

## Minutes



**Westbourne**

Parish Council

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**Minutes of Westbourne Parish Council's meeting which took place on Thursday 9 June 2022 at 7.15pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Roy Briscoe, Cllr David Mack 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 Ricketts. Five members of the public were present.

45. To receive declarations of interest and updates to the Register of Interests:  
There were no declarations or updates.

46. Apologies for absence: Cllr Lade Barker, Cllr Kim Franks, Cllr Jane Gould, Cllr Richard Hitchcock and Cllr Mike Magill.

47. Minutes of the Parish Council meeting held on 12 May 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chair.

48. Updates and issues from the minutes of 12 May 2022:

Item 26: Cllr Hitchcock had written a letter to the owner of the Airbnb and dog which the Clerk had sent.

Item 31: The Clerk thanked members of the Council for their help with the Platinum Jubilee events which were well-attended. Cllr Ricketts also thanked members and village organisations.

Item 33: Cllr Gould was still to send a Doodle Poll to help with finding a date for a councillor training day.

49. Minutes of the extraordinary Parish Council meeting held on 19 May 2022:

Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chair.

50. Updates and issues from the minutes of 19 May 2022: There were no further updates.

51. Open forum: A member of the public reported that Public Rights of Way footpath going from Monk's Hill towards Stansted was overgrown, as well as the one on Long Copse Lane to School Lane. The Clerk **AGREED** to report this to WSCC.

52. County Councillor's comments and questions: Members **NOTED** the report received from County Councillor Andrew Kerry-Bedell. (The full report is available on the website as part of the supporting papers).

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53. District Councillor's comments and questions: Members **NOTED** the report received from District Councillor Roy Briscoe. (The full report is available on the website as part of the supporting papers).

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

We are still getting reports of vehicle breaks from persons parking in rural car park locations. As you will see, the figures are higher than last month. The crimes include; theft of vehicle, theft of bicycle, property and vehicle damage.

Anti-social behaviour	0
Drug related crime	0
Road related	1
Burglary/theft	4
Violent crime public place	0
Other crime	4

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. Ensure vehicle keys are not left in clear sight from windows/doors/ letterbox. If you have CCTV, ensure they are still pointing in the best location and the lenses are clear of spider webs. For bicycles, check they're secured well and where achievable, place them inside the property rather than sheds unless they can be well secured.

55. Annual Parish Assembly: Members **RESOLVED** not to organise a raffle for the event as it only made a small profit at the event last year. It was **AGREED** that members would help promote the event by each putting an A6 leaflet about it through the letter boxes of as many residents as possible who live near them. The Clerk would give each councillor a small number of leaflets to deliver. It was **AGREED** to meet at the Rectory Lawn at 1.30pm on 18 June to set up before the event started at 2pm.

56. Internal audit for financial year 2020/21: Members **NOTED** the circulated internal auditor report which was written following a meeting with Andy Beams, Mulberry & Co, on 19 May. Members **AGREED** to the recommendations of the report. The full report is available at [www.westbourne-pc.gov.uk](http://www.westbourne-pc.gov.uk) and below is an excerpt to summarise the auditor's findings.

"It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system. It is therefore our opinion that the systems and internal procedures at Westbourne Parish Council are well established and followed."

**Recommendation:** "It was noted on review that the announcement of the Period for Public Rights was the same date as the approval of the Annual Governance and Accountability Return. The Council meeting which approved the Return commenced at 7.15pm on 10th June. Regulations 12 - 15 of the Accounts and Audit Regulations

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2015 set out the order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. To clarify the position for the future, in such circumstances to satisfy the regulation, the announcement should be dated the day following the approval, with the Public Rights period commencing the following day. This response should be considered when completing your 2021-22 Return”.

**Recommendation:** “Council is reminded that general guidance recommends a level of general reserve be maintained at circa six months equivalent of precept, and this will be reviewed at the year-end audit”.

57. Receipts and payments 2021/22 and statement of reserves: Members **NOTED** the circulated outturn figures of receipts and payments against revised budget for the financial year 1 April 2021 to 31 March 2022 and **AGREED** the statement of the Council’s reserves as at 31 March 2022. Members considered and **AGREED** a circulated proposal to transfer some of the earmarked reserves into the general reserve following a recommendation from the auditor that it should be at least six months equivalent of precept. The transfer of some of the unused earmarked reserves meant that the general reserve stood at £35,110.25.

58. Annual Governance Statement 2021/22 (Annual Governance and Accountability Return (AGAR) Section 1): Members considered the questions posed by the AGAR Statement 2021/22 and **AGREED** the Council’s answers to those questions. Members **APPROVED** the Statement once the answers were agreed and it was signed by the Chair.

