

## Minutes



**Westbourne**

Parish Council

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### **Minutes of Westbourne Parish Council meeting which took place at 7.15pm on Thursday 11 July 2019 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, Cllr Nigel Ricketts, and Clare Kennett, Clerk to the Parish Council.

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

1. Apologies for absence: Cllr Syd Smith.

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

3. Minutes of the Parish Council meeting held on 13 June 2019: 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 June 2019:

Item 4: The Co-op has informed the Council that it is unable to install a bin outside the branch in Westbourne as it is only responsible for the building and not the public highway. The Co-op has contacted CDC to inform them of the issue of the overflowing bin and will continue to monitor the situation. Southern Co-op's Security Manager has confirmed that incidents are reported to the police using a platform called DISK. In June there were 8 incidents of shoplifting, in May there were 19, and in April there were 10. These have been included on the incident report provided by the police and it is still unclear how they access DISK. The Clerk will provide an update at the next meeting in September.

Item 11: Cllr Hitchcock recommended looking at the Community Facilities Audit again and reinstating some of the items that the Council removed in the recent review, including the facilities for Monk's Hill.

Item 13: Cllr Hitchcock reminded the Council that favourable rates of interest are available to parish councils with the General Power of Competence which may be a useful resource for any future capital projects.

5. Open forum (maximum of eight minutes): A member of the public commented that the gates at the Cemetery are still broken. Members of the JBC are to raise this issue at the next committee meeting.

A member of the public informed the Council that the vegetation along the footpath on Old Farm Lane is very overgrown. The Clerk will inform WSCC.

Members of the public informed the Council that the speed of traffic along Emsworth Common Road in Aldsworth is of great concern and is causing a danger to residents. Many drivers do not observe the speed limit in this location, travelling in excess of 40mph. There are also believed to be racing and time trials taking place. The Council recommended that residents put their concerns in writing to the Clerk and the Parish Council will write to WSCC and the police on their behalf. It was also recommended

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that residents write directly to WSCC and Cllr Parikh. The Council discussed the possibility of installing Speed Indicator Devices on Emsworth Common Road – costs would be looked into - and for the Community Speedwatch team to operate in this location. However, it was discussed that it may not be possible in this area as there is no pavement for members to safely stand away from fast passing traffic.

A member of the public informed the Council of her new knitting and crochet class at the Westbourne Club Community Hall. It seems that the posters are being removed in some locations and any support in promoting the event would be welcomed.

6. County Councillor's comments and questions: County Council Viral Parikh was unable to attend the meeting and did not provide a report. Cllr Hitchcock would have liked to discuss the issue of the bus service with Cllr Parikh as further savings are reported at WSCC and cuts may be made to the buses. Parish councils may consider working together in order to raise funding, through precepts, to pay for services in future.

Cllr Briscoe asked members of the audience if they would like to change the taxibus services on a Saturday to a Friday instead. It was agreed that the current service would continue and that Saturdays were the preferred day to access the market. The taxibus driver has informed the Council that the service on a Tuesday is most popular.

7. District Councillor's comments and questions: District Councillor Roy Briscoe said that he has found his induction as a district councillor very interesting. He was away for the CDC Planning Committee last week but he understands there will be a revision to Westbourne's conservation area next year and that it will be extended. The Neighbourhood Plan is making progress and it is likely to be completed by the end of the year with a referendum in Westbourne in early 2020. Cllr Briscoe is on the Police and Crime Panel of which Katy Bourne, PCC, is a member. Cllr Briscoe was able to speak to her recently and she explained that although she is aware of the issue of crime in rural areas, she only has operational control and not strategic control which operates on a threat, risk and harm basis. She confirmed that additional PCSO's are being recruited, as many as 100 in the next 12 months. Cllr Briscoe gave some examples of rural crime which affecting local farmers. Members discussed a group of young people who are causing problems in Westbourne, including throwing items and damaging cars. It was discussed that PCSO Booker, in his former role, used to proactively work with young people to address antisocial behaviour issues and that this service is not now being provided. Cllr Briscoe said he will continue to campaign for dedicated local PCSO's to be reinstated. In response to a question about what CDC is doing on nitrates which cause algae bloom which kills wildlife in the Chichester Harbour area, Cllr Briscoe said that National England has issued CDC with different guidance to Havant Borough Council. Havant has been prevented from any further development until the issue is addressed. CDC has treatment plants at Thorney Island and Apuldram which release into the Solent. The issue of Southern Water was also mentioned with the recent large fine that has been issued to the company following the discharge of untreated sewage. Cllr Briscoe said that there has recently been 150 reports of sewage being released which is screened to remove large parts but not treated.

