

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 11 April 2019 at The Meeting Place, North Street, Westbourne.

Present: Cllr Richard Hitchcock, Cllr David Mack, Cllr Val Owen and Clare Kennett, Clerk to the Parish Council.

The meeting was chaired by Cllr Hitchcock. 14 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 Roy Briscoe, Cllr Nigel Ricketts and Cllr Syd Smith.

3. Minutes of the Parish Council meeting held on 14 March 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 March 2019:

Item 5. The Clerk will ask Longmeadows, the Council's ground maintenance contractor, to assess the brambles around the edge of Monk's Hill recreation ground.
Item 5: The Clerk is to ask Cllr Smith if his meeting with the dog warden about fouling in the village was helpful.

5. Open forum (maximum of eight minutes): A member of the public commented that there has been an increase in unregistered motorbikes using Lumley Mill Lane, Whitechimney Row and Old Farm Lane. Cllr Parikh said that there has been an increase across the district. It was agreed that all sightings should be reported to the police. Residents should also inform the Clerk so that a report could be provided to the police on behalf of the Parish Council to try and address the issue.

6. County Councillor's comments and questions: County Council Viral Parikh gave the following report. Residents in Southbourne and Chidham have made many complaints about overgrown verges in the local area. Residents are to let him know if there are any in Westbourne and he will arrange for them to be cut. Cllr Parikh pledged again to keep the number 54 bus for the foreseeable future, and he informed the Council that WSCC have agreed to support a motion on climate change and to cut emissions across the county.

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

8. Police incident report: A report has not been received for the previous month but this will be added to the report for the following meeting. Cllr Hitchcock informed members that the Co-op now uses an external company to report incidents of shop lifting. It was agreed that as a result a true pattern of crime is not being recorded for the local area. The Clerk will contact PSCO Booker to find out if the Co-op should report it, and if the police follow up on incidents of shop lifting.

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9. Election 2019 and co-option to fill vacancies: The 2019 election has been declared as uncontested and seven councillors are duly elected. Two vacancies remain and will be filled by co-option at the Parish Council meeting on 16 May 2019. If the vacancies are not filled within a seven week period after 2 May, the Parish Council may be required to hold another election. If you are interested in becoming a parish councillor, you can find out more at www.westbourne-pc.gov.uk. Cllr Hitchcock thanked Cllr Owen on behalf of the Parish Council for her 20 plus years of dedicated service and work for the local community as a parish councillor, and wished her all the very best for the future. A gift of flowers was presented.

10. Westbourne's buses and taxi-bus service: Cllr Hitchcock reminded members that the Council has agreed to fund the taxibus for a year. However, responsibility for public transport lies with WSCC and the Council must continue to lobby them to ensure a solution is found in the longer-term

11. Committee/Working Group reports: Members received the reports of the committees below 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:

Neighbourhood Plan Steering Group, Cllr Hitchcock

12. New Homes Bonus 2019: A sum of £5,250.35 is available in 2019. Members discussed that plans for Monk's Hill (including new play equipment, goal posts, benches/picnic tables, and an exercise circuit around the perimeter) could be put forward for funding. Also new benches for The Square. Members asked the audience if they had any ideas but none came forward.

13. Annual Parish Assembly, 20 May 2019: The guest speaker will be PCSO Morey who will give a presentation on how to avoid rogue traders and scams. Residents are invited to attend to hear an annual report from the Parish Council and from organisations and community groups across the Parish. Cheese, wine and other refreshments will be served.

14. Annual Governance Statement 2018/19 (Annual Governance and Accountability Return (AGAR) Section 1): Members looked at each of the questions posed by the AGAR Statement 2018/19 and agreed that all of the statements are correct. Cllr Hitchcock and the Clerk signed the Statement on Section 1 of the AGAR.

15. Receipts and Payments 2018/19, and Statement of Reserves: Members looked at the outturn figures of receipts and payments against revised budget for the financial year 1 April 2018 to 31 March 2019. It was noted that the electricity for street lights has increased and that a contract with SSE which would bring down the cost is required. The Council also looked at the statement of the Council's reserves as at 31 March 2019 and noted that additional funds has been put into general reserves this year which was required following unforeseen expenditure in financial year 2017/19.

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16. Accounting Statements 2018/19 (AGAR Section 2): Members agreed with the accounting statements for the year ended 31 March 2019. Cllr Hitchcock signed Section 2 of the AGAR as a true record.

