



# Westbourne

Parish Council

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**Minutes of Westbourne Parish Council's meeting which took place at 7.15pm on Thursday 14 January 2021. The meeting was held remotely using Zoom video conferencing.**

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Richard Hitchcock, Cllr David Mack, Cllr Kate McNicol, 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 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 10 December 2020: It was noted that agenda item 4.13 should have read that an application had been submitted to open a bank account with Natwest, rather than it being opened. This amendment was made to the circulated minutes and was signed by the Chair as a correct record otherwise.

4. Updates and issues from the minutes of 10 December 2020:

4.4.10: It was noted that the outdoor gym equipment had been closed following guidance from the government in line with national lockdown restrictions.

Item 5: It was noted that a Community Chest grant application had not been received by Westbourne Weekend.

5. Open forum: No issues were brought to the attention of the Parish Council.

6. County Councillor's comments and questions: County Council Mike Magill gave the following report. COVID – I urge everyone to keep safe and stay home as much as possible. The Community Hub remains open so anyone in need should be directed to them if they have no support around them. I have sent an email in regards to the vaccination programme that being rolled out around Sussex. We will be serviced by the sites at Tangmere and Selsey, although residents registered with Emsworth Surgery would be covered by their site. Numbers of cases are increasing so quickly anything I give you now will be quickly out of date, but please note some hospitals in Sussex have three times as many cases now than at the start of the year. Highways – Although I am part of the committee looking at the West Sussex Transport Plan, I have started work with officers to look at the Bourne Division, including Bosham and Fishbourne. I want to have a plan in place for Highways to deal with the increase in traffic caused by the 1700 houses planned for the area. These need to be put in place early rather than relying on dealing with problems once they occur as we would constantly be firefighting. We have seen how lengthy the TRO process is so I do not want to have to rely on this for the next 10 years to

slowly rectify issues our residents are dealing with now. I know work has been done on the amount of traffic that would be brought to the area by the development in Southbourne alone, but I do not think anyone has looked at the area as a whole. Highways England is engaging with the area with Chem Route so it is a good time to get our stakeholders together to look at all aspects of travel. Part of the work will see me look into schooling numbers, GP surgeries and libraries etc. Southern Water – I had a meeting with Southern Water and although there were no definitive outcomes, it brought together the MP, district councillors, myself and the senior team at Southern Water. There was a recognition that the identified problems need to be addressed by all of us working together and helping to provide solutions. I identified the issue of the large number of housing coming into the area with a lack of capacity at the waste water treatment centres and I was promised information on this. This will look at present capacity and how they can meet the demand in the future. This will be an ongoing piece of work. I will also draw attention to the Beach Buoy system (easy to find by Google) as it reports on the water quality and how much discharge there is in each area. This system is in development and more sites will be introduced with more sensitive data feeds but does provide an early indication of water quality and the amount of sewage entering the water. Please have a look at it, I found it quite interesting. If you have any queries about this or anything else, please contact me at any time and I will be more than happy to help.

7. District Councillor's comments and questions: District Councillor Roy Briscoe gave the following report. *To be included*

8. Police incident report: PCSO Baylee Reed gave the following report. I had a look through the calls for the last month or so and can see a call regarding a suspicious male and although the area was searched, there was no trace unfortunately. There was one incident of youth anti-social behaviour and I am aware of the youths. This was an isolated incident however I will be speaking to the youths. There has been a small handful of COVID breaches and these have been dealt with initially with words of advice. Repeat offenders would be liable to a fixed penalty notice. I attended Aldsworth earlier today for a broken down vehicle and was met by a member of the public who became quite frustrated with the speed of vehicles in the area (I understand you are aware). I reiterated PCSO Lemms risk assessment of why a Community Speedwatch group would be unsafe but I will attempt to park in a layby and conduct some enquiries (calls etc.) in the hope that naturally this will deter speeding and show more of a presence. As I lack the ability to stop vehicles, I would be unable to prosecute but I would liaise with our roads policing unit to see if they can patrol the area also. An update on the horse in the field, a colleague visited the livery and attempted to gain the details of the owner. Unfortunately, this came up negative but now that I am back I will attend myself and hopefully speak to the owner in an attempt to stop the behaviour continuing. I understand that times are different and in cases difficult when it comes to the COVID signage and I will patrol the park (Mill Road) and if I note who is taking them down then this could count as non-permanent criminal damage and I can look into a suitable route to pursue this for you. I hope all is well and I will be looking to attend a future meeting depending on my shift pattern. If any questions are raised, please email and I will reply as best as I can.

