

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's Full Council meeting which took place on Thursday 10 October 2024 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Neil Attewell, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Nigel Ricketts and Cllr Laura Veltom.

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. One member of the press and no members of the public were present.

104. Apologies for absence: Cllr Lade Barker and Cllr Joanna Lockett.

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

106. Election of the Vice-Chair of the Council: The Clerk had received one nomination for Cllr Briscoe. A vote was carried out with all in favour. Cllr Briscoe was **ELECTED** as Vice-Chair of the Council.

107. Minutes of the Full Council meeting held on 12 September 2024: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chair.

108. Updates and issues from the minutes of 12 September 2024:

Item 93: The village gateways and fingerpost signs had been cleaned by JD Window and Gutter Cleaning who had reported that:

- the gateway on Foxbury Lane needed to be repaired, which the Clerk had reported to WSCC.
- the bushes near the gateway on Westbourne Road, heading into Emsworth, needed to be cut back
- the gateways on Monk's Hill needed to be repainted
- the fingerpost sign near the school needed to be repainted.

The Chair adjourned the meeting at 7.20pm.

109. Open forum: A member of the press asked if the Bourne's Forum meeting on 28 October was open to the public. Cllr Ricketts explained it was a meeting of the chairmen of local parishes in the Bourne's Ward who met regularly to discuss local matters and it was not open to members of the public.

The Chair reconvened the meeting at 7.23pm.

110. Co-option: It was **AGREED** to defer the item to the next meeting.

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111. County Councillor's comments and questions: Members thanked County Cllr Andrew Kerry-Bedell for the report circulated before the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said that WSCC Highways had confirmed no objections to the placement of blue HGV advisory signs at four of the five entrances to Westbourne village. The only remaining one was into Westbourne via Westbourne Road and Cllr Kerry-Bedell would be discussing this with Cllr Lulu Bowerman, Hampshire County Council. A new speed indicator device was being used in Emsworth which had shown some success. Cllr Kerry-Bedell had met with a Highways officer to discuss traffic regulation orders for the Parish and he recommended that the following were applied for:

- National speed limit down to 40mph from end of 30mph on Monks Hill to Emsworth Common Road junction.
- Reduce from 30mph to 20mph from village gateway on Old Farm lane into Whitechimney Row.
- Reduction to 30mph on Common Road from Foxbury Lane to Woodberry Lane past Monks Hill.

Cllr Kerry-Bedell said he was working with Kevan Pegley to rejuvenate the speedwatch group to motivate more people to help. A new poster had been displayed in the Parish and Kevan would be training some new recruits. Cllr Kerry-Bedell said that despite Westbourne centre being 20mph, there were no lamp post repeater signs and some of the write road roundels had faded. He recommended that the Parish reviewed what was required and apply to WSCC for improvements. Cllr Kerry-Bedell said WSCC had recruited new highways officers which would help improve the service. Cllr Kerry-Bedell said that Highways had suggested that the relining of the zig zag lines outside the school was resolvable and could include parking to the west. Currently they were 63m long and the current guidelines recommended a maximum of 43m. Cllr Kerry-Bedell said the owner of the garage on East Street in Westbourne would support the placement of kerb bollards and signage to prevent illegal parking on the corner as vehicles block the flow of the traffic and entrance to the garage.

112. District Councillor's comments and questions: Members thanked District Cllr Roy Briscoe for the report circulated before the meeting which was **NOTED**. In summary, Cllr Briscoe said he put forward a motion to ask MPs that the decision on the removal of the winter fuel payment was reversed and that those on the lowest income tax band continue to receive it. The policy could have a knock-on effect on the NHS if some did not put their heating on. Cllr Briscoe encouraged those eligible to apply for pension credit. Cllr Briscoe said that as a local planning authority, Chichester was close to being put into special measures so they were under pressure to approve some of the larger planning applications. If any were refused, there would need to be good evidence to back the decision up. Cllr Briscoe said the five-year housing supply was very challenging and he hoped the inspectors examining the local plan understood the circumstances. The government's increase in housing allocations would have an impact on rural areas and developers were building homes and then stopping work as they could not sell for the prices they hoped to achieve, which also added to the five-year housing supply problems. The District Council was working in partnership with Hyde and Homes England to buy several studio and one-bedroom properties to support homeless people and to reduce reliance on bed and breakfast accommodation. Cllr Briscoe said that members had scrutinised the spending of the Council's reserves as there was no

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way of building them back up again – last year £28m was available and this had reduced to £24m. Spending also included funding £120k towards a new regeneration manager post. Cllr Briscoe said the hare coursing season was underway and the police were working closely with local farmers to tackle the issue. Cllr Briscoe asked members of the public to report all incidents to the police as without any reports, we would not get the serve we deserved. Cllr Briscoe said Walderton had all but dried up due to Portsmouth Water's abstraction of water. There had been a change of officers at the Environment Agency and Jess Brown-Fuller MP would be meeting the Friends of the Ems to discuss matters. Cllr Briscoe said there were a number of events in Chichester over the coming months and further details were available at www.chichester.gov.uk/whatson

113. Heritage-style street lights: Members considered the circulated quote of £6,586.72 ex VAT received from Eneveo for changing the four street lights at the Whitechimney Row/East Street junction to heritage-style lamps to match the conservation area with warm white bulbs. A vote was carried out with four in favour and one against. It was **RESOLVED** to proceed with the quoted works.

