

Minutes



Westbourne

Parish Council

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

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

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

1. To receive declarations of interest and updates to the Register of Interests: Cllr Hitchcock declared an interest in Item 12 regarding Greening Westbourne and did not take part in discussions relating to this item.

2. Apologies for absence: None.

3. Minutes of the Parish Council meeting held on 14 February 2019: The minutes were agreed as a true record and were signed as such by the Chair.

4. Updates and issues from the minutes of 14 February 2019:

Item 13: The Clerk is still waiting to hear from Michael Reed, Tree Surgeon, for a quote for work that is required to the Council's trees following the survey. Members noted that birds may be nesting in the coming weeks and work should be avoided during this period unless necessary.

Item 14: The Clerk informed the Council that Longmeadows, ground maintenance contractor, have agreed and signed the contract which is consequently now in place.

Item 15: The Clerk informed the Council that the Annual Parish Assembly will have to be postponed until after Purdah (starts 26 March to 2 May), following advice from SSALC and CDC. It was agreed that it will take place on Monday 20 May when PSCO Morey is available to give a presentation on rogue traders and scams.

Item 16: It was agreed that everything is in place for the Annual Spring Clean Day on Sunday 7 April. Cllr Hitchcock thanked John Reeves and his wife on behalf of the Council for litter picking along Old Farm Lane where they had collected many bags of rubbish from the footpath and hedgerows.

5. Open forum: A member of the public asked why new tree saplings have been planted at Monk's Hill, and why brambles have not been removed from the existing mature trees which are smothering them. Cllr Hitchcock explained that the Council had agreed for the Tree Wardens to plant new trees at Monk's Hill recreation ground, and that Havant Tree Wardens had donated some saplings. They had been planted close together as not all of them were expected to survive. The Clerk offered to send a copy of the tree survey that was recently carried out, along with a copy of the minutes where decisions about the planting of new trees were made.

Minutes

On behalf of a resident, Cllr Syd Smith raised concerns about dog fouling in the village. It was agreed that everything is already being done to tackle this issue and that the Council continued to appealed to goodwill of dog owners to always pick up after their pets. Cllr Ricketts agreed to get some more dog fouling stickers and put them up in key areas.

6. County Councillor's comments and questions: County Council Viral Parikh sent his apologies and did not provide a report.

7. District Councillor's comments and questions: District Councillor Mark Dunn was unable to attend.

8. Emsworth Surgery update: Clive Shore, NHS consultant, attended to give an update to the Council on future plans for the Surgery. A grant of £4.4m has been awarded by NHS England to relocate to the Cottage Hospital, along with a branch in Westbourne, which is the community's preferred option. The building is in good condition which can be refurbished. The surgery in Westbourne will no longer require the first floor and this space will be offered as a rental opportunity. The outline business case was submitted on 21 December and it will go before an approval panel on 15 April. A full business case then needs to be submitted in September, which details full costs and planning permission. Work could start in November and be completed by December 2020. A stakeholder meeting is taking place on Monday 18 March and Cllr Mack is attending to represent the Council. There will be 18 treatment rooms at the new surgery which will give the opportunity to recruit more GP's, however this is a huge issue nationally. It will not become a minor injury unit as there is already provision for this at Oak Park Community Clinic in Havant. The old surgery building is owned by the doctors and will be sold. Cllr Eaton recommended that the branch in Westbourne is renovated. The Council thanked Clive for attending the meeting and for giving a useful update.

9. Police incident report: PCSO Colin Booker provided the following report. Overnight between the 4 and 5 February, a car window was smashed in Aldsworth, believed to be by a ball bearing. On 10 February, we had a report of some youths riding around on dirt bikes dangerously, they came flying passed a lady riding her horse almost causing her to fall off. There have been a few issues recently in Southbourne regarding nuisance bikes. These were the main issues of note but there were a number of calls regarding suspicious vehicles seen in and around the Parish. More recently there have been a number of calls regarding trees down on the roads. Thankfully there hasn't been too many calls from within the Parish so I'm hoping all is well out there.

10. Election 2019: The Clerk informed members that nomination packs must be returned to Chichester District Council in person by Wednesday 3 April 2019. SSALC has provided a list of FAQ's and a copy was circulated to members for their information. Members agreed that an email could be circulated to its e-newsletter distribution list to encourage people to stand for election. The email also includes details of the Spring Clean Day on 7 April. The Clerk also informed the Council that information about the election is on the website, Facebook page, a poster is on the noticeboards and has been given to local businesses to display. Cllr Hitchcock will also be putting some more up on lampposts in the village.

