

## Minutes



# Westbourne

Parish Council

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

Present: Cllr Richard Hitchcock, Cllr David Mack, Cllr Mike Magill, Cllr Ann Pearcey, Cllr Nigel Ricketts, and Clare Kennett, Clerk to the Parish Council.

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

1. Apologies for absence: Cllr Lade Barker and Cllr Roy Briscoe sent their apologies.

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

3. Minutes of the Parish Council meeting held on 10 October 2019: The minutes were agreed to be a true record and signed as such by the Chair.

4. Updates and issues from the minutes of 10 October 2019:

**Item 4, 4:** The Clerk will ask the new PCSO to find out if they can now access the DISK software that the Co-op uses to record incidents of shop-lifting.

**Item 4, Item 5:** Cllr Mack has met residents in Aldsworth to further discuss how the speed of traffic can be reduced and monitored on Emsworth Common Road. Cllr Mack has contacted Sussex Police to request a new location for the Community Speedwatch Group in Aldsworth, however, the location has not been permitted as it is considered to be too dangerous for the Group due to the speed of passing traffic. Cllr Mack will meet with PCSO Reed to discuss what else can be done. Members thanked Cllr Mack for his help so far. The Clerk confirmed that she has sent the letter written by Aldsworth residents to Cllr Paul Marshall, the new Leader of WSCC, following the resignation of the former Leader, Cllr Louise Goldsmith.

**Item 4, 10:** The Clerk will ask PCSO Reed about permission for car parking notices following the response received from CDC who is responsible for car parking enforcement.

**Item 4, 12:** The business cards, lanyards and ID badges have now been given to councillors

**Item 5:** The Clerk invited Chief Inspector Jon Carter to attend the meeting but no response has been received yet. It is hoped that PCSO Reed will be able to attend the next meeting. Members agreed that a walkabout with PCSO Reed would be helpful to help introduce him to issues in the Parish. It was agreed following the last meeting not to invite an officer from WSCC Highways to the meeting and to continue with current ongoing dialogue instead.

**Item 6:** Cllr Hitchcock reminded members and the public of the forthcoming by-election on 21 November to fill a county councillor vacancy for the Bourne electoral division at WSCC.

**Item 15:** The Clerk will be meeting Mark Mulberry, the Council's internal auditor, on Thursday 12 December at 11.30 and councillors are invited to attend if available.

## Minutes

5. Open forum: A member of the public said he and his wife carry out a litter pick on Whitechimney Row and Old Farm Lane every two weeks. He commented that Woodmancote looks like it needs to be litter picked as well. Cllr Pearcey said that she would raise this with Woodmancote Residents' Association to see if local residents would be prepared to do this.

A member of the public commented that he thinks lamping is being carried out on the fields between Old Farm Lane and Cemetery Lane. Members recommended that the police is informed of any suspicious activity.

A member of the public commented that there has been fly tipping in The Square in recent weeks – at the Co-op car park and by the litter bin outside Westbourne Café.

A member of the public informed the Parish Council that a Westbourne Business Group has been set up to share information and to raise awareness of issues between businesses. A meeting of the Group recently took place, which Cllr Mack attended, and it will meet again in January. Cllr Hitchcock thanked businesses for setting up the group, and said that the Parish Council is extremely supportive of this initiative as it is central to the Business Plan which aims to sustain local businesses. Cllr Hitchcock advised the Group to contact the Parish Council if they required any support.

6. County Councillor's comments and questions: A by-election will be held on 21 November 2019 to fill the County Councillor vacancy for the Bourne electoral division at West Sussex County Council.

7. District Councillor's comments and questions: District Councillor Roy Briscoe did not provide a report for the meeting.

8. Police incident report: PCSO Baylee Reed sent the following report.

I don't have access to DISK yet but I am in the process of gaining access so once I have been given this I will do an extended report for the next meeting. As of the rest reports they are as below:

- 2 October 2019: Break in to residential property and tools stolen
- 7 October: Criminal Damage at White Horse
- 7 October: Three business in The Square and The Grove were burgled overnight – money and items stolen.
- 13 October: Theft of bicycle from The Square
- 21 October: Another repeat break to business
- 26 October and 9 November: Theft from vehicle (River Street and The Shire)
- 11 November: Theft from motor vehicle (East Street and The Square)
- 11 November: Vehicle reported racing round village
- 12 November: Damage to business in The Grove
- 12 November: Attempt burglary in The Grove

From this report you can see that there have been a number of breaks to businesses and thefts from motor vehicles. I do plan on heading over to Westbourne and to show a presence in the area when it's possible both on foot and in a vehicle where I can give prevention advice, but if you can all be vigilant in the area hopefully this will act as a deterrent as well. There are positives to take from this and one of the main positives that I have seen is that the reports of anti-social behaviour in the area from either groups of youths or in general is very low (except the 1 report of the vehicle)

## Minutes

which is really good to see. This report has not include road incidents, domestics, neighbour disputes or admin incidents. I apologise again that I cannot make it to this meeting, when I am back from my rest days I will confirm if I can attend the December meeting and email you the outcome. I look forward to both working and meeting you all in the future.

**9. CCTV:** Cllr Mack has met three companies to find more about options for CCTV in The Square and to receive quotes. The cameras would cover the area including East Street, The Square, The Grove and North Street near the Co-op, and would be placed on buildings and have access to a power supply. It is likely that planning permission would be required. Cllr Mack has spoken to some businesses and all are in favour of the proposal. The landlord at the Stag's Head has offered the use of their existing CCTV monitors. He would provide a code to the Parish Council and councillors could look at the monitor to view coverage and download to a computer. The landlady of the White Horse and the owner of the Foot Shop have offered the use of their buildings and power supply. A current estimate is £6-7k and full quotes should be available for members to discuss at the Public Services Committee on 21 November at 7pm. Members discussed the requirement to consult with residents who would be directly affected by the CCTV by sending them a letter.

