



**Westbourne**

Parish Council

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**Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 14 February 2019 at The Meeting Place, North Street, Westbourne.**

Present: Cllr Roy Briscoe, Cllr Chris Eaton, Cllr Richard Hitchcock, Cllr David Mack, Cllr Nigel Ricketts, Cllr Syd Smith, and Clare Kennett, Clerk to the Parish Council.

The meeting was chaired by Cllr Hitchcock. 9 members of the public were present.

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

2. Apologies for absence: Cllr Val Owen sent her apologies. Piers Mason has resigned as a parish councillor due to other commitments, including his role in the Westbourne Community Trust (WCT), which he feels should be his focus at this time. Members of the Council would like to thank Piers for his enormous contribution to the work of the Council over the last four years and for the time and effort he has brought to the role of parish councillor. Piers will continue as a member of the Neighbourhood Plan Steering Group, and as a non-councillor member of the Planning Committee and Business Plan Working Group.

3. Updates and issues from the minutes of 10 January 2019: Item 4: The police have found one of the silent silhouettes, bought by the Council and other organisations locally to commemorate the centenary of WW1, which has been stolen. The Clerk provided a description of the stolen silhouette but unfortunately it did not match and therefore it must belong to another organisation.

4. Minutes of the Parish Council meeting held on 24 January 2019: The minutes were agreed as a true record and were signed as such by the Chair.

5. Updates and issues from the minutes of 24 January 2019: Members thanked Cllr Briscoe for the detailed representations he has submitted to Chichester District Council in response to the consultation on the Local Plan.

6. Open forum: A member of the public commented on the state of the grass verges at Mill Road as a result of residents parking on them. Members acknowledged the comments which is an issue that is often brought to the Council's attention. Cllr Briscoe has liaised with West Sussex County Council's Highways team many times but without a resolution. Cllr Hitchcock said that the WCT is looking to upgrade the road if plans for affordable housing go ahead, and is in discussions with Hyde Housing about providing more parking bays to take vehicles off the road.

7. County Councillor's comments and questions: County Council Viral Parikh attended the meeting and provided the following report. Following a review of the bus service, the County Council will not be axing the number 54 bus. Cllr Parikh urged members of the public to use the bus as much as possible to ensure that there continues to be a demand for the service. He thanked residents for their support in

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presenting a petition and thanked the Council for raising the issue. The County Council is pledging to repair all potholes and they can be reported at <https://love.westsussex.gov.uk> Surface treatments and drainage improvements are also being made to the road network. Sugar reduction is a key priority for school meals to help a healthy school population. Volunteers are also encouraged to sign up to helping out with local environmental projects – find out more at [www.wslaf.org](http://www.wslaf.org)

Cllr Briscoe asked if the County Council would accept rubbish at its waste centres which has been fly-tipped on private land. Currently, private landlords who clear up fly-tipping on their land are being penalised because the County Council will not accept it and as a result there is nowhere to take it. Cllr Parikh asked Cllr Briscoe to send him further details.

8. District Councillor's comments and questions: District Councillor Mark Dunn was unable to attend the meeting.

9. Emsworth Surgery update: Clive Shore, consultant on plans for the future of the Surgery, was unable to attend the meeting. This item will be deferred to the next Council meeting in March.

10. Westbourne's buses and Taxi-bus service: Cllr Briscoe reported that the 54 bus service from Westbourne to Chichester is being saved and will continue to run to its existing timetable. The Parish Council started a new community Taxi-bus service in January which is proving to be a success. In its first three days, it took 17 passengers to Emsworth. Members of the public requested that the service starts from 9.15am in the morning as the bus from Emsworth to Havant doesn't leave until 9.30am and this slightly later start would avoid a long wait.

