

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 9 January 2020 at The Meeting Place, North Street, Westbourne.

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

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

1. Apologies for absence: Cllr Mike Magill.

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

3. Minutes of the Parish Council meeting held on 5 December 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 5 December 2019:

Item 4: A meeting/walkabout is still to be organised with PCSO Reed to discuss issues in the Parish.

Item 10: The Clerk has received permission from CDC to swap the purchase of the role-play boat to a seesaw at Monk's Hill as part of the New Homes Bonus funding. The Clerk is now finalising the quotes and will order the items in due course.

Item 11: The Clerk has contacted WSCC for permission to install 400L salt bins in the two agreed locations and is waiting for a response.

5. Open forum: A resident commented that there is a lot of littering on Cemetery Lane near the Cemetery. The Parish Council thanked her for her help in litter picking the road which she does at least three times a week. A large tree was flytipped on Cemetery Lane this week and it has been reported to CDC. Members agreed that PCSO Booker should be informed to request that nearby residents are contacted to ask for their support in dealing with littering. A resident commented on the restrictions that are now in place at local household waste and recycling centres which are likely to lead to an increase in flytipping. Cllr Briscoe said that CDC are trying to tackle the issue, working with WSCC who has had to make cuts to services. A resident commented that they are pleased that River Street has been cleaned which has also helped with a drain which was covered in debris and was often blocked. A resident commented that Aldsworth Common Road is in poor condition in parts and is very muddy as a result of large vehicles that have driven along the side of the verges. This has also broken up the edges of the road. The Clerk will report this to WSCC Highways to request that it is maintained. It was also agreed to write to Andrew Elms at Lordington Farm to request that the farmers clear the ditches. Cllr Ricketts said that he thought Bridge Cottage in Aldsworth is discharging bath water into the ditch. The Clerk will report this to the Environment Agency.

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6. County Councillor's comments and questions: County Councillor Mike Magill sent his apologies and provided the following report. It has been a busy month conducting inductions to put me in a decent position to help serve you as your Councillor. I have a few updates that I hope are of some help but with County Hall having been closed for a few weeks there is limited amounts of information at this point in time.

Highways: I have had a meeting with Chris Dye who is the Officer for Highways for the area and have discussed a number of issues that we have. Monks Hill – I have re-raised this with him as I think it is a joke that it is still a 60mph outside of the playground and we are going to look at other options for this. The reasoning that it will not change the speed of drivers for me is a poor reason as it will show that we as the County Council and Parish Council care for our children and are making the right steps to improve safety and if there are idiots that speed and cause an accident need to be punished accordingly. Aldsworth – There is a bit of policy which we could utilise to change the speed limit down to 30mph as every village has the right to lower their speed limit to this. I think this will make a difference but I want to know the view of this Parish Council on whether you would be keen for traffic calming measures such as islands on alternate sides of the road with priority for vehicles coming from the opposite direction. Chem Route: This is the cycle path that is being looked at from Emsworth to Chichester along the A259 and has been more on the public conscience since the tragic fatality in Fishbourne in November. It has been high on the agenda for a number of residents and groups along the length of the A259 and following a meeting with Louise Goldsmith and County Officers we have heard some positive noises. The Department of Transport has started to increase funding available for such schemes which has led to Highways England picking up on the Feasibility Study that they paused due to funding. We are expecting this back with us by the end of February which should give a good understanding as the future progression of the scheme. The estimated cost is between £6.2m – £15.9m so outside funders are needed – hopefully through Highways England. Trees: I have contacted the Woodland Trust to ask for advice concerning shallow rooted trees that could be ideal for highway verges. This will negate the argument of the Officer as to disruption of roads and underground services. I have followed this up with a meeting request for Darren Wilkinson who sent the report on Westbourne so we can sort out what we can plant and when.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. We have a session arranged with the LGA to look at CDC priorities over the next four years. If there is anything you think is a priority for the District, please let me know. This excludes highways and bus issues as that is a county matter. The government has announced a draft settlement that is acceptable towards Council Tax for next year. CDC will remain within this target so there will be no referendum. Of the Council Tax raised, the District portion remains less than 9% overall and parishes are generally about 2%. The increase means we will have a balanced budget, then the next two years a slight deficit moving back to a balanced budget the following year. This is in light of recent decisions taken in relation to the emerging climate issues. We will be appointing a climate change officer for two years who will be responsible for an action plan to reduce the 'district's' carbon footprint, not just CDC. We have set a target of 10% annually which we believe is realistic. Other councils have said they will be carbon neutral by 2030, considering much of the carbon generated is outside their control (vehicle usage and domestic gas heating) we think our target is the right route and better understood by the

