

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 16 April 2020 using Zoom video conferencing. A recording of the meeting is available at www.westbourne-pc.gov.uk

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

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

1. Apologies for absence: Cllr Nigel Ricketts.

2. To receive declarations of interest and updates to the Register of Interests: Cllr Hitchcock declared an interest in item 10 as he is the Chair of Greening Westbourne. Cllr Barker also declared an interest in item 10 as the owner of Mill Meadows Farm.

3. Standing Orders: Members approved unanimously to an amendment to the Standing Orders to meet Government regulations which allow the Parish Council to conduct its business during the Covid-19/coronavirus outbreak.

4. Minutes of the Parish Council meeting held on 12 March 2020: The minutes were agreed to be a true record and were signed as such by the Chair.

5. Updates and issues from the minutes of 12 March 2020:

Item 4.10: The ash trees at Monk's Hill have been removed and the stumps will be ground away shortly.

Item 4.16: The distributor refunded the cost of delivering the spring newsletter (£241) as it had to be cancelled due to the coronavirus outbreak.

Item 14: The Parish Council noted that a quarterly report has not been received from the Joint Burial Committee despite requesting that it was received for the April meeting.

Item 20: The charity is now in place and a first meeting of the trustees will be organised for May.

6. Open forum: None.

7. County Councillor's comments and questions: County Councillor Mike Magill gave the following report. Council meetings have resumed using Skype. WSCC has set up a Covid-hub which provides support to local residents who are categorised depending on their situation. Tier 1 are the people who have received letters from the government and WSCC is supporting them with receiving food and medicine. The hub directs other categories of people to various support agencies and organisations for help. The hub offers a service from 8am-8pm and aims to provide an immediate response. Cllr Magill asked residents to contact him if there are any concerns about the response time they receive although the system does seem to be working well. Hospitals in West Sussex are coping well with capacity at 60% due

Minutes

to non-urgent procedures being cancelled and are providing support to other counties. Cllr Magill has working with parish councils in the Bourne ward to create a leaflet which advertises local businesses which are still operating. Over 4000 copies are being distributed to residents and the information is also available at www.westbourne-pc.gov.uk. Before the Covid-19 outbreak, Cllr Magill met Paul Marshall, Leader of WSCC, to discuss issues concerning rural communities. It was a broadly positive meeting and issues such as the bus service, which has been cut in Westbourne, was discussed. With the bus service, there are issues of commercial viability to consider but Cllr Magill also believes that despite council tax payers in rural communities contribute the same as in other areas and deserve a similar service. Cllr Magill has taken part in a small schools scrutiny consultation which has seen Compton Primary School remain open. Cllr Magill confirmed that West Sussex residents are now able to use the waste and recycling centre in Havant at no charge thanks to an agreement between the two county councils.

8. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. Cllr Briscoe thanked Cllr Magill for his help and support and has found that their joint working has recently helped to tackle some common issues. Cllr Briscoe said that social distancing and self-isolation measures taken by West Sussex residents is having an impact with the rate of infection doubling every eight days instead of the predicted two days. Bordering counties of Hampshire and Surrey currently have more cases. Cllr Briscoe said that only about 30 people are now working at the District Council's offices with the rest of the staff working from home. Unfortunately, this means that sending planning application notifications to neighbouring properties has been suspended so residents may not be aware of nearby proposed developments. The District Council has £37m available in grants for small businesses and so far 1500 have applied. There are another 470 that the District Council is in the process of contacting. There has been a big increase in the incidents of fly-tipping since the closure of the waste and recycling sites. Some of the District Council's senior managers have been helping out on recent waste collection services to support staff. Cllr Briscoe offered this thanks to the local community for their support and condolences following the tragic incident on Duffield Lane. Cllr Briscoe attended a meeting with Gillian Keegan, MP to discuss the national Gypsy/Traveller policy. Cllr Briscoe recommends that the Planning Policy Traveller Sites document should be withdrawn by government as it serves no real purpose and is being used to develop in the countryside. Many local authorities face the same problem and an all-party parliamentary group will be called to make recommendations to the government. The District Council's local plan will expire at the end of July. A facilitation appropriate development document will be in place which advises developers of speculative applications to adhere to the Local Plan that's been published. Any appeals for housing developments after the new plan has been adopted would be thrown out. Westbourne's Neighbourhood Plan still holds some weight but it is unlikely to be formally adopted until 2021.

9. Police incident report: PCSO Reed did not provide a report for the meeting.

10. Community Chest grant: Members consider an application from Greening Westbourne and Mill Farm Meadows for funding to protect water voles at the Mill Race on Mill Lane. This involves improving the hedging and restricting access for dogs to a large section of the stream. Members agreed unanimously to give a grant of £64.70 as a contribution towards the project.

Minutes

11. CCTV consultation: Members agreed unanimously to postpone the consultation until after the public health emergency.

12. Annual Governance Statement 2019/20 (Annual Governance and Accountability Return (AGAR) Section 1): Members looked at each of the questions posed by the AGAR Statement 2019/20 and agreed that all of the statements are correct. Cllr Hitchcock and the Clerk signed the Statement on Section 1 of the AGAR.