Minutes

11. Westbourne's buses and taxi-bus service: Cllr Briscoe and Cllr Hitchcock attended the bus meeting held by the NW West Sussex Bus Steering Group on 12 March. Cllr Briscoe reported that there will be no cuts to the current bus service for another 12 months. The group had looked into a community bus service, which is available from County Hall in Chichester but it would rely on volunteer drivers and collecting and returning it to Chichester which was agreed would be complicated. Members considered a report on the taxi-bus which gave the numbers of passengers using the service. It was agreed to fund the taxi-bus for the next year, with a review in three months to ensure that the service is running well and meeting the needs of the community. Cllr Hitchcock said that the County Council remains responsible for public transport and that the Council needed to continue to look to them for a permanent solution. The number of passengers using the taxi-bus would provide good evidence to demonstrate that a bus from Westbourne to Havant is still required. The Council would also continue to find out if the 27 bus in Emsworth could be diverted to Westbourne.

12. Community Chest Grant: Martin Yallop attended the meeting with an update to Greening Westbourne's request to transfer the funding of £200, which was granted to the installation of cycle stands in The Square, to a campaign to support the Sussex Biodiversity Database. The Parish Council agreed to this transfer at its meeting on 13 December 2018 and Mr Yallop was returning with additional information about how the money had been spent on communications for the project. Members agreed that this is an important project as it will provide evidence of wildlife, particularly in the wildlife corridor which CDC has identified and runs through Westbourne, when the Council is responding to planning applications.

13. 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, Clerk
Neighbourhood Plan Steering Group, Cllr Hitchcock

14. Payments for approval: Members considered and approved a list of payments totalling £2,740.02 due immediately (or it is known must be paid between now and 11 April and require advance authorisation). There were payments totalling £391.32 made since 14 February 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.

15. Correspondence: Members noted the list of correspondence. Members discussed the dates for the Community Infrastructure Levy workshop in April although it was agreed that a representative and preferred date would be agreed after the meeting by email.

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

17. Date of next meeting: The next meeting is scheduled to be held on Thursday 11 April 2019 at 7.15pm.

Minutes

Section 2: 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.

18. Matters relating to the Joint Burial Committee: Members agreed to defer a decision on the report that was provided by the Clerk of the JBC regarding recommendations for the Joint Burial Committee until its next meeting on Thursday 11 April. It was agreed that the report had not been received in time to allow for members to fully consider the recommendations. However, it was agreed that work to register the Cemetery at the Land Registry should be carried out as soon as is practicable.

Meeting closed at 9.25pm.

Minutes

Appendix 1: Committee/Working Group reports

Finance and General Purpose Committee: Cllr Hitchcock

The financial year ends on 31 March 2019 and the Clerk will be working on the Annual Governance and Accountability Return for the external auditor over the next few months. The Clerk will be meeting the Internal Auditor, Mark Mulberry, on Thursday 9 May at 9.15am to complete the internal audit for financial year 2018/19. Councillors are invited to attend if they wish.

Planning Committee: Cllr Briscoe

It's continued to been a busy start to 2019, Havant Borough Council adopted their Local Plan for examination. We are pleased to see the site at Westwood Close has been removed-----but saddened to see the H8 site at long Copse Lane has been left in. Their Plan has gone out for consultation again which required a response if we wished to make representations at the Examiners stage. We have made several comments all having to be done individually, they relate to;

1. Sustainability issues,
2. Infrastructure issues
3. Highway Issues,
4. Environment and Bio-diversity,
5. Protected species, and of course the
6. H8 site itself,

We believe we have a compelling argument to have the site excluded but in the end the examiner will decide. We have asked to speak at the examination stage to ensure our views are considered. If the H8 Long Copse Lane site were to go ahead it will have serious implications for Westbourne and our limited Infrastructure. On a positive note we also commented on the proposal for Havant Thicket Reservoir which would be a fantastic facility for water sports and also hopefully reduce the amount Portsmouth Water would need to extract from our aquafer.

There has been no update (Start Date) as to when the Public Enquiry will take place regarding what we believe Unauthorised and illegal operations from the Old Army Camp site on Cemetery lane or indeed any of the other appeals currently going through within the Parish. Still trying to arrange a meeting with the manager, Shona Archer in Planning Enforcement, to discuss some of the current investigations ongoing.