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community. We will look at buildings and vehicles to harness new technologies, look at how to encourage low emissions from new builds, minimise corporate carbon emissions, reduce in food waste, tree planting, sustainable transport and lifestyle changes. There will also be an operational budget of £30k as well, an overall cost of £150k over two years. The Southern Gateway is going ahead after 30 years discussion. Henry Boot has been appointed who has extensive experience in regeneration projects. It will encompass the bus depot, law courts, Royal Mail site by the canal basin and some of the school and police fields near Kingsham Road. It could be an exciting time and I hope and believe there will be a live music/dancing venue incorporated, certainly in demand from the younger generations. There are proposals to look at the farmers market. It's not just the high streets suffering a drop in footfall as it has had a negative impact on the food market - no decisions have been made yet. Planning; I was hoping to have an update on Westbourne's Neighbourhood Plan but it is still with the examiner. Everyone is frustrated by the amount of time it is taking, it's just bad timing with a court ruling meaning ours had to be re-evaluated in the middle of the Local Plan review. There are issues relating to the Local Plan that need addressing and we building an evidence base to support the policies being developed, especially on strategic sites. I have put a number of ideas forward in relation to the Gypsy Traveller policies which were found to be ineffective in the last plan. I hope they will be re-written by the end of March when I hope a final document will be released for a final push toward submission in July. The planning advisory service has suggested we should have a buffer for under delivery as we have to demonstrate a five year supply. We are also concerned that the figures jump immediately to the 650 figure from the current 435 which would mean for the first four years we wouldn't be able to show a five year supply and open the market to speculative applications from developers. There is an appeal going to a public inquiry in the next few weeks for land off Cook's Lane. At the moment, CDC can show a 5.4 year supply but that is contested by the developer. All this results in slowing down the work of the policy team as they are drawn away to produce evidence. A couple of events in the pipeline: Last Night of the Proms at Stansted Park in August as well as a Queen tribute the previous evening. In May, a Pub in the Park with chef Tom Kerridge in Oaklands Park which will have live music, food and drink. On the same day is the Flower Festival at the Cathedral which is normally well attended. Parking in Chichester will go up by 3% but will be reviewed within 12 months to take cognisance of the pressure on the high street. Baffins car park and Little London car park will increase to a flat £2 per hour in order to discourage vehicles to the very centre of the City. Strategic wildlife corridors are included in the Local Plan Review which will benefit Westbourne as we sit in one along the border with Hampshire. We hope it will mean we can retain vital wildlife routes from the AONB of Chichester Harbour to the SDNP. Our wildlife office thanks all those who contributed and Greening Westbourne was a big partner there. If it gets approved, we will be the first in the country to get such a policy included. The five-year project is coming to an end which could mean the loss of the wildlife officer post, however, a Heritage Lottery Grant has been applied for and with match funding from CDC we hope this can be kept going for a further five years. It was reported to me that a number of trees subject to a Tree Preservation Order in a protected woodland had been removed near Marlpit Lane. I have asked the planning enforcement team to interview the person/s responsible and if possible, take a prosecution. I'm also aware the road surfacing company given 18 months to vacate their site at Cemetery Lane have not done so I have asked for Court Proceedings to be started. Those in social

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housing if they are experiencing issues with their registered providers and have been unable to get satisfaction through the housing team should contact me to try and get the issues resolved. Small businesses can apply for match funding up to £2.5k through grants to set-up or improve websites. There are also shop front grants available and a grant of up to £20k for rural businesses but it closes in mid-February. If interested, contact me or CDC economic team

