



Westbourne

Parish Council

53 Skylark Avenue
Emsworth
PO10 7GB

07775654483
westbournepc@outlook.com

Minutes of Westbourne Parish Council's Annual General Meeting held at 7.15pm on Thursday 16 May 2019 at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr Ann Pearcey, Cllr Nigel Ricketts, and Clare Kennett, Clerk to the Council.

The Meeting was chaired by Cllr Hitchcock. 12 members of the public were present.

1. Election of the Chair of the Council: Cllr Hitchcock was elected as Chair (proposed by Cllr Ricketts, seconded by Cllr Briscoe and agreed by all). Cllr Hitchcock signed a Declaration of Acceptance of Office form.

2. Apologies for absence: Cllr David Mack and Cllr Syd Smith. The Parish Council agreed to send its best wishes to Cllr Smith.

3. Election of the Vice Chair of the Council: Cllr Ricketts was elected as Vice Chair (proposed by Cllr Hitchcock, seconded by Cllr Briscoe and agreed by all). Cllr Ricketts signed a Declaration of Acceptance of Office form.

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

5. Minutes of the Parish Council meeting held on 11 April 2019: The minutes were agreed as a true record and were signed as such by the Chair.

6. Updates and issues from the minutes of 11 April 2019:

Item 4: The Tree Wardens have confirmed that the brambles do not present a danger to the trees and in fact protect them. As the canopy grows, they die back naturally and also provide a habitat for wildlife and nature. If the brambles present a danger to the public the Parish Council will of course maintain them.

Item 8: PSCO Booker has confirmed that the Co-op should be reporting incidents of shoplifting to them so that a true picture of crime can be established. Cllr Briscoe reminded the Council that there is no right to inform the police. The Council agreed to write to the Co-op's head office to request that they revise their policy so that the police are informed. It is important that all crime is reported in the Parish so that action can be taken to prevent it and to also prevent more serious crime that could happen as a result.

7. Open forum (maximum of eight minutes): A member of the public requested that the litter bin in the Twitten is reinstated as there is often a lot of litter in this location. The Clerk will contact CDC about this again.

8. County Councillor's comments and questions: County Council Viral Parikh gave the following report. **Your Sussex Energy:** Sussex residents are being offered an exclusive, fixed-price deal by their local, council-supported energy supplier. With two

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new fixed price tariffs, available for a limited time, residents will get a competitive price and peace-of-mind for a fixed period. There is a competitively-priced 12-month tariff and a 24-month tariff that will lock in the amount you pay for your gas and electricity for two winter. Customers currently on their energy supplier's most expensive 'standard variable' tariff have the most to gain by switching and could save as much as £300 per year.

Draft special educational needs and disabilities consultation: Every child and young person in West Sussex should be supported and nurtured through a local educational system that responds to their diverse circumstances and prepares them for adulthood. Their experience should ensure they achieve the skills and confidence required to make a positive contribution to the community in which they live. That is the vision of West Sussex County Council's new draft SEND and Inclusion Strategy 2019-2024. It has been designed to support the inclusion of everyone aged 0-25, especially those with Special Educational Needs and Disabilities (SEND), and comments are being sought to help shape it further. It is important everyone takes part in the consultation process and it can be found at WSCC website and ends on 14/06.

Post-16 college transport: Views are being sought on school and college transport information resource for students aged 16 and above with special educational needs and disabilities. The policy statement gives details of where to find further help, advice and contact details for planning and paying for travel to and from school and college courses. It is available for all students of sixth form age (16-19) and also young adult learners (aged 19 and above) who have an Education, Health and Care Plan. The consultation is asking schools, students, parents and other interested people to comment on whether the details are complete, correct and clear. The consultation runs until 22/05.

Discovery West Sussex's Military History: Residents are invited to learn more about Sussex's military heritage dating back to 1701 at a special event. West Sussex Record Office is hosting Sussex Military Heritage: Exploring the Royal Sussex Regiment in the Archives 1701-1966. The event takes place on Monday 20 May from 10.30am to 4pm and includes talks from a range of speakers about the military history of the county and the Royal Sussex Regiment.

