

Minutes



Westbourne

Parish Council

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Minutes Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 12 March 2020 at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr David Mack, Cllr Mike Magill, Cllr Ann Pearcey, and Clare Kennett, Clerk to the Parish Council.

Ten members of the public were present. Meeting chaired by Cllr Hitchcock.

1. Apologies for absence: Cllr Nigel Ricketts

2. To receive declarations of interest and updates to the Register of Interests: None.

3. Minutes of the Parish Council meeting held on 13 February 2020: The minutes were agreed to be a true record and were signed as such by the Chair.

4. Updates and issues from the minutes of 13 February 2020:

Item 4.10: The Clerk has ordered the rest of the play and exercise equipment as agreed for Monk's Hill recreation ground which will be installed in the spring.

Item 4.5: The Clerk has informed WSCC Highways of the blocked/flooded ditches on Aldsworth Common Road and they agreed to look into this once the weather improves. The Clerk has informed Mr Elms, the landowner.

Item 10: The ash trees at Monk's Hill will be removed on 30 March.

Item 16: The newsletter has been designed and printed and will be distributed week beginning 15 March. The Parish Council thanked Piers Mason for his continued support with designing the newsletter.

5. Open forum: None.

6. County Councillor's comments and questions: County Councillor Mike Magill has arranged for regular meetings to take place with PCSO Reed and other neighbouring parish councils. It was agreed that the Parish Council would like to join the meeting so that it can discuss police matters relevant to the local area. It was recommended that the meetings take place on a quarterly basis. Cllr Magill said that the County Council recognises that local residents use the household waste and recycling sites in both West Sussex and Hampshire. It has become apparent since residents were asked to register with their local site for disposing waste – in Hampshire, West Sussex residents will be charged £5 from 1 April. If the site at Westhampnett is closed, residents must travel all the way to the site at Bognor Regis. Members expressed a concern that this could encourage fly-tipping which is putting additional pressure on CDC's resources. Cllr Magill said that all these issues are being looked into by WSCC. Cllr Magill said he is working with WSCC Highways to improve roads outside Chidham Primary School following a recent traffic incident. There are similar issues of parents parking to drop off children at Westbourne Primary School and he will discuss this with officers to look at improvements that can be made. Cllr Magill is

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meeting Cllr Paul Marshall, Leader of WSCC, and will be discussing with him how rural communities are not benefiting from increases to council tax. For example, bus services are being cut whereas those close to Selsey, Tangmere and the Witterings all continue to have frequent services. Cllr Magill is also looking at Highways policy to see if it can be amended to meet the changing needs of local communities. Cllr Magill explained that Highways officers have to work to the agreed WSCC policy which sometimes limits their ability to carry out certain requests for improvements to the road network. Cllr Magill is also looking at flooding issues which are a result of new housing development and he asked members and residents to provide him with examples. It was discussed that the new development on North Street is causing a lot of water run-off onto the road.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report: **Covid-19 outbreak:** This is a serious ongoing issue with things changing quickly. CDC's chief executive is in contact with Public Health England and the advice is to maintain good personal hygiene, self-isolate if you suspect you may have it and contact 111. Contingencies are in place to ensure CDC can continue with officers working from home. It could have a serious impact on businesses, tourism and leisure. **Farmers Market:** I mentioned recently that this was being reviewed. After being to Compton and Stoughton parish council meetings, where there was concern voiced, I spoke to the senior leadership team who agreed to keep it as is - so it shows your voice matters. **City Fibre:** has announced the roll out of fibre in Chichester which normally goes to much larger conurbations so Chichester has done well. For connectivity we should have one of the best areas in the country. **Local Plan Update:** The Planning Advisor Service has recommended that all evidence is in place for the new Local Plan before it is submitted. This was due to take place in July but following their advice we will need a more robust evidence base which won't be ready until the end of the year. That means the Local Plan will go out of date in July and potentially allow developers to submit speculative planning applications where we have not allocated sites. As long as the District can show a three-year housing supply, which we can, our neighbourhood plan (NP), subject to it going through referendum, will give Westbourne an additional two years protection from hostile applications. The NP is still with our examiner to update the report and we've been expecting it back for the last few weeks. CDC has chased him. **Food waste:** We are considering a trial for food waste collections but a deal has to be finalised with WSCC to ensure we are not disadvantaged by the requirement. **PCSO's:** are re-engaging with schools which has to be a good thing in deterring crime. **Planning:** I will be meeting Gillian Keegan MP to discuss the inequality of the planning system for the settled community. I'd like to meet a DCLG minister if they don't agree to withdraw the PPTS. I met Funtington parish council last week and they have many issues with the number of Travellers in their community and also have several speculative applications pending. **Shops:** Vacancy rates are running at 7.7% below the 10% UK average, but we can't be complacent and CDC is helping some of the struggling shops. **The WSCC Parking Management Plan:** is still open for consultation which covers street parking throughout the Chichester and you can comment on the WSCC web site. There is **government funding** to assist with import controls, which come into effect 31 December www.gov.uk/government/news/hmrc-extends-customs-grant-funding-deadline The deadline for applications for the new climate change officer has closed and we have a number of candidates moving onto interview.

