

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775 654483

clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's meeting which took place on Thursday 14 April 2022 at 7.15pm at The Meeting Place, North Street, Westbourne.

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

In attendance: 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: There were no declarations of interest.

2. Apologies for absence: Cllr Mike Magill had sent his apologies.

3. Minutes of the Parish Council meeting held on 10 March 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chair.

4. Updates and issues from the minutes of 10 March 2022:

Item 4.5: Royal Mail had confirmed that the post box would be reinstalled and a utilities report was being carried out, that could take up to 30 days, so that the engineer could begin work.

Item 5: The Clerk was still waiting for dog mess stickers from the District Council.

Item 10: Cllr Hitchcock reported that eight members of the public helped with the Spring Clean Day on 3 April and that numerous bags of litter had been collected. It was **NOTED** by members that not as many people attended the event despite it being held with the Final Straw Foundation and Greening Westbourne.

5. Open forum: A resident asked if a speed camera could be installed on East Street in Westbourne as people were still driving too fast despite the existing speed reduction measures. Members discussed that it was unlikely that WSCC and the police would agree to a speed camera in that location. It was **NOTED** that WSCC had only given permission for two SIDs in the village and would not permit any more, which Cllr Kerry-Bedell agreed to look into with Highways.

6. County Councillor's comments and questions: County Councillor Andrew Kerry-Bedell reported that he was still looking into how the speed limit on Monk's Hill could be reduced to 30mph and he hoped that the new TRO process would help. It was a new simpler process and it was important to show parish and community support in any application. There was also a proposal to ban HGVs from travelling through Westbourne, although those that needed access would still be permitted. Cllr Kerry-Bedell thanked Cllr Briscoe for producing an excellent map which identified the problems and road widths of the narrow sections in Westbourne. He said a traffic

Minutes

survey was required, and it was possible that WSCC would fund it, and the Parish Council would need to submit a TRO and request four separate traffic counters. WSCC had set up a road safety task and finish group to look at speed limit policy across the county. Chemroute was proceeding, as well as a bus service improvement plan. £18m had been raised for the Bourne Bus and it was planned to launch the service in mid-May with a special event. They would also be part of the Queen's Jubilee Parade in Chichester. Water treatment issues in the area were all about storm sewage overflows with last year being particularly bad, possibly to do with the impact of people working from home, tourism and new homes across the area. If the trend continued, Southern Water would have to do something about it more quickly. New development would need to think more about nitrate and water neutrality. Water from the new Havant Thicket reservoir was proposed to be sent to Surrey which could cause further issues in Chichester Harbour, as aquifers would be depleted meaning that run off could contain more concentrated pollution. This factor would possibly be a consideration in final approval for the reservoir. Cllr Briscoe asked if the Parish Council was prepared to pay for Highways improvements, would it be more likely that schemes would be approved. Cllr Kerry-Bedell said that it would be seen as a more beneficial aspect but putting across a good case for improvements was most important.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. CDC won an appeal against development of homes in Lavant, although the Inspector discounted some of the housing development in the Tangmere Strategic Site, which brought our 5 yr. supply very close to being below that figure. Training has been given on the new Environment Act which seeks to ensure development has a beneficial effect on the habitat and environment. This raises the issue of water abstraction at Walderton or probably more significantly at the Springs in Havant where it is proposed the water will be used to supply the Havant Thicket Reservoir which in turn will supply raw water to Surrey. Will that mean a reduction in fresh water into the Harbours reducing the diluting effect of the Nitrates into the Harbour. SW remove nitrogen from the wastewater it treats at Thornham but it doesn't include water released in the storm overflows, which NE and the EA should also consider. RAVEN, Residents Against Vehicle Excessive Noise made the papers last month and I hope that will also gain traction to get these noisy vehicles/drivers off our roads. If you have an issue please fill the form in.

<https://forms.gle/2mLF1CVVQdMt1Ery9> David Hyland has taken up the post co-ordinating action against fly tipping offenders. I'm meeting the new Divisional Commander, C.I. Nick Bowman, on the 11 April. I have been trying to arrange more frequent visits by PCSOs to parish council meetings, or in their absence a virtual meeting quarterly, and improved reports if the PCSO is unable to attend. I chaired a Grants and Concessions Panel in March and we discussed a new principle to be applied to all future Grant Funding which asks the applicant how their proposal will benefit or improve the environmental impact. At the last Full Council, we made an allocation of £50K toward delivery of Affordable Homes; Chichester Wellbeing service was Approved to be continued; We considered some changes to the IBP; Publication of senior staff pay; Priory Park Task and Finish Group report endorsed; and Leveling Up - CDC is now in Level 2 from L3 which didn't attract any funding. Covid is still impacting on staff with approx. 4% off in March. Working practices have changed and they are able to realise jobs they wouldn't have considered previously as it would have meant them moving away. Culture Spark has started and I hope this

Minutes

will be the start of a wonderful year of celebrations and an opportunity to show what Chichester has to offer. I had several meetings with the SLT and have arranged a meeting between them, Estates and the WCT to draw the land saga to a conclusion. Council tax support of £150 is starting to be paid to off-set the increase in fuel prices.