8. Police incident report: PSCO Booker did not provide a report. The incidents since the last meeting in June will be included in the report for the next meeting in September.

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9. New Homes Bonus: Members discussed the application for new play, sports and exercise equipment for Monk's Hill recreation ground and play area. Members agreed to submit it to Chichester District Council for funding in 2019.

10. Business Plan: Cllr Hitchcock informed the Council that a meeting of the Business Plan Working Group was held on 4 July 2019. It was agreed at the meeting to update the Business Plan and remove any items that are no longer relevant. Cllrs Barker and Pearcey have agreed to update the action plan. It was agreed to hold another meeting soon and Cllr Hitchcock will circulate dates for consideration. The Clerk will circulate the notes of the meeting to members.

11. Committee/Working Group reports:

Finance and General Purpose Committee: No further update.

Joint Burial Committee: The Clerk to the JBC circulated a comprehensive report prior to the meeting. The next meeting of the JBC will take place on 18 July 2019.

Planning Committee: No further update.

Public Services Committee: Cllr Mack informed the Council that the SIDs are now in place and are being well received by residents. Evidence already suggests that they are having an impact. The devices record data 24/7 which provides useful evidence to demonstrate the number of speeding vehicles.

Recreation, Leisure and Amenities Committee: Cllr Ricketts thanked members for following his vision for plans at Monk's Hill in the NHB application.

Neighbourhood Plan Steering Group: Cllr Hitchcock said that referendum stage is likely to be reached in early 2020.

12. Budget report for quarter 1 of financial year 2019/20: Members received a budget report which identifies income and expenditure against the budget since 1 April 2019, including a statement of reserves. No further action was required.

13. Payments for approval: Members considered and approved a list of payments totalling £11, 307.13 due immediately (or it is known must be paid between now and 8 August and require advance authorisation). There were payments totalling £241.30 made since 13 June which 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.

14. Correspondence: Members noted the list of correspondence. Cllr Briscoe urged members to take part in the survey relating to County Local Committees as they may be cuts to the current meetings as WSCC identifies potential savings.

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

16. Date of next meeting: The next meeting is scheduled to be held on Thursday 12 September 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

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17. Joint Burial Committee: Members discussed the report of the meeting held with members of Southbourne Parish Council on 17 June 2019.

The discussion, which took place within the context of a Section Two agenda item, was based primarily on the report written and circulated by Jonathan Brown subsequent to the meeting of 17<sup>th</sup> June. This meeting was attended by Jonathan Brown, Robert Hayes and Chris Bulbeck (SPC) and Roy Briscoe and Richard Hitchcock (WPC). All attendees had had access to, and opportunity to, comment on this report. Westbourne Parish Councillors were also provided with the comments added by Robin Davison, Clerk to the SPC.

The comments and decisions reached are as follows:

### **1. The Lead Authority**

Westbourne Parish Council agreed that Southbourne should become the host authority, carrying out administrative functions and allowing the JBC to legally enter into contracts, employ staff and submit financial returns. It was agreed that the term 'host' authority or council should be used. This is the term that was preferred by members of both councils at the meeting on 17<sup>th</sup> June, when it was agreed, following advice from the solicitor, that both partners are equal and all assets are jointly held. The term 'lead authority' would imply that Southbourne has greater control than Westbourne – this is not the case as neither authority would operate in a leadership capacity.

