

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775 654483

clerk@westbourne-pc.gov.uk

Minutes Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 11 June 2020. The meeting was held remotely using Zoom video conferencing.

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

The meeting was chaired by Cllr Hitchcock. Three members of the public were present.

1. Apologies for absence: None.

2. To receive declarations of interest and updates to the Register of Interests: Cllr Richard Hitchcock declared an interest in item 12 (planning application 20/01061/FUL) as a Trustee of Westbourne Community Trust (WCT). Cllr Mack declared an interest in the same item as a consultant to the WCT. Cllr Briscoe declared an interest in the same item as a member of Chichester District Council's Planning Committee. These members did not take part in discussions relating to this item.

3. Minutes of the Parish Council meeting held on 14 May 2020: Cllr Ricketts informed the Council his name had not been included on the list of members present at the last meeting – this amendment will be written in by hand on the signed version. Otherwise, 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 14 May 2020:
Items Item 6, 5, 4.10 (new trees at Monk's Hill), item 6, 15 (defibrillator) and item 15 (VE Day 75 bench) are on the agenda for discussion at the Public Services Committee on 18 June 2020.

Item 20: The Clerk is still to send a request to Highways for permission to install signs next to footpath 245 about the project to protect the waterway and wildlife.

5. Minutes of the extraordinary meeting of the Parish Council held on 21 May 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 21 May 2020: Cllr Hitchcock informed members that it has been established that the Parish Council cannot use the same solicitor as the WCT due to conflicts of interest. In addition, a quote for a solicitor has been received and it is likely that others will be found as a comparison. The quotes will be brought back to the Parish Council for approval in due course.

7. Open forum (maximum of eight minutes): None.

Minutes

8. County Councillor's comments and questions: County Council Mike Magill gave the following report. In West Sussex there have been 1341 reported cases of Covid-19 and in the last two weeks there have been just 10-20 reported cases. This is a positive trend but residents should continue to adhere to strict social distancing precautions. Chichester is the 19th best district in England for Covid-19 cases. Havant and Adur have similar low levels. Data shows that less than a third of cases have resulted in admission to hospital and few have ended up as fatalities. From the beginning of June, schools across the county have started to admit some year groups. As far as Cllr Magill knows, there are no issues at Westbourne Primary School. In terms of Highways issues, Cllr Magill has continued to petition for the speed limit on Monk's Hill to be reduced to 30mph outside the recreation ground but is battling against policy requirements. One possibility is to move the village gateways further north to the boundary of the recreation ground. Highways has indicated that they will give permission which would at least alert drivers that they are entering a village location. Highways have agreed to reinstate the old village sign in Aldsworth that was retrieved by a resident and they may possibly install SID posts and brackets at the same time. Cllr Magill has worked with Mike Dare to agree possible locations for the SIDs and will confirm if this is all to go ahead. WSCC is waiving licence fees for local businesses to use pavement space for tables and chairs to support them following the Covid-19 lockdown restrictions. However, it is likely that businesses will still need to apply for permission. Waste disposal sites are running again and accepting a greater range of items. The agreement is now in place for West Sussex residents to use the site at Havant. A booking system is now in place at Havant to avoid long queues. Funding is being received for pop-up cycle schemes to help encourage people to use their bikes and to avoid public transport during the outbreak where possible. £784k has been granted so far and if schemes are put in place within a month the funding will be increased to £3.1m. Cllr Magill has put forward recommendations for the Bourne ward. Highways England has announced that it will be starting work on the ChemRoute in 2021-22 – a cycle route that links Chichester and Emsworth along the A259. It is anticipated that WSCC will have a budget deficit of between £70-80m as a result of the Covid-19 outbreak.

9. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. The District Council is working on plans to relaunch Chichester. They too are predicting a financial loss as a result of Covid-19 and it is likely to be in the region of £8-10m and may possibly result in financial savings in years to come. New ways of working will have to be identified looking at its organisation, community, environment and economy. Consultations will take place with residents and the voluntary organisations that have been established in recent weeks. Residents are being asked to donate items about 2020 and the pandemic so that historical records can be kept and an exhibition is planned for the Novium museum in 2021. Cllr Briscoe has been working on Gypsy and Traveller issues and the District Council planning department is now refusing these applications as national policy is not reflective of the local situation. Fly tipping has increased in the District particularly from unlicensed contractors – Cllr Briscoe advised residents to check who they employ to collect household waste. Cllr Briscoe is trying to get the River Ems designated as a Site of Special Scientific Interest (SSSI) as it is one of the cleanest chalk waterways in the country with an abundance of flora and fauna and it is within a wildlife corridor. There are many other parties in the local area who would be interested in supporting this designation, including residents who live along the river,

Minutes

Greening Westbourne, and organisations in Emsworth such as Brook Meadows Conservation Group. The designation might also discourage housing developments planned locally, such as on Long Copse Lane in Emsworth and also prevent Portsmouth Water taking so much water from the river. Cllr Briscoe thanked John Barker for his help and support in this matter. Cllr Briscoe also thanked Cllr Magill for his support during their recent telephone conversations.

