

Minutes



Westbourne
Parish Council

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Minutes of Westbourne Parish Council's meeting which took place on Thursday 9 March 2023 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Kim Franks, Cllr Nigel Ricketts.

In attendance: Cllr Roy Briscoe, Chichester District Council
Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Ricketts, Vice-Chair of the Parish Council. Five members of the public and one member of the press were present.

Cllr Ricketts opened the meeting by informing the Council that the Chairman, Cllr Hitchcock, had recently been unwell. On behalf of the Parish Council, he wished Richard and his family all the very best for a quick recovery.

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

221. Apologies for absence: Cllr Richard Hitchcock and Cllr Mike Magill. Cllr Andrew Kerry-Bedell, West Sussex County Council, also sent his apologies.

222. Minutes of the Parish Council meeting held on 9 February 2023: Members **AGREED** to **APPROVE** the minutes as a true record, with a correction to Roy Briscoe's name which had been misspelt at minute 201. This was amended and the minutes were signed by the Vice-Chairman.

223. Updates and issues from the minutes of 9 February 2023:

Item 186: The Clerk informed members that Sandra Ellis had provided three quotes as required for the Westbourne Community Hall's grant application and that this would be included on the agenda of April's Full Council meeting for consideration.

Item 210: The Clerk informed members that she had signed the Civility and Respect Pledge on behalf of the Parish Council, as agreed at the last meeting. A certificate had been issued which needed to be signed by the Chairman.

Item 212. It was **AGREED** to continue to hold the Annual Spring Clean Day on Sunday 2 April and members agreed to attend to help in Cllr Hitchcock's absence. The Clerk would send as much information to members about the organisation of the event beforehand.

Item 213: It was **AGREED** to invite Sir Andrew Ross to be the guest speaker at the Annual Parish Assembly, which would now take place on Wednesday 24 May at 7pm at The Meeting Place. The Clerk had to change the date due to Purdah in the run up to the election. Sir Ross is a resident in Westbourne and a member of Her Majesty's Body Guard of the Honourable Corps of Gentlemen at Arms, and would

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give a presentation on the role played in the Lying in State and Funeral of the Late Queen www.royal.uk/gentlemen-arms The Gentlemen at Arms are the most senior of the sovereign's guards, and were the first royal bodyguards to begin the vigil at the Lying in State. It was discussed that it would be a very interesting presentation and would likely to have wide appeal to encourage more people to attend the event.

Item 214: It was **NOTED** that a grant of £500 was available from Chichester District Council to celebrate the Coronation and the Clerk asked members to send her any ideas of how this could be spent. It was discussed that it could be put towards entertainment at the Coronation street party, such as a live band, or put towards the cost of a replacement flower trough in The Square as a lasting tribute.

Item 216: It was **AGREED** that the Clerk would contact East Hampshire District Council to find out about the dog warden service and the cost involved. Members thanked Cllr Ricketts for his son's survey of dog fouling at Monk's Hill recreation ground which was useful evidence of the extent of the problem.

The Vice-Chairman adjourned the meeting at 7.20pm

224. Open forum: Members of the public had questions about the Parish Council's consultation on highways improvements to Whitechimney Row and East Street and, as this was an item on the agenda, it was agreed to comment later in the meeting. A member of the public asked if highways improvements would be made at Aldsworth as the bridge had become an incident blackspot and speeding was an issue. Members said that a list of highways improvements had been considered by the Parish Council's Public Services and Natural Environment group in November 2022 and the County Council had recommended that a Community Highways Scheme application was submitted for consideration. It was discussed that the Parish Council needed more help from residents in Aldsworth in putting this together, as well as collecting an evidence base and finding out local support.

The Chairman reconvened the meeting at 7.30pm

225. 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, there was no further update from the County Council about the TRO that had been submitted to restrict HGVs in Westbourne. Cllr Kerry-Bedell recommended that a Community Highway Scheme was investigated by the Parish Council for highway improvements in Aldsworth, which would require support from local residents. Regular meetings to discuss speed limit reductions with Bourne villages were taking place to put forward a proposal to the County Council. It had been discussed that road signs informing residents of the new lower speeds would be required to help drivers comply with the lower speeds. The next stage was for Cllr Ricketts (Westbourne's representative) to finalise the Excel sheets with the details of proposed speed changes, plus a Word document that gave detail and bullet points for WSCC to consider on why the speed reductions should be introduced. The Parish would need to liaise with other bordering parishes, like Funtington and Southbourne, to ensure that there were consistent proposals on speed for all roads being submitted. Resident research was also required. Cllr Kerry-Bedell has worked with Cllr Hitchcock and the Westbourne History Group to come up with ideas for content for Westbourne's contribution to the Bourne Heritage Trail. The Council was also encourage to include information at the Parish at <https://www.thegreatsussexway.org/about-the-area/harbour-villages/> Grants were

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available from WSCC to help residents with making their properties more energy efficient, as well as renewable energy sources.

226. 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 draft Chichester Local Plan was available for consultation and proposed that 535 new houses would be built in the south of the district and 40 in the north. Traffic was a main concern in the south and water neutrality in the north was a major factor. Westbourne had been asked to contribute 30 new homes. The District Council had received a rural prosperity grant of £1m to be allocated to local community groups and businesses. Cllr Briscoe reminded residents that they would need to take photo ID to vote in the local election in May, although postal votes were not affected. The Supporting Team was continuing to offer support to local families with cost of living pressures www.chichester.gov.uk/supportingyoucampaign A new events strategy would bring a bigger more varied programme of events to Chichester. 8000 trees had been planted in the district over the winter, with 50% being funding by the District Council. A Climate Change and Domestic Energy Efficiency Home Energy Event would be taking place at Chichester College from 6-8.30pm on 30 March and Cllr Briscoe encouraged residents to attend. The District Council's Precept was being considered on 7 March and was expected to rise by £5.25 per Band D property, which represented a 2.99% increase.