8. Police incident report: PCSO Baylee Reed and PSCO Matt Isles sent 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 as this crime continues to happen. 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	1
Drug related crime	0
Road related	3
Burglary/theft	0
Violent crime public place	1
Other crime	5

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. Further to this, number plates from vehicles are being stolen to be used on the offending vehicles. They will attach them to their vehicles, commit offences and then remove them. Please report any stolen plates. If there is anything that we have missed, please contact us on our emails below and one of us will get back to you as soon as possible.

Members **NOTED** that incident reports seemed to be generic, and not specific to Westbourne, and lacked detail about what was being done to resolve issues and the outcome of incidents.

9. Westbourne Surgery: Members **NOTED** the report provided by Dr Jackie Lytton from Emsworth Medical Practice about the renovation and future use of Westbourne Surgery (included in Appendix 1).

It was **RESOLVED** to thank Dr Lytton for sending the report and to be fully in support of the proposals to renovate Westbourne Surgery. Members discussed that they were pleased to receive some certainty about the surgery's future and that it would continue to support local residents and businesses, such as the pharmacy.

10. Committee minutes: Members **NOTED** the minutes as previously circulated.

- Joint Burial Committee: It was **NOTED** that the agreed quarterly report had not been received.
- Public Services Committee: Minutes of the meeting held on 24 March 2022. There was no further update.
- Recreation, Leisure and Amenities Committee: Minutes of the meeting held on 24 March 2022. There was no further update.

Minutes

- Strategy and Finance Committee: Minutes of the meeting held on 31 March 2022. There was no further update.
- Business Plan Action Plan: Members **NOTED** the spreadsheet with a list of actions that the Clerk had created following the latest committee meetings.

11. No HGVs through Westbourne: It was **RESOLVED** to spend £600 on traffic counters on Foxbury Lane, Westbourne Road and Whitechimney Road to support a TRO application to WSCC for a ban of HGVs travelling through the village. It was **RESOLVED** to engage with residents to ask them to send letters, videos and photos to the Parish Council to use as evidence and to encourage them to sign a petition.

12. Monk's Hill recreation ground: It was **RESOLVED** to pay an additional amount of £466.67 for the final cost of works carried out by A1 Drainage at the playground on Monk's Hill. The total cost of the works was £7,366.67 and it had been estimated to cost £6,900. It was **NOTED** that a large amount of clay was removed from the site which resulted in the additional expenditure and was necessary to complete the works.

13. Annual Governance Statement 2021/22 (Annual Governance and Accountability Return (AGAR) Section 1): Members consider the questions posed by the AGAR Statement 2021/22 which had been circulated. It was **RESOLVED** to agree to each of the answers and approve the Statement which was signed by the Chair and Clerk.

14. Receipts and payments 2021/22 and statement of reserves: Members **NOTED** and agreed the outturn figures of receipts and payments against revised budget for the financial year 1 April 2021 to 31 March 2022 and the statement of the Council's reserves as at 31 March 2022.

15. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £13,118.89 and due immediately (to be paid before 12 May and required advance authorisation). There were payments totalling £6,846.06 made since 10 March which members **RESOLVED** to approve retrospectively. In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised on a separate confidential paper which was circulated and **NOTED**. The list of payments is available in Appendix 2.

16. Correspondence: Members **NOTED** the list of correspondence and **RESOLVED** to agree the recommendation of the Planning Committee on 14 April to support CDC's extension of the Westbourne Conservation Area to include the Cemetery.

17. Announcements and items for the next meeting: To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

18. Date of next meeting: Members **NOTED** that the next meeting would be the Council's Annual Meeting where the role of chair and vice-chair and membership of the committees would be agreed. It was **RESOLVED** that members should consider nominations for the chair and vice-chair roles before the meeting and also which committees they would like to sit on.

Minutes

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. JBC: It was **NOTED** that Southbourne Parish Council had discussed the transfer of host authority for the JBC to Westbourne Parish Council at its meeting on 12 April 2022. It was **RESOLVED** that Westbourne would like to take on the role of host, as the Cemetery is within the Parish of Westbourne, and this would be communicated to the JBC at its next meeting on 5 May 2022. It was **RESOLVED** that the Clerk and Cllr Gould would meet as soon as possible to discuss HR matters that needed to be considered and that those issues would be communicated to the JBC for inclusion on the next agenda of the JBC to facilitate the transfer process.