11. Police incident report: PCSO Colin Booker was unable to send a report for the meeting.

12. Committee/Working Group reports: Members received the reports of the committees, which are included in Appendix 1.

Finance and General Purpose Committee, Cllr Hitchcock

Joint Burial Committee, Cllr Owen/Ricketts

Planning Committee, Cllr Briscoe

Public Services Committee, Cllr Briscoe

Recreation, Leisure and Amenities Committee, Cllr Ricketts

Communications Working Group, Cllr Mason

Neighbourhood Plan Steering Group, Cllr Hitchcock

13. Tree survey: Members agreed with the recommendations of the tree survey and agreed in principle to proceed with the required works. The Clerk has contacted Michael Reed, tree surgeon, for a quote and will circulate it for approval before any work goes ahead.

14. Grounds maintenance contract: Members agreed to adopt the contract subject to any amendments from the Council's grounds maintenance contractor, Longmeadows.

15. Annual Parish Assembly: Members agreed the programme for the event on Thursday 4 April at 7pm and to have PCSO Morey as the guest speaker with a

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presentation on scams and rogue traders. It was agreed the refreshments will be provided at the interval.

16. Annual Spring Clean Day: Members agreed to hold the event on Sunday 7 April from 2-4pm, weather permitting.

17. Financial Risk Assessment: Members agreed to adopt the updated financial risk assessment for financial year 2018/19 in preparation for the end of year audit.

18. Payments for approval: Members considered and approved a list of payments totalling £2,547.40 due immediately (or it is known must be paid between now and 14 March and require advance authorisation). There were payments totalling £2,189.24 made since 10 January and require retrospective authorisation. In compliance with Financial Regulation 5.2, personal payments (including salaries) were summarised on a separate confidential paper. The list of payments is included in Appendix 2.

19. Correspondence: Members noted the list of correspondence.

20. Announcements and items for the next meeting: To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

21. Date of next meeting: The next meeting is scheduled to be held on Thursday 14 March 2019 at 7.15pm.

Meeting closed at 8.45pm

## Appendix 1

### Agenda item 12: Committee/Working Group reports

#### Finance and General Purpose Committee: Cllr Hitchcock

A request for a Precept of £93,166.00 for financial year 2019/20 has been submitted to Chichester District Council.

#### Planning Committee: Cllr Briscoe

It's been a busy start to 2019 an additional Parish Council meeting was held late January mainly to discuss the Revisions to the Chichester Local Plan which will potentially have consequences for our Parish.

Some of the revisions are good and others much less so; We had to make separate comments on the prescribed forms for each of our observations, in all 9 forms were submitted the first 2 as a result of our meeting with CDC Planning Policy officers.

The comments related to;

|                             |  |
|-----------------------------|--|
| Policy S7                   | Gypsy/Traveller and Traveling Showmen (GTTS) |
| Policy DM5                  | GTTS   |
| Policies S1 to S6 inclusive | Settlement and Housing Issues                |
| Policy DM4                  | Community Land Trusts affordable housing     |
| Policy S9                   | Shopping Centre Hierarchy                    |
| and 10                      | Complimentary policy toward S9               |
| Policy S30                  | Biodiversity                                 |
| Policy DM9                  | Wildlife Corridors                           |
| Policy SA13                 | Southbourne                                  |

Key: Green Support, Red Object and Black just comment and observation. Copies can be found as annex to this report. Annex A

Along with these we also submitted a report to substantiate our observations on Policies S7 and DM5. Annex B

At that meeting we also discussed a new planning application which Havant are considering for Houses off Westwood Close, right up to our boundary, there have been a number of applications by a developer at this site and this was a reduction in the number proposed however the site remains the same size. We decided to reiterate our objection with a couple of additions including the proposal that CDC have for a wildlife corridor along this stretch of the River Ems. The site is also being considered by the EA as a flood alleviation area, which if housing were built would be impossible. Our Objection has duly been submitted.