8. Police incident report: PCSO Reed did not provide an incident report for the meeting.

9. Request to support in principle the closing of all but one gap in the hedge separating Mill Lane and the Mill Stream to protect water voles from disturbance by dogs: Martin Yallop and John Barker attended the meeting to explain a proposal to close all but one of the gaps in the hedge separating the Mill Stream and Mill Lane, and to seek the support of the Parish Council. The gaps have mostly been created by dog walkers who allow their dogs to enter the stream to enjoy the water. The Environment Agency and others have also contributed to the gaps. Members are aware of the proposal for a strategic wildlife corridor through Westbourne, seen as the most biodiverse of the corridors and the most enthusiastically supported. It is based on a Biodiversity Opportunity Area and includes chalk streams amongst the waterways. There are only 200 chalk streams left on the planet. The southern 'leg' along the Mill Stream/Mill Lane of the 'Y' shaped corridor is a vital link to Lumley, Hermitage and Chichester Harbour's wetlands and marshes. The CDC wildlife officer has confirmed presence of water voles. The high level of biodiversity, including protected bats, water voles and dormice, protects Westbourne from unwanted development. The Plan is to close all but one of the gaps in the hedge, which is probably ancient hedgerow. The bank will be rebuilt with soil to the original level. Branches and vegetation will be secured to block the gaps. Native hedge species (hazel, wild rose, dogwood, hawthorn and crab apple) will be planted to grow in the gaps. Chain with hanging tubes will be installed to prevent dogs straying far upstream from the allowed access gap. Notices will be posted to explain to dog walkers why the gaps are closed; directing them to one gap left open at the A27 end of the waterway, and other places (Brook Meadow nature reserve dog splash, Sussex Border Path, North Street and River Street); and directing them to Greening Westbourne website, which gives information about the Wildlife and Countryside Act 1981 saying it is an offence to disturb water voles and other protected species. The landowner needs no consent or permission but wants to avoid both disturbance to wildlife and confrontation or disagreement with dog walkers. CDC's Climate Emergency draft action plan provides for, amongst other things, an increase in planting of native trees so this proposal chimes with that. At this stage, there is no request for financial support from the Parish Council, but once all the costs and who is bearing them is clearer, they may apply to the Parish Council for a contribution from the Community Chest grant. The total cost is unlikely to exceed £220. They also requested if they could add Westbourne Parish Council, alongside the landowner and Greening Westbourne, as one of the supporters of the planned measures to protect water voles.

The Parish Council agreed to support the proposal and welcomed the opportunity to support it with funding from the Community Chest grant once costs are identified.

10. Community Chest grant: Ben Cowdry from Westbourne Cricket Club attended the meeting to request funding for new cricket nets which cost £530 and would offer

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protection to members of the public watching the matches.

[https://www.sportsequip.co.uk/acatalog/Wooden Pole Cricket Bay with Surround Netting and Sewn-in Roof.html#SID=83](https://www.sportsequip.co.uk/acatalog/Wooden_Pole_Cricket_Bay_with_Surround_Netting_and_Sewn-in_Roof.html#SID=83). The Parish Council agreed to allocate the remainder of the Community Chest Grant fund for this financial year, which is £450. Ben confirmed that the Cricket Club would be able to contribute towards the remaining cost.

11. CCTV: Cllr Mack said that he has received three quotes for CCTV and is now identifying suitable places for the five cameras in The Grove and The Square and a location to hold the secure box, as well as working out how the system will connect to the internet. Members considered a draft letter prepared by the Clerk which will be sent to residents in due course.

12. Parking notices: The Clerk has contacted PCSO Reed about the parking notices, who said: "I am aware that this is an issue for yourselves and one that is quite prominent within the village (as you say it gets brought up at almost all the meetings). I can only second what WSCC and CDC have said by saying that the area we cover is very large and we do try and come to the village as best we can. I have discussed your notices with my supervisor and we have both said that as a parish council you can do this but it can also cause some backlash with the notices either being ignored or just discarded on the floor so possibly creating other issues. In terms of the partnership side of things unfortunately Sussex Police couldn't run the operation so couldn't have our branding on it but as a Parish council if you wanted to put the notices on the vehicles then that's fine. Obviously I and other colleagues will be in the area and we will still deal with parking issues within our powers. If you wanted to send me a draft before you print them then I will more happily advice on choice of words etc."

Members considered draft copy for the parking notices, prepared by the Clerk, and it was agreed to proceed with them. The Clerk will arrange for Monster Creative to design them and to print about 2000 copies for councillors to place on vehicles at their discretion.

13. Budget monitoring quarter 3: Members considered a budget monitoring report for the nine months of the financial year to 31 December 2019 which outlines that total net expenditure was at 63.4% of the budget.

14. Annual review of fees and charges: Members considered the report which outlines the Council's fees and charges and it was agreed not to make any further changes.

