

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council meeting which took place on Thursday 12 January 2023 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, 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

The meeting was chaired by Cllr Hitchcock. Three members of the public and one member of the press were present.

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

170. Apologies for absence: Cllr Kim Franks. Members **NOTED** that David Mack had given his resignation to the Parish Council on the grounds of ill health and that the Clerk had notified the District Council and advertised the vacancy on the noticeboards. Members thanked David for his many years of service to the Parish and it was agreed to send him a letter and a card which was signed by everyone at the meeting.

180. Minutes of the Parish Council meeting held on 8 December 2022: Members **AGREED** to **APPROVE** the minutes as a true record and they were signed as such by the Chairman.

181. Updates and issues from the minutes of 8 December 2022:

Item 156: It was **NOTED** that there had been no comment from Havant Borough Council regarding the Construction Traffic Management Plan for the new development on Long Copse Lane in Emsworth.

The Chairman adjourned the meeting at 7.20pm

182. Open forum: A member of the public said that the Bourne Bus had been late on two occasions and that the new timetable did not leave enough time in Havant for shopping. Cllr Kerry-Bedell took note of the late buses and suggested different times over lunch to extend the period of time in Havant.

A member of the public said that the potholes on Long Copse Lane were getting worse and Cllr Kerry-Bedell said he would look into this.

A resident asked when the newly installed replacement post box that was installed in the autumn outside the Co-op would be available. The Clerk said she would contact Royal Mail to find out more.

The Chairman reconvened the meeting at 7.30pm

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183. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report circulated prior to the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said that the family support worker role at Bourne Community College had not been funded by the County Council for the last three years and that it was linked to government funding. The County Council had approved a new speed policy in December which would see speeds reduced in village and rural areas. Regular meetings were taking place with parishes to discuss the proposals for speed changes in their areas. Consultation with residents would need to also take place. A meeting had been planned with Southern Water in February to discuss plans to improve sewage capacity at Thornham and Bosham. Thornham was at 95% capacity in 2021 and based on recent Census data, the population had increased by around 9%. This was a concern to Bourne parishes as no improvement work of significance had taken place at Thornham in a decade. The biggest issue was to reduce storm sewage overflows which had increased 10 times since 2017. Sewage fed from houses was only one third of the total volume of water processed through Thronham each day on average. The rest comprised of combined sewage overflows, road and field runoff, sewage pipe infiltration through cracked pipes and joints, and rainwater getting into the sewage system. Climate change with heavier and more frequent rainfall was one of the reasons storm sewage overflow had increased. Southern Water had planned to spend £53m in the next 20 years at Thornham but much of the improvement work was in the medium and longer term which meant it would not happen until 2030 at the earliest. Cllr Kerry-Bedell said the Bourne Bus timetable had been updated with new stops and travel finishing at 4pm. New volunteer drivers were needed and Cllr Kerry-Bedell encouraged residents to consider getting involved in helping to deliver the much needed service. Training was available. Work on the Bourne heritage trail was progressing and Emsworth had contributed eight web pages and Chidham and Hambrook had written four.

184. District Councillor's comments and questions: Members thanked District Councillor Roy Briscoe for the report circulated prior to the meeting which was **NOTED**. In summary, the Chichester Local Plan Review was ready for submission to the examiner and was being discussed by CDC's cabinet on 23 January. Michael Gove's recent statement on changes to the national planning policy framework highlighted some of the issues and challenges faced in Chichester. Cllr Briscoe had been able to keep the new housing numbers in the Parish as low as possible. 30 had been allocated to also include the 12 affordable houses at Mill Road and the two sites allocated in the Neighbourhood Plan (NP). This showed how important it was to have a NP. Cllr Briscoe had arranged a meeting between the rural crime team and the farming community and this was to take place soon. The police precept was due to go up by about £15 per Band D property and would hopefully see an increase in PCSO's. Those suffering financial hardship were able to claim Council Tax Reduction from the District Council. Water quality tests for Bracklesham Bay, Selsey and West Wittering had been classed as excellent but this did not take into account the harbour areas which were not considered to be bathing water. Natural England had said they needed more evidence to gain support for SSSI status for the River Ems.

