



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775654483

clerk@westbourne-pc.gov.uk

Minutes of Westbourne Parish Council's Public Services Committee which took place on Thursday 25 March 2021 at 7.00pm. The meeting was held remotely using Zoom video conferencing.

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

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

1. Apologies for absence: None.

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

3. Minutes of the meeting on 19 November 2020: The minutes were agreed to be a true record and were signed as such by the Chair.

4. Issues and updates from the minutes of 19 November 2020: None.

5. Update on projects around the Parish: Members made the following comments.

- VE Day 75 commemorative bench: Members noted that the newly installed bench in The Square was being well used. The cycle stands would be reinstalled in the next week once Longmeadow's generator was repaired.
- Village gateways: Cllr Hitchcock agreed to contact Mr Marshall to identify locations for the gateways in Aldsworth. These locations would then be discussed with WSCC Highways to find out if they were appropriate. It was discussed that residents in Woodmancote should be consulted to see if they would like gateways at the three entrances. It was noted that both projects would need to be recommended to Full Council for approval.
- CCTV: It was agreed to recommend to Full Council that the public consultation on CCTV for The Square in Westbourne should be carried out in May after the County Council election. It was discussed that the costs would need to be considered again, a discussion with Sussex Police was required to find out about the rules and regulations, and discussions with businesses was needed to see if they would still like CCTV. It was noted that although the Council had agreed to go ahead with the consultation in late 2019/early 2020, it was over a year since it was last discussed. The Clerk advised that the Council should be clear on the work involved before the consultation started. The Clerk said that she was concerned about additional administration as she was already working to capacity.
- SIDS It was noted that Cllr Magill was in contact with WSCC Highways to install the posts for the SIDs in Aldsworth and it was hoped the work would be

completed in the next few months. Cllr Mack said the SID on Monk's Hill was not working and he was looking into this.

- Community Speedwatch Group: It was discussed that with the easing of lockdown restrictions, the group could start working from 29 March but some of the members preferred not to start work until later in the year.
- Highways issues and parking in The Square: It was discussed that the petition for a speed limit reduction on Monk's Hill had received roughly 400 signatures. Members would like to try and increase this number and it was discussed that more could be done to encourage people to take part as Covid restrictions are eased. This could include putting copies in village businesses and speaking to people using the recreation ground.
- Trees and tree champions: It was discussed that the newly planted trees in Edgel, Churcher and Homefield Road needed to be regularly watered over the summer months to help them survive. It was agreed that Greening Westbourne would support with this by helping to find residents who lived nearby who would water the trees. It was noted that there were vacancies for Tree Champions and information had been put on the website and Facebook and an article included in the Westbourne Magazine to encourage people to apply.
- Defibrillators: There was no further update on the defibrillators in Westbourne. Cllr Pearcey agreed to speak to Woodmancote Residents' Association to check that their defibrillator was being well looked after.
- Westbourne's buses: No further update.
- Noticeboards: Cllr Briscoe said he had spoken to the landowner of the grass triangle in Woodmancote and he was happy for a noticeboard to be placed on it. The Clerk asked members to let her know what sort of noticeboard they would like (as they ranged in styles and prices) and the Council could consider this.
- Fingerposts and street lights: It was agreed that the fingerposts were looking dirty and a work party of village volunteers could be held to clean the fingerposts. The Clerk said she had contacted Tim Ralph about the Council's ongoing programme of work to the fingerposts but she had not received a reply yet.
- Flooding: It was discussed that there was still flooding on Long Copse Lane.
- Grit bins: No further update.

6. New issues for the Committee to consider: It was noted that the footpath next to The Shire still did not have a signpost and the Clerk said she would contact WSCC again about this.

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

8. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 17 June 2021 at 7.00pm.

Meeting closed at 8pm.



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Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 25 March 2020 at 8.00pm. The meeting was held remotely using Zoom video conferencing.

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

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

1. Apologies for absence: None.

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

3. Minutes of the meeting on 19 November 2020: The minutes were agreed to be a correct record and were signed as such by the Chair.

4. Issues and updates from the minutes of 19 November 2020: None.

5. Risk assessment: Members noted the risk assessment for the two recreation grounds during coronavirus based on the latest government guidance.

6. Monk's Hill recreation ground charity: Westbourne Parish Allotment for Exercise and Recreation (Charity Commission number 265105):

- Members discussed drainage issues at the playground which resulted in its closure in February and March 2021. It was agreed to get three quotes to find out how much it would cost to improve the drainage system and unblock some of the pipes. It was also discussed that WSCC Highways might be able to do a drainage survey although this could be at cost. It was discussed that the removal of the large ash trees may have had an impact, as well as the base for the large climbing frame and the development north of the boundary line. Cllr Ricketts said he would be opening the playground again and that Longmeadows would be spreading the new playback before the Easter school holiday.
- Members considered the Kompan inspection report from January 2021 and the latest report from the playground inspector. It was noted that there were some low risk issues that could be repaired by a handyman. The Clerk said she would contact Longmeadows to find out if they could help. It was also discussed that a volunteer may be able to help with ad hoc repairs. It was discussed that the bank next to the slide had deteriorated again and the Clerk suggested moving the steps nearer to the slide to prevent children from running on the grassed area. The Clerk agreed to contact Longmeadows to find out a price. Cllr Ricketts also said he had a smaller slide which could also be put on the mound.

