

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place on Thursday 10 March 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 David Mack, Cllr Mike Magill, Cllr Nigel Ricketts and Clare Kennett, Clerk to the Council

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

2. Apologies for absence:

3. Minutes of the Parish Council meeting held on 10 February 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 10 February 2022:

Item 4.5: Regarding the missing post box in The Square, the Clerk had contacted Royal Mail and had received the following response: 'Thanks for your email received on 8 March 2022. At the outset, I'd like to say how truly sorry I am to learn of the removal of the post box from The Square in Westbourne and its not been replaced. I am currently liaising with the local Collections Sector Manager over this matter. A full reply will follow on completion of our investigations. Please accept my thanks in advance for your patience and my apologies for any inconvenience caused'.

The Clerk had also contacted Gillian Keegan MP who had sent the following response: 'Thank you for your recent email on behalf of Westbourne Parish Council regarding the removal of a post box in The Square in Westbourne. Gillian has asked for me to reply to you on her behalf. Gillian has written onto Royal Mail to highlight the Parish Council's concerns, the issues raised and to request their response. We will contact you again once we hear further. Please don't hesitate to contact us if Gillian can be of any assistance in the time being'.

Item 5: The Clerk had contacted CDC to request dog mess stickers to put up in problem areas but was still waiting for a response.

5. Open forum: A member of the public said that the pavement on North Street, just beyond the river, was in a dreadful state and had become unsafe for elderly residents. The Clerk said she would report this to WSCC to investigate.

Members of the public reported more sightings of young people using e-scooters in the village. Cllr Hitchcock recommended that this was reported to the police.

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

Monks Hill: WSCC officers are reviewing new parish data with a view to providing feedback on whether the situation has changed and if a TRO application might be considered.

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Banning HGVs through Westbourne: This is a key parish aim but will take some time to get a clear view on whether WSCC is willing to move this forward. There are precedents on similar issues to those Westbourne is experiencing e.g. Copthorne – [see report](#). This references ‘living with the lorry’ a WSCC report interpretation of DoT guidelines gives a good guideline on what can and can’t be achieved – [report here](#). The policy sets a framework for assessing suitability of HGV restrictions, understanding volume and context of HGV traffic in the road before determining if a restriction is justified.

Bourne Community Bus: It was confirmed that we will be leasing two new Mercedes Sprinter 16 seat minibuses. The free Bourne Bus will run on Tuesday, Thursday and Friday starting at Thorney Island from 08:30 to 18:00 hours. The second bus can be used for hire and reward for local residents seven days a week, or to win contracts for school or care home runs, all which will add to BCB funds. Leasing minibuses means we get newer higher specification vehicles versus a pre-owned and riskier second hand purchase vehicle, with the leased buses having insurance and servicing all included. We also have the option to add further grants and funding to ensure we meet the initial five-year service duration planned. The Bourne bus project is now part of Southbourne Community Land Trust (SCLT) who is looking at employing a minibus project manager once the bus has been purchased and routes finalised. We have raised £48k after Major Davis received a £7,000 grant from the military Lived Experience fund this week. We have £20,000 in grants (National Lottery and WSCC) and £20k in Parish commitments to the bus, plus £2,000 for MIDAS driver training from SAAFA. We submitted a proposal to the RAF Benevolent Fund for operational funding to help RAF veterans, and in April we have another £10k application to the Armed Forces Covenant Fund. Matt Roberts is also in the process of producing an Expression of Interest applying for a grant from The Loneliness Group that has up to £500,000 for each grant allocation. He is planning to include £40-60k for the Bourne Bus project within the bid, enabling the BCB to get a third bus and / or run extra / more regular / special event services. We have 11 Parish volunteer drivers (3 Chidham and Hambrook, 4 Southbourne, 4 Emsworth) We also have five Thorney drivers. Driver training with SAAFA is Monday 28th March (theory) and 30th March (practice en-route)