9. Coronavirus: Members noted the work of Westbourne Help which offers support to residents during the pandemic. Cllr Hitchcock had been handling enquiries since the

Christmas period and had only received a few calls which volunteers were able to assist. Cllr Hitchcock said he was happy to continue to manage the phone and emails which was supported by members.

Members approved the updated risk assessment for the two recreation grounds following new guidance issued by the government which included the closure of the outdoor gym equipment.

10. Budget monitoring quarter 3: Members considered the budget monitoring report for the nine months of the financial year to 31 December 2020 which outlined that total net expenditure was at 87% of the budget. The Clerk informed members that income was at 112% as a result of grants received which accounted for some of the expenditure. There had also been expenditure during the year for new computers and costs associated to setting up Westbourne Help (both one off costs).

11. Annual review of fees and charges: Members approved the Council's fees and charges and agreed not to make any changes.

12. Revised estimates 2020/21, budget 2021/22 and precept 2021/22: Members considered the budget report for 2021/22, recommended by the Finance and Purposes Committee. There were a number of additional budget items to consider and members agreed to the following:

- Set aside £1000 for Community Chest Grants to support community organisations/projects as many have been impacted as a result of COVID
- Members agreed the amount of £8,197 to be allocated to the Joint Burial Committee for the running of Westbourne Cemetery.
- To allocate an amount of £17,000 for the New Initiatives Fund to support projects outlined in the Business Plan. It was agreed to reduce this amount from last year to reduce the impact of the Precept on residents during a period of economic uncertainty due to COVID.
- An amount of £2000 for office equipment for the replacement of the Parish Council's computer and purchase of IT equipment to support councillors.
- An amount of £3000 towards the costs of repairing the churchyard wall.

Members unanimously agreed to set the budget and Precept for 2021/22 at £103,869. The charge per Council Tax Band D property would be £110.24 which is an increase of 3.9% in terms of a Council Tax Band D property and an increase of 5.6% in terms of cash. (The Precept in 2020/21 was £101,000). The Parish Council's income in 2021/22 would be £750 and there was no longer a grant available from CDC to make up for lost council tax. The Clerk would inform CDC of the required amount.

13. Business Plan review: Members agreed to consider the Business Plan value and vision statements in preparation for discussions at the Strategy and Finance Committee on 21 January 2021. It was noted that a three-year financial plan was required by the auditor and that this would be incorporated to the Business Plan which was due for renewal in 2021 and its revision would be discussed at the committee meeting.

14. WSALC/SSALC: Members noted the correspondence about the WSALC value for money project and it was agreed to writing to SSALC and NALC to express concern about the action taken by WSALC and offer support for SSALC.

**15. Interim internal audit:** Members approved the interim audit report for 2020/21 prepared by the auditor, Mulberry & Co, following a meeting with Clerk, Chairman and auditor on Thursday 8 January 2021. The report stated:

The audit was conducted remotely in accordance with current practices and guidelines and testing was risk based. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate recommendations for future action are shown in bold text and summarised in the tables at the end of the report. At the interim visit we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk. The Clerk is very experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system. It is therefore our opinion that the systems and internal procedures at Westbourne Parish Council are well established and followed.