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8. Police incident report: PCSO Reed did not provide a report for the meeting.

9. CCTV: Cllr Mack informed members that he has delivered a letter to 100 properties near to the proposed CCTV camera locations. The Clerk has only received three responses from residents so far which have been passed to Cllr Mack. The Parish Council will consider whether to proceed with the cameras at its meeting on 9 April.

10. Defibrillator: Members agreed to the purchase of an additional Public Access Defibrillator (PAD) which is available from Postcode Publications who would match fund a Parish Council contribution of £400 + VAT. Members also agreed to the following rules.

- The keeper undertakes to register the PAD with the South Central Ambulance Charity.
- The keeper will supply and maintain a continuous power supply to the PAD housing cabinet. Mrs Lashley has agreed for it to be placed on the Village Stores on North Street and will supply the electricity free of charge.
- The keeper will maintain the contact pads and battery to ensure that these are always in date and readily available for emergency use. The owners of NP Autos have offered to regularly check the PAD.
- The keeper will supply and change extinct batteries and contact pads at their own cost. It was agreed that the Parish Council will cover any additional expense.
- The keeper will ensure that the PAD is available for use 24/7 in clear public view.

11. Community Chest grant: An application for funding of £100 for a VE Day 75 event in at the Westbourne Community Club Hall has been submitted. Members agreed to support the application.

12. Annual Parish Assembly: The event is planned to take place on Thursday 16 April 2020 at 7pm at The Meeting Place, North Street, Westbourne. Invitations have been sent to local community groups and organisations. The guest speaker is confirmed as Michael Olding from the Friends of Stansted Park. Cllr Barker and Cllr Pearcey have offered to help the Clerk with refreshments. Members discussed if the event will need to be postponed in light of coronavirus. SSALC has provided the following advice and members agreed to follow further guidance as it is received.

Coronavirus update: SSALC is being asked about arrangements for the annual parish meeting (APM) during this difficult time; you will be aware that it must convene between 1 March and 1 June in any year. The APM is not a council meeting but a meeting of electors, it is only by convention that it is organised by the parish council. It could be organised by electors themselves and in the general of order of issues at the moment it is probably not critical – if it happens that is fine, if it doesn't all is not lost because an APM can be called by six electors at any time during the year. NALC is in discussion with the government about various issues affected by coronavirus. Unlike companies and charitable trusts, town and parish councils cannot hold 'virtual meetings' i.e. those where councillors participate from afar; councillors must be 'present and voting' and of course the meeting can only make decisions if it is quorate. SSALC has no information beyond that published in the media and councils should respond locally to rapidly changing situations as they see fit. We will keep you informed when we hear further from NALC.

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13. Annual Spring Clean Day: The event is planned to take place on Sunday 5 April from 2-4pm – meet at The Square. Litter picking equipment will be provided by CDC and The Final Straw Solent. The Clerk is updating the risk assessments and will need to source cleaning products/alcohol gel for attendees to use in light of coronavirus.

14. Committee/Working Group reports:

Finance and General Purpose Committee: No further update

Joint Burial Committee: Cllr Hitchcock informed members that the JBC has been asked to comment on enforcement notices. It was agreed that a quarterly update is expected for the next meeting.

Planning Committee: It was agreed at the Planning Committee on Thursday 12 March at 6.15pm to seek the approval of the Parish Council for expenditure relating to the public inquiry that is taking place regarding Enforcement case no: 13/00163/CONWST DCGL ref no: APP/L3185/C/18/3203193 – LEAD, APP/L3815/C/18/3203215, APP/L3815/C/18/3203219 and APP/L3815/C/18/3203222: The Old Army Camp Cemetery Lane Woodmancote Westbourne West Sussex Alleged Breach: Without planning permission, change of use of land and erection of fences (Notices (WE/40, WE/41, WE/42 and WE/43).

Members unanimously agreed the following:

- To appoint Philippa Jarvis, planning consultant, to represent the Parish Council at the forthcoming public inquiry at an estimated cost of £3k.
- To appoint Bright Plan Ltd, transport planning and civil engineering consultants, to provide the Parish Council with evidence and appear as expert witness to be used at the public inquiry at an estimated cost of £7k
- To apply to be a Rule 6 Party with Chichester District Council. This would enable the Parish Council to formally participate as a key party, collaborate with CDC to avoid repetition of evidence and complement the case that they will be presenting.
- For Mr Campbell to act as an advocate at the inquiry on behalf of the Parish Council.

Public Services Committee: No further update.

Recreation, Leisure and Amenities Committee: No further update

Neighbourhood Plan Steering Group: No further update.