Thornham capacity and sewage works visit 21st February: The two key concerns in the Chichester area are lack of sewage capacity and a rapidly increasing number of hours of storm sewage overflows. Whilst Thornham has sewage processing volume to spare, it is within 1% of its EA permit level on the amount of total nitrogen it can discharge between the two sections of Thorney Island into Little Deep. This means Thornham has the equivalent of just 120 more new houses at its current EA permit level. This was the current capacity limitation imposed and ratified in the December 2021 CDC Position Statement that limits future new house building, signed by CDC, Southern Water and the Environment Agency. SW will likely need to put in substantial funding to fix the Nitrogen issue, as it’s the total Nitrogen load it discharges, not the volume of sewage it can handle, that is the limiting factor. New investment funds will not be made available for any work from Ofwat until April 2025 earliest. This means if a pipeline to Budds Farm, or any other major technical construction solution is required, this will not be in place before 2027/28. This will limit connection for any new housing until this time too. The other key issue is storm sewage overflows. Southern Water is not obliged by any legislation to either monitor the volume or storm sewage overflows or the percentage of human waste, chemicals or other substances in them. If it rains heavily, then the storm tanks start to fill at a

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given flow rate through the works. This water and sewage mis is then stored. If the flow rate through the sewage works drops sufficiently, then the tank can be emptied and processed back through the works. The problem is that, especially with increasing heavy rainfall due to climate change, the tank at Thornham can be full within two to six hours, and then an automated valve opens and the contents of the tank are discharged into Chichester Harbour. SW technical teams say that storm sewage water is up to 3% non-water and their latest press release says over 95% rainwater, so that's 5% that is clearly something else. Whilst Thornham storm sewage releases into Chichester Harbour may not be as bad as other works like Bosham (1,140 hours 2020) and Apuldram (2,727 hours 2020) in its discharges, there were 8,482 hours from Thornham.

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

Before going into the report, I have to mention the sad and atrocious war going on in the Ukraine instigated by Russia. I'm sure we'll all agree this must be horrendous for all those living in the Ukraine and those seeking refuge in neighbouring countries. I also hope the government can step up and get the visa issue sorted quickly. I wish the Ukrainian people well and hope a resolution can be found quickly.

Planning: At the last Planning Committee, I was able to put a motion forward to refuse development of 26 houses at Hambrook. The District currently has a five-year housing land supply so many developers are 'Trying it on', there had been an inspectorate decision on the same piece of land only in 2019 which dismissed the appeal for 10 houses. This was brought to the attention of the Committee by Jane Towers from Hambrook PC and had a big influence on the decision, it shows Parish involvement does have an impact. There have been a number of recent appeals which have been dismissed one for 35 dwellings off Broad Road in Hambrook for affordable homes, but that would have opened the gates for the developer to build on the rest of the much larger field. The appeal at the Paddocks for the 4 Traveller Pitches was dismissed and the environment was one of the big influences. This shows the Parish Council made the right decision in objecting. Even though the District cannot demonstrate a five-year supply of pitches but even in the face of that the Inspector found in our favour. It will be interesting to see how this is interpreted going forward as there are numerous appeals for G&T pitches in the system.

Environment: Thank you to Cllr Kerry Bedell who organised a visit to Thornham WWtW. There was a lot of negatives spoken about the ability of Thornham to cope with wastewater from current housing stock let alone new builds. The River Ems has a good flow at the moment and that is the way we want it to stay. I attended a meeting of the local water Companies and Ofwat where I made my views known regarding abstraction, although it was a regional meeting and not specifically about the Ems, I needed them to know the Ems is an important Chalk Stream. Water Neutrality is a big issue at the moment, affecting large areas in the South and Southeast of the Country. Still working on a designation for the Ems which will give it protections. The wildlife corridor through Westbourne is all but set and affords some of the protections we need. We want an environment that reflects Westbourne as a friendly, healthy and green place to live, where we can enjoy nature and all the rural setting, all of which affects our mental wellbeing. I am part of a group called RAVEN, Residents Against Vehicle Excessive Noise, looking to influence anti-social driving and riding along the A27 and surrounding roads. Fly tipping, David Hyland will shortly be taking a post-up at Chichester Contract Services, as manager co-

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ordinating a fly tipping team who will actively pursue offenders looking for anything to identify and prosecute offenders.

