

Minutes



Westbourne

Parish Council

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Minutes Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 12 September 2019 at The Meeting Place, North Street, Westbourne.

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

Meeting chaired by Cllr Hitchcock. 15 members of the public were present.

1. Apologies for absence: Cllr David Mack and Cllr Nigel Ricketts. Cllr Syd Smith has resigned from the Parish Council due to health reasons. The Parish Council thanked Cllr Smith for his help and support as a parish councillor and wished him the very best.

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

3. Minutes of the Parish Council meeting held on 11 July 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 11 July 2019: Item 4. A new bin has been installed outside the Co-op which is slightly larger than the previous one and it has been placed on the other side of the shop front away from the defibrillator, resolving the fire risk. The Co-op are still to inform the Parish Council how the police access the DISK software, which records shoplifting incidents, and the Clerk will continue to request information.

Item 5: The Clerk has reported the overgrown vegetation on the footpath on Old Farm Lane to WSCC.

5. Open forum: Residents from Aldsworth have written a letter to WSCC, including a petition of 80 people (nearly every resident and employee in Aldsworth), to request that traffic calming measures are put in place on Emsworth Common Road. They would like a 20mph speed limit (although they accepted 30mph might be more realistic), speed bumps, speed indicator signs, and a zebra crossing. The Parish Council recommended they sent the letter to County Councillor Louise Goldsmith, Leader at WSCC, and the Highways department. The Parish Council also encouraged them to collect more signatures for the petition. Councillors agreed to support their request and will liaise with WSCC on their behalf to advocate the changes which are similar to those that are in place through Funtington and East Ashling on the same road. Residents reported that another vehicle had crashed near the bridge in Aldsworth from suspected speeding.

6. County Councillor's comments and questions: County Council Viral Parikh has resigned from his post at WSCC and a by-election will be held in due course. WSCC has agreed to inform the Parish Council who to contact in case of enquiry as soon as

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it is able to. In the meantime, the Parish Council agreed to liaise with Louise Goldsmith, Leader of WSCC, on relevant issues.

Members discussed the forthcoming closure of Emsworth Common Road between Horndean Road and Woodbury Lane by Hampshire County Council (HCC) for six weeks starting on Monday 23 September. A diversion route is planned by WSCC through the village of Westbourne and car parking restrictions will be in place along East Street and The Grove in order that HGVs do not get stuck and cause obstructions to the flow of traffic. The Parish Council has written to both HCC and WSCC to request that another diversion route be found as Westbourne already suffers from severe traffic congestion and the plan to divert traffic, including HGVs, through the village will only compound the problem. The village is already used as a rat run, and the number of very large HGVs that transit through the narrow roads is a constant blight. The Council is also concerned about the impact on businesses if customers are unable to park. Cllr Magill agreed he would visit all of the businesses in Westbourne the following day to inform them of the diversion route. The Clerk agreed to send an email to all subscribers informing them of the diversion, and include articles on the website and Facebook.

7. District Councillor's comments and questions: District Councillor Roy Briscoe reported that he's had a meeting with the new Chief Inspector John Carter about rural crime. As a result, a new PCSO will be appointed to look after rural crime in the Chichester and Arun area. Cllr Briscoe also questioned him as to why the police did not intervene and stop an illegal and unlicensed party which took place at Hopedene on 31 August. Cllr Briscoe said that the CDC Local Plan is being reviewed and needs to be submitted by July next year. It proposes 650 new homes per year for the next 15 years in order to meet required targets. So far, Westbourne has not been allocated any new housing but if new housing north of the railway line in Southbourne is approved it may impact upon the village. Cllr Briscoe said he thought the proposed diversion of traffic through Westbourne during the closure of Emsworth Common Road from 23 September was a ridiculous and atrocious decision by local highways authorities and he will be campaigning for an alternative route to be found. He also reported that the 44a bus service which collects local children, including from Westbourne, to go to Bourne Community College has been stopped – the decision was made over the summer with little notice for users and parents. The service was provided by a private company and WSCC has no responsibility to provide it. However, WSCC will be providing a bus service from Thorney Island to Bourne Community College and Cllr Briscoe has recommended that it stops in Westbourne and paying users would provide extra subsidy towards the service. Cllr Briscoe said he was concerned about school children walking along Whitechimney Row (as their only alternative) on their way to school as there are no pavements along this narrow and busy road. Cllr Briscoe also showed the Council ball bearings which have been found to demonstrate the severity of the catapult incidents in the local area.

