

Minutes



Westbourne

Parish Council

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Minutes of the Annual General Meeting of Westbourne Parish Council which took place at 7.15pm on Thursday 14 May 2020 using Zoom video conferencing.

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

The meeting was chaired by Cllr Hitchcock. One member of the public was present.

1. Election of the Chair of the Council: Cllr Hitchcock was elected as Chair (proposed by Cllr Briscoe and agreed by all). Cllr Hitchcock will complete a Declaration of Acceptance of Office form and return it to the Clerk.

2. Apologies for absence: Cllr David Mack.

3. Election of the Vice Chair of the Council: Cllr Ricketts was elected as Vice-Chair (proposed by Cllr Briscoe and agreed by all). Cllr Ricketts will complete a Declaration of Acceptance of Office form and return it to the Clerk.

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

5. Minutes of the Parish Council meeting held on 16 April 2020: The minutes were agreed to be a true record and were signed as such by the Chair.

6. Updates and issues from the minutes of 16 April 2020:

Item 5, 4.10: The ash tree stumps at Monk's Hill have been removed. The Clerk will contact Mike Reed and Guy Schofield to discuss the replanting of the area.

Item 5, 14: The JBC has provided an annual report for the meeting.

Item 5, 20: The Clerk has contacted the solicitor to find out when Charity meetings should take place. There should be at least one meeting each year and it is recommended that this takes place in January when the annual accounts are submitted to the Charity Commission. Due to the S297 agreement, the Parish Council is able to run all of the Charity's activities through the Recreation, Leisure and Amenities Committee.

Item 15: Cllr Hitchcock informed members that both defibrillators (at the Co-op and the Village Stores) are now 'response ready'. Stewart Cormack, the Council's playground inspector, is checking them both weekly. An annual service is planned and the Clerk is looking at suitable companies and quotes. It is recommended that an annual service of the defibrillator at Woodmancote is also included on the annual service contract.

Item 17: Locations are being identified for the new trees. The Clerk will print some maps for Cllr Hitchcock from Parish Online.

7. Open forum: None.

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8. County Councillor's comments and questions: County Council Mike Magill gave the following report. WSCC is continuing with its response to Covid-19 and its Community Hub is providing support (food/medicine/help) to around 19 thousand vulnerable people in the county. Many are over 70 with underlying health conditions. A further 14 thousand have been identified. Capacity at West Sussex hospitals is at 60% and planning is now underway to see how other health services can be brought back into service. Free school meal vouchers have been rolled out across the county's schools. Children's Services have identified priority and vulnerable children on a red/amber/green basis and the relevant support has been put in place. WSCC is considering a governance strategy which looks at the whole of the County Council and its policies and processes. Cllr Magill is attending a meeting about parking in Chichester next week. Cllr Magill has been working with residents in Aldsworth and Highways to lower the speed limit to 30mph on Sheepwash Lane and also reinstate the Aldsworth sign that was recently recovered. Cllr Magill is continuing to lobby for a reduction to the speed limit on Monk's Hill to 30mph outside the recreation ground. Cllr Magill attended a cycle forum and Highways England is considering making improvements to cycling infrastructure locally – Cllr Magill hopes to announce more information about this shortly. WSCC are considering pop-up cycle lanes (cones, water filled barriers, lanes painted on roads, or widening existing lanes). Members discussed Whitechimney Row and River Street as roads that could benefit from painted pavement areas, as an indicator to drivers that it is a space shared with pedestrians. Cllr Magill has been involved in the small school consultation which recently saw Compton School remain open with a recommendation that it federates with other local schools. Two others in the County have been closed.

9. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. Cllr Briscoe thanked officers at CDC, the NHS, key workers and others, including Whelp, who have worked so hard during the Covid-19 crisis. CDC recently had a special mention at the Downing Street press briefing last week due to the fact that it is the highest performing council at issuing business rate grants in England (£36.7m and have the highest proportion 99%+ and fastest pay out in the country). Cllr Briscoe said CDC is now focusing on the recovery stage of Covid-19 and looking at how services can now be delivered. CDC has a statutory duty to balance the budget and it is looking a £8m loss. It costs about £36m a year to run, of which just £9m is raised through council tax with the rest from car parking, leisure centres and investments. Cllr Briscoe also asked the Parish Council for ideas for cycle routes or improvements to pavements. Members confirmed that Whitechimney Row and River Street were the most suitable roads for improvements in Westbourne. CDC is looking at its staffing with working from home and travel policies. Also procurement to source things locally and help the local economy and supply chain. Also looking at how it can better support local businesses and looking at its licensing, events and tourism, culture, heritage sport and the future high street. The grants and concessions fund may be able to help small charities – there may be a grant that The Meeting Place could apply for. Cllr Briscoe said that accommodation has been found for all rough sleepers in Chichester using local hotels and hostels. Cllr Briscoe is continuing to work on a review of Gypsy and Traveller policies, both at CDC and nationally, to create a more robust policy that's fair for everyone. Members congratulated Cllr Briscoe for his work as Cabinet Member for Community Services and Culture, responsible for issuing grants to local businesses, and for all his hard work to ensure support is available to others. Cllr Briscoe once again thanked

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officers at CDC who have worked tirelessly in recent weeks to provide support services. Cllr Barker said that some farmers are not eligible for the grants. Cllr Hitchcock asked about nitrates and why there is different advice for Chichester Harbour in Hampshire. Cllr Briscoe explained that Natural England didn't initially realise that waste water was processed at Apuldram and Thorney Island however, this is now being considered in planning applications. Cllr Briscoe said there had been a big increase in the amount of fly-tipping in recent weeks.