It is important to recognise if we as a Parish Council can assist the LPA through our local knowledge we should do so, we are your voice at any Planning Committee Meeting and will represent your views whenever we can. That doesn't mean to say you shouldn't write in Support of or Object to an application yourself, comments can be made through the Planning Portal via;

<http://www.chichester.gov.uk/viewplanningapplications>

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This also applied to if you have concerns about a Planning Enforcement issue you should report it as soon as you can so it can be investigated. If you have concerns then let us know and we can report it on your behalf.

<http://www.chichester.gov.uk/planningenforcement>

Still awaiting the start date for the appeal by Mr Sullivan against the Enforcement Notices served regarding his use at the Old Army Camp at Cemetery Lane we as a PC have agreed to employ a Planner to represent us at the Public Enquiry. We will also look at a Highways engineer to support us as well. It is important we do everything possible to protect the Village from Industrialisation which is what is happening on the site.

### **Recreation, Leisure and Amenities Committee: Cllr Ricketts**

On the 5th February at 12 noon I met up with Jill from Playdale and discussed the proposed Rota Bounce piece of play equipment, this will replace the stand alone monkey bars that as I have said before are sadly at the end of their serviceable life. The required area for this piece of equipment is 7 meters round, and I'm pleased to say we meet that criteria. Jill hopes to get me the price within a week, so hopefully I will have that by Thursdays PC meeting. I have asked for the same rubber base as the multi-play, this of course adds cost but its semi- permanent and maintenance free.

I have obtained prices for the following;

1. Concrete path at the bottom of the field at Monks Hill Village Green to allow access from Covington Road. This will enable all parishioners ease of passage when the weather is not at its best. This path will be around 18m x 1.2m.  
£2356  
I have had this price verified by an independent builder and he regards this as a good price for what will be undertaken.
2. Erection of two goal posts. Set at a depth of 500mm with ground levelled. These will be 3/4 size to prevent regulation football which would require changing facilities if we were to be challenged.  
£490.
3. The installation of three picnic benches (probably Marmax) secured to concrete base and grass crete.  
£3200.  
The price for three Marmax picnic benches is currently £949 + VAT.

There is also a quotation for some tree cutting.

All quotations and specifications are available on request.

### **Public Services Committee: Cllr Briscoe**

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Parish Council initiative to move the Monks Hill 30mph limit beyond the Children's Playground. The saga continues with no support from Highways, I will pursue this through our MP Gillian Keegan and get her to press the Department of Transport to issue additional guidance to Local Highway Authorities.

Highways Engineer Mike Dare has looked at the locations we suggested to prevent/deter HGV's coming through the village and he has just about point blank refused all but one. That one is at the top of Stein Road which should deter large vehicles using White Chimney. The good news is that they have agreed to pay for it. I will look at other ways we could possibly use signage to stop these HGV's using our village as a cut through. Even though Foxbury Lane is only 4.1m wide at some points it is classed as a 'B' road, therefore considered suitable for HGV's. The Highways stock answer appears to be, "No, what's the question."

A planter to stop inconsiderate parking outside the Picture Framing Shop, yes you guessed, No. They did qualify that with its part of the Highway and you can't put things in the Highway to cause an obstruction. Let's see if we can get them to agree a remodelling of the Square----**does anyone know a Highways engineer that might be able to help?**

'Gateway's' painting of thresholds into the village to be discussed, agreed in principle but requires the Belstan Co. to come up with a schedule of work, I have requested this and am awaiting their response---Still Waiting. The Gateway that was knocked over by a HGV on Foxbury Lane is being put back up on the 18<sup>th</sup>, Highways agreed to do it free of charge when they put the 30mph sign back up.

Buses; WSCC have reached a decision of which we are grateful the No.54 bus through Westbourne has been retained we would urge you to use it as much as possible

Westbourne Taxi-bus, this seems to have been well received and appears to be working quite well except we're taking more people out of Westbourne than are coming back-----if there is an issue with the return time please let me know and if we can tweak it we will.

Still awaiting a response from First Bus Portsmouth regarding the possibility of re-routing the No27 bus from the Roundabout at Southleigh into the Square at Westbourne before returning to its original route to Havant. Had an acknowledgement but that's it so far and I have been told that service is under review for either cutting or reducing its timetable.