13. Receipts and payments 2019/20, and statement of reserves: Members looked at the outturn figures of receipts and payments against revised budget for the financial year 1 April 2019 to 31 March 2020. It was noted that 83.7% of the budget was spent during the financial year which means that £16,679 has been put into the general reserve which now stands at £35,261 – the internal auditor recommends that the general reserve should be roughly half of the precept. As this amount was initially low the saving made during the financial year has put the Parish Council in a stronger and more secure financial position.

14. Accounting statements 2019/20 (AGAR Section 2): Members agreed with the accounting statements for the year ended 31 March 2019. Cllr Hitchcock signed Section 2 of the AGAR as a true record.

15. Defibrillator: Cllr Hitchcock reported that the second defibrillator has been delivered to the Village Stores which will soon be fitted by an electrician. Currently the cabinets have a code number on the front, however, this will be replaced with the postcode for their location so this can be passed to the Ambulance Service instead. Additional instructions will also be included on the front. Replacement pads have been ordered for the defibrillator outside the Co-op which is currently out of service. Members agreed to include the two defibrillators on the inspection contract with Stewart Cormack, GM Support, at a cost of £5 for each inspection. The defibrillators require two guardians who are responsible for ordering new accessories as they are required. Clare Kennett, as the Parish Clerk, will carry out one of these roles and David Mack volunteered to be the other guardian. An annual service may also be required as well as paediatric pads – the Clerk will look into this. Cllr Hitchcock has written an article for the Westbourne Magazine about how to use the defibrillators and Clare Kennett will add this to the Council's website.

16. Taxibus: Members agreed unanimously to suspend the service until the public health emergency has ended due to a lack of passengers during the lockdown. The service will be resumed as soon as it is possible.

17. Tree planting: Cllr Hitchcock reported that WSCC has given permission for certain trees to be planted in Westbourne. Greening Westbourne and the Tree Wardens are working to identify suitable trees and locations and this information will be brought back to the Parish Council for consideration and for a consultation process to take place.

18. Payments for approval: Members considered and approved the list of payments totalling £19,197.95 due immediately (which must be paid between now and 14 May 2020) and require advance authorisation. There were payments totalling £3,798.36 made since 12 March 2020 which require retrospective authorisation. In compliance with Financial Regulation 5.2, personal payments (including salaries) were

Minutes

summarised on a separate confidential paper. The list of payments is included in Appendix 1.

19. Correspondence: Members noted the list of correspondence.

20. Announcements and items for the next meeting: Members requested agenda items be included for SID's, VE 75 funding for a bench and New Homes Bonus 2020 funding.

21. Date of next meeting: The Annual General Meeting is scheduled to be held on Thursday 14 May 2020 at 7.15pm

Meeting closed at 8.45pm.

Minutes

Appendix 1

**Westbourne Parish Council, 16 April
2020**

Agenda item 18: 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
D			
D EE&T Mobile	29.42	24.52	4.90
IB Confidential payments April 2020	1,339.86	1,339.86	0.00
IB WSCC LGPS March 2020	426.20	426.20	0.00
IB HMRC quarter 4	908.28	908.28	0.00
IB Alpha Cars taxibus February 2020	120.00	120.00	0.00
IB WSALC Ltd subscription 2020-21	733.30	733.30	0.00
IB Playdale 50% deposit for play equipment	5,934.60	4,945.50	989.10
D			
D SSE	76.99	73.33	3.66
IB GM Support playground inspections	90.00	90.00	0.00
IB M Reed & Co Ltd ash tree removal Monk's Hill	1,070.00	856.00	214.00
IB CDC rent for Mill Road land 2020-21	100.00	100.00	0.00
IB Westbourne Allotment Association flower show grant	50.00	50.00	0.00
IB Closed churchyard grant	200.00	200.00	0.00
IB Citizens Advice grant	300.00	300.00	0.00
IB Homestart grant	250.00	250.00	0.00
IB Zoom account reimburse C Kennett	143.88	119.00	23.98
IB Norton antivirus computer protection, remiburse C Kennett	24.99	20.82	4.17
IB Royal Mail PO Box address, reimburse C Kennett	352.50	293.75	58.75
IB Bright Plan, highways consultants, Cemetery Lane	3,703.99	3,086.66	617.33
IB Phillippa Jarvis, planning consultant, Cemetery Lane	1,316.64	1,097.20	219.44
IB Mulbery and Co, 2019-20	262.80	262.80	0.00
IB Longmeadows quarter 4	1,764.50	1,764.50	0.00
	19,197.95	17,061.72	2,135.33

Payments for retrospective approval

Minutes

IB	Sovereign play equipment deposit	954.74	795.62	159.12
IB	Zurich insurance 2020-21	1,226.84	1,226.84	0.00
IB	CDC litter/dog bins 2019-20	1,549.38	1,291.16	258.22
IB	Redshank ink cartridges	62.40	52.00	10.40
IB				

	3,793.36	3,365.62	427.74
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1. Treasurers account number 1

	133,972.0
Balance per statement 31/03/20	3
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
	<u>133,972.0</u>
Revised bank	3

Cashbook control

	103,994.2
Balance forward 01/04/19	5
	109,693.9
Add total receipts to date	3
Less total payments to date	<u>79,716.15</u>
	<u>133,972.0</u>
Cashbook at 29/02/20	3