

## Minutes



**Westbourne**

Parish Council

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### **Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 13 February 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.

Seven 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 9 January 2020: 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 9 January 2020:

Item 4.4: A meeting is still to be organised with PCSO Reed to discuss issues in the Parish.

Item 4.10: The Clerk confirmed that the football goal posts have been ordered and will be installed in the next few weeks, the exercise equipment has been ordered and delivery and installation is being organised, and Clerk is continuing to work on ordering the play equipment.

Item 4.11: The salt bins have been installed on Monk's Hill.

Item 5: PCSO Booker has agreed to contact residents on Cemetery Lane regarding littering. A member of the public commented that littering is just as bad in this location.

Item 5: The Clerk has written to Mr Elms about the blocked ditches on Aldsworth Common Road and he has asked if the Parish Council could let him know which ditch it is as they are not all owned by him. Mr Marshall identified the location on a map which the Clerk will send to Mr Elms for confirmation.

Item 12: The parking notices have been printed and will be given to councillors to put on vehicles.

5. Open forum (maximum of eight minutes): A member of the public regularly litter picks along Old Farm Lane and he asked the Parish Council if they could provide a warning sign so that passing vehicles and pedestrians are aware and pass with caution. The Clerk has one in the emergency kit which can be used.

6. County Councillor's comments and questions: County Councillor Mike Magill sent his apologies for the meeting and provided the following report. General - There was a very damning report out in December about how Children's Services has been run in the last 10-15 years in West Sussex and it is now looking as though this will be outsourced into a trust scheme to enable the children that require help are getting the best service possible. A new executive director has just been appointed as

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current members are working very hard to rectify the problems that have been encountered. A new director for children services is about to be announced and with the appointment of Becky Shaw as Chief Executive there is a lot of work taking place to rectify the problems that have been encountered previously. 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. Aldsworth – I have spoken to Highways about this and they rejected the application submitted by residents for a change in speed limit as they requested a 20mph which doesn't fit the criteria. I have gone back and asked whether they had looked into a 30mph limit instead which they hadn't so more work is being done on that to see if it is viable. With a number of cases that I have looked at in the area as the whole the Highways Team are having to say to ideas/schemes due to the policy that they work team. This is obviously not the Teams fault as they must abide by policy otherwise it will turn into a free-for-all in terms of what people want done. I have countered this and let the Leader of WSCC that I would like to have a look at the policy as a whole and look at revising it as it is clearly not fit for purpose in certain instances. This will be a longer term project but one that I will keep reporting back on as it progresses. Trees following on from the email that I sent around a couple of weeks ago, I have gone around Westbourne with an Arboculturist from WSCC Highways division and he was very optimistic about the potential to plant trees throughout the village. There is a more pragmatic view taken by Jim Mellor and there are a number of sites that are suitable. My previous email details the costings in more detail so instead of repeating it, any queries please let me know. He did mention that what he wants to avoid is planting like the ones that have taken place on Ellesmere Orchard. He is content that it has been done properly and to a good standard. The reason behind this is the land belongs to Highways and they are happy to work with residents who want to plant, but if it is done without their knowledge they will struggle to maintain/look after them. There is the additional safety element that they have plans of where cables and pipes lie under the verges so are worried of people hitting these if they do them by themselves. PCSO I was meant to meet with Baylee Reed today to discuss the area and any problems he has encountered to date but he had to cancel due to some unforeseen circumstance. I have told him I want him to meet with all of the parish councils in the Division so he should be in touch soon to arrange a meeting he can attend. Something another parish council mentioned, was that there used to be six weekly meeting with the PCSO and a couple of Parishes so discuss concerns in the area and give him "projects" to go away and look into and work on. I will be discussing this with PCSO Reed to get more buy in with the community and gives him an easy way to meet residents. These meetings were generally for two or three parishes at once so the parishes were discussing anti-social behaviour together to work on a united front. If this is something you think would be beneficial please let me know and I can see what I can organise. Sorry I cannot make the meeting this week as I am away on holiday but after a discussion with Richard this week I will be looking to make sure I leave work early on a Thursday to ensure I can attend the Parish Council meetings although I may be 15 minutes late! Any queries, you know exactly where I am

Members discussed that they are supportive of a meeting with the police and local parishes and would like Cllr Magill to investigate this further.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. The Police and Crime Panel has agreed its Precept increase at