10. Police incident report: PCSO Reed sent the following report. I have gone back to the 01/04/2020 and there has been a few calls about suspicious vehicles (all different vehicles not the same). The issue with youths and catapults which we are all aware of. And lastly the hold up at the Coop. In regards to your email about the youths with catapults this seems to be happening all along the Bournes division with incidents in Southbourne and Chidham. I am currently conducting patrols in both a marked police car as well as an unmarked in an attempt to engage with the youths and stop any further incidents. As it stands I have very little relating to descriptions or possible lines of enquiry. I have spoken to Steve in the village shop to ask for his help if he notices anything suspicious or hears anything while any youths are in the shop, I will do the same in the coop. Today 07/06/2020 I went to the church and picked up two ball bearings that were on the floor but I also checked for any damage to the church, grave stones or trees, no damage could be seen. I will make an attempt to link in with the Reverend of the church and see if he would be willing for me to place some CCTV posters on the outside of the church (either on doors or gates). I also managed to stop and speak to two youths on the other side of the village who I know to have carried a catapult and have been dealt with for that incident just asking if they are still using their catapults or if they know who is. They said that they are no longer using theirs and don't know who is. They did say that they would spread the word for me that police are aware and that we will be/are dealing with the issue. This was a positive interaction. Just a quick question relating to CCTV, has any progress been made with this/ what stage is it currently sat at and who is the main operator for this, just so I have a contact as this could give me some lines of enquiry for further issues. Unfortunately I won't be able to attend but I will make it a priority to attend one of the first (in person) meetings when things normalise a bit more. If any questions are raised at the meeting that I can help with then please let me know and I will get back to you as soon as I can. I will continue to patrol the area both on foot and in a vehicle (marked and unmarked) to deter the behaviour but to also engage with any locals that have questions.

Members discussed the issue of ball bearings and agreed that it has been going on for too long and needs to be addressed. Cllr Barker informed members that they have installed CCTV at their property on Mill Lane as a preventative measure against ball bearings and other antisocial behaviour. Cllr Hitchcock has given PCSO Reed information about the CCTV consultation which has been postponed.

11. Coronavirus: Westbourne Help has provided a report of its activities which is included in Appendix 1. It was agreed that the volunteer network that has been established is a valuable resource and the lessons learnt could be incorporate to the Parish Council's Emergency Plan – this is on the agenda for the Public Services Committee on 18 June 2020. The Parish Council would like to thank Westbourne Help and its volunteers for the valuable support it has offered residents since mid-March. The Parish Council also thanked Steve at Westbourne Village Stores for his hard work to keep his shop open and fully stocked. The Parish Council also thanked

Minutes

the Co-op. It was agreed to send a letter to these organisations to recognise these contributions to the Parish.

12. Planning application 20/01061/FUL: Construction of 12 no. new dwellings with associated car parking, improvements to play area and amenity space. Land north of 30 to 56 Mill Road, Westbourne. The Parish Council agreed unanimously (Cllr Barker, Cllr Magill, Cllr Pearcey and Cllr Ricketts) to support the planning application. A summary of the discussion is included in Appendix 2.

13. Fencing issues at Mill Road: It was agreed to look at the licence and lease agreements in greater detail to establish ownership of the fence at Mr and Mrs Reeve's property. It was agreed to postpone a decision on providing financial support for new fencing along the Foxbury Lane boundary, as requested by the Allotment Association, until CDC has come to a decision on the planning application. This is because if the proposed development goes ahead, the lease agreement with the Allotment Association will need to be reviewed in light of the new storage/toilet facility.

14. New Homes Bonus: At the last meeting, it was discussed that funding could be put towards new posts and brackets for SIDs on Sheepwash Lane in Aldsworth as a traffic calming measure. However, Cllr Magill has asked WSCC Highways to fund this instead. As an alternative project, the Parish Council agreed to apply for funding for an interpretation board at Monk's Hill recreation ground and also new benches (which it was unable to deliver with NHB funding received in 2019 due to higher than anticipated costs). It was agreed to apply for funding for an interpretation board and a bench for Monk's Hill recreation ground and to allocate the remaining funding for new trees for Homefield Road and Churcher Road. The Clerk will liaise with David Hyland and will complete the application forms. It was agreed not to apply for a red traditional telephone box due to the complexity of purchasing and installing it.