114. Bench at River Street: Members consider Cllr Ricketts' proposal to replace the bench with a new metal bench from <https://www.davidogilvie.com/> in memorial to his late wife at his own cost. Members thanked Cllr Ricketts and a vote was carried out with all in favour. Cllr Ricketts said he still had to speak to the landowner before proceeding.

115. Chichester District Council's Infrastructure Business Plan: Members **NOTED** the consultation on the IBP. Members reviewed the list of Parish Council's identified projects included in CDC's Infrastructure Business Plan. It was **AGREED** to remove IBP 1321 about high-speed broadband as it was now being installed in the village by private companies. The Clerk said she would send the revised list to CDC.

116. Bourne's Forum: Members discussed arrangements for the meeting being hosted by Westbourne on Monday 28 October at 7pm. The Clerk said she was now able to attend the event and it was **AGREED** that the Council would buy £15 worth of refreshments for the meeting which the Clerk would get. The Council also considered the circulated list of questions with no further comment which the Clerk would send to Katy Bourne, PCC, before the meeting.

117. Newsletter: Members **AGREED** to send a newsletter to all residents by the end of November. The Clerk tabled a list of suggested articles which members **APPROVED**. It was discussed that the next litter picking event would be held in the spring.

118. External audit 2023/24: Members **RECEIVED** and **NOTED** the report from Moore which concluded the audit for financial year 2023/24. The auditor had made a comment that the list of earmarked reserves had not been sent when audit was submitted, although the Clerk sent the information as soon as Moore requested it. The Clerk said there was no information on the Moore website about submitting a list of earmarked reserves with the audit papers and she had informed the auditor about this. 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.

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119. Interim internal audit report: Members **RECEIVED** the interim audit report for 2024/25 from Andy Beams, Mulberry & Co, following the meeting held on 1 October 2024 with no further comments.

120. Remembrance Day: The Clerk had ordered a poppy wreath and it was **AGREED** that Cllr Ricketts would lay it at war memorial at the remembrance service.

121. Budget monitoring: Members **NOTED** the budget report to 30 September 2024 which outlined that total net expenditure was at 27.6%. Members receive the bank reconciliations to 30 September 2024 which were signed by Cllr Gould. The Lloyds Treasurers account closed with a balance of £187,540.69, the Lloyds Instant Access Savings account closed with a balance of £40,029.59, the Unity Bank account closed with a balance of £89,426.06 and the Redwood Bank account closed with a balance of £1.00.

123. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £67,746.72 and due immediately (to be paid before 14 November 2024 and required advance authorisation). There were payments totalling £24,265.29 made since 12 September 2024 which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

124. Correspondence: Members **NOTED** the list of correspondence, including that the Council were to receive £12,500 CIL funding from CDC as a result of the new development on Monk's Hill. Councillors also supported CDC's consultation on the street name plate - Crockford Road, leading to Crockford Court.

125. Policing in Westbourne: Members **NOTED** the recent crime statistics at www.police.uk for August 2024 which stated that there had been nine incidents of violence and sexual offences, four of anti-social behaviour, one of criminal damage and arson and one of other theft.

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

127. Date of next meeting: The next meeting was scheduled to be held on Thursday 14 November 2024 at 7.15pm.

Meeting closed at 8.30pm.

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Appendix 1:

Westbourne Parish Council, 10 October 2024

Agenda item 19: Payments for approval

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

Payments for approval July		Total	Net	VAT
DD	O2 mobile phone Oct 2024	22.85	19.04	3.81
BACS	Confidential payments Oct 2024	1,691.01	1,691.01	0.00
BACS	WSCC LGPS Sept 2024	502.32	502.32	0.00
BACS	HMRC quarter 2 2024/25	1,472.49	1,472.49	0.00
BACS	Microshade cloud storage and email accounts Oct 2024	155.95	129.95	23.62
BACS	MS 365 Oct 2024	10.32	8.60	1.72
BACS	Moore external auditor	504.00	420.00	84.00
BACS	Longmeadows grounds maintenance quarter 2 2024/25	2,710.30	2,710.30	0.00
BACS	Mulberry Local Authority Services LTD interim internal audit fee 2024/25	267.48	222.90	44.58
BACS	Mulberry & Co payroll services quarter 2 2024/25	144.00	120.00	24.00
BACS	JD Window and Gutter Cleaning, gateway/fingerpost cleaning	240.00	240.00	0.00
BACS	Westbourne Community Trust contribution to playground and storage building	47,666.00	47,666.00	0.00
BACS	Reimbursement N Ricketts wood for fingerpost sign repair	12.00	10.00	2.00
BACS	JBC precept contribution 2024/25	12,348.00	12,348.00	0.00
		67,746.72	67,560.61	183.73
Payments for retrospective approval				
BACS	Ebay, padlock for cupboard at TMP	5.29	5.29	0.00
BACS	GM Support, playground inspections	220.00	220.00	0.00
BACS	The Meeting Place, room hire	40.00	40.00	0.00
BACS	WCT contribution to playground and storage building	25,000.00	25,000.00	0.00
		25,265.29	25,265.29	0.00