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£10 for a Band D property and will use this to have a more visible police presence. The police crime commissioner election will take place in May and Katy Bourne will be standing again. The climate emergency officer full time funding has been agreed for two years and the recruitment process has started. Cabinet has agreed funding towards a wildlife project including the wildlife corridors, one of which is in Westbourne. Funding from The Heritage Lottery Fund will supplement CDC's funding. Pop up shops initiative has started in Chichester to fill empty shops and encourage start-ups. The mystery warrior exhibition has opened at the Novium Museum. Rough sleeping in Chichester has increased and an outreach worker shows them where they can find a bed and food. We are working towards a new corporate plan and another session with the LGA is planned – please let me know if there is a priority missing. The Chichester Local Plan Review is ongoing. Although Westbourne doesn't have further housing allocation, Southbourne does as well as other parishes. Our NP is with the examiner still which holds a lot of weight for the first two years after being made. It now looks as though there could be a delay to the Local Plan in which case developers can speculatively apply for permission but our NP should give us some protection. A visit Chichester guide is being produced. Chichester Roman Week is to return 23 to 29 May. CDC's Rural Towns Co-ordinator is helping Midhurst Town Team encourage local businesses to add to the summer flower display with hanging baskets. It has been decided that the farmers market will continue every first and third Friday of the month from 9am to 2pm in its current location. We're also looking at a Chichester destination market to take place three to four times a year. It will consist of different 'zones', which could include designer makers, young entrepreneur, flea, garden, seasonal produce and will be complimented by street food vendors, live music and children's entertainment. In December 2019, the Business Contact Programme provided support to 68 businesses across the District, helping protect 128 local jobs, seeing two new jobs created, and assisting with funding for 55 district businesses. Chichester Community Network is now live [www.chichestercommunitynetwork.org](http://www.chichestercommunitynetwork.org) VE75 & VJ75 celebration grants - I approved grants of up to £250 per parish Council to help celebrate this important milestone. [www.community@chichester.gov.uk](mailto:www.community@chichester.gov.uk). If a planning application is received for a new agricultural building, make sure that the permitted development rights are removed as the policy can easily be abused. From February, enforcement cases within Chichester (outside SDNP) will be viewable on the council's Public Access System.

**8. Police incident report:** PCSO Reed did not provide a report for the meeting. Cllr Ricketts and Cllr Mack attended the All Parish meeting on 10 February at which Chief Constable Jon Carter was present. Cllr Ricketts gave an update that across the district, 35% of crime is domestic abuse, 40% is online, and that there have been many burglaries along the A271 recently. He reminded members that it is quicker to report crime at <https://www.sussex.police.uk/ro/report/> than by calling 101.

**9. CCTV:** Cllr Mack has received three quotes for the installation of the CCTV and has identified CIA as the preferred supplier. It was agreed to send the circulated draft letter to residents, including a map which identifies where the cameras will be located, to residents who live nearby. The Clerk will contact Monster Creative for a quote to print the letters as it is likely to be cheaper than printing from the Parish Council's printer. An article will also be included in the spring edition of the newsletter, and information will be the website, Facebook page and the

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noticeboards. It was agreed to give residents until 31 March for comments before a final decision to proceed will be taken at the Parish Council's meeting in April.

10. Tree planting and removal of ash trees at Monk's Hill: It was agreed that a project plan needs to be created which identifies locations for new trees along with details of the species of trees to be planted. Cllr Hitchcock said that Greening Westbourne may be prepared to support the Parish Council in this matter which members agreed to. Members agreed to the removal of eight ash trees at Monk's Hill recreation ground due to ash die-back at a cost of £1070.00 plus VAT. Members agreed that replacement trees will be planted in the autumn and native species will be selected.

11. VE Day 75: Members discussed the national programme of events <https://www.veday75.org/get-involved/> which will be held on Friday 8 May to commemorate the 75th anniversary since the end of the second world war in Europe. It was agreed that funding of £250 will be applied for from CDC for a bench to commemorate the event. It was discussed that the Parish Council may have to match fund this amount as benches can be costly. Members discussed installing it in The Square, although plans for its eventual location will be considered again.

12. Annual Parish Assembly: It was agreed to hold the event on Thursday 16 April at 7pm when the front room at The Meeting Place is available. Members discussed ideas for guest speakers and it was agreed to ask the Friends of Stansted Park and environmental officers from CDC to present climate issues. Cllr Pearcey and Cllr Barker offered to help the Clerk with refreshments for the event.

13. Annual Spring Clean Day: The event on Sunday 5 April from 2-4pm is being co-hosted by the Final Straw Solent and Greening Westbourne which should encourage more people to attend. Cllr Hitchcock said he has organised the event in recent years and would like to pass this onto another member if possible. The Clerk agreed to contact CDC to arrange for the equipment to be supplied. A member of the Council will need to be at the event to allocate residents to each patch to litter pick. Cllr Hitchcock said he is still happy to collect the bags after the event and put them in one location for CDC to collect. Cllr Pearcey and Cllr Barker agreed to help with refreshments afterwards at The Meeting Place.

14. Friends of Stansted Park (FoSP): Cllr Ricketts recently attended a FoSP committee meeting and reported back to the Council that they would like to encourage more members to join at a cost of £15pa for an individual member, £25 for a couple and £30 for a family. Membership includes many benefits and details can be found at <http://www.stanstedpark.co.uk/friends-of-stansted-park>.

