

Minutes



Westbourne
Parish Council

PO Box 143
Emsworth
PO10 9DX

07775 654483
clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's meeting which took place on Thursday 14 September 2023 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Neil Attewell, Cllr Roy Briscoe, Cllr Kim Franks, Cllr Jane Gould, Cllr Richard Hitchcock and Cllr Laura Velton.

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

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

78. Apologies for absence: Cllr Lade Barker and Cllr Nigel Ricketts.

79. Declarations of interest: There were no declarations of interest.

80. Dispensation request: Members consider the circulated dispensation requests from Cllr Franks and Cllr Hitchcock. On a proposal by Cllr Briscoe and seconded by Cllr Gould, members **AGREED** unanimously to approve the requests. This would enable Cllr Franks and Cllr Hitchcock to participate in any discussion and vote on all matters related to the Westbourne Community Trust and any of its activities connected to the recreation ground, the allotments and access licence at 56 Mill Road until May 2027.

81. Minutes of the Parish Council meeting held on 13 July 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

82. Updates and issues from the minutes of 13 July 2023:

Item 63. The Clerk had reported the caravan parking in The Square which was obstructing the pavement to Operation Crackdown www.operationcrackdown.org/

Item 70. Cllr Ricketts and the Clerk had spoken to Longmeadows about the overgrowing trees at the allotment who agreed to quote for the works.

Item 74. The Clerk had booked a place on the two online training courses offered by SLCC about the closed churchyard in September.

83. Open forum: There were no comments.

84. County Councillor's comments and questions: It was **NOTED** that Cllr Andrew Kerry-Bedell had sent his apologies to the meeting. Members thanked him for the report which was circulated prior to the meeting and **NOTED**. In summary, Cllr Kerry-Bedell reported that an officer from WSCC Highways would visit the Parish on 29 September to discuss outstanding highways issues. This included a review the blue HGV sign location placement - Cllr Kerry-Bedell said he would need exact locations and the What3Word locations, along with photographs of HGVs getting stuck in any

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of the roads. Highways would also discuss traffic regulation order (TRO) and community highways scheme (CHS) applications and give advice on what would work the best. Cllr Kerry-Bedell said the first meeting of the Bourne Flood Prevention Group had taken place and issues for Westbourne had been identified in River Street and North Street. Cllr Kerry-Bedell said that remaining capacity at Thornham Waste Water Treatment plant was now at 327 new homes and 529 homes, based on three and five year averages respectively. Cllr Kerry Bedell said that no WSCC maintained schools were affected by RAAC concrete. Cllr Kerry-Bedell said that WSCC was reviewing Chidham peninsula and A259 speed limits that would form part of the overall proposal for the ChEmRoute cycle way. Cllr Kerry-Bedell had asked WSCC to put a system in place to let councillors and parishes know the progress of any TRO or CHS. Cllr Kerry-Bedell encouraged people to report anti-social driving to Operation Crackdown www.operationcrackdown.org/ which often resulted in action being taken. Cllr Kerry-Bedell said that ownership of the Bourne Bus was likely to change at the end of September from Southbourne Community Land Trust to Community Transport Sussex for financial reasons and the ability to apply for larger grants as a bigger organisation. The service would remain free, stops would be the same and there would be no change to any of the operational aspects of the service. The Bourne Heritage Trail webpages for Westbourne were now ready and the Parish needed to decide where it would like the small weatherproof signs to be placed.

Members also considered the following highways issues.

- It was **NOTED** that the Traffic Regulation Order (TRO) for Monk's Hill had been passed by the County Council. This would see the 30mph speed limit moved further north to remove the 60mph zone currently outside the recreation ground and play area. It was **AGREED** that the Clerk would confirm that the Parish Council was happy for the gateway to be moved further north and that the Parish boundaries permitted this. The Clerk would ask how soon the works were likely to take place.
- It was **NOTED** that the TRO for the one-way section of The Square (East Street) had failed and that a Community Highway Scheme application had been recommended by the County Council. Cllr Attewell **AGREED** to work with the Clerk on writing the new application.
- Members **NOTED** the recent correspondence about HGVs using Long Copse Lane. It was **AGREED** that the Clerk would inform Havant Borough Council's enforcement department and that the issue would be discussed with Highways at their visit to Westbourne on 29 September.
- Members considered the correspondence from Westbourne Community Hall regarding a TRO application for a variation of parking times on River Street outside the building. It was **AGREED** that Cllr Franks would reply to Sandra Ellis to suggest that the Community Hall completed the application and brought it to a future Parish Council meeting for members to consider.

The Clerk said she would put a list together of all the highways issues in the Parish in preparation for Highway's visit to Westbourne on 29 September and would circulate it to councillors. Cllr Briscoe said he would complete the section for Whitechimney Row.

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85. District Councillor's comments and questions: Members thanked Cllr Roy Briscoe for the report which was circulated prior to the meeting and **NOTED**. In summary, Cllr Briscoe reported that 1,300 new homes at Tangmere, along with school and shopping area, had been permitted. An application for three houses in a flood zone was refused for Burnes Shipyard in Bosham. The District Council had lost two planning appeals in Chidham amounting to 200 homes along the A259 and Broad Road. Cllr Briscoe was looking to see if they could appeal the decision but that would require a costly judicial review. Cllr Briscoe recommended that the Parish Council's neighbourhood plan was reviewed as soon as possible following the Planning Inspectorate's decision and comments on the Plan following the development that was permitted on Monk's Hill in Westbourne. Cllr Briscoe said he was disappointed that hare coursing had started and a great amount of damage had been caused to local farmers. Cllr Briscoe said the police was doing its best but there were still officer vacancies which was impacting on the level of service provided. Cllr Briscoe said that the River Ems had managed to continue to flow this summer but that the river was still in serious trouble. He wanted the government to make a statement that chalk streams were a priority habitat with special protections. Cllr Briscoe said he was researching the possibility of legal action against the Environment Agency for allowing over abstraction at Walderton. Cllr Briscoe said that the District Council was investigating a report of grey water being dumped in a ditch at The Paddocks without treatment. Cllr Briscoe said that fly tipping was still happening on a regular basis and a caravan that had been dumped on Marlpit Lane was full of rubbish and asbestos which would be very expensive to clear and residents would pay through their council tax.

