

Minutes



Westbourne
Parish Council

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Minutes of Westbourne Parish Council's meeting which took place on Thursday 13 April 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 Richard Hitchcock, Cllr Mike Magill and Cllr Nigel Ricketts.

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

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

Cllr Hitchcock opened the meeting by announcing that the election on 4 May 2023 was uncontested (as the number of candidates who were validly nominated were lower than the number of vacancies to be filled) and he congratulated members on their election, which was unopposed. Cllr Hitchcock informed members that Cllr Magill was stepping down and members thanked him for his contribution over the last four years. Cllr Hitchcock also informed members that Laura Veltom was joining as a new councillor in May and two vacancies remained which the Council would try fill by co-option at the next meeting.

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

2. Apologies for absence: There were no apologies.

3. Minutes of the Parish Council meeting held on 9 March 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Vice-Chairman, who had chaired that meeting.

4. Updates and issues from the minutes of 9 March 2023:

Item 210: Cllr Hitchcock signed the Civility and Respect Pledge certificate which the Clerk said she would upload to the website.

Item 212: It was **NOTED** that the Spring Clean Day on Sunday 2 April had been a great success with 25 members of the public in attendance collecting many bags of litter from the village. It was discussed that another event could be held in the autumn and that next time purple bin bags from Chichester District Council should be used so that they would know to collect them after the event.

Item 213: It was **NOTED** that the Clerk had confirmed Sir Andrew Ross as the guest speaker at the Annual Parish Assembly and had promoted the event to residents

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and invited community groups and organisations, with people already confirming their attendance.

Item 214: It was **NOTED** that a grant of £500 had been awarded by the District Council to celebrate the Coronation which would be used to buy new planters for The Square, as one of them had recently been damaged. It was discussed that a Community Chest grant should be offered to Woodmancote Residents' Association for flower planters for Woodmancote.

Item 216: It was **NOTED** that the Clerk had contacted East Hampshire District Council about their dog warden service and was waiting to hear from them.

Item 225: It was **NOTED** that West Sussex County Council's Highways team had turned down the Parish Council's TRO application to restrict HGVs in Westbourne and it was agreed to discuss this as part of Cllr Kerry-Bedell's agenda item.

Item 228: It was **NOTED** that a working group meeting had taken place on 23 March to discuss the consultation responses regarding highways improvements to Whitechimney Row and East Street. Cllr Franks had circulated comments following the meeting. It was **AGREED** to meet again in May and it was discussed that expert advice was needed from the Highways team to advise on the best way forward. It was **NOTED** that the Clerk had contacted Enerveo to find out when the heritage-style street lamps would be installed on WhiteChimney Row.

Item 229: It was **NOTED** that the Clerk had renewed the insurance with BHIB Councils for a three-year period.

Item 230: It was **NOTED** that the Clerk had renewed the playground inspections with Kompan for 2023/24.

Item 232: It was **NOTED** that the Clerk had sent the updated CIL list to the District Council for inclusion in the Infrastructure Business Plan.

Item 235: It was **NOTED** that the Clerk had informed Woodmancote Residents' Association that the Parish Council would take on responsibility for the defibrillator in Woodmancote and was still to go and check it.

Item 238: The Chairman and Vice-Chairman signed a Lloyds bank mandate to remove Cllr Magill as a signatory from the bank account and to make the Clerk a full signatory so that a charge card could be taken out to avoid personal debit/credit cards from being used.

5. Open forum: The condition of the road surface on East Street, Foxbury Lane and Edgell Road was discussed and it was agreed to write to Highways to ask them to repair the many potholes that were present as soon as practicable. It was discussed that the potholes had been reported to the County Council and some had been repaired but many were still there and it presented a danger to road users, particularly cyclists.

6. 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, a TRO application had been submitted to WSCC Highways to request that HGVs were restricted in Westbourne. The application had now been considered by officers and had been turned down as:

"It failed to pass the initial assessment for a Traffic Regulation Order application. This is due to the fact that the introduction of these moving restrictions is likely to bring minimal benefit at this location. This restriction could end up relocating the traffic further into the residential areas, causing a knock-on effect and creating further issues to the highway network. This application is also deemed to be

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contentious, given the complexity of the Location Plan you have provided, and the number of roads that this proposal includes. It is likely that this scheme would be more suited as a Community Highway Scheme application, however it is again unlikely that this would score well.”