10. Police incident report: PCSO Reed did not send a list of incidents for the meeting.

11. Committee and representative appointments: Members agreed updates to the list of member appointments to the committees and representatives.

12. Scheme of Delegation: Members agreed the policy which was circulated prior to the meeting. Cllr Hitchcock reminded the chairs of committees that it has been agreed to provide a monthly written report for Parish Council meetings to update members on activities.

13. New Homes Bonus: £4,742.38 is available in funding from CDC in 2020. Members agreed to look into funding to buy a traditional red telephone box for The Square to replace the current telephone box which BT plan to remove shortly. This could be used as a community asset as a small library and enhance the visual appeal of The Square. Members also agreed to fund new trees for Westbourne which cost £150 each. It was discussed that speed indicator devices are required for Aldsworth however it was agreed that this could be funded by the Parish Council from the Precept. Cllr Hitchcock and the Clerk will be holding a meeting with CDC to discuss the suitability of these ideas. If the ideas meet the criteria, consultation with residents (website, Facebook and Westbourne magazine) will be required to find out community support.

14. Speed indicator devices: It was agreed in principle to employ Jeff Staker to support the Council in managing and maintaining the devices. However, a final quote/contract has not yet been agreed. The Clerk has submitted a request to Highways for permission to install a device on Sheepwash Lane in Aldsworth.

15. VE Day 75 celebrations: Members considered four quotes for commemorative benches. It was agreed to buy a 5ft oak bench from New Dawn Furniture in Westbourne for a cost of £735, plus £100 for brackets and £9.05 for each letter (ex VAT). It was agreed that this bench was good quality that would last for many years, and it would support a local business. Grant funding of £250 has been received from Chichester District Council towards the cost of the bench.

16. Community Chest grant: Members agreed to give grant funding of £250 to Tuppenny Barn for their work in supporting families in the Parish during the Covid-19 outbreak.

17. Internal audit for financial year 2019-20: The Clerk and Cllr Hitchcock attended a meeting with the internal auditor on 14 May at which the internal audit report for the 2019-20 Annual Governance and Accountability Return was signed. The auditor recommended that the Parish Council sets up a second bank account to protect its

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funds under the Financial Services Compensation Scheme. The internal auditor will be sending the Parish Council a full report.

18. Updates to the Council's constitution: Members agreed the Council's Standing Orders, Financial Regulations and Code of Conduct for 2020-21 which were circulated prior to the meeting.

19. Payments for approval: Members considered and approved a list of payments totalling £9,324.98 due immediately (or it is known must be paid between now and 13 June and require advance authorisation). There were payments totalling £324 made since 11 April and 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.

20. Correspondence: Members agreed to include new trees to the list of CIL projects and submit this to CDC. Members noted the annual report provided by the Joint Burial Committee. It was agreed to write to WSCC to request permission for signs to be placed on footpath 245 (from the Parish Hall to Mill Lane) to extend the scheme currently in place further upstream which alerts members of the public to the presence of water voles and to discourage dogs entering the stream and disturbing wildlife.

21. Announcements and items for the next meeting: It was agreed to hold an extraordinary Parish Council on Thursday 21 May 2020 to discuss working arrangements with the Westbourne Community Trust.

22. Date of next meeting: The next meeting is scheduled to be held on Thursday 11 June 2020 at 7.15pm

Meeting closed at 9.15pm.

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Appendix 1

Westbourne Parish Council, 14 May 2020

Agenda item 19: 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	29.42	24.52	4.90
	Confidential payments April 2020			
IB	WSCC LGPS April 2020	1,339.86	1,339.86	0.00
IB	WSCC Legal Service fee, deregistration of Monk's Hill as a Village Green	440.34	440.34	0.00
C	Brightplan traffic consultant, Cemetery Lane public inquiry	827.00	827.00	0.00
IB	M Reed & Co, ash tree stump removal Monk's Hill	1,800.00	1,500.00	300.00
IB	GM Support playground/defib inspections	241.00	178.33	36.67
IB	M Magill reimbursement, business leaflet printing	230.00	230.00	0.00
IB	JBC first payment	215.37	215.37	0.00
IB	SSE	4,125.00	4,125.00	0.00
		76.99	79.33	3.66
		9,324.98	8,959.75	345.23

Payments for retrospective approval

IB	Kompan playground inspections	324.00	270.00	54.00
IB				
		324.00	270.00	54.00

1. Treasurers account number 1

Balance per statement 30/04/20	172,017.70
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	172,017.70

Cashbook control

Balance forward 01/04/20	133,972.03
Add total receipts to date	57,332.12
Less total payments to date	19,286.45
Cashbook at 30/04/20	172,017.70