

Minutes



Westbourne

Parish Council

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Minutes of the Annual Meeting of Westbourne Parish Council which took place on Thursday 12 May 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 Mike Magill and Cllr Nigel Ricketts

In attendance: Cllr Andrew Kerry-Bedell, West Sussex County Council
Cllr Roy Briscoe, Chichester District Council
Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Hitchcock. Five members of the public were present.

20. Election of the Chairman of the Council: Nominations were received for Cllr Hitchcock who agreed to be considered for the role. A vote was carried out and all were in favour. Cllr Hitchcock was **ELECTED** as Chairman, who signed a Declaration of Acceptance of Office form.

21. Apologies for absence: Cllr David Mack.

22. Election of the Vice-Chairman of the Council: Nominations were received for Cllr Ricketts who agreed to be considered for the role. A vote was carried out and all were in favour. Cllr Ricketts was **ELECTED** as Vice-Chairman, who signed a Declaration of Acceptance of Office form.

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

24. Minutes of the Parish Council meeting held on 14 April 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chair.

25. Updates and issues from the minutes of 14 April 2022:

Item 5: Cllr Briscoe said he would look for dog mess stickers at the District Council.

Item 11: The Clerk informed members that a petition for HGV restrictions in Westbourne was on the website and an article was in the current edition of the newsletter. The Clerk said she would promote this more after the Jubilee events. The Clerk asked members to sign the petition, available at www.westbourne-pc.gov.uk

26. Open forum: Members of the public did not have any issues to bring to the Council's attention. Cllr Hitchcock said that a resident in Aldsworth had contacted him about noise from a neighbour's dog and that the neighbours also owned an Airbnb which had recently caused a noise disturbance. Members **AGREED** to write to the resident to ask them to remedy the situation.

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27. County Councillor's comments and questions: Members **NOTED** the report received from County Councillor Andrew Kerry-Bedell.

28. District Councillor's comments and questions: Members **NOTED** the report received from District Councillor Roy Briscoe.

29. Police incident report: Members **NOTED** the incident report send by PCSO Matt Isles, as below.

There's been a spate of shed breaks in the local area. Please ensure your sheds are secure and consider where you keep expensive gardening equipment or recreational equipment. Previously we have given numbers for crimes/ incidents that have occurred just outside of the parish. For example, the top area of Southbourne or areas just south of the A27. However, this month I wanted to give yourselves figures for just Westbourne. As you can see, I could only find one job in Westbourne as this time last month. To give you an idea, most of the incidents in Southbourne are domestic, vulnerable adults that needed safe guarding and some general ASB issues.

Crime stats since last report:

Anti-social behaviour	0
Drug related crime	0
Road related	0
Burglary/theft	0
Violent crime public place	0
Other crime	1 (Criminal damage)

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, then please contact us on our emails below and one of us will get back to you as soon as practicably possible.

30. Committee and representative appointments: Members **CONSIDERED** to agree the list of member appointments to the committees and representatives. It was **AGREED** not to make any changes for 2022/23 at this time.

31. Jubilee Beacon and Big Jubilee Lunch events: Members **NOTED** the circulated project plan for the events which had been updated following the Events Committee on 28 April. Members discussed arrangements and the plan was updated.

32. Annual Parish Assembly: The Clerk asked if members would like to arrange a raffle and refreshments for the event on Saturday 18 June from 2-4pm. The Clerk asked members if they could please attend the event.

33. Councillor training: As it was not able to agree a date at the meeting, Cllr Gould said she would send a Doodle Poll to members to help with agreeing a date that was convenient for everyone.

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34. Joint Burial Committee: Members **NOTED** that Southbourne Parish Council made a recommendation to the Joint Burial Committee (JBC) at its meeting on 5 May 2022 that Westbourne Parish Council should become host authority to the JBC, as per the responsibilities set out in the Constitution of the JBC. It was also **NOTED** that JBC members had **AGREED** unanimously to the recommendation and **AGREED** to recommend this to the two parent councils for ratification. Members discussed the recommendation and **AGREED** unanimously to the recommendation that Westbourne Parish Council became host authority from 1 April 2022. It was **NOTED** that Sarah Rowland, who had been employed as a locum clerk to cover the Cemetery Coordinator vacancy, had declined the offer of the role on a permanent basis.

35. Policies: Members **APPROVED** the latest circulated version of the Standing Orders and the HR policies available at http://www.westbourne-pc.gov.uk/HR_policies_42536.aspx with no further comments.

36. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £2,541.69 and due immediately (to be paid before 12 May and required advance authorisation). There were payments totalling £1,079.12 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 1.

37. Correspondence: Members noted the list of correspondence. It was agreed to offer the Emsworth and Westbourne Memorial Arboretum the opportunity to apply for a Community Chest Grant.

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

39. Date of next meeting: The next meeting is scheduled to be held on Thursday 9 June 2022 at 7.15pm.

Meeting closed at 9.15pm

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Appendix 1

Westbourne Parish Council, 12 May
2022

Agenda item 17: 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	1,520.39	1,520.39	0.00
IB	WSCC LGPS March 22	487.17	487.17	0.00
	Microshade cloud storage and			
IB	email accounts	122.57	102.14	20.43
IB	MS 365	9.48	7.90	1.58
DD	SSE street lighting electricity	308.08	293.42	14.66
	The Meeting Place room hire for			
IB	Events Committee	9.00	9.00	0.00
	Mulberry & Co Local Plan training			
IB	for Cllr Barker	48.00	8.00	0.00
IB				
		2,541.69	2,458.85	42.84

Payments for retrospective approval

	Reimbursement K Franks for jubilee			
IB	mugs and bunting	1,079.12	899.28	179.84
		1,079.12	899.28	179.84

1. Lloyds Bank Treasurers Account

Balance per statement 30/04/22	£129,253.64
Less outstanding payments	£16.50
Outstanding receipts	£100.00
Add petty cash	£0.00
Revised bank	£129,137.14

Cashbook control

Balance forward 01/04/21	£89,900.03
Add total receipts to date	£57,719.00
Less total payments to date	£18,481.89
Cashbook at 30/04/22	£129,137.14

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2. Unity Trust Savings Account

Balance per statement 31/03/22 £85,051.35

Total cash in both accounts £214,188.49