185. Police incident report: Members **NOTED** the recent crime statistics at www.police.uk which showed that in November 2022 there had been six incidents of violence and sexual offences, two of criminal damage and arson, two of public order

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and two of vehicle crime. Members looked at the crime map to show where the incidents had taken place and it was discussed that although the statistics were useful information, there was still no information about what was being done to prevent such crimes. Cllr Hitchcock said he would take this to the next parish police meeting with Inspector Ross Wickings taking place on 30 January. The Clerk agreed to contact the police to find out more about the statistics in case any further information could be sent to the Council.

186. Grants: Members considered the following two requests for funding which would be included in the 2023/24 Precept:

- Members received an update from Cllr Gould following a meeting with Sandra Ellis and Margaret Lashley in support of the application received by Westbourne Community Hall for funding towards the flooring at the building. It was **NOTED** that trustees were doing as much as they could to improve the condition of the building but there was still much to do, including the replacement of the roof and new kitchen and toilet facilities at some point in the future. They were also working hard to encourage new clubs and societies to use the hall, along with attracting use of the venue for other events such as weddings. Members **AGREED** that they would like to support the project and they allocated an overall amount in the 2023/24 Precept so that there was money available next financial year. However, councillors **AGREED** that they still wanted to see three quotes before a final decision was made to ensure best value. The Clerk said she would communicate this to Sandra Ellis.
- The Chairman **AGREED** that the request from Bourne Community College for funding towards their family support worker role should be deferred to the end of the meeting and discussed as a confidential matter (Section 2 item excluding the press and public) as it related to employment.

187. Consultation on highways issues on East Street and Whitechimney Row: Members **APPROVED** the circulated letter and printing of 100 copies to be sent to residents living near the above named roads to consult on proposed changes as part of traffic regulation orders to be submitted to WSCC. The letter was also agreed by Cllr Kerry-Bedell. The Clerk said she would also include details of the consultation on the website, Facebook page and spring newsletter to encourage residents to respond.

188. Budget monitoring quarter 3 and revised estimates 2022/23: Members **NOTED** the budget monitoring report for the nine months of the financial year to 31 December 2022 which outlined that total net expenditure was at 85.3% of the budget. The Clerk had prepared a budget report which showed that the total of surplus budget was **£15,798** and the total of overspent budget and other expenditure was **£11,336.35**. This left approx. **£4,462** of the 2022/23 Precept. Any other unidentified costs would have to be taken from the general reserve. Members **AGREED** that only budgeted projects would go ahead for the rest of financial year 2022/23, and that any other new projects were identified in the 2023/24 Precept.

189. Annual review of fees and charges: Members **CONSIDERED** the report which outlined the Council's fees and charges and **AGREED** to make no further changes.

190. Budget and precept 2023/24: Members **CONSIDERED** the draft budget for financial year 2023/24 and **AGREED** the final considerations, as follows:

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- To allocate an amount of £3k which could be used as a grant to Westbourne Community Hall. (The final amount issued depending on three quotes being considered by the Council at a future meeting).
- To not include any funding for possible costs awarded against the Parish Council following the outcome of the public inquiry on unauthorised activities in Cemetery Lane. The decision was still unknown and the Council was confident it had put a good case forward to defend the claim for costs as submitted by the appellant. If costs were to be paid for by the Council, it was **AGREED** that the amount set aside for new initiatives could be used and the Council would then be limited in what it could deliver for the Parish.
- To allocate £1k for an event to celebrate the coronation in May 2023.
- To set aside £7,500 to build up the general reserve, as recommended by the auditor.

Members **AGREED UNANIMOUSLY** to set a budget and Precept for financial year 2023/24 at £126,509. This was an increase of 8.7% for a Council Tax Band D property (an increase of £10.55). The Clerk would inform the District Council of the amount required and would update information on the website.