15. Insurance renewal: The Clerk circulated a report which includes three quotes for the renewal of the Parish Council's insurance. It was agreed that the quote received from Kompan for playground inspections was of interest as they are able to supply replacement parts and help carry out repairs. This is not offered by Zurich which the Council currently employs for playground inspections. The Clerk will contact Zurich to see if the Council can take out their insurance without the playground inspections. If not, the Clerk will look at the best next insurer and will contact the Parish Council for agreement to proceed.

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16. Spring newsletter: The Clerk circulated a list of ideas for articles for the next edition which members agreed to. The Clerk will write the copy and will work with Piers Mason to design it and Monster Creative to print it for distribution in early March. Cllr Hitchcock also offered to write some of the articles.

17. Financial Risk Assessment: Members agreed to approve the circulated financial risk assessment for financial year 2019/20.

18. Payments for approval: Members considered and approved the list of payments totalling £3,551.30 due immediately (for it is known must be paid between now and 12 March 2020) and require advance authorisation. There were payments totalling £670.02 made since 9 January 2020 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.

19. Correspondence: Members noted the list of correspondence. Members agreed not to object to the removal of the telephone box in The Square.

20. Announcements and items for the next meeting: Cllr Hitchcock has identified a funding opportunity for another defibrillator for Westbourne and would like this to be added to the agenda for discussion.

21. Date of next meeting: The next meeting is scheduled to be held on Thursday 12 March 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.

### Section Two

22. Monk's Hill recreation ground: Members considered a draft governing document and a draft S297 agreement for the charity which has been prepared by Ian Davison, solicitor and the Clerk. A final draft will be brought to the Parish Council's next meeting for approval. The Clerk would like her job description to be updated to also include her role as Clerk to the Trustees as she will be required to organise additional charity meetings, prepare meeting reports and an annual financial report to submit to the Charity Commission.

23. Village car park: Cllr Hitchcock gave an update to members about proposals for a village car park in Westbourne.

24. Policies and procedures relating to complaints: It was agreed to update the Parish Council's complaint policy to ensure it meets all requirements, including working with other organisations and parish councils.

Members agreed that a letter should be sent to the Chairman of the Joint Burial Committee (JBC), and a copy sent to the Clerk of Southbourne Parish Council, to bring to his attention that a quarterly financial report and committee update for the JBC was not received by the Parish Council, which was agreed in October 2019 when the terms of reference and constitution were implemented.

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Meeting closed at 9.30pm

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**Westbourne Parish Council, 13 February 2020**

**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)

| <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 Feb 2020  | 1,313.00        | 1,313.00        | 0.00          |
| IB                           | WSCC LGPS Jan 2020              | 426.20          | 426.20          | 0.00          |
| IB                           | Gritbins.net                    | 682.97          | 569.14          | 113.83        |
| IB                           | Alpha Cars, taxibus Jan 2020    | 96.00           | 96.00           | 0.00          |
|                              | Monster Creative parking        |                 |                 |               |
| IB                           | notices                         | 139.20          | 132.00          | 7.00          |
| IB                           | SSALC Parish Online subs        | 54.00           | 45.00           | 9.00          |
|                              | Broxap 2 x football goal posts, |                 |                 |               |
| IB                           | Mill Rd                         | 721.20          | 601.00          | 120.20        |
|                              | S Cormack, playground           |                 |                 |               |
| IB                           | inspections                     | 90.00           | 90.00           | 0.00          |
|                              |                                 | <b>3,551.30</b> | <b>3,296.40</b> | <b>254.84</b> |

**Payments for retrospective approval**

|    |                                   |               |               |              |
|----|-----------------------------------|---------------|---------------|--------------|
|    | C Kennett reimbursment            |               |               |              |
| IB | postage and stamps                | 10.02         | 10.02         | 0.00         |
|    | GM Support, playground            |               |               |              |
| IB | inspections                       | 90.00         | 90.00         | 0.00         |
|    | Surrey Hills Solicitor, advice on |               |               |              |
| IB | Monk's Hill recreation ground     | 120.00        | 100.00        | 20.00        |
| IB | Westbourne Cricket Club           | 450.00        | 450.00        | 0.00         |
| IB |                                   |               |               |              |
|    |                                   | <b>670.02</b> | <b>650.02</b> | <b>20.00</b> |

**1. Treasurers account number 1**

|                                       |                   |
|---------------------------------------|-------------------|
| <b>Balance per statement 31/01/20</b> | <b>145,855.52</b> |
| Less outstanding payments             | 0.00              |
| Outstanding receipts                  | 0.00              |
| Add petty cash                        | 0.00              |
| <b>Revised bank</b>                   | <b>145,855.52</b> |

**Cashbook control**

|                                 |                   |
|---------------------------------|-------------------|
| <b>Balance forward 01/04/19</b> | <b>103,994.25</b> |
| Add total receipts to date      | 109,452.63        |
| Less total payments to date     | 67,591.36         |
| <b>Cashbook at 31/01/20</b>     | <b>145,855.52</b> |