Members discussed that there did not seem to be an understanding of the local road network, including the low bridge at Emsworth which prevented HGVs travelling that way, and that there were other more appropriate roads for HGVs than through the centre of the historic and residential village with narrow roads. It was discussed that it was unlikely that businesses would be adversely affected and the petition had showed that residents wanted something done about this. It was **AGREED** to reply to Highways to discuss the application further.

Cllr Kerry-Bedell said that the white lines on the roads were not as clear or lasting as long as they used to, which presented a danger to the highway, and he was looking into the reasons for this. He also said that parishes should now order any top up to grit bins ready for next winter. It was noted that parishes could review the methods of how WSCC assesses potholes and it might be better to resurface particular roads as this is more cost effective in the long-term. The Sussex Safer Roads Partnership was giving presentations to local schools. Work on the ChEmRoute was progressing, working with all local authorities, and it had been approved by National Highways and Active Travel England which meant the communication and design process would be easier to manage. The funding from the Precept towards the Bourne Bus was due at the beginning of June. Work on Westbourne’s contribution towards the Bourne Heritage Trail was progressing and the History Group was providing copy for each of the 14 pages about the Parish.

7. 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, consultation on the local plan had closed and they had 1500 respondents, but this covered multiple areas so many thousands of enquiries had been generated, and officers were considering all of them. A meeting of farmers and the Rural Crime Team was taking place on 19 April to discuss local issues. The Police Crime Commissioner had said that the number of police officers would be restored in April, which meant there were 350 more officers than three years ago. Cllr Briscoe hoped for a more visible police presence as that was what had been agreed with their precept was increased. Cllr Briscoe said the River Ems was looking good at the moment, with clean, fresh water flowing from Stoughton, Walderton and Westbourne. Cllr Briscoe was continuing to work with the Environment Agency to make sure that they were fulfilling their responsibilities as the regulatory body and setting the abstraction license at a sustainable level. The District Council had held a successful seminar at Chichester College about decarbonisation of homes and to show the technology available. The District Council was responsible for 0.2% of the carbon generated in the district and they were considering the impact of their bin waggons, although replacement was expensive and they need to work within the resources available. Cllr Briscoe reminded residents that they will need to take photographic ID to vote in the May elections.

8. Police incident report: Members **NOTED** the crime statistics at www.police.uk which showed that in February 2023 there had been three incidents of shoplifting, two of violence and sexual offences, two of other crime and one of criminal damage

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and arson. Members **NOTED** the report circulated by Cllr Hitchcock following attendance at a Teams meeting with the police and other parish councils on 30 March.

9. Maintenance of the closed churchyard: Stewart Taylor, Treasurer at St John the Baptist Church, attended the meeting discuss the maintenance of the yew trees and gravestones. It was **NOTED** by members that the closed churchyard was the responsibility of the Parish Council and that legal advice on the matter had been received in 2021. Members approved the quote of £333.34 (ex VAT) received from Gale Tree Consultancy for a tree survey which the Clerk said she would book for their earliest opportunity. The tree survey report would show the extent of any tree surgery that was required. It was **AGREED** that the Clerk would look into memorial stability testing and would report back to the Parish Council so that arrangements could be made, as well as ensuring it was included on the Council's insurance.

10. Westbourne Community Hall grant: Members **NOTED** the quotes received by the trustees in support of their application for grant funding towards continued renovation of the building. It was **AGREED** to give a grant of £2,877.60 for new flooring (this was for the quote received by Portsmouth Flooring, their preferred contractor). It was discussed that a councillor could attend the meetings of the trustees as a Parish Council representative and Cllr Gould volunteered to do this.

11. Committee minutes: Members **RECEIVED** the minutes and updates of the:

- Public Services and Natural Environment Committee held on 16 March 2023. It was **NOTED** that the Clerk had not yet heard from Ralph Restorations with a quote for continued refurbishment of the fingerposts signs and she would contact Tim again. It was **NOTED** that the Clerk was holding an induction meeting with Laura Veltom and would discuss the Aldsworth highways issues to ask for her support in progressing the project.
- Recreation, Leisure and Amenities Committee held on 16 March 2023. There were no further updates.
- Events Committee held on 23 March 2023. It was **NOTED** that the road closure application for Church Road and Church View for the street party on 7 May had not yet been approved by the District Council and this was expected in the next 10 days. Cllr Hitchcock agreed to contact the WOW Clinic to see if residents could use their car park while the event was taking place and Cllr Barker also offered the use of Mill Meadows Farm. The Clerk said she would write another letter to Church Road residents informing them of the car parking arrangements and other plans for the day. The Clerk confirmed she had booked the tables and chairs from the Parish Hall, The Meeting Place and the Primary School. It was discussed that the sound system could be used from the Parish Hall, as the singer – Tasmine Escott from ITV's StarStruck - was not starting until 1pm, but a councillor would need to find out how to work it. Westbourne Weekend would be putting the bunting up on the Friday before and the Clerk had bought more, as well as table cloths, decorations and balloons. The Stags Head would be offering an outdoor bar and BBQ and would use electricity from the Old School House. Cllr Franks agreed to work with the Clerk on writing a plan for the day. The event had been promoted by a newsletter to all properties, Facebook posts, the website, posters, banner, signs and articles in the Westbourne Magazine. It was **AGREED** that the Clerk would buy the chocolate/sweet gift for the children from