8. Police incident report: PCSO Colin Booker provided the following report. On 7 July, a burglary occurred in Churcher Road for which one male was arrested. On 13 July, damage was caused to a window of a property in Edgell Road which is believed to have been caused by an air rifle pellet. On 26 July, damage was caused to the window of a vehicle being driven along the Emsworth Common Road. The damage is believed to have been caused by an air rifle pellet. On 27 July, a vehicle was broken into along Whitechimney Row, various items were stolen including a

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laptop. Over 3, 4 and 5 August, a report was received stating that vehicles had been racing and skidding along various roads in the village from River Street through to Foxbury Lane. On 16 August, there was a theft of chicken houses from a property in Aldsworth. On 1 September, in the early hours of the morning there was a break in at Westbourne Village Stores, cigarettes were stolen. There were also various calls regarding people receiving scam telephone calls. This is still a big issue across the district so please be aware and DO NOT pass over any personal information to people via the telephone. Also just to make you aware over the next week or so I will be leaving my current role in Sussex Police as a PCSO on Chichester and Arun District to become the Rural PCSO for Chichester and Arun district. This means I will be dealing solely with Rural Crime and communities.

9. Tree Planting in Ellesmere Orchard, Westbourne: The Parish Council's Tree Wardens have identified Ellesmere Orchard as a potential location for eight new native trees. Cllr Mack has consulted with all residents on Ellesmere Orchard – either in person or by leaving a letter outlining the plans and giving contact details for further information – and no objections have been received. Members looked at the proposed location of the new trees and agreed in principle to proceed with an application to WSCC who will also carry out an investigation of the area to check for suitability. If the application is deemed to be suitable, the Parish Council would be required to pay for the trees, roughly £40 each, which would then be maintained by WSCC. Members agreed in principle to proceed with the planting of the trees following the advice of WSCC. The Clerk advised that no budget has been set aside for this expenditure this financial year so it would need to come out of general reserves or to be planned into next year's budget.

10. Parking notices: The Parish Council regularly receives complaints from members of the public about illegal and inappropriate parking in Westbourne. Over many years the Parish Council has tried to resolve issues, working with the police and CDC, as the authority responsible for car parking enforcement. Cllr Hitchcock has previously proposed that polite parking notices from the Parish Council are put on the windscreens of cars to inform the driver that their car is parked inappropriately/illegally. The Clerk has contacted PCSO Booker who has advised that he is happy for these to be placed on cars by the Parish Council and that it is worth having a go to see if it helps. The Clerk also contacted WSCC Highways who said that they were not able to comment and to contact the police for advice. The Clerk will also contact CDC for advice. The Clerk has looked into a quote to have 2000 double sided A6 copies produced at a cost of £148.18. The Parish Council agreed in principle to go ahead with the notices as long as the wording is correct which would need to be approved before printing. The Clerk advised that no budget has been set aside for this expenditure this financial year so it would need to come out of general reserves or to be planned into next year's budget.

11. Committee/Working Group reports:

Finance and General Purposes Committee: The next meeting will take place on Thursday 24 October at 7pm. It was agreed that Cllr Pearcey, Cllr Magill, Cllr Briscoe will join the committee.

Joint Burial Committee: A detailed report was submitted by the Clerk to the JBC.

Planning Committee: No further update, please see the minutes of previous meetings.

Public Services Committee: No further update.

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Recreation, Leisure and Amenities Committee: No further update.

Neighbourhood Plan Steering Group: Cllr Hitchcock reported that the SDNPA has awarded the Parish Council £2k in Community Infrastructure Levy income as a result of having a draft NP. The amount would have been greater if the NP was in place. Cllr Hitchcock agreed to write to SDNPA to explain that the delay to the adoption of the NP has been out of the Parish Council's control to see if that would release the additional funding.

12. Councillor ID badges: Members considered the purchase of councillor business cards, ID badges and lanyards, and high visibility vests to use at events and meetings. Members agreed to purchase ID badges and lanyards for each councillor at an initial cost of £86.14, ex, VAT. Members agreed to buy business cards for councillors at a cost of £179.62, ex VAT. Members noted that there will be additional cost as new councillors join. It was agreed that high visibility vests are not required as the Council has several in its emergency resilience kit. The Clerk advised that no budget has been set aside for this expenditure this financial year so it would need to come out of general reserves or to be planned into next year's budget.

13. Financial regulations: Members agreed to adopt the latest version of the Financial Regulations as recommended by SSALC and NALC.

14. Internal auditor: Members agreed to appoint Mulberry & Co as the Parish Council's internal auditor for financial year 2019-20 at a cost of £60 per hour.

15. Website accessibility statement: Members agreed to appoint Vision ICT, who maintain the Parish Council's website, to write a statement for publication online to meet the requirements by 23 September at a cost of £85 + VAT.

