

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 9 July 2020. The meeting was held remotely using Zoom video conferencing.

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

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

1. Apologies for absence: Cllr David Mack sent his apologies.

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

Item 18: To note, Cllr Hitchcock declared an interest when the potential arrangements between the Parish Council and Westbourne Community Trust were discussed at the Extraordinary Meeting on 21 May 2020 and therefore did not take part in either the discussion or decision. However, the Parish Council has decided to enter into this agreement and to employ the services of a solicitor to act on their behalf, and as such, Cllr Hitchcock considers it appropriate, as Chair of the Council, to act as the lead regarding the decision to appoint a solicitor.

3. Minutes of the Parish Council meeting held on 11 June 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 11 June 2020:

Item 4, 6, 15: The Clerk will continue to look for a company to give the three defibrillators an annual service.

Item 4, 15: WSCC Highways has not given permission for the VE Day 75 commemorative bench to be located outside the doctors' surgery in The Square. The Parish Council agreed to do a walkabout in the village together to discuss potential locations.

Item 11: The Clerk has sent the letters of thanks as agreed.

Item 13: Cllr Hitchcock has sent holding emails regarding the two fence issues at Mill Road. It was agreed that the Parish Council will be in a position to decide what to do with the fences once the outcome of the Westbourne Community Trust planning application is known.

5. Open forum: None.

6. County Councillor's comments and questions: County Council Mike Magill gave the following report. WSCC will restart Full Council meetings on the 17 July. Although the Cabinet has been meeting during lockdown, a Full Council meeting has not taken place since February. The financial impact on the County Council is expected to be in the region of £40m and there may be further losses in the coming years. This is as a result of a loss of income and also having to shift resources to

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other areas of work in order to respond to the coronavirus outbreak. WSCC has identified around 35,000 vulnerable and in need people who it has been supporting during lockdown. Now that restrictions are starting to be lifted the County Council is reducing the support it is offering some people in a phased approach. The Community Hub is contacting people to give them advice and guidance and letting them know where they can get help or signposting them to other organisations. The library service is starting to reopen and is offering a customer select or a staff select book service. Cllr Magill attended the recent Bournes Forum where the Chemroute was discussed - a cycle route between Emsworth and Chichester. A feasibility study has identified that the section between Emsworth and Bosham is currently the most dangerous section. Cllr Magill informed members about the Community Initiative Fund and invited community organisations to apply for funding. It was agreed to include an article about it in the summer newsletter and on the Parish Council's website. Cllr Magill will be joining a Highways task and finish group which will look at both walking and cycling and the West Sussex Transport Plan.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. This month has been extremely busy at the District Council. We have published a Covid-19 Recovery Plan which has passed through the Oversight and Scrutiny Committee and Corporate Governance and Audit Committee last week and came to Cabinet this week. It has now been agreed with a couple of minor amendments to go to Full Council on the 21 July. The area I am responsible for will be Communities in the main, however, the Plan includes two pots of funding for grants both of £250k - one for community recovery and the other to assist with business and economic recovery. As I chair the Grants and Concessions Panel both will be dealt with through myself. Today I chaired a meeting to discuss criteria for applications although it won't go live until at least a week after Full Council, if we get approval at Full Council. The grants will be further split into £100k and £150k, the small pot being used for grants up to £1k which I will be delegating for officers to determine. The other larger pot will be for grants between £1k -£5k which will be circulated to the Panel before it comes to me for final decision. The funding is on a first come first served basis and once it is gone we have no more. We are expecting a large number of applications and don't expect the scheme to be open very long. The full details are being worked up for me to present at Council. The Novium Museum is to reopen shortly on reduced hours and days but it's a step in the right direction as it is for the Leisure Centres which are due now to re-open on the 25 July. That includes the Bourne Leisure Centre - please use it if you are able, we need to show it is viable and is used by our residents. We've had another meeting regarding Gypsy and Traveller planning applications and the decisions should be coming through soon. Fly tipping has been particularly bad this last few weeks. If you see anyone dumping anything, take their registration and report to either CDC Environmental Team or the Police. The new rural police team are targeting fly tipping. New Chichester Constable appointment Jo Shiner was approved by the Police and Crime Panel after delivering a very strong performance. I asked her about how she would deal with the conflicting demands of the rural and urban areas to maintain confidence of the public and she responded talking about the new rural team that has been set up. The Westbourne Community Trust planning application is still awaiting a decision and I tried to contact the officer allocated to it but he has been off on compassionate grounds and will speak to me on his return. Still researching the possibility of getting the River Ems SSSI status but we need to get

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on a list so Natural England tell me. I'm also speaking to Steph Evans, CDC's Wildlife Officer. I believe the District Council's new Climate Change Officer has been in contact with the Parish Council asking us to consider planting more trees. I haven't told her you're already doing it---but yes the costs are prohibitive. I think that's it for this month but been very busy on Zoom/Team and Skype meetings

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

9. New Homes Bonus: Members agreed to approve the three applications which have been prepared by the Clerk for submission to Chichester District Council for funding in 2020. The three projects are new trees for Churcher, Homefield and Edgell Roads, an interpretation board for The Common and three new benches at The Common. Cllr Hitchcock informed members that the consultation on new trees had been mixed although residents were broadly in favour. Cllr Hitchcock has responded to each enquiry and has addressed any concerns.