86. Police incident report: Members **NOTED** that the report available at www.police.uk stated that in July 2023, there had been five incidents of violence and sexual offences, two of anti-social behaviour, two of criminal damage and arson and one of burglary.

87. External audit 2022/23: Members received the report from Moore which concluded the audit for financial year 2022/23 which was **NOTED**. The auditor had made the comment that the agenda number of 12 had been included on the accounting statement, instead of the correct minute reference number of 52. They also said the date of the internal auditor was after section 1 was considered by the Council. The Clerk said these comments would be taken into consideration for next year's external audit. The Clerk said she had published the notice of conclusion of the annual audit on the website and noticeboard, along with the final audit papers.

88. Internal audit 2023/24: Members **APPROVED** the appointment of Mulberry & Co as the Parish Council's internal auditor for financial year 2023/24 at a cost of £65 per hour. Members **APPROVED** working with Paul Burdick, Accounting for Local Councils & Clerks, in the preparation of the end of year accounts at a total cost of £540 (inc. VAT). Both costs would be factored into the 2024/25 budget.

89. Budget monitoring: Members **RECEIVED** the bank reconciliation to 31 August 2023 and to **REVIEWED** the budget report with no further comments.

90. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £4,422.93 and due immediately (to be paid before 12 October and require advance authorisation). There were payments totalling £3,099.05 made since 13

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July which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

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

- It was **NOTED** that Westbourne History Group planned to set up its own website site up as the village website had become out of date.
- Members were reminded that the Bournes Forum was meeting on Monday 9 October at 7pm at The Meeting Place and Cllr Gould volunteered to arrange the drinks and refreshments.
- It was **NOTED** that a member of the public had cleared the footpath on Monk's Hill and had informed the County Council who would contact the landowner about keeping the footpath clear.

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

93. Confidential business: Members **RESOLVED** to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

94. Mill Road playground inspection report: Members considered the recommendations of the report prepared by Kompan on 18 July 2023. It was **AGREED** that Cllr Hitchcock would write to the Chair of the Westbourne Community Trust to ask when the works to replace the play equipment was likely to take place. It was also **AGREED** that Cllr Hitchcock and Cllr Franks would meet at 1pm on Saturday 23 September to do a site visit at Mill Road to review Kompan's recommended actions and would report back to the Council.

95. Business Plan 2023-27: Members considered the circulated draft prepared by the Clerk to assist the members in agreeing priorities for the new Council. It was **AGREED** that Cllr Franks and the Clerk would meet before the next meeting to continue working on the draft business plan.

96. Date of next meeting: The next meeting was scheduled to be held on Thursday 12 October 2023 at 7.15pm.

Meeting closed at 9.15pm.

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Appendix 1

Westbourne Parish Council, 14 September 2023

Agenda item 13: Payments for approval

(DD: payment by Direct Debit, BACS: payment by Internet Banking, C: cheque payment inc. cheque number, PC: payment by petty cash, * earmarked reserve).

| Payments for approval | | Total | Net | VAT |
|------------------------------|---|-----------------|-----------------|---------------|
| DD | EE Mobile phone | 20.59 | 17.16 | 3.43 |
| BACS | Confidential payments Sept 2023 | 1,584.61 | 1,584.61 | 0.00 |
| BACS | WSCC LGPS Aug 2023 | 490.10 | 490.10 | 0.00 |
| BACS | HMRC quarter 2 2023/24 | 1,362.46 | 1,362.46 | 0.00 |
| BACS | Microshade cloud storage and email accounts | 141.69 | 118.07 | 23.62 |
| BACS | MS 365 | 9.48 | 7.90 | 1.58 |
| BACS | Moore, audit fee 2022/23 | 504.00 | 420.00 | 84.00 |
| BACS | SLCC traning, C Kennett. Closed churchyards and memorial safety | 90.00 | 75.00 | 15.00 |
| BACS | GM Support playground inspections | 220.00 | 220.00 | 0.00 |
| | | 4,422.93 | 4,295.30 | 127.63 |

Payments for retrospective approval

| | | | | |
|------|--|-----------------|-----------------|---------------|
| DD | EE Mobile phone | 20.59 | 17.16 | 3.43 |
| BACS | Confidential payments August 2023 | 1,584.41 | 1,584.41 | 0.00 |
| BACS | WSCC LGPS July 23 | 490.10 | 490.10 | 0.00 |
| BACS | Microshade cloud storage and email accounts | 141.69 | 118.07 | 23.62 |
| BACS | MS 365 | 9.48 | 7.90 | 1.58 |
| BACS | T Couzens churchyard wall repairs retention monies | 151.62 | 126.35 | 25.27 |
| BACS | Kompan playground inspection July 2023 | 356.16 | 296.80 | 59.36 |
| BACS | Londmeadows Willow Tree cutting, Mill Road | 100.00 | 100.00 | 0.00 |
| BACS | The Meeting Place room hire Bournes Forum 5 Oct | 25.00 | 25.00 | 0.00 |
| BACS | GM Support playground inspections | 220.00 | 220.00 | 220.00 |
| | | 3,099.05 | 2,985.79 | 333.26 |