The meeting was closed at 8.55pm.

Minutes

Appendix 1: Westbourne Surgery, report from Dr Jackie Lyton.

During the Pandemic, we used the Westbourne branch as the Green Hub, serving shielding and vulnerable patients, delivering children's vaccinations etc. It was valuable to have the second site, although the focus in the last two years was on the move of Emsworth Surgery to the new premises. We made additional upstairs space at Westbourne, by moving old notes to secure NHS storage, and used this to accommodate staff who were vulnerable and needing to work on their own during Covid. This space needs total refurbishment and there are challenges at the Westbourne branch. We have three clinical rooms downstairs and three potential administrative rooms upstairs.

1. Security and lone working: Staff have expressed concern about lone working there, both from a personal safety point of view but also in terms of adequate clinical support. Gone are the days of the single handed GP working unsupported, this is not acceptable to the clinician or the population. Recruitment of clinical staff has been difficult over the last two-three years, adverts basically unanswered. We have some new appointments but are only replacing departing/retiring staff. There is light at the end of the tunnel, we have several new appointments being made for new clinical staff later this year - the smart new premises is proving attractive. Security is being addressed with CCTV and new automatic opening doors planned.
2. Development: The development of the PCN has meant that we have a large number of new staff who are in support roles. They do not need clinical rooms, and currently the clinical rooms at Emsworth are already at capacity on occasions because of this, we have trainees and medical students and have continued our teaching/training roles throughout the Pandemic, something we are proud of. The Emsworth site does not have extra office space and we could easily use the upstairs space at Westbourne to house reception staff, pharmacy staff, social prescribers, frailty co-ordinators etc. There are two rooms upstairs needing redevelopment. They were cleared of notes and shelving and need redecoration and some remodelling, but would be ideal to allow this expansion. This is already GMS space and can be repurposed.
3. Patient numbers: Since the move to the new site the patient numbers have already increased by 1000. There is new housing all around Emsworth and Westbourne.

Proposal:

1. To ask the CCG if we can change opening hours to mornings only Monday to Friday on a temporary basis. We are already closed on Wednesday and Friday afternoons there. This would allow building work to take place in the afternoons, meaning that the surgery is not closed during refurbishment. This requires consultation with the local community and their backing. The aim would be to be able to extend opening hours when staffing levels improve.
2. To staff Westbourne fully in the mornings with reception and three clinicians able to provide a full range of usual services. This would allow safe working and good local provision of services again.

Minutes

3. To redevelop upstairs to allow permanent administrative space in three rooms, specifically aimed to accommodate the extra PCN support staff.
4. To redecorate the surgery, install new windows to improve energy efficiency. These would be like for like wooden sash windows in keeping with the village square. To install security features, CCTV and double opening front doors.

Minutes

Appendix 2:

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	37.00	30.83	6.17
IB	Confidential payments April 22	1,512.23	1,512.23	0.00
IB	WSCC LGPS March 22	574.13	574.13	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	Reimbursement Elisabeth Blower plants for trough	16.50	16.50	0.00
IB	Longmeadows quarter 4 2021-22	1,851.00	1,851.00	0.00
IB	SSE street lighting electricity	302.36	287.98	14.38
IB	Reimbursement C Kennett 2 x white printer paper and 1 A4 notebook	7.10	5.91	1.19
IB	Royal Mail renewal of PO Box address for the Clerk	378.00	315.00	63.00
IB	GM Support, playground inspections	175.00	175.00	0.00
IB	A1 Drainage, Monk's Hill playground	8,140.00	7,366.67	773.33
		13,118.89	12,239.89	879.00

Payments for retrospective approval

IB	WSALC & NALC subscription 2022/23	769.78	769.78	0.00
IB	Tidbury Media history display board, CDC S106 public art funding	5,263.00	5,263.00	0.00
IB	Compass Photography Services aerial photos of drainage Monk's Hill	75.00	75.00	0.00
IB	Reimbursement Guy Schofield trees for Monk's Hill	408.00	340.00	68.00
IB	The Meeting Place, room bookings for committee meetings	27.00	27.00	0.00
IB	Reimbursement C Kennett donation to DEC Ukraine appeal and Zoom licence renewal	303.28	86.07	17.21
		6,846.06	6,560.85	85.21

1. Lloyds Bank Treasurers Account

Minutes

Balance per statement 31/03/22	£89,900.03
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£89,900.03

Cashbook control

Balance forward 01/04/21	£148,685.96
Add total receipts to date	£121,804.51
Less total payments to date	£180,590.44
Cashbook at 31/03/22	£89,900.03

2. Unity Trust Savings Account

Balance per statement 31/08/21	£85,000.00
---------------------------------------	-------------------

Total cash in both accounts	£174,900.03
------------------------------------	--------------------