15. Revised estimates 2019/20, budget 2020/21 and precept 2020/21: Members considered the budget report and supporting papers to agree revised estimates for financial year 2019/20, the budget for financial year 2020/21, and to set a precept for financial year 2020/21. The draft Precept was recommended to the Parish Council by the Finance and General Purposes Committee and the Parish Council agreed to these recommendations. There were a number of additional budget items for the Council to consider which the Clerk highlighted in red. Members agreed to the following:

- To include £150 to subscribe to Parish Online in 2020/21
- To not include any funding towards play equipment at Monk's Hill and to start establishing a new earmarked reserve from next financial year.
- To include £3,000 towards the cost of play equipment at Mill Road which is due to be renovated in April 2020.

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- To include £2000 towards the cost of Speed Indicator Devices for Emsworth Common Road in Aldsworth. It was agreed that the mobile devices in Westbourne could be moved around to cover different areas.
- To include £5000 towards the cost of CCTV in The Square and The Grove.
- To include £4000 to cover the cost of professional fees. The Council will need to work with a solicitor to sort out the charitable status of Monk's Hill recreation ground and may incur expenditure if professionals are required to support the Parish Council at future planning inquiries.
- To include £904 to help grow the general reserve which has been used in recent years for unidentified expenditure. The figure has rounded up the final Precept to £101,000.

Members unanimously agreed to set the Precept for 2020/21 at £101,000 which will support the activities requested by the local community. The charge per Council Tax Band D property will be £106.07. This is an 8.4% increase in cash terms from last year, and a 6.6% increase in terms of a Council Tax Band D property. (The Precept in 2019/20 was £93,166). There is no longer a grant available from CDC to make up for lost council tax. The Clerk will inform CDC of the required amount.

16. Interim internal audit report: Members considered the report from Andy Beams, internal auditor, Mulberry & Co, following the interim internal audit on 12 December 2019. The recommendations of the report were noted and agreed.

17. Payments for approval: Members considered and approved the list of payments totalling £5,839.79 due immediately (for it is known must be paid between now and 13 February 2020) and require advance authorisation. There were payments totalling £1,024.00 made since 5 December 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.

18. Correspondence: The Friends of Stansted Park has contacted the Parish Council to request that a member joins their committee which meets bi-monthly at 5pm. Cllr Ricketts volunteered to join which members agreed to.

The Council has received a request for a public toilet at Monk's Hill. Members agreed that it was not a viable option as it could fall victim to anti-social behaviour and vandalism and it would be too costly and difficult to maintain.

A resident has contacted the Parish Council about parking on Mill Road. It was agreed that the Public Services committee will discuss this issue with a view to installing fencing around the bottom corner of Mill Road near the junction and school to prevent parking on the verges.

19. Announcements and items for the next meeting: To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

20. Date of next meeting: The next meeting is scheduled to be held on Thursday 13 February 2020 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.

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Section Two

21. Monk's Hill recreation ground: Members considered the advice received from Ian Davison, solicitor. It was agreed to write to WSCC to request that the Village Green status, which is incompatible with its charitable status, is removed. The Clerk will write a draft governing document for the charity which will be brought to the next parish council meeting so that a S297 agreement can be put in place. The Clerk will update the information which is available on the Charity Commission website. Members agreed to pay the Clerk overtime, if it is required, in order to carry out these activities.

Meeting closed at 9.30pm.

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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 for approval	Total	Net	VAT
DD EE&T Mobile	28.73	24.06	4.81
IB Confidential payments Jan 2020	1,313.00	1,313.00	0.00
IB WSCC LGPS Dec 2019	426.20	426.20	0.00
IB HMRC quarter 3 2019/20	908.28	908.28	0.00
IB Alpha Cars, taxibus December 19	101.08	101.80	0.00
IB Longmeadows quarter 3	3,062.50	3,062.50	0.00
	5,839.79	5,835.84	4.81

Payments for retrospective approval

IB PDC Print newsletter printing autumn 2019 edition	185.00	185.00	0.00
IB GM Support playground inspections	135.00	135.00	0.00
IB Surrey Hills Solicitor, advice on Monk's Hill recreation ground	570.00	475.00	95.00
IB ICO data protection fee for 2020	35.00	35.00	0.00
IB D Mack reimbursement ladder for SIDS	99.00	87.50	16.50
	1,024.00	917.50	111.50

1. Treasurers account number 1

Balance per statement 31/12/19	146,744.12
Less outstanding payments	24.99
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	146,719.13

Cashbook control

Balance forward 01/04/19	103,994.25
Add total receipts to date	103,721.51
Less total payments to date	60,996.63
Cashbook at 31/12/19	146,719.13