15. Insurance renewal: Members agreed to renew the Parish Council's insurance with Zurich on a three year long term contract at a cost of £1,192.19 and to purchase playground inspections from Kompan at £1,102.50 pa. This involves an annual inspection followed by three quarterly operational inspections and servicing. The total expenditure is £2,294.69 The total cost in 2019/20 was £2,567.22 which represents a saving of £272.53 for 2020/21.

16. Payments for approval: Members considered and approved the list of payments totalling £1,997.67 due immediately (which must be paid between now and 9 April 2020) and require advance authorisation. There were payments totalling £3,130.47 made since 13 February which require retrospective authorisation. In compliance with Financial Regulation 5.2, personal payments (including salaries) were

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summarised on a separate confidential paper. The list of payments is included in Appendix 1.

17. Correspondence: Members noted the list of correspondence. Members discussed new homes bonus funding for 2020 and agreed to think about new projects in the Parish which could benefit from the money.

18. Announcements and items for the next meeting: None.

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 9 April 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

20. Monk's Hill recreation ground: Members approved the draft governing document for the charity following advice received from Ian Davison, solicitor. It was agreed this will come into effect from 1 April 2020. Members agreed to the Clerk's amended job description which takes into consideration the role of Clerk to the Trustees and agreed to increase the Clerk's salary by an increment to SCP 33 from 1 April 2020.

21. Complaints policy: Members agreed to approve the updated complaints policy.

22. Contingency planning: The Parish Council agreed to act on any guidance provided by the government, the National Association of Local Councils and the Sussex and Surrey Association of Local Councils. It is recommended that members read the guidance provided by WSCC regarding coronavirus (COVID-19)
https://content.govdelivery.com/attachments/UKWSCC/2020/03/03/file_attachments/1391241/COVID-19%20Guidance%20Note%20to%20members%20020320.pdf

Residents are advised to check the Parish Council's website and Facebook page for updates.

- Members to give apologies to meetings in case of illness or if a period of self-isolation is required.
- If the Parish Council does not have a quorum of three, meetings will be rearranged to another suitable date.
- If the Clerk is unable to attend meetings due to illness or if a period of self-isolation is required, other Clerks in the local area will be asked to cover meetings. SSALC may also be able to help find a locum clerk. If no support is available, meetings will be postponed until the Clerk is able to attend.
- During a period of self-isolation, the Clerk would be able to continue to work from home.
- The Parish Council's sickness policy will apply if the Clerk is unable to work due to illness.
- If community and public halls are closed, the Parish Council may need to find an alternative place to meet.
- The Parish Clerk will give members the password for the Parish Council's email account, clerk@westbourne-pc.gov.uk

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- The Parish Council may need to find another provider for the taxi-bus or may need to cancel the service for a period of time.
- The Clerk will arrange for Ann and Nigel to have access to internet banking and will train all bank signatories on how to set up an online payment.
- The Parish Council will ensure public venues/events have access to hand washing facilities/hand sanitiser. All residents/members/staff will be advised to wash their hands before and after meetings/events.
- All equipment will be cleaned before and after use.
- It is the Parish Council's policy to inspect the playgrounds weekly during British summertime and fortnightly during the winter. If the playground inspector is unable to carry out inspections, a rota will be put in place for members to inspect them. If inspections cannot be carried out, it may be necessary to close the playgrounds to the public. More advice on the frequency of inspections is at <https://www.rosipa.com/Play-Safety/Advice/Inspection-Maintenance>.
- It is recommended that refreshments are not served at meetings and that attendees bring their own.
- Non-essential meetings and events will be postponed and/or cancelled.

Meeting closed at 9.20pm.

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Appendix 1: Westbourne Parish Council, 12 March 2020

Agenda item 16: 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&T Mobile	28.73	24.06	4.81
Confidential payments March			
IB 2020	1,317.14	1,317.14	0.00
IB WSCC LGPS Feb 2020	426.20	426.20	0.00
IB Vision ICT email account hosting	21.60	18.00	3.60
Alpha Cars taxibus February			
IB 2020	114.00	114.00	0.00
G M Support playground			
IB inspections	90.00	90.00	0.00
	1,997.67	1,989.40	8.41

Payments for retrospective approval

IB Gritbins.net	682.97	569.14	113.83
IB Broxap 2 football goal posts	721.20	601.00	120.20
Monster Creative cctv letter			
IB printing	47.00	45.00	2.00
Surrey Hills Solicitors charity			
IB docs	848.00	708.00	140.00
Media 3 spring newsletter			
IB delivery	241.30	225.28	16.02
Longmeadows goal post and grit			
IB bin installation	590.00	590.00	0.00
	3,130.47	2,738.42	392.05

1. Treasurers account number 1

Balance per statement 29/02/20	141,418.71
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	141,418.71

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	109,452.63
Less total payments to date	72,028.17
Cashbook at 29/02/20	141,418.71