15. Joint Burial Committee audit process: The JBC has not been audited in recent years and it has become apparent that its figures will need to be included in the audit of the two parent parish councils – Westbourne and Southbourne. Clare Kennett has contacted the Parish Council's internal auditor, Andy Beams, Mulberry & Co, who has advised that for this year's audit (2020-21), the JBC will need to provide both parish councils with the figures required as soon as possible after 31 March 2021. For Westbourne, the figures will need to be given as receipts and payment figures (not income and expenditure). Andy also advised that there is no requirement to back date the audits for the last two years and a cover note to the external auditor explaining the variation will be sufficient. It is important to note the deadlines for receipt of the required information which the JBC will need to agree to and record in the minutes of a future meeting.

16. Internal audit report: Members consider the report provided by the Council's internal auditor, Mulberry & Co Ltd, for financial year 2019-20 and agreed to the recommendations.

17. General Power of Competence: Members agreed that the criteria have been met for eligibility during 2020-21 following the election in May 2019.

18. Payments for approval: Members considered and approved a list of payments totalling £3,042.00 due immediately (or it is known must be paid between now and

Minutes

13 June and require advance authorisation). There were payments totalling £425 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 3.

19. Correspondence: Members discussed the issue of the rare orchids at the cricket field on Monk's Hill. It seems that this land is registered as a SSSI due to the orchids and should continue to be protected. It was agreed that although the land is not owned by the Parish Council, it should try to ensure they continue to be protected.

Members discussed the issue of residential bonfires during the Covid-19 outbreak as CDC has advised not to light them and is issuing fines for reported cases.

Information has already been put on the website, Facebook page and in the noticeboards. It was agreed to put a poster up in the Jubilee noticeboard and ask the Co-op to display one. It was also agreed to include an article in the Westbourne Magazine.

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

21. Date of next meeting: The next meeting is scheduled to be held on Thursday 9 July 2020 at 7.15pm

Meeting closed at 9.10pm.

Minutes

Appendix 1

Written Submission Regarding the 'Westbourne Help' Initiative for the Westbourne Parish Council Meeting on Thursday 11 June 2020

1. Introduction. Councillor Richard Hitchcock requested that a representative from the Westbourne Help initiative provide an update to Westbourne Parish Council during a meeting on Thursday 11 June 2020. This submission is in lieu of attendance at that meeting due to unavailability of the Westbourne Help Coordination Team.

2. Background. During the week of 16 March 2020, a number of individuals involved in the 'Westbourne Weekend' committee discussed the inevitable emerging requirement for a group of volunteers to assist vulnerable individuals and families in the community during the COVID-19 outbreak. It was decided that a group would be organized immediately despite a complete lack of guidance and resource from Central Government.

3. Initiation and Communication. Launching the initiative took a few days, mainly due to considering risks and risk mitigation as well as pulling together a policy document to ensure there was at least an element of governance and protection for volunteers and service users (a copy of this policy is attached to this submission). Volunteers were requested through an initial Facebook group campaign which was successful very quickly. An email address and telephone number were set up for potential service users and managing volunteers. Leaflets and posters were printed quickly with more than enough leaflets for every household in the parish. These were distributed during the week of 23 March 2020 following a delay while the risk of COVID-19 transmission during deliveries was assessed and mitigated. Communication with neighbouring emerging volunteer groups was established to deconflict resources and hand off tasks depending on geographic location.

4. Volunteers. To date, we have 118 volunteers in the community. The vast majority of these volunteers have not been utilized due to a reasonably low level of demand. Volunteers are kept updated periodically via email (and Facebook if they are users). It should be noted with interest that a large number of these volunteers are classed as key workers and include NHS staff, teachers, carers etc.

5. Service Users. From 26 April 2020 to date, we have responded to 103 requests for assistance. These have come from 53 separate individuals / families. Service Users have been mainly located in Westbourne, Woodmancote and Aldsworth although we have serviced requests from Stoughton, Funtington, West Ashling, West Marden, Forestside and Emsworth. The majority of the requests have been for collection and delivery of prescriptions. Other requests have included small shopping deliveries, assistance with online shopping, guidance on accessing healthcare and offers of food packages to those in need.