Policing. I am trying to arrange more frequent visits by PCSO's to parish council meetings, or in their absence a quarterly virtual meeting. I have asked for improved reports if the PCSO is unable to attend - not just what has happened but what are they doing about it. I am attending an event about the Rural Crime Team where I will be able to push for additional resources and action by the team.

Council and Cabinet Decisions: CDC has agreed the budget for the coming year. The District Council portion will go up by £5 on a Band D property, bear in mind there will also be increases from County, the Police and a small increase by the Parishes. The agreement means we do not have to cut services, however, some have been reduced slightly, like the opening times at the museum.

Other things: I've been working with the WCT to try and resolve the planning and transfer of land issues. Still working on the new STP for Mitchmere Cottages in Stoughton. Also still working with Hyde to upgrade heating and insulation at some of their more rural properties. Along with challenging Hyde over a ridiculous rent increase they made to one family (increase of 65%). I continue with the G&T forum regarding planning issues across the District and with WSCC over the closure of a public right of way in Southbourne by a Traveller pitch.

6. Police incident report: PCSO Baylee Reed and PCSO Matthew 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. We are also aware of pit bikes being used on the road that are not road legal. We're aware of the issue and are looking to identify those responsible. 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. We have also been made aware of issues around parking at schools in the mornings and afternoons. The crime stats since the last report are:

Anti-social behaviour	2
Drug related crime	0
Road related	2
Burglary/theft	4
Violent crime	0
Other crime	3

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. If there is anything that we have missed then please contact us on our emails below and one of us will get back to you as soon as practicably possible.

9. Queen's Platinum Jubilee: Members discussed the following:

- Big Jubilee Lunch, Sunday 5 June: Members noted the minutes of the Events Committee which took place on 1 March and was well attended by other village organisations. It was noted that an application had been submitted to the District Council to close The Square, Church Road and The Grove on Sunday 5 June

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from 11am to 4pm. It was hoped that confirmation would be received in early April when local residents and businesses would be consulted before the event was advertised. It was agreed that it was a special occasion that qualified such a road closure to enable the community to celebrate together.

- Beacon event, Thursday 2 June: It was agreed to remove the WW1 wording on the beacon and to not replace it with anything else. It was agreed that the beacon would be lit at 9.45pm but that residents would be invited to arrive at the Common on Monk's Hill earlier in the evening to enjoy a picnic or drinks with friends. The formal guidance for the event was noted <https://www.queensjubileebeacons.com/>
- Jubilee grant funding: It was noted grant funding of £250 has been awarded by the District Council for five new trees at Monk's Hill. Members approved the purchase of the trees, below, and thanked Guy Schofield for his support. Members also thanked the Women's Institute for buying a Sequoiadendron giganteum tree for the Common, which they had bought to celebrate the Queen's Platinum Jubilee.

No	Qty	Species	Size	£/each	£/total
1.	2	Cedrus atlantica glauca, Atlas cedar (conifer)	1.5/1.8m 10L	48.00	96.00
2	2	Metasequoia glyptostroboides, Dawn redwood (conifer)	1.75/2m 10L	48.00	96.00
3	1	Ulmus laevis, European white elm (broad leafed)	6/8m	48.00	48.00

10. Annual spring clean day: It was agreed that the event would take place on Sunday 3 April at 2pm, meeting at The Square. Cllr Hitchcock said he had a map that divided the village in to sections which could be used to allocate areas to people to litter pick. The Final Straw Foundation and Greening Westbourne were joint hosts of the event and it had been promoted online to encourage participation. Cllr Hitchcock said he would notify the District Council so that the bags could be collected for The Meeting Place.