**10. Survey results:** Members looked at the results of the survey which had been circulated before the meeting and are available for members of the public to view on the Parish Council website, [www.westbourne-pc.gov.uk](http://www.westbourne-pc.gov.uk). In terms of response rate, 5% of residents responded and 12% of households. Cllr Hitchcock explained that this is fairly low but possibly to be expected given the nature of the survey and the current political climate. It does give the Parish Council good feedback which it can use, alongside other sources of information such as the recent Neighbourhood Plan survey, to establish trends. Results indicate that traffic and parking issues are high priorities. The Parish Council will spend time analysing the results and will incorporate feedback into the Business Plan which sets out priorities for future services and facilities in the Parish.

**11. Business Plan:** Members considered the updated Business Plan Action Plan which has been worked on by the Business Plan Working Group. Members agreed to approve the updates which identifies expenditure required in order to achieve stated aims and objectives. This includes the cost of investigating options for a village car park in Westbourne.

**12. Committee/Working Group reports:** Members received the following updates.

**Finance and General Purpose Committee:** The minutes of the Finance and General Purpose Committee, held on Thursday 24 October, were agreed to be a true record and were signed as such by Cllr Hitchcock. The final budget for the 2020/21 Precept will be brought to the Parish Council for approval at either the December or January meeting.

**Joint Burial Committee:** Cllr Magill reported that Southbourne Parish Council approved the latest draft of the JBC constitution on Tuesday 12 November.

**Planning Committee:** Cllr Hitchcock reported that the planning application for a private dog exercise business on Old Farm Lane had been approved by CDC.

**Public Services Committee:** Cllr Mack reported that the Community Speedwatch Group has not been able to operate recently due to some members being unwell.

## Minutes

**Recreation, Leisure and Amenities Committee:** Members agreed retrospectively to approve the quotes provided by Longmeadows to repair the fencing at Monk's Hill and Mill Road recreation grounds at a cost of £848.99, and the cost of £180 to remove the Monkey Bar piece of equipment at Monk's Hill playground. This work has now been completed in order to carry out the repairs identified in the Zurich inspection. Cllr Ricketts said that Longmeadows has visited a property at Monk's Hill where the vegetation from The Common is overgrowing into the garden. It would require two days' work, roughly £800. Members discussed if it is appropriate for public money to be spent on clearing a garden and the Clerk said she would contact SSALC for legal advice.

**Business Plan Working Group:** No further update.

**Neighbourhood Plan Steering Group:** Cllr Hitchcock reported that the Parish Council may hear from CDC about progress on the NP by the end of the month. The next step is to go to referendum and the NP will also need to be updated.

13. Community Chest Grant: Members considered an application from the Baptist Church to support a community event on Sat 14 December at The Meeting Place for £50 towards costs. The event will celebrate the community organisations and groups that use the venue. It was agreed to approve the application which would also be a good opportunity to promote the scheme to others in the village.

14. Street lighting electricity: Members agreed to take out a fixed term contract with SSE for a period of five years of £928.97, which would save £220 per year on current pricing.

15. Standing Orders: Members agreed to approve the Standing Orders for financial year 2019-20 and agreed that no updates were required.

16. Payments for approval: Members considered and approved the list of payments totalling £3,048.83 due immediately (for it is known must be paid between now and 5 December and require advance authorisation). There were payments totalling £1,410.00 made since 10 October 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.

17. Correspondence: Members noted the list of correspondence. Members agreed to send a letter to Mr Newsom in response to his letter which recommends improvements to street cleaning in The Square by sweeping between cars by hand. The Clerk will enclose a copy of the advice received from CDC which outlines their street cleaning procedures and will inform him that the Parish Council will be encouraging residents to set up a group to carry out street cleaning in the next edition of the newsletter.

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

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 5 December 2019 at 7.15pm

Meeting closed at 8.20 pm.

### Appendix 1

## Minutes

### 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)

<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 Nov 2019	1,313.00	1,313.00	0.00
IB WSCC LGPS Oct 2019	426.20	426.20	0.00
IB Longmeadows: pruning trees at Mill Road	100.00	100.00	0.00
IB Vision ICT website/email hosting and support for Jan -Dec 2020	546.00	455.00	91.00
IB S Cormack, playground inspections	135.00	135.00	0.00
IB The Meeting Place room bookings 2019-20	425.50	425.50	0.00
IB Redshank ink cartridges	74.40	62.00	12.40
	<b>3,048.83</b>	<b>2,940.76</b>	<b>108.21</b>

### Payments for retrospective approval

Alpha Cars, taxi-bus Sept and Oct 2019	214.00	214.00	0.00
IB Ralph Restorations, fingerpost in The Square	1,410.00	1,410.00	0.00
	<b>1,410.00</b>	<b>1,410.00</b>	<b>0.00</b>

### 1. Treasurers account number 1

<b>Balance per statement 31/10/19</b>	<b>155,319.15</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>155,319.15</b>

### Cashbook control

<b>Balance forward 01/04/19</b>	<b>103,994.25</b>
Add total receipts to date	103,221.51
Less total payments to date	51,896.61
<b>Cashbook at 31/10/19</b>	<b>155,319.15</b>