### **2. Funding for the JBC**

Westbourne Parish Council discussed that payment of the JBC grant had never been an issue of concern as it had already been agreed in October 2018 and allocated in the 2019/20 budget. The Clerk to the JBC has recently sent the invoice and the Clerk of Westbourne Parish Council has processed it for immediate payment. Westbourne Parish Council is pleased to hear that a new bank account is not required as it had already anticipated that this would be the case.

### **3. Clerical Support for the JBC**

The Parish Council agreed to the title of Clerk to the Joint Burial Committee. Westbourne Parish Council is still awaiting information that would support the claim that the JBC is different from any other Parish Council Committee.

### **4. Registration of Assets**

Westbourne Parish Council agrees that the assets are registered at the Land Registry as soon as possible and that the Cemetery Lodge (elsewhere referred to as Cottage) is registered separately.

### **5. Establishment of Terms of Reference of the JBC**

It was agreed that the next meeting of the JBC should start to identify how the terms of reference and scheme of delegation, which identify the parameters in which the committee operates, will be written. Both parish councils will, in due course, need to contribute to the process in due course.

The JBC is one of Westbourne's biggest areas of expenditure and as a local authority, which raises its funding through Council Tax, it is prudent to carefully

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manage finances. The JBC has understandably large reserves to safeguard assets but it may be able to identify opportunities for savings in the longer-term to ease the burden on taxpayers.

It was agreed that it is imperative that the JBC responds to planning applications relevant to the area adjacent to the Cemetery. As a neighbouring property, the JBC will become a statutory consultee as any other resident would. Indeed, representations from all concerned (including Southbourne Parish Council) would add weight to any appropriate objection. It was agreed that Westbourne Parish Council would alert the JBC to relevant planning applications and would be happy to support the Council in responding.

### **6. Power-Sharing on the JBC**

Westbourne Parish Council is pleased that Southbourne Parish Council recognises that there should be equal membership of the JBC. It is also happy with the principle of rotating chairmanship. Members agreed to increase its membership to four and Cllr Mike Magill has volunteered to join the Committee.

Meeting closed at 9.40pm.

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### Appendix 1: 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>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	EE&T Mobile	28.73	24.06	4.81
IB	Confidential payments	1,313.00	1,313.00	0.00
IB	WSCC LGPS contributions	426.20	426.20	0.00
IB	HMRC quarter 1	908.28	908.28	0.00
IB	CDC uncontested election 2019 costs	305.00	305.00	0.00
IB	Southern Electric quarter 1	262.92	250.40	12.52
IB	Summer newsletter printing	185.00	185.00	0.00
IB	Chairs networking day 11 July, R Hitchcock	108.00	90.00	18.00
IB	R Hitchcock travel to Chairs networking day, East Grinstead return	50.40	50.40	0.00
IB	Taxibus April, May and June	348.00	348.00	0.00
IB	Joint Burial Committee grant first installment	4,106.00	4,106.00	0.00
IB	Longmeadows quarter 1	3,265.60	3,265.60	0.00
		<b>11,307.13</b>	<b>11,271.94</b>	<b>35.33</b>

#### Payments for retrospective approval

IB	Media 3, summer newsletter delivery	241.30	225.30	16.02
		<b>241.30</b>	<b>225.30</b>	<b>16.02</b>

#### 1. Treasurers account number 1

<b>Balance per statement 31/06/19</b>	<b>134,916.47</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>134,916.47</b>

#### Cashbook control

<b>Balance forward 01/04/19</b>	<b>103,994.25</b>
Add total receipts to date	51,534.91
Less total payments to date	20,612.69
<b>Cashbook at 31/06/19</b>	<b>134,916.47</b>