59. Accounting statements 2021/22 (Annual Governance and Accountability Return (AGAR) Section 2): Members received and **AGREED** the circulated accounting statements for the year ended 31 March 2022 which was signed by the Chair.

60. Community Chest Grant: Members considered an application from the Ems Valley Memorial Arboretum for grant funding. Members considered that they were unable to give the full budget available of £500 as they wanted to leave some in case other groups wanted to apply during the financial year. Members, therefore, **RESOLVED** to give a grant of £150.

61. General Power of Competence: It was **AGREED** that the criteria have been met for eligibility during 2022. (It was **NOTED** that number of councillors elected at the last election in May 2019 was equal to two thirds of its total number of councillors (six) and the Clerk had a CILCA qualification). The Clerk informed members that any resignations before the next election in May 2023 would mean that the Council was not eligible.

62. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £10,125.46 and due immediately (to be paid before 14 July and required advance authorisation). There were payments totalling £1,138.06 made since 12 May which members **RESOLVED** to approve retrospectively. In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised on a separate confidential papers which was circulated and **NOTED**. The list of payments is available in Appendix 1.

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63. Correspondence: Members **NOTED** the circulated list of correspondence. Members **RESOLVED** to sending the agreed statement to the new owner of 56 Mill Road regarding the access licence, as follows:

“I have spoken to Frank Campbell about progress with the Community Trust's community housing project. It is very much hoped to commence work on site in or around October but, in view of several delays along the way, this cannot be seen as definitive.

“In the meantime, Westbourne Parish Council (WPC) has no objection to the land from the pavement in front of the house up to the start of the new fence being used for parking, with the understanding that this is a temporary arrangement without any formal, written licence. The position regarding the remaining strip of land leased from the Parish Council (between the recently-erected fence and the access road) will be reviewed just as soon as it becomes clear that the development is proceeding. In the meantime, it is important that there are no alterations to the surfaces of the land leased from WPC.

“Should you have any questions, please do not hesitate to get back to me”.

64. Announcements and items for the next meeting: There were no announcements.

65. Date of next meeting: The next meeting was scheduled to be held on Thursday 14 July 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

66. To consider the purchase of land in the Parish: It was **NOTED** that at an informal meeting of the Parish Council on 30 May, it was recommended to have a formal valuation of the land behind the Parish Hall to assist with discussions. Members **AGREED** in principle to the valuation and **NOTED** that a quote had not yet been circulated for decision.

Meeting closed at 8.40pm.

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### Appendix 1:

**Westbourne Parish Council, 9 June 2022**

**Agenda item 18: 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>
D	EE Mobile phone	37.00	30.83	6.17
D				
IB	Confidential payments June 22	1,519.23	1,519.23	0.00
IB	WSCC LGPS May 22	487.17	487.17	0.00
IB	Microshade cloud storage and email accounts	122.57	102.14	20.43
IB	MS 365	9.48	7.90	1.58
D	SSE street lighting electricity	308.08	293.42	14.66
D				
IB	HMRC quarter 2 payments	1,340.42	1,340.42	0.00
IB	T Couzens and Sons Ltd, churchyard wall repairs	5,913.18	4,927.65	985.53
IB	Hanslip & Co churchyard wall fees	252.72	202.50	42.12
IB	Reimburse C Kennett Jubilee bunting and balloons	38.61	32.18	6.43
	PDC Print A6 leaflets to promote APA and becoming a councillor	70.00	70.00	0.00
IB	The Meeting Place, meeting on 19 and 30 May 22	27.00	27.00	0.00
		<b>10,125.46</b>	<b>9,040.44</b>	<b>1,076.92</b>
<b>Payments for retrospective approval</b>				
IB	Reimbursement K Franks for jubilee mugs for Daisy Chain nursery	216.96	180.80	36.16
	Monster Creative design of A4 posters, correx sign, banner, facebook graphics and A6 flyers to promote Jubilee events	324.00	270.00	54.00
	PDC Print, printing of above	366.00	305.00	61.00
	Mulberry & Co internal audit	161.10	134.25	26.85
	PDC Print, A6 flyers	70.00	70.00	0.00
		<b>1,138.06</b>	<b>960.05</b>	<b>178.01</b>

### 1. Lloyds Bank Treasurers Account

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**Balance per statement 31/05/22** **£122,484.67**

Less outstanding payments

Outstanding receipts

Add petty cash **£0.00**

**Revised bank** **£122,484.67**

### Cashbook control

**Balance forward 01/04/21** **£89,900.03**

Add total receipts to date **£57,819.00**

Less total payments to date **£25,234.36**

**Cashbook at 31/05/22** **£122,484.67**

### 2. Unity Trust Savings Account

**Balance per statement 31/05/22** **£85,051.35**

**Total cash in both accounts** **£207,536.02**

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