Also, still awaiting WSCC decision regarding consideration of subsidising the Taxi-Bus Service, but as the idea is to reduce funding, I'm not holding my breath.

Our thanks to The Community Speedwatch team it appears to be performing well and hopefully re-enforcing and focusing drivers minds to the 20mph and 30mph speed limits in the village.

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If you are interested in helping please contact David Mack. He is also looking at the possibility of some vehicle activated signs (VAS) we can put up at strategic places in the village to warn drivers of their speed. He has made an application for funding.

If you have any concerns regarding issues around the Parish please contact us, if we don't know about them, we can't do anything about it. We endeavour to make our Village and the Parish the best it can be, within the financial constraints faced.

If I've missed anything please feel free to come along to the Parish Council Meeting and raise the subject on Thurs 10<sup>th</sup> Jan 2019 at the Meeting Place, North St.

### **Communications Working Group**

The next edition of the newsletter will be distributed in March. Please send any ideas for articles to the Clerk.

The new website and email system are now in place and working well. It is therefore proposed that the Communications Working Group is closed and any work that would have been carried out by this Group is considered as business as usual and undertaken as required.

### **Neighbourhood Plan Steering Group: Cllr Hitchcock**

No further update.

## **WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE**

### **MONTHLY UPDATE REPORT for February 2019**

#### **Westbourne & Southbourne Joint Burial Committee (JBC) Meeting**

The last Joint Burial Committee Meeting was held on Tuesday 15<sup>th</sup> January 2018. The main Agenda item of this meeting focussed on approval of quotations in order to proceed with the renovation works to Cemetery Lodge. (Note: The Clerk to JBC advises that the property at the Cemetery should be formally referred to as Cemetery Lodge and not Cemetery Cottage.)

#### **Westbourne & Southbourne Joint Burial Committee**

The Clerk to JBC has now forwarded the information requested by the solicitor acting on behalf of Westbourne and Southbourne Parish Councils. Both Parish Councils will be advised as soon as there is any further progress to report.

#### **Funding for Westbourne & Southbourne Joint Burial Committee by Westbourne and Southbourne Parish Council for Financial Year 2019/20**

The Budget for 2019/20 for funding for Westbourne & Southbourne Joint Burial Committee from Westbourne Parish Council was approved at its meeting on Thursday 10<sup>th</sup> January 2019.

#### **Cemetery Lodge**

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The Contractors to undertake the works to Cemetery Lodge have all been appointed and the renovation works started during the week commencing 21<sup>st</sup> January 2019. The scope of the electrical works has now been extended to include a total rewire of the property.

It is anticipated that with current progress the whole renovation project should now be completed by early April 2019.

### **Utilities for Cottage and Cemetery**

Ongoing - Costs are being sought to run separate utilities to the Cemetery which are separate from the Lodge.

### **Tree Works**

The tree works highlighted in the recently completed Tree Audit and Survey were undertaken at Westbourne Cemetery on 24<sup>th</sup>, 25<sup>th</sup> and 28<sup>th</sup> January 2019.

### **Cremation Plots**

A new row of seven cremation plots has now been created.

### **Cemetery Extension**

The first stage of this project is now underway through our Consultants. The Consultants have now been instructed to proceed with the second stage to be progressed alongside the first stage.

### **Cemetery Management**

Following identified issues in respect of earth remaining piled up on a number of graves in the Cemetery several years after burial and also the presence of stones and poor-quality soil prohibiting the growth of grass over the grave, the Clerk has worked closely with the gravediggers to tighten up on their processes in order to minimise future problems.

An audit has been carried out of those graves affected and also those graves which need planting and excessive adornments removed. These not only present difficulties for the grounds maintenance contractors but are also unsightly. The Joint Burial Committee has agreed that a programme of works at the beginning of the next financial year will be undertaken to level and clear the graves as required. All keepers of affected graves, if current contact details are held on record, will be informed in advance of these works and there will also be notices at Westbourne Cemetery and hopefully at other prominent places in the Parish.