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 at www.chichester.gov.uk/planningapplications

Minutes

This also applies 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.

www.chichester.gov.uk/planningenforcement

Recreation, Leisure and Amenities Committee: Cllr Ricketts

Purchase of equipment for Monk's Hill recreation ground using S106 funding.
Next Committee taking place on Thursday 28 March 2019 at 8pm.

Public Services Committee: Cllr Briscoe

- Parish Council initiative to move the Monks Hill 30mph limit beyond the Children's Playground. No further action this month wait the Brexit debacle sorted so our MP can focus on this more.
- Highways have repaired the 30mph sign at the entrance to the village on Foxbury Lane after it was knocked over by an HGV turning into Cemetery lane. At the same time they have re-instated our gateway which was also knocked over at no cost to us.
- A large builder's bag of asbestos was fly-tipped at the car park next to the recreation ground at Monk's Hill on 20 February 2019. A resident reported it to Chichester District Council who agreed to remove the bag as it was next to the highway.
- 'Gateway's' painting of thresholds into the village agreed in principle but requires the Belstan Co. to come up with a schedule of work, still waiting to hear back from them.
- 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 PC Taxi Bus, this seems to have been well received and appears to be working quite well, start time has been changed to 9.15am as requested, still working well. Our Taxi driver had a problem when a deer hit his car so it's been out of action but he has arranged cover. That driver Matt is from Havant and has kindly offered to take the passengers to Havant if they wish and if he doesn't have another pick-up and is returning that way. Does anyone know where the 28a bus goes only I saw one in Westbourne!
- 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. 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.

Communications: Clare Kennett, Clerk

The next edition of the newsletter is being produced and will be distributed to all households in the Parish before 26 March.

Minutes

Councillors are asked to approve an e-newsletter, with articles on the election and the spring clean day, to be sent to the Council's email distribution list which will be shown to members at the meeting.

Neighbourhood Plan Steering Group: Cllr Hitchcock

No further update.

Westbourne and Southbourne Joint Burial Committee: Caroline Davison, Clerk

- An Extraordinary Meeting of the Joint Burial Committee will be held on 12th March 2019 at 9.00pm. The purpose of this meeting will be to receive an update to works at Cemetery Lodge and to discuss additional identified works. The next full Joint Burial Committee Meeting is scheduled for Thursday April 18th at 7.30pm.
- Cemetery Lodge: The renovation works at Cemetery Lodge are progressing well and still on track for completion in April.
- Utilities for Cottage and Cemetery: Ongoing - Costs are being sought to run separate utilities to the Cemetery which are separate from the Lodge
- Cemetery Extension: The Consultants are awaiting a report from the Environment Agency before they can advise whether further groundwater checks need to be carried out.
- Cemetery Management: Ongoing/Planned start date beginning April - An audit has been carried out of those graves affected and 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.
- Awaiting advice on possible solutions - 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.
- Ongoing - 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.

Minutes

Appendix 2: 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	Total	Net	VAT
DD EE&T Mobile March	28.73	22.98	5.75
IB Confidential payments March	1,268.52	1,268.52	0.00
IB WSCC LGPS contributions	417.85	417.85	0.00
IB HMRC quarter 4	976.92	976.92	0.00
IB SSALC elections training 26/02/19	48.00	40.00	8.00
	2,740.02	2,726.27	13.75

Payments for retrospective approval

IB C Mapel Taxi-bus February	60.00	60.00	0.00
IB GM Support	90.00	90.00	0.00
IB Media 3, newsletter delivery	241.32	25.30	16.02
	391.32	175.30	16.02

1. Treasurers account number 1

Balance per statement 31/02/19	106,408.45
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00

Revised bank

Cashbook control

Balance forward 01/04/18	69,448.79
Add total receipts to date	103,485.53
Less total payments to date	66,525.87
Cashbook at 31/02/19	106,408.45

2. Treasurers account number 2 (Mill Road recreation ground)

Balance per statement 31/02/19	3,796.42
Less outstanding payments	0.00
Outstanding receipts	0.00
Revised bank	3,796.42

Cashbook control

Balance forward 01/04/18	4,844.42
Add total receipts to date	0.00
Less total payments to date	1,048.00
Cashbook at 31/02/19	3,796.42