191. Newsletter and councillor recruitment: Members **NOTED** the circulated draft copy for the spring newsletter for distribution in February. Members approved expenditure of £120 for the design of posters and Facebook graphics to promote the election in May and encourage residents to stand as a parish councillor. Members **AGREED** to paying for promoting the adverts on Facebook during February and March.

192 Speed indicator devices: Members considered a quote of £2,940 for a new SID on Monk's Hill, as the previous one was being used on Emsworth Common Road in Aldsworth. The Clerk informed members that there was an earmarked reserve for SIDS of £1,515 and that given the Council's current financial situation, as discussed at agenda item 11, members were recommended not to go ahead with the purchase. It was **AGREED** not to buy the SID and to move the existing two devices around the three locations, along with contacting the resident who is currently managing them to see if he was happy to continue to do so. Members **NOTED** that a local handyman had given a quote of £30 for each movement of the two SIDS.

193. Updates to the Council's constitution: Members **REVIEWED** the Council's Standing Orders, Financial Regulations and Code of Conduct with no further updates.

194. Year end Rialtas close down: Members **APPROVED** the appointment of Paul Burdick, ACCLC to close down the financial accounts for 2022/23 and roll over the information to the new financial year at a cost of £299 plus VAT. Members **NOTED** that the quote received from Rialtas was £755.

195. SDNPA CIL funding: Members **NOTED** the next round of funding and Cllr Hitchcock agreed to contact Greening Westbourne to see if they had any ideas for projects that could be submitted on the themes of nature recovery, climate action and a national park for all.

196. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £6,106.98 and due immediately (to be paid before 9 February and require

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advance authorisation). There were payments totalling £521.25 made since 8 December 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.

Cllr Ricketts gave his apologies and left the meeting at 9.15pm.

197. Correspondence: Members **NOTED** the list of correspondence.

The Clerk showed members the card that had been received from King Charles III which thanked the Parish Council for the letter of condolence sent on behalf of the Parish following the death of Queen Elizabeth II. The Clerk said she would keep the card with the Parish records.

It was **AGREED** to send a list of successful projects that Cllr Hitchcock had prepared to Trevor Leggo, CEO of WSALC, as ideas for possible videos to encourage people to stand as a parish councillor at the election in May.

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

199. Date of next meeting: The next meeting was scheduled to be held on Thursday 9 February 2023 at 7.15pm.

Members of the press and public left the meeting at 9.25.

Members discussed agenda item 9 about the request received from Bourne Community College for funding towards its family support worker. It was **RESOLVED** not to provide funding on this occasion.

Meeting closed at 9.30pm

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Appendix 1

Westbourne Parish Council, 12 January 2023

Agenda item 19: 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	0.23	0.19	0.04
BACS	Confidential payments Jan 23	1,584.61	1,584.61	0.00
BACS	WSCC LGPS Dec 22	509.70	509.70	509.70
	Microshade cloud storage and email			
BACS	accounts	128.57	107.14	21.43
BACS	MS 365	9.48	7.90	1.58
BACS	Longmeadows quarter 3	3,307.90	3,307.90	0.00
	Reimbursement G Schofield 8 trees			
BACS	and supports, Monk's Hill	566.49	566.49	0.00
		<hr/> <hr/>		
		6,106.98	6,083.93	532.75

Payments for retrospective approval

	R Hitchcock travel expenses, WSALC			
BACS	AGM	29.25	29.25	0.00
	GM Support, playground/defib			
BACS	inspections	140.00	140.00	0.00
	History Group Community Chest			
BACS	grant	100.00	100.00	0.00
DD	Data protection renewal, ICO	35.00	35.00	0.00
	The Meeting Place, committee			
BACS	meeting room hire	91.00	91.00	0.00
	Mulberry & Co payroll service,			
BACS	quarter 3	126.00	105.00	21.00
		<hr/> <hr/>		
		521.25	500.25	21.00