6. Costs. Costs have been no more than £200 which covered the cost of leaflets, posters and cellular costs for the central phone number. Costs fall where they lie and have been covered personally by individuals from the coordination team.

Minutes

7. Risks. A number of key risks were identified prior to launching the initiative. Details of how these risks were mitigated can be seen in the attached policy document. Key risks included:

- Prevention of COVID-19 contamination and infection for both volunteers and service users.
- No formal vetting of volunteers (such as DBS or NSV / criminal record checks).
- No government mandated training or policy guidance for volunteering organisations hastily created during COVID-19.
- Cash transactions between volunteers and service users (for shopping etc) which could lead to confusion or misunderstanding and potential fraud.
- Potential police fines for volunteers away from their home conducting tasks.

8. Future. Demand from service users has fallen gradually over the last few weeks and so far this week we have only had 3 requests. The vast majority of time and effort involved in this initiative is taken up by coordination, not physically satisfying the service requests. As all three of the coordination team have full-time jobs, sustaining the initiative will not be viable with the return to relative normality and working patterns. Therefore, there is currently a plan to wind down Westbourne Help at the end of June 2020 although this has not been publicised yet. This will be dependent on the continuation of the reduction of COVID-19 infections and government guidance. In order to ensure service users continue to have access to support if required, the coordination team plans to hand all historic users over to the NHS Volunteering scheme organised by the Royal Voluntary Service.

9. Contact. Any questions or queries can be directed to the Westbourne Help

Coordination Team using the contact details given below.

Murray MacDonald

On Behalf of the Westbourne Help Coordination Team

11 June 2020

Murray MacDonald (murray.macdonald@mac.com)

Ed Bond (edwardobond@googlemail.com)

Paul Hawkins (hawkinspm@gmail.com)

Minutes

Appendix 2: Summary of discussion relating to planning application 20/01061/FUL

It was agreed that members supported the delivery of affordable housing in the village which would enable young people and those with local connections, who otherwise cannot afford to buy properties, to live in Westbourne.

It was commented that the Parish Council commissioned a housing need survey which identified that there was a lack of affordable housing in the Parish. This has also been identified in the development of the Neighbourhood Plan which kick started investigation into the issue and the development of the WCT.

It was agreed that full consultation has taken place with local residents and that there have been many opportunities for local people to have their say on proposals. These consultation events have been well publicised and held at regular intervals along the process of developing ideas and plans.

In terms of the loss of open space, members considered that the new playground and facilities that were being proposed were of benefit and outweighed this issue. There is also open space in other parts of the village and there is no other location where this development could take place. It was discussed that the playground facilities have been planned to be within the distance permitted away from residential properties.

Members discussed that the Parish Council has representatives on the WCT board (which is an autonomous body) which will ensure that it continues to be involved in decisions.

It was agreed that the District Council, as the local planning authority, will have the final say on the proposed planning application. Permission can only be granted if all planning criteria are satisfactorily met.

Minutes

Appendix 3

Westbourne Parish Council, 11 June
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 June 2020 | 1,339.86 | 1,339.86 | 0.00 |
| IB WSCC LGPS May 2020 | 440.34 | 440.34 | 0.00 |
| IB Steve Hayward installation of defibrillator at the Village Stores | 75.00 | 75.00 | 0.00 |
| IB New Dawn Furniture VE Day 75 commemorative bench | 1,078.02 | 898.35 | 179.67 |
| IB SSE street lights | 79.36 | 75.59 | 3.77 |
| | 3,042.00 | 2,853.66 | 188.34 |

Payments for retrospective approval

| | | | |
|---|---------------|---------------|--------------|
| IB Surrey Hills Solicitors, advice on Monk's Hill Charity | 175.00 | 155.00 | 25.00 |
| IB Tuppenny Barn Community Chest grant funding | 250.00 | 250.00 | 0.00 |
| | 425.00 | 405.00 | 25.00 |

1. Treasurers account number 1

| | |
|--------------------------------|------------------|
| | 163,582.7 |
| Balance per statement 31/05/20 | 2 |
| Less outstanding payments | 0.00 |
| Outstanding receipts | 0.00 |
| Add petty cash | 0.00 |
| | 163,582.7 |
| Revised bank | 2 |

Cashbook control

| | |
|-----------------------------|------------------|
| | 133,972.0 |
| Balance forward 01/04/20 | 3 |
| Add total receipts to date | 57,793.12 |
| Less total payments to date | 28,182.43 |
| | 163,582.7 |
| Cashbook at 31/05/20 | 2 |