Members agreed to approve legislation relating to holding virtual meetings as outlined by The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 <https://www.legislation.gov.uk/uksi/2020/392/made>

The Clerk confirmed that the Parish Council had approved legislation for the use of virtual meetings at its meeting in April 2020, including the above legislation.

To note, the auditor agreed to send advice to the Clerk about the information that would be required to be provided by the JBC to be included in Westbourne's audit. The Clerk would share this information with the JBC.

**16. Payments for approval:** Members considered and approved a list of payments totalling £5,740.13 due immediately (or it is known must be paid between now and 11 February and require advance authorisation). There were payments totalling £2,896.60 made since 14 December and require retrospective authorisation. In compliance with Financial Regulations 5.2, personal payments (including salaries) were summarised on a separate confidential paper. The list of payments is included in Appendix 1.

17. Correspondence: Members noted the list of correspondence. The correspondence from Southcott Homes, regarding a planning application for eight new houses at The Shire development on North Street, was discussed. It was agreed that the planning committee would submit a response to the planning application at its meeting in February and would include the impact on the environment, the flooding experienced along Long Copse Lane due to the existing development and the developer not maintaining the boundary hedge on Long Copse Lane.

It was agreed to support the letter from Childham and Hambrook Parish Council regarding CDC's nitrate neutral house building policy and to ask for the Parish Council to be added to the list of supporters.

It was agreed to add a message to social media to ask if residents could donate any unwanted computers or tablets to Westbourne Primary School to help children access home learning resources during lockdown.

Members discussed grants from Operation Watershed and if the Parish Council should apply to help support issues in Woodmancote and at Monk's Hill recreation ground.

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

19. Date of next meeting: The next meeting is scheduled to be held on Thursday 11 February 2021 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**

20. Westbourne Help: Members agreed to continue to provide the service to residents and to reconsider it at its next meeting in light of any guidance issued by the government.

21. Joint Burial Committee: It was agreed to defer this item to the next meeting.

Meeting closed at 9.05pm

**Westbourne Parish Council, 14 January 2021****Agenda item 16: 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>
EE&T Mobile Parish Council and			
DD Westbourne Help lines	49.82	41.52	8.30
IB Confidential payments Dec 20	1,367.93	1,367.93	0.00
IB WSCC LGPS Nov 20	452.37	452.37	0.00
IB SSE streetlight electricity	86.51	82.40	4.11
Microshade cloud document			
IB storage	103.80	86.50	17.50
IB Longmeadows quarter 3	3,062.50	3,062.50	0.00
GM Support playground/defib			
inspections	130.00	130.00	0.00
Monster Creative newsletter,			
IB posters and FB graphics	487.20	410.20	77.00
	<b>5,740.13</b>	<b>5,633.42</b>	<b>106.91</b>

**Payments for retrospective approval**

Horizon laptop and 8 tablet			
IB computers	2,571.60	2,143.00	428.00
S Cormack play grounds inspection			
IB December	140.00	0.00	0.00
IB SLCC 2021 subscription	185.00	0.00	0.00
	<b>2,896.60</b>	<b>2,143.00</b>	<b>428.00</b>

**1. Treasurers account number 1**

<b>Balance per statement 31/12/20</b>	<b>163,983.12</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>163,983.12</b>

**Cashbook control**

<b>Balance forward 01/04/20</b>	<b>133,972.03</b>
Add total receipts to date	118,521.25
Less total payments to date	88,510.16
<b>Cashbook at 31/12/20</b>	<b>163,983.12</b>

## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.



## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. Bullying, harassment and discrimination**

### **As a councillor:**

#### **2.1 I do not bully any person.**

#### **2.2 I do not harass any person.**

#### **2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**“Disclosable Pecuniary Interest”** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative, close associate; or
  - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registrable Interests**

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
  - (i) exercising functions of a public nature
  - (ii) any body directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

## Sales - Quote

Mrs. Clare Kennett  
Westbourne Parish Council  
53 Skylark Avenue  
Emsworth, Hampshire  
PO10 7GB

Quote No. SQ258720-1  
Sell-to Contact No. C104666  
Quote Date 21-01-2021  
Expiration Date 20-02-2021

Sales Support Chloe Bilk  
E-Mail ChlBil@kompan.com

Project Name ENN13609 Westbourne Parish Council - INSPECTION PACKAGE

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
INTERNAL INSPECTION	Operational Inspection	3	Pieces	270.00	810.00
EN-INSPECTION	Annual Inspection Notes: - Kompan UK will provide 1x Annual and 3 x Operational safety inspections - Kompan UK will provide 4 x Inspection report with safety findings and a subsequent quote for further works taken from these reports - Lubricating of parts and tightening of fixings, that do not require dismantling of the play equipment inspected, during the operational inspection - Kompan UK will include a 10% discount off spare parts - If subsequent repair works are ordered, Kompan will include a further discount be deducting in full or part the cost of the original inspection charge	1	Pieces	292.50	292.50
<b>Total GBP Excl. VAT</b>					<b>1,102.50</b>
20% VAT					220.50
<b>Total GBP Incl. VAT</b>					<b>1,323.00</b>

**Payment Terms** Net 30 days

Payment Terms: Please refer to our terms & conditions

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

Thank you for giving KOMPAN the opportunity to provide you with a quotation. This quote is valid for 30 days and if you have any questions, please do not hesitate to contact us.

If the Payment Terms state Prepayment, please be aware, that your order will not be manufactured before Prepayment has been received.



## Minutes



**Westbourne**

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

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**Minutes of Westbourne Parish Council's Strategy and Finance Committee which took place on Thursday 21 January 2021 at 8pm. The meeting was held remotely using Zoom video conferencing.**

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

Meeting chaired by Cllr Hitchcock. No members of the public were present.

1. Election of the Chair: Cllr Hitchcock was nominated by Cllr Briscoe and seconded by Cllr Ricketts. All were in favour and Cllr Hitchcock was elected.

2. Apologies for absence: Cllr Lade Barker, Cllr David Mack and Cllr Mike Magill.

3. Election of the Vice-Chair: Cllr Magill was proposed and all were in favour. The Clerk agreed to contact Cllr Magill for his agreement.

4. Declarations of interest in the items on the agenda: None.

5. Updates or issues from the minutes of the Finance and General Purposes Committee on 22 October 2020: None.

6. Updates or issues from the minutes of the Business Plan Working Group on 25 June 2020: None.

8. Terms of reference: It was discussed that the terms of reference for the Finance and General Purposes Committee and the Business Plan Working Group could be merged. Cllr Hitchcock agreed to work on this for approval at the next Parish Council meeting.

7. Updates to the Business Plan: Members agreed to update the Business Plan by May in preparation for the next year of office. It was agreed that Cllr Hitchcock would update the value and vision statements, the Clerk would update sections 3 to 8 which gave an overview of the Council's governance, policies and procedures. It was agreed that section 2.3 should match the objectives listed in section 9. Members agreed the objectives in section 9 should be broadly the same with an inclusion about the planned and natural environment. It was agreed that the Chair and Clerk would update the objectives and would circulate them to members for consideration.

8. Business Plan action plan: It was agreed that the Chair and Clerk would update the action plan based on the revised objectives. It was discussed that the actions could belong to a committee, rather than individual councillors, to incorporate work to the committee structure and reporting process.

9. Announcements and items for the next agenda: None.

## **Minutes**

10. Date of next meeting: It was agreed to schedule the next meeting on Thursday 20 May 2021 at 7pm.

Meeting closed at 9pm.

## **Strategy and Finance Committee**

### **Purpose**

The Committee is appointed by Westbourne Parish Council to discharge its functions relating to its corporate management and administrative services and to ensure that the activities of the Parish Council are communicated in a timely and appropriate manner to members of the public.