Following a period of rainfall the access through the pedestrian gates from Cemetery Lane becomes very muddy underfoot. Past remedial repairs have not provided a long-term solution to the problem. The grounds contractors have been approached to make recommendations for possible solutions.

A new lockable headed noticeboard is to be installed at the main gates to the Cemetery to replace the existing sign which as well as being rotten now gives incorrect contact details.

### **Memorial Stability Test**

This test has been planned to be undertaken at the beginning of the next financial year. The Clerk is waiting to be advised of the date for this.



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**Appendix 2**

**Agenda item 18: 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)

|   | <b>Total</b> | <b>Net</b> | <b>VAT</b> |
|---|--------------|------------|------------|
|   | -----        | -----      | -----      |
| DD: EE&T Mobile, February               | £28.73       | £22.98     | £5.75      |
| IB: Confidential payments February 2019 | £1,261.25    | £1,261.25  | £0.00      |
| IB: WSCC LGPS contributions             | £417.85      | £417.85    | £0.00      |
| IB: Gale Tree Consultancy               | £840.00      | £700.00    | £140.00    |
|   | -----        | -----      | -----      |
|   | £2,547.40    | £2,402.08  | £145.85    |

Payments for retrospective approval

|  |           |           |         |
|--|-----------|-----------|---------|
| IB: PDC Print, WCT   | £48.00    | £40.00    | £8.00   |
| IB: Longmeadows step repairs, Monk's Hill                                  | £180.00   | £180.00   | £0.00   |
| IB: C Maple, Taxi-bus January  | £36.00    | £36.00    | £0.00   |
| IB: Redshank, ink cartridge  | £30.00    | £25.00    | £5.00   |
| IB: Vision ICT, website  | £1,206.00 | £1,005.00 | £201.00 |
| IB: PCD Print, WCT   | £275.00   | £275.00   | £0.00   |
| IB: Media 3, WCT   | £239.80   | £223.78   | £16.02  |
| IB: G M Support  | £135.00   | £135.00   | £0.00   |
| IB: Viking, reimbursement S Batho Community<br>Speedwatch stationery items | £39.44    | £32.87    | £6.57   |
|  | -----     | -----     | -----   |
|  | £2,189.24 | £1,952.35 | £231.59 |

**1. Treasurer's account number 1**

|                                       |                    |
|---------------------------------------|--------------------|
| <b>Balance per statement 31/01/19</b> | <b>£110,060.79</b> |
| Less outstanding payments             | £0.00              |
| Outstanding receipts:                 | £0.00              |
| Add petty cash                        | £0.00              |
| <b>Revised bank</b>                   | <b>£110,060.79</b> |

**Cash book control:**

|                                 |                    |
|---------------------------------|--------------------|
| <b>Balance forward 01/04/18</b> | <b>£69,448.79</b>  |
| Add total receipts to date      | £102,985.53        |
| Less total payments to date     | <u>£62,373.53</u>  |
| <b>Cash book at 31/01/19</b>    | <b>£110,060.79</b> |

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**2. Treasurers account number 2 (Mill Road Recreation Ground)**

|                                       |                  |
|---------------------------------------|------------------|
| <b>Balance per statement 31/12/18</b> | <b>£3,796.42</b> |
| Less outstanding payments             | £0.00            |
| Outstanding receipts                  | <u>£0.00</u>     |
| <b>Revised petty cash</b>             | <b>£3,796.42</b> |

**Cash book control:**

|                                 |                  |
|---------------------------------|------------------|
| <b>Balance forward 01/04/18</b> | <b>£4,844.42</b> |
| Add total receipts to date      | £0.004           |
| Less total payments to date     | <u>£1,048.00</u> |
| <b>Cash book at 31/12/18</b>    | <b>£3,796.42</b> |