9. District Councillor's comments and questions: District Councillor Roy Briscoe thanked residents for their vote of confidence and said he was very humbled on the day for such a good result. Cllr Briscoe has started his induction, visiting the different departments and learning about the Council. Currently, there is no overall control at the District Council with 18 conservatives and 18 from other parties. The current leader has stood down and a new leader has been put forward who will be appointed at the next full council meeting. Cllr Briscoe said he will fight our cause, will do the best he can to address any concerns and will do what he can to support people. He's looking forward to being involved in the regeneration of Chichester and addressing issues in rural areas such as Westbourne who are on the periphery. Cllr Briscoe will be focusing on household waste, recycling and fly tipping. Please contact Cllr Briscoe at rbriscoe@chichester.gov.uk or by calling 07877070591.

10. Co-option to fill vacancies: It was agreed to defer this item until the next meeting. Two vacancies on the Parish Council remain and people are encouraged to stand as parish councillor to support and contribute to the place where they live.

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11. Police incident report: PCSO Booker was unable to provide a report for the meeting. The Clerk will request that incidents during the month are reported at the next meeting.

12. Business Plan, public consultation and newsletter: It was agreed to hold a meeting of the Business Plan Working Group to review the Business Plan and update it accordingly. The Clerk will contact members to find a suitable date. The Parish Council agreed to hold a public consultation during June to seek the opinion of residents on identified initiatives and projects to inform the Business Plan. The survey will be built by VisionICT using SurveyMonkey at a cost of £225 plus VAT. A list of proposed articles for the summer edition of the newsletter was circulated to members which were agreed. A paper version of the consultation will be included in the newsletter. It will be promoted to residents using all communication channels.

13. Committee/Working Group appointments: Members agreed the following appointments:

- Finance and General Purposes Committee: Cllrs Barker, Hitchcock, Pearcey and Ricketts.
- Joint Burial Committee: Cllrs Barker, Pearcey and Ricketts
- Planning Committee: Cllrs Hitchcock, Pearcey, and Ricketts. Also non-council members Frank Campbell and Piers Mason
- Public Services Committee: Cllrs Barker, Briscoe, Hitchcock, Mack, Pearcey and Smith.
- Recreation, Leisure and Amenities Committee: Cllrs Barker, Hitchcock and Ricketts.

14. Appointment of representatives: Members agreed the following appointments:

All Parishes Meeting: Cllrs Hitchcock and Ricketts
Bournes Forum: Cllrs Hitchcock and Ricketts
Sussex and Surrey Association of Local Councils: Councillors as required
South Downs National Park Authority: Councillors as required
West Sussex Association of Local Councils: Councillors as required
Chichester District Association of Local Councils: Councillors as required
Woodmancote Residents' Association: Cllrs Briscoe and Pearcey

15. Delegated powers of the committees: The policy was circulated to members before the meeting. It was agreed no further updates were required and members approved the policy for 2019-20.

16. Updates to the Council's constitution: The Council's Standing Orders, Financial Regulations and Code of Conduct were circulated to members before the meeting. It was agreed no further updates were required and members approved the policies for 2019-20.

17. New Homes Bonus: Members discussed submitted an application to CDC for funding of £5,250 to go towards the Council's plans at Monk's Hill recreation ground. It was agreed the Clerk will look into options for new play equipment and will bring proposals to the next meeting for consideration.

18. Annual Parish Assembly, Monday 20 May 2019: The draft agenda was circulated to members who agreed to attend from 6.30pm to help with setting up. The Clerk will organise the refreshments which will be funded from the Chairman's allowance.

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19. Internal audit for financial year 2018-19: Mark Mulberry, the Council's internal auditor, has signed off the Annual Governance and Accountability Return for financial year 2018/19. The Clerk will now send this to the external auditor who will respond by early autumn. Mark looked at all of the Council's financial documents and has two recommendations - one is helpful advice about how the quarterly budget monitoring reports can be improved. The other is a recommendation to seek legal advice from a solicitor about the charity for Monk's Hill recreation ground. Search for charity number 265105 at <http://apps.charitycommission.gov.uk/showcharity/registerofcharities/RegisterHomePage.aspx>

It seems the Parish Council has not been set up as the sole managing trustee therefore it has no involvement in the charity. Except the Clerk's contact details are on the system for administrative purposes. Members agreed to employ Ian Davison, Surrey Hills Solicitors, to look into this on behalf of the Council to advise on an appropriate way forward at a quoted cost of £500 plus VAT.