### **Meetings**

The Committee will meet at least three times a year, in January, June and October (additional meetings will be organised as required) and will be conducted in accordance with the Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

### **Membership**

The Committee is open to Council members only. A quorum of three is required and not all councillors should sit on the Committee (as this would make it a Parish Council meeting). The Chairmen of each of the Council's committees should attend.

### **Delegated tasks and powers**

- To write a three-year Business Plan.
- To write an action plan which sets out how the Business Plan is to be delivered.
- To review the Business Plan during the three-year period
- To prepare a draft annual budget for approval to the Full Council in December/January each year.
- To ensure that all reserves are managed in line with the Council's Financial Regulations.
- To receive and review both internal and external audit reports and arrange for implementation of any recommendations.
- To consider the administration of the Council's bank account and other financial dealings and make recommendations to the Full Council.
- To manage rents: land leased to Westbourne Allotment Association, and access licences leased at 1 Sydenham Terrace, Covington Road and 56 Mill Road.
- Legal services.

- Servicing of loans or investments.
- Democratic representation of the Council at elections
- To ensure the Parish Council's Standing Orders, Financial Regulations, Code of Conduct and risk management are adequate and reviewed on an annual basis.
- To provide grants to community organisations through the Parish Council's Community Chest scheme.
- To review the pay and conditions of service of employees on an annual basis before approval of the annual budget.
- To ensure that members of the public are kept fully informed of the activities of the Parish Council, that consultation is undertaken in a timely and appropriate manner, and that the community is optimally engaged.

### **Reporting and monitoring**

The Chair of the Committee will provide a written progress report on agreed actions to the Parish Council in February, July and November.

**Westbourne Parish Council, 11 February 2021****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>
EE&T Mobile Parish Council and				
DD	Westbourne Help lines	49.82	41.52	8.30
IB	Confidential payments Dec 20	1,396.73	0.00	0.00
IB	WSSC LGPS Nov 20	452.37	452.37	0.00
IB	SSE streetlight electricity	72.04	68.62	3.42
IB	SSALC CK training course	36.00	30.00	6.00
IB	HMRC quarter 3	1,050.66	0.00	0.00
	C Kennett salary and expenses	1,378.73	0.00	0.00
IB	Citizens Advice S137 donation 2020/21	300.00	0.00	0.00
IB	Kompan playground inspection	324.00	270.00	54.00
		<b>5,060.35</b>	<b>862.51</b>	<b>71.72</b>

**Payments for retrospective approval**

IB	Mulberry & Co interim audit	216.00	180.00	36.00
IB	C Kennett reimbursement printer	194.99	162.49	32.50
The Woodhorn Group bark for Monk's				
IB	Hill	713.15	594.29	118.86
		<b>1,124.14</b>	<b>936.78</b>	<b>187.36</b>

**1. Treasurers account number 1**

<b>Balance per statement 31/01/21</b>	<b>157,065.85</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>157,065.85</b>

**Cashbook control**

<b>Balance forward 01/04/20</b>	<b>133,972.03</b>
Add total receipts to date	118,521.25
Less total payments to date	95,427.43
<b>Cashbook at 31/01/21</b>	<b>157,065.85</b>

**11 February 2021 Westbourne Parish Council**  
**Agenda item 18: Correspondence list**

- Advice from NALC about the possible return to public meetings from 7 May 2021 and recommendations for Covid-complaint meetings.
- Letter from CDC to OFWAT expressing concern about Southern Water.
- Email from Mr Potter, Headteacher at Westbourne Primary School, who thanked the Parish Council for their support in asking residents to donate IT equipment to help children learn from home. 13 laptops and 2 iPads were received and along with equipment received from the DfE, they have been able to support all the families who requested support.
- Emails about the WSALC review of SSALC and providers in light of Surrey ALC leaving the partnership.
- Updates from CDC and WSCC regarding the Covid-19, vaccination programme and the delivery of services.