227. Police incident report: Members **NOTED** the crime statistics at <https://www.police.uk/> which showed that in January 2023 there had been three incidents of anti-social behaviour, three of violence and sexual offences, two of burglary and one of criminal damage and arson.

228. Consultation on highways issues on Whitechimney Row and East Street: Members **NOTED** the report prepared by the Clerk which included all of the responses received from residents to the Parish Council's consultation on proposed highways improvements (full details at <http://www.westbourne-pc.gov.uk/VirDir/CoreContents/News/Display.aspx?id=55524>). Members **AGREED** to set up a working group to consider each response to include as much as possible in the Traffic Regulation Orders to be submitted to West Sussex County Council and to give a balanced view on a possible way forward. It was discussed that there was no guarantee that the County Council would be able to deliver all of the suggestions but it was hoped that the responses from local residents provide strong evidence to encourage improvements.

229. Insurance renewal: Members considered two quotes received for the Parish Council's insurance which was due for renewal on 31 March 2023. Members **RESOLVED** (proposed by Cllr Franks, seconded by Cllr Gould and all in favour) to take out a three-year contract with BHIB Councils Insurance at a cost of £1,055.99 which also included a year's subscription to Parish Online saving approx. £70. It was **NOTED** that the quote from Zurich was £1,379.03 for a three-year contract.

230. Kompan playground inspections: Members **RESOLVED** (proposed by Cllr Briscoe and seconded by Cllr Barker and all in favour) to renew the contract with Komplan for quarterly inspections at Mill Road and Monk's Hill playgrounds at an estimated cost of £1,276.12.

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231. Flower planters and tree: Members **NOTED** that one of the flower planters in the triangle in The Square had been damaged beyond repair on 15 February, possibly by a reversing vehicle. The Clerk had contacted local businesses to see if CCTV footage was available but unfortunately no evidence had been captured. The Co-op had also confirmed that it had not received any deliveries that day. The Clerk had contacted the insurance company, Zurich, to find out about making a claim as they had both cost £488 in 2001. It was discussed that the Public Services and Natural Environment Committee should consider replacement troughs.

Members **NOTED** that four trees, recently planted by the Tree Champions, had been vandalised at Monk's Hill playground, including:

1. Sequoiadendron giganteum (WI Giant Redwood) - sawn off and probably beyond saving and it was agreed to leave it in to see if it re-sprouted in the spring.
2. Liriodendron tulipifera. (Tulip Tree). The tree had been removed along with guard and post.
3. Ulmus Laevis. (European White Elm). The top half had been broken off and it had been trimmed to see if it would survive.
4. Cedrus libani. (Lebanon Cedar). The guard and post had been removed but the tree was undamaged.

It seemed that the trees had been damaged by the youths who had congregated at in the copse at the bottom of the recreation ground near the Covington Road entrance. They had made a shelter which Longmeadows had removed along with litter and human waste. The Clerk had reported the vandalism to the police online who had patrolled the area. It was discussed that it would not be possible to replant the trees until the autumn when the weather conditions would be more appropriate.

232. Community Infrastructure Levy project list: Members **AGREED** to submit the list of strategic infrastructure projects to the District Council (to be funded from any source, or to raise any cross-boundary infrastructure issues, which were related to the growth arising from the Local Plan that was adopted in 2015) which had been updated by the Clerk.

233. Budget monitoring: Members **RECEIVED** the bank reconciliation to 28 February 2023 with no further comments and **NOTED** the budget report which stated that expenditure was at 91.3% of the budget.

234. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £3,625.81 and due immediately (to be paid before 13 April 2023 and require advance authorisation). There were payments totalling £2,932.22 made since 9 February which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

235. Correspondence: Members **NOTED** the list of correspondence, including:

- The Clerk had printed copies of the election nomination packs for councillors to complete and return to the District Council by 4 April. Members encouraged residents to consider becoming a parish councillor to help support the local community and the work of the Council.
- Members **AGREED** for the Parish Council to take on the running and maintenance of the defibrillator in Woodmancote.

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

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237. Date of next meeting: The next meeting was scheduled to be held on Thursday 13 April 2023 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

238. Lloyds bank: It was agreed to defer a review of banking signatories until after the election in May as councillors may change. It was **NOTED** that Richard and Roy currently had internet banking to approve payments by bank transfer. It was **AGREED** that the Clerk should become a bank signatory, rather than just having administrative access. Two signatories were still required to authorise all payments but it would mean that the Clerk would be able to speak to the bank on the Parish Council's behalf and set up a business charge card (which would mean that her own credit card would not need to be used).

Meeting closed at 9.10pm.

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Appendix 1

Westbourne Parish Council, 9 March 2023

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	18.62	15.52	3.10
BACS	Confidential payments March 23	1,584.61	1,584.61	0.00
BACS	WSCC LGPS Feb 23	509.70	509.70	0.00
BACS	Microshade cloud storage and email accounts	128.57	107.14	21.43
BACS	MS 365	9.48	7.90	1.58
BACS	HMRC quarter 4 payments	1,362.06	1,362.06	0.00
BACS	Reimburse C Kennett cost of election Facebook ads	12.77	12.77	0.00
		3,625.81	3,599.70	26.11
Payments for retrospective approval				
BACS	Longmeadows playbark, signs, flower trough, structure in copse	2,389.00	2,311.67	77.33
BACS	PDC Print newsletter printing	313.00	313.00	0.00
BACS	Monster Creative sign printing	100.22	83.52	16.70
BACS	GM Support playground inspections Jan/Feb 23	130.00	130.00	0.00
		2,932.22	2,838.19	94.03