17. Payments for approval: Members considered and approved a list of payments totalling £4,745.68 due immediately (or it is known must be paid between now and 16 May and require advance authorisation). There were payments totalling £4,935.52 made since 11 April 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.

18. Correspondence: Mr and Mrs Crafer presented a collage of photographs as a reflection of the many tributes that were paid across Westbourne on 11 November 2018 to commemorate the centenary of the First World War. The Council agreed that copies should be made and given to the Parish Hall and Westbourne Club where it could be displayed. The Parish Council agreed to write to Mr and Mrs Crafer to thank them for their kind gift to the Parish.

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

20. Date of next meeting: The Annual General Meeting of the Council is scheduled to be held on Thursday 16 May 2019 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

21. Matters relating to the Joint Burial Committee: At the last meeting, the Council agreed to defer a decision on the report provided by the Clerk to the JBC about the constitution of the JBC following advice received from the solicitor, as it had not been received in time to allow for members to fully consider the recommendations.

On 1 April, Cllr Briscoe, Cllr Hitchcock, Cllr Ricketts and Clare Kennett met to discuss the report and make recommendations to the Council in response to those in the initial report. The follow-up report with revised recommendations was circulated to members before the meeting and the Council agreed with these recommendations. The Council also agreed that Westbourne should be the 'host' council for accounts, audit and employment purposes as the Cemetery is located within the Parish and, as a result, is inextricably linked to Westbourne.

Westbourne Parish Council will now arrange a meeting with Southbourne Parish Council to further discuss and agree arrangements. In preparation, another meeting with Cllr Briscoe, Cllr Hitchcock and Cllr Ricketts will be arranged to discuss the Council's requirements for a Scheme of Delegation, which will outline how the two authorities jointly manage the Committee.

Meeting closed at 8.45pm.

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Appendix 1

Agenda item 13: Committee/Working Group reports

Finance and General Purpose Committee: Cllr Hitchcock

The Committee has not met since the last full Council meeting and there is therefore nothing to report.

Planning Committee: Cllr Briscoe

Nothing major to report this month we await HBC and CDC Local Plans results from our deputations. In addition. We have made an additional 4 complaints as a result of complaints by our residents.

1. Land behind the Grange Woodmancote, 2 Statics have been moved onto the site before planning permission has been granted, they are at appeal for a barn and polytunnel, as CDC failed to make a determination on time as a consequence, they have put a shipping container on site. It has been reported that the occupants let their dogs run loose and they scared a walker on the footpath---- Response of the owner was to say they shouldn't be there on the footpath so it's their fault.
2. The land south of Jubilee woods, Woodmancote where permission was granted for a Pole barn but a substantial twin wall structure has started to go up.
3. A Static has been moved into jubilee woods although an application for some development for Glamping is expected soon---in the meantime the Static shouldn't have been put on site.
4. The Wall to Smugglers Cottage a listed building has been knocked down by the builders carrying out some restoration. It is a listed building and needs Listed Building Consent, enforcement went out the following day and a Planning Application has now been received

Recreation, Leisure and Amenities Committee: Cllr Ricketts

Please see the minutes of the Committee held on 28 March 2019.

Public Services Committee: Cllr Briscoe

Nothing much to report other than the items covered in our last Pub Services Cttee Meeting on 28 March 2019. Mins available on our website.

Brief updates ongoing;

Parish Council initiative to move the Monks Hill 30mph limit beyond the Children's Playground. No further action this month want the Brexit debacle sorted so our MP can focus on this more. [Yes, folks they still can't make their minds up!!!!!!](#)

'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. [Chased them but still no response!!!! Frustrating](#)

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Buses; Last PC meeting the Taxi bus was approved for a further 12 months but being reviewed every 3 months. Does anyone know where the 28a bus goes only I saw one in Westbourne! And again 2 days ago.

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. Must be over 1000 reports so far

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.

Neighbourhood Plan Steering Group: Cllr Hitchcock

The following email was received from Valerie Dobson (Principal Planning Officer, CDC) on 27 March.