10. Committee/Working Group reports: Members received the minutes of the:

- Public Services Committee, 18 June 2020: No further update.
- Recreation, Leisure and Amenities Committee, 18 June 2020: The Clerk confirmed that the advisory signs had been placed at both recreation grounds. Cllr Ricketts agreed to put more up at Mill Road as some have been removed by members of the public. Members approved the risk assessment for the opening of playgrounds during the Covid-19 pandemic.
- Business Plan Working Group, 25 June 2020: It was agreed that a meeting is required with Westbourne's new business association and Cllr Hitchcock will work with Cllr Mack to arrange this.

11. Cemetery extension: Members agreed unanimously with the recommendations of the report prepared by Cllr Ricketts, Chair to the JBC. These are as follows.

Westbourne Parish Council and Southbourne Parish Council respectively agree:

1. that the project needs to proceed as soon as possible
2. that Contractor C be appointed to carry out the cemetery extension subject to agreement on the final schedule of works and project costs
3. representatives of the JBC, the consultant and the contractor meet to discuss cost savings on the project
4. subject to 3 above, that if necessary, the JBC agree with both parish councils any requirement to secure further funding to enable the project to proceed.

12. E-newsletter: Members agreed to send the summer 2020 edition of the e-newsletter to the email mailing list. The Clerk agreed to include an article about WSCC's Community Initiative Fund.

13. Budget report for quarter 1 of financial year 2020/21: Members considered the circulated budget report.

14. Payments for approval: Members considered and approved a list of payments totalling £6,288.50 due immediately (or it is known must be paid between now and 13 August and require advance authorisation. There were payments totalling £4,915.96 made since 11 June 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.

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15. Correspondence: A resident has contacted the Parish Council about members of the public cycling along footpath 245 which runs next to the River Ems between Westbourne Road and Mill Lane. Cycling is not permitted on the footpath but the signs are missing. The Clerk will contact WSCC Public Rights of Way Team and Highways to ask for them to be reinstated and will put up temporary notices in the meantime. Members considered that the signs are important because the narrow footpath runs directly next to the river.

Cllr Briscoe has contacted the ladies who use the taxi-bus and they have decided not to use it at this time due to the risks involved. Therefore the Parish Council has agreed to contact Alpha Cars to inform them that the service will not be reinstated at this time.

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

17. Date of next meeting: The next meeting is scheduled to be held on Thursday 10 September 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

18. Legal advice: Members considered quotes that had been received from three solicitors to support the Parish Council with matters relating to Westbourne Community Trust and the land at Mill Road in Westbourne. Members agreed unanimously to proceed with quote 2 and the Clerk will contact the company to finalise arrangements.

Meeting closed at 9.10pm.

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Appendix 1

Westbourne Parish Council, 9 July 2020				
Agenda item 14: 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
IB	Confidential payments July 2020	1,339.86	1,339.86	0.00
IB	WSSC LGPS June 2020	440.34	440.34	0.00
IB	HMRC quarter 1 2020-21	991.29	991.29	0.00
DD	SSE street light electricity	76.99	73.33	3.66
IB	Longmeadows quarter 1 2020-21	3,265.60	3,265.60	0.00
IB	Longmeadows cutting hedge and grass around Gateways	120.00	120.00	0.00
IB	Steve Hayward, removal of padlock on SID	25.00	25.00	0.00
		6,288.50	6,279.94	8.56
Payments for retrospective approval				
IB	Surrey Hills Solicitors, advice on Monk's Hill Charity	660.00	550.00	110.00
IB	Sovereign adult exercise equipment	3,818.96	3,182.47	636.49
IB	Mulberry & Co	162.00	135.00	27.00
IB	GM Support playground inspections	275.00	275.00	0.00
		4,915.96	4,142.47	773.49
1. Treasurers account number 1				
	Balance per statement 30/06/20	156,785.60		
	Less outstanding payments	0.00		
	Outstanding receipts	0.00		
	Add petty cash	0.00		
	Revised bank	156,785.60		
Cashbook control				
	Balance forward 01/04/20	133,972.03		
	Add total receipts to date	58,791.96		
	Less total payments to date	35,978.39		
	Cashbook at 30/06/20	156,785.60		