20. Payments for approval and appointment of bank signatory: Members considered and approved a list of payments totalling £4,034.21 due immediately (or it is known must be paid between now and 13 June and require advance authorisation). There were payments totalling £1,666.98 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 1. The Clerk confirmed that bank account number 2 has now been closed and the balance has been transferred to the number 1 account and will be held as an earmarked reserve for Mill Road play equipment. Members agreed that Cllr Pearcey will be added to the list of bank signatories and that Cllr Owen will be removed now that she has left the Council.

21. Correspondence: Members noted the list of correspondence. It was agreed that none of the members will be standing for election to the South Downs National Park Authority. Members agreed to offer support to Alan Alesbury who is a member of Stoughton Parish Council.

A letter has been received by a resident regarding the bin outside the Co-op which is often overflowing. Cllr Briscoe said that CDC were looking at installing software in bins that would alert them as to when it was full and required emptying. In the meantime, he agreed to discuss this with CDC to see if a larger bin can be installed. The Clerk also agreed to contact the Co-op to see if they can put a bin outside during opening hours.

Cllr Ricketts said that Nick Rule is concerned about his land on River Street which he allows members of the public to use. Apparently horses are using the bridge and are coming out at the middle, rather than at the ends, which is causing the bank to collapse. People are also parking on the verge and tarmac chippings has also been laid by someone. The Parish Council have offered to put up a notice on the bench to inform residents that it is private land, not Parish Council or public land. Cllr Ricketts will contact Nick Rule to find out the wording he would like on the notice.

22. Announcements and items for the next meeting: The Clerk informed the Council that it has gained the General Power of Competence and this will be included as an agenda item at the next meeting.

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23. Date of next meeting: The next meeting is scheduled to be held on Thursday 13 June 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

24. Issues relating to the Joint Burial Committee (JBC): Members agreed the proposals which were circulated in a report prior to the meeting. It was agreed that no further discussion can take place with Southbourne Parish Council until a financial accounts, which Westbourne has been requesting for over a year, are received. A meeting with Southbourne will be scheduled in anticipation of receiving the requested information.

Meeting closed at 10.05pm

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Appendix 1: Agenda item 20: 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 May	28.73	24.06	4.81
IB Confidential payments May	1,313.00	1,313.00	0.00
IB WSCC LGPS contributions Jacqueline Snow, noticeboard renovations	426.20	426.20	0.00
IB Clerk magazine subscription 2019/20	118.00	118.00	0.00
IB Homestart Chichester grant 2019/20	17.00	17.00	0.00
IB Closed churchyard donation 2019/20	250.00	250.00	0.00
IB Citizens Advice grant 2019/20	200.00	200.00	0.00
IB Citizens Advice grant 2018/19	300.00	300.00	0.00
IB The Meeting Place room bookings 2018/19	338.00	338.00	0.00
IB The Meeting Place room bookings 2019/20	352.00	352.00	0.00
IB Mulberry & Co, internal audit 2018/19	161.28	134.40	26.88
IB GM Support playground inspection	180.00	180.00	0.00
IB Allotment Association show grant 2019/20	50.00	50.00	0.00
	4,034.21	4,002.66	31.69

Payments for retrospective approval

IB C Kennett reimbursement flowers and card for V Owen, and office stationery	24.40	24.40	4.40
IB GM Support playground inspection	135.00	135.00	0.00
IB CDC litter/dog bin 2018-19	1,507.58	1,256.32	251.26
	1,666.98	1,415.72	255.66

1. Treasurers account number 1

Balance per statement 31/04/19	146,653.84
Less outstanding payments	0.00

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Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	146,653.84

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	47,678.49
Less total payments to date	5,018.90
Cashbook at 31/04/19	146,653.84

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

Balance per statement 31/04/19	3,796.42
Less outstanding payments	0.00
Outstanding receipts	0.00
Revised bank	3,796.42

Cashbook control

Balance forward 01/04/19	3,796.42
Add total receipts to date	0.00
Less total payments to date	0.00
Cashbook at 31/04/19	3,796.42