16. Payments for approval: Members considered and approved a list of payments totalling £2,659.93 due immediately (or it is known must be paid between now and 10 October and require advance authorisation). There were payments totalling £3,512.13 made since 12 July which required 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 Parish Council was given a collage of photographs, created by Mr and Mrs Crafer, of Remembrance Day commemorations in November 2018. The Parish Council agreed to have an additional copy made and to have both framed so they could be displayed at the Westbourne Club and Parish Hall. Members agreed to the cost of £34.84, ex VAT, for an additional copy and £35 for both to be framed. WFW Art and Framing in Westbourne has agreed a cost price only to help support a community project which the Parish Council would like to thank them for.

17. Correspondence: Members noted the list of correspondence.

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

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 10 October 2019 at 7.15pm

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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

20. Joint Burial Committee: Members considered a final draft of the Terms of Reference and Scheme of Delegation for the Joint Burial Committee and agreed the following.

B3 '£tbd' to be replaced by '£25,000', as this refers to the three-year business plan and will be reported as necessary to both Parish Councils. In other words, this is **not** giving the JBC the authority to spend up to this sum without the consent of Southbourne and Westbourne Parish Council.

C2. As this is giving JBC the authority to consider and approve proposal **without** the consent of both Parish Councils, WPC is of the view that this sum is too high. The purpose of this sum of money is surely to enable the JBC to cover any unbudgeted/unexpected expenses that may occur during the course of the year without having to consult the Parish Council. It is, in effect, an emergency fund and is something that is referred to in the ToR of all our committees. An extract from the ToR for our various committees, for example, reads as follows:

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £600;*
- a duly delegated committee of the Council, the Finance and General Purpose Committee, for items over £600; or*
- the Clerk, in conjunction with Chairman of Council and Chairman of the appropriate committee/or Vice Chair of Council up to £2000 in an emergency.*
- the Clerk is authorised to purchase stationery and other office requirements up to £600 for the day to day running of the Parish Council.*

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services.

It is clear that the JBC has greater financial demands placed upon it than other committees, so there may be a case for setting this sum somewhat higher. However, £25,000 would appear excessive. WPC suggests that the JBC looks at this again and comes up with a more realistic figure.

Regarding the Clerk to the JBC, WPC is happy that the JBC should manage his or her work and that he or she should work under the direction of the JBC, as per B7. However, we feel that responsibility for the appointment of the Clerk and the

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determination of his or her salary should reside with both Parish Councils. This, of course, would be on the recommendation of the JBC.

A couple more separate points. Firstly it is assumed it is understood that all JBC meetings are open to members of the public and that they are announced in the same way as any Parish Council Committee meeting. It is noted from the Clerk to the JBC's email of 10th September, that "All Meetings to be held at St Johns Church Centre, Southbourne". This, surely conflicts with Paragraph 7 on the Constitution, which reads "Meetings shall rotate each time between venues in Westbourne and Southbourne.

Meeting closed at 9.50pm.

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Appendix 1

Westbourne Parish Council, 12 September 2019

Agenda item 16: 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 for approval		Total	Net	VAT
DD	EE&T Mobile	28.73	24.06	4.81
	Confidential payments Sept			
IB	2019	1,313.00	1,313.00	0.00
IB	WSCC LGPS Aug 219	426.20	426.20	0.00
	Royal British Legion donation			
IB	2019	65.00	65.00	0.00
	Vision ICT accessibility			
IB	statement	102.00	85.00	17.00
	Matt Cane, Taxibus July and			
IB	August 2019	200.00	200.00	0.00
	GM Support, playground			
IB	inspections	225.00	225.00	0.00
	Longmeadows, play bark			
IB	spreading Monk's Hill	300.00	300.00	0.00
		2,659.93	2,638.26	21.81

Payments for retrospective approval

	GM Support, playgrounds			
IB	inspection	180.00	180.00	0.00
	The Woodhorn Group, play bark			
IB	Monk's Hill play area	875.88	729.90	145.98
IB	WSCC LGPS August 2019	426.20	426.20	0.00
	Confidential payments August			
IB	2019	1,313.00	1,313.00	0.00
	Monster Creative, design and			
IB	print of speedwatch signs	52.08	43.40	8.68
IB	Longmeadows SID installation	75.00	75.00	0.00
	Redshank ink cartridges,			
IB	speedwatch	59.99	49.99	10.00
	Monster Creative, design and			
IB	print of pull up banner stand	136.80	114.00	22.80
	GM Support, playgrounds			
IB	inspection	225.00	225.00	0.00
IB	Redshank ink cartridges	64.80	54.00	10.80
IB	Tablecloth for exhibitions	74.40		

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D Mack reimbursement padlocks			
IB for SIDS	28.98	23.18	5.80
	<u>3,512.13</u>	<u>3,233.67</u>	<u>204.06</u>

1. Treasurers account number 1

Balance per statement 31/08/19	118,663.26
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	<u>118,663.26</u>

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	51,534.91
Less total payments to date	<u>36,865.90</u>
Cashbook at 31/08/19	<u>118,663.26</u>