platinum Jubilee. Members discussed another bench, or a traditional village sign but it was agreed that new trees for Monk's Hill would be the best option as it was often difficult to find locations for new street furniture.

12. Annual Parish Assembly: Members agreed to hold event outside on the Rectory Lawn, similar to the event held in 2021. The Clerk agreed to circulate possible dates in June and to invite community organisations to attend.

13. Annual spring clean day: Members agreed to hold the event on the afternoon of Sunday 3 April 2022 in partnership with Greening Westbourne and the Final Straw Solent.

14. Spring/summer newsletter: Members agreed to the list of articles as circulated by the Clerk. It was noted that the newsletter would help to promote the events that had been agreed earlier in the meeting. Members asked that an article on picking up after your dog was also included.

15. Kompan playground inspections: The item was deferred to the next meeting.

16. Monk's Hill recreation ground: Members considered the quotes received for drainage works at the playground and north/west boundary with the highway. It was agreed that Cllr Mack and Cllr Ricketts would meet The Drain Fixers and A1 Drainage South at the site to discuss the quotes further.

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Members agreed to replace the two signs at the entrance to Monk's Hill recreation ground at a quote of £86.55 and to ask Longmeadows to install them.

Members discussed a tree planting scheme that had been produced by Guy Schofield, a Tree Champion. Members thanked Guy for his work. It was agreed that new trees could be bought with funding from CDC as a lasting commemoration of the Platinum Jubilee.

17. Interim internal audit: Members received the interim audit report from Andy Beams, Mulberry & Co and noted the recommendations.

18. Payments for approval: Members considered and approved the list of payments totalling £6,334.36 and due immediately (which must be paid between now and 10 March) and require advance authorisation. There were payments totalling £5,511.40 made since 13 January 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.

19. Correspondence: Members noted the list of correspondence. The quote received from SSE for the Parish Council's street lights was noted and members agreed that it was currently better to stick to a variable rate as it was proving to be better value.

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

21. Date of next meeting: The next meeting is scheduled to be held on Thursday 10 March 2022 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

22. Public art funding: Members considered the quotes received from local artists for the mural to be placed on the brick wall outside the Co-op on North Street using S106 public art funding from Chichester District Council. It was agreed to appoint Daniel Tidbury <https://www.tidburymedia.com/> and to hold a meeting with the History Group on Wednesday 16 February at 10am to discuss the project further.

23. Purchase of land: Members discussed the possibility of purchasing land in the Parish for environmental purposes. It was agreed that Cllr Briscoe would approach local landowners for further discussion.

Meeting closed at 9.25pm.

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Appendix 1: 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	33.85	28.21	5.64
IB	Confidential payments Feb 22	1,487.81	1,487.81	0.00
IB	WSCC LGPS Jan 22	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	72.04	68.62	3.42
IB	M Reed & Co Ltd tree surgery at Mill Road and Monk's Hill	2,904.00	2,420.00	484.00
IB	Longmeadows ground works around embankment slide, Monk's Hill	550.00	550.00	0.00
IB	The Meeting Place, room hire 02/02/22	18.00	18.00	0.00
IB	Kompan playground inspection Jan 2022	324.00	270.00	54.00
IB	Soft surfaces embankment slide surface NHB 2021 funding	321.60	2,693.00	538.60
IB	C Kennett reimbursement spare keys cut (2 sets) for Monk's Hill height barrier	20.00	20.00	0.00
		6,334.36	8,137.77	1,106.59

Payments for retrospective approval

IB	SLCC virtual practitioners conference attendance Clare Kenett	90.00	75.00	15.00
IB	Archibald Shaw churchyard wall repairs	1,008.00	840.00	168.00
IB	JBC second precept payment 2021/22	4,413.40	4,413.40	0.00
		5,511.40	5,328.40	183.00

1. Lloyds Bank Treasurers Account

Balance per statement 31/01/22	£102,171.17
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£102,171.17

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Cashbook control

Balance forward 01/04/21	£148,685.96
Add total receipts to date	£116,291.13
Less total payments to date	<u>£162,805.92</u>
Cashbook at 31/01/22	£102,171.17

2. Unity Trust Savings Account

Balance per statement 31/08/21	£85,000.00
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Total cash in both accounts	£187,171.17
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