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the budget set aside for the event. It was discussed that a councillor could also contact local businesses to see if they could contribute. It was **NOTED** that the Clerk had promoted volunteering opportunities for Monday 8 May and the list was available on www.westbourne-pc.gov.uk. It was **AGREED** to draft a letter which could be used by the Church to give to residents that had been nominated as a Coronation Champion for special mention at the church service on Sunday 7 May. It was **NOTED** that Frank Campbell had been nominated for a Royal Voluntary Service Coronation Champion award for his services to the local community in addressing the gap in affordable housing in the village and improving community facilities.

12. Annual Governance Statement 2022/23 (Annual Governance and Accountability Return (AGAR) Section 1): Members consider the questions posed by the AGAR Statement 2022/23 which had been circulated. It was **RESOLVED** to agree to each of the answers and approve the Statement which was signed by the Chairman and Clerk.

13. Budget monitoring: Members received the bank reconciliations to 31 March 2023 and **NOTED** that since the Unity bank account was opened in August 2021, £931 had been earned in interest. Members **REVIEWED** the budget report with no amendments and **NOTED** that at the end of the financial year, 100% of the budget had been spent. Members discussed that although in previous years unspent budget had gone into the general reserve, it was good that the budget was not overspent considering the rise in costs over the last year, particularly for energy.

14. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £7,569.75 and due immediately (to be paid before 18 May and require advance authorisation). There were payments totalling £3,302.22 made since 9 March which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

15. Correspondence: Members **NOTED** the list of correspondence. It was **AGREED** not to put a representative forward for the SDNP Board as only part of the Parish was in the South Down Nation Park and other councils would be more suitable for the two positions available.

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

17. Date of next meeting: The next meeting is scheduled to be held on Thursday 18 May 2023 at 7.15pm. Members **NOTED** that the meeting was being held a week later than normal due to the election.

Meeting closed at 9pm.

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Appendix 1

Westbourne Parish Council, 13 April 2023

Agenda item 14: 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	20.59	17.16	3.43
BACS	Confidential payments April 23	1,584.61	1,584.61	0.00
BACS	WSCC LGPS March 23	509.70	509.70	0.00
BACS	Microshade cloud storage and email accounts	134.63	112.19	22.44
BACS	MS 365	9.48	7.90	1.58
BACS	Longmeadows quarter 4 2022/23	143.65	0.00	0.00
BACS	Mulberry & Co payroll service, quarter 4	126.00	105.00	21.00
BACS	PDC Print newsletter and Coronation event materials	179.00	179.00	0.00
BACS	WSALC and NALC subscription 2023/24	799.75	799.75	0.00
BACS	Royal Mail PO Box renewal	396.00	330.00	66.00
BACS	Westbourne Community Hall grant	2,877.60	2,877.60	0.00
BACS	Reimbursement C Kennett 6 x cable tie packs	13.74	11.45	2.25
BACS	Westbourne Allotment Association flower show annual donation	50.00	50.00	0.00
BACS	Homestart annual donation	250.00	250.00	0.00
BACS	Chichester Citizen's Advice annual donation	300.00	300.00	0.00
BACS	GM Support playground inspections	175.00	175.00	0.00
		7,569.75	7,309.36	116.70

Payments for retrospective approval

BACS	Dor-2-Dor Newsletter May delivery The Meeting Place, Spring Clean	330.00	275.00	55.00
BACS	Day booking Chichester District Council	14.00	14.00	0.00
BACS	dog/litter bins emptying 2022/23	1,722.23	1,435.20	287.03
BACS	BHIB Insurance 2023/24	1,055.99	1,055.99	0.00

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BACS	GM Support playground inspections	130.00	130.00	0.00
BACS	The Meeting Place, committee meetings bookings	50.00	50.00	0.00
		<u>3,302.22</u>	<u>2,960.19</u>	<u>342.03</u>