“This email is to let you know that the Westbourne Neighbourhood Plan - Habitats Regulations Assessment (HRA) Screening Matrix and Appropriate Assessment Statement has now been published for a period of 5 weeks public consultation. A copy is attached to this email and is also available to view on the District Council's website <http://www.chichester.gov.uk/neighbourhoodplan>

Hard copies are available for inspection at:

District Council
East Pallant House, 1 East Pallant, Chichester PO19 1TY
(08:45 – 17:10 Mon – Thurs/ 08:45 – 17:00 Fri)

Anyone wishing to submit representations on this statement should do so no later than 5.00pm on 2 May 2019 either by email to neighbourhoodplanning@chichester.gov.uk or by writing to Neighbourhood Planning, Chichester District Council, East Pallant House, 1 East Pallant, Chichester PO19 1TY.

All representations received will be available to view publicly.

The next stage will be to address the issue of the SEA scoping report and I will keep you up to date with this as it moves forward.”

WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE

Joint Burial Committee for Westbourne and Southbourne Parish Councils

Discussions are still being held by Westbourne and Southbourne Parish Councils in order to confirm the way forward.

Cemetery Lodge: The anticipated completion date for the renovation works to the Lodge is end April/beginning May. Agreement on further work to the outside area around the Lodge needs to be made at the next Joint Burial Committee Meeting.

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Cemetery Extension: The Consultants are still awaiting a report from the Environment Agency before they can advise whether further groundwater checks need to be carried out.

Cemetery Management: Dog walking – There have been reports of dogs being exercised in Westbourne Cemetery off the lead which have on occasion attacked or troubled other dogs and visitors to the Cemetery. When approached it has been reported to the Clerk that certain individuals have been quite abusive to the person raising the concern. The Rules and Regulations clearly state that all dogs must be kept on a lead within the Cemetery including the area set aside for the new extension.

Ongoing - An audit has been carried out of 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 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. The JBC has received a number of complaints in the past few weeks from family and friends of the deceased who are buried in Westbourne Cemetery expressing their upset about the state of neighbouring graves.

It is proposed that the programme of works is progressed in two stages. The first involving the levelling of graves and removal of any planting to be carried out in the next few weeks. The next stage to be progressed after further discussions as to how best this can be implemented with the sensitivities involved.

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.

Repairs to the Outside Toilet - These are being undertaken by the Grounds Maintenance contractors in April.

Memorial Stability Test: Discussions as to the best mechanism for undertaking this will be held at the next JBC Meeting.

Cemetery Management and Compliance Course: This informative and well run one-day course held at Worthing Town Hall was attended on Thursday 21st March by Caroline Davison, Clerk to JBC, the Clerk to Southbourne Parish Council, Robin Davison and Nigel Ricketts from Westbourne Parish Council. The course was part of a programme of courses run by Institute of Cemetery & Crematorium Management (ICCM).

Westbourne & Southbourne Joint Burial Committee (JBC) Meeting: The next full Joint Burial Committee Meeting is scheduled for Thursday April 18th at 7.30pm.

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Appendix 2

Agenda item 17: 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 April	28.73	24.06	4.81
IB Confidential payments April	1,313.00	1,313.00	0.00
IB WSCC LGPS contributions	417.85	417.85	0.00
IB Redshank, ink cartridges and paper	152.40	127.00	25.40
IB Chris Maple	96.00	96.00	0.00
IB Longmeadows quarter 4 2018-19	2,070.50	2,070.50	0.00
IB WSALC Ltd subscription 2019-20	720.95	720.95	0.00
	4,799.43	4,769.36	30.21

Payments for retrospective approval

IB Zurich insurance renewal 2019-2	2,567.22	2,359.60	207.62
IB PDC Print	185.00	185.00	0.00
IB CDC rent for land at Mill Road	100.00	100.00	0.00
IB GM Support playground inspection	90.00	90.00	0.00
IB CDC litter/dog bin 2018-19	1,507.58	1,256.32	251.26
IB AN4, email accounts	220.44	183.70	36.74
IB SSE quarter 4	265.28	252.65	12.63
	4,935.52	4,427.27	508.25

1. Treasurers account number 1

Balance per statement 31/03/19	103,994.25
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	103,994.25

Cashbook control

Balance forward 01/04/18	69,448.79
Add total receipts to date	109,048.33
Less total payments to date	74,502.87
Cashbook at 31/0/19	103,994.25

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

Balance per statement 31/03/19	3,796.42
Less outstanding payments	0.00

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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 31/03/19	3,796.42