11. Annual Parish Assembly: It was agreed to hold the event Saturday 18 June (Sussex Day) at 2-4pm at the Rectory Lawn. The Clerk would invite other village organisations to participate and would promote it to the community. It was agreed to provide refreshments.

12. Kompan playground inspections: Members approved the quote of £1,197.14 for the renewal of the service in 2022/23.

13. Zurich insurance renewal: Members approved the quote of £1,261.70 for the renewal of the Parish Councils insurance. It was noted that this is the last year of the three-year fixed contract.

14. Monk's Hill recreation ground: Members approved the quote of £6,900 provided by A1 Drainage for drainage works at the playground and north/west boundary with the highway. Members approved the quote of £2,100 provided by Longmeadows for the installation of a new path at the Covington Road entrance.

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15. Joint Burial Committee: Members agreed to approve the Constitution, Memorandum of Understanding, Job Description and Person Specification. Members thanked the Clerk for her support in writing these documents.

16. Payments for approval: Members considered and approved the list of payments totalling £6,729.44 and due immediately (which must be paid between now and 14 April) and require advance authorisation. There were payments totalling £130 made since 10 February 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.

17. Correspondence: Members noted the list of correspondence, with particular reference to an email received from the trustees of the Westbourne Club Community Hall. They had asked if S106 funding could be allocated for ongoing work and refurbishment. It was agreed to notify the District Council and to include the Hall on the Parish Council's list of projects for the District Council's Infrastructure Business Plan. It was noted that the Club hadn't previously met the District Council's criteria for S106 funding as until recently it was a private members club but now that it was registered as a charity it was likely to be considered.

18. Announcements and items for the next meeting: It was noted that the tree at Lazy Meadow on North Street was possibly in a dangerous state near the road and the Clerk agreed to write to the owner about this.

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 14 April 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

20. HR Panel: Members agreed to the recommendations of the HR Panel following the meeting on 7 March, as follows:

- To note the completed Personal Performance and Development Review (PPDR) and approve targets for the Clerk for the year ahead. It was noted that the targets would be reviewed at the next HR Panel.
- To adopt the sickness absence policy
- To apply the National Salary Award to the Clerk's salary and backdate it to April 2021.

21. Commemorative gift: It was agreed to buy 210 of the following mugs to give to children at Westbourne Primary School as a gift to celebrate the Platinum Jubilee <https://www.queensplatinumjubilee.co.uk/product/earthenware-cambridge-coronation-mug/> The total cost would be £661.50, plus £26 for shipping and VAT of £137.50 which could be reclaimed. Cllr Hitchcock had contacted Mr Potter, Headteacher, who had agreed to share the cost equally at a total of £343.75 each.

22. Purchase of land: There were no further updates.

Meeting closed at 8.45pm.

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Appendix 1

Westbourne Parish Council, 10 March 2022

Agenda item 16: 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	35.00	29.17	5.83
IB	Confidential payments March 22	1,723.24	1,723.24	0.00
IB	WSCC LGPS Feb 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	The Meeting Place, room hire 02/02/22	76.00	76.00	0.00
IB	Kompan playground inspection renewal 2022/23	1,436.56	1,197.14	239.42
IB	Zurich insurance renewal 2022/23	1,261.70	1,261.70	0.00
IB	Zoom licence 2022/23	95.92		
IB	HMRC Quarter 4 2021/22	1,425.92	1,425.92	0.00
		6,729.44	6,363.92	269.60

Payments for retrospective approval

IB	GM Support playground inspections	130.00	130.00	0.00
		130.00	130.00	0.00

1. Lloyds Bank Treasurers Account

Balance per statement 28/02/22	£92,908.23
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£92,908.23

Cashbook control

Balance forward 01/04/21	£148,685.96
Add total receipts to date	£116,291.13
Less total payments to date	£172,068.86
Cashbook at 28/02/22	£92,908.23

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2. Unity Trust Savings Account

Balance per statement 31/08/21	£85,000.00
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Total cash in both accounts	£177,908.23
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