- The Clerk had written the copy for the interpretation board which had been circulated to members for comments. This had been sent to the designer and a first proof would be circulated for comment shortly. The Clerk was still to place the order for the benches.
- It was agreed that a 3-4m strip of grass would be left uncut around the edge of the recreation ground to help support flora and fauna.
- Cllr Ricketts said he would contact Monster Creative to produce new telephone number plaques to cover the existing.
- The Clerk said that the solicitor had been in contact about the land registration. The Land Registry had acknowledged the application to register the land and had a minor question about the value of the land.

7. Mill Road recreation ground:

- Members consider the Kompan inspection report from January 2021 and the latest report from the playground inspector. It was noted that there were some medium-risk issues that needed to be rectified and Cllr Ricketts said that he would go to the site to see if he could mend them. If not, it was agreed that Longmeadows could be asked to support or the Parish Council could recruit either a volunteer or a paid employee to support with regular repairs. It was noted that the barrier that had been vandalised would be removed in the next week by Longmeadows.
- Frank Campbell, Chair of the Westbourne Community Trust, had provided an updated on redevelopment of the recreation ground and sports/exercise/play equipment before the meeting. He said that if planning permission was granted, the WCT would be tendering for construction of the scheme in autumn 2021. Once work started, some of the equipment would need to be removed and it would not be replaced until towards the end of the scheme, which would be late 2022 or into 2023.
- Members discussed the side fence at 56 Mill Road, Westbourne. It was agreed that the Council should patch up the gaps. Cllr Ricketts would speak to Longmeadows to see if they could help with this.

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

9. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 17 June 2021 at 8.00pm.

Meeting closed at 9.20pm.

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

WESTBOURNE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed			‘Yes’ means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓			

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

08/04/2021

and recorded as minute reference:

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Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



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Westbourne Parish Council, account number 1, 2020-21 summary

	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total
Opening Balance	133,972.03	172,017.70	163,582.72	156,785.60	149,669.20	144,423.80	192,147.02	183,245.53	169,260.98	163,983.12	157,065.85	152,815.23	
RECEIPTS	57,332.12	461.00	998.84	250.00	3,736.91	50,500.00	0.00	4,742.38	500.00	0.00	0.00	293.62	118,814.87
PAYMENTS	19,286.45	8,895.98	7,795.96	7,366.40	8,982.31	2,776.78	8,901.49	18,726.93	5,777.86	6,917.27	4,250.62	4,422.89	104,100.94
Closing balance	172,017.70	163,582.72	156,785.60	149,669.20	144,423.80	192,147.02	183,245.53	169,260.98	163,983.12	157,065.85	152,815.23	148,685.96	

Westbourne Parish Council 2020-21: Budget monitoring report

1. Profit and loss budget v actuals

	2019-20	2020-21		
		<u>YTD</u>	<u>Budget</u>	<u>% of Budget</u>
<u>Income</u>				
Rent	£700.00	£775.00	£750.00	103.3%
Admin/grants	£11,902.86	£13,009.34		
Precept	£94,490.91	£101,000.00	£101,000.00	100.0%
NP	£0.00	£293.62		
VAT reimbursed	£2,600.16	£3,736.91	£3,736.91	
Total income:	£109,693.93	£118,814.87	£105,486.91	112.6%
<u>Expenditure</u>				
Subs, S137, S142. donations	£2,387.95	£2,990.99	£2,490.00	120.1%
Running costs	£24,710.49	£25,723.82	£25,350.00	101.5%
Capital costs and repair (sinking fund)	£0.00	£0.00	£20,000.00	0.0%
Capital schemes	£7,159.98	£218.90	£14,170.00	0.0%
Services	£2,240.72	£888.80	£2,600.00	34.2%
Communications	£2,457.84	£1,645.22	£2,000.00	82.3%
Administration	£11,932.27	£21,188.25	£14,996.00	141.3%
Clerks salary	£15,540.00	£16,207.96	£19,190.00	84.5%
Contingency fund	£24.99	£24.99	£954.00	2.6%
Grants/ER	£9,585.04	£27,811.74		
NP	£0.00	£285.00		
VAT to claim on expenditure	£3,676.87	£7,115.27		
Total expenditure:	£79,716.15	£104,100.94	£101,750.00	102.3%
Income over expenditure	£29,977.78	14,713.93	3,736.91	

2. Earmarked reserves

	2019-20	2020-21			
Balance forward (Bfwd)	£103,994.25	£133,972.03			
Income	£109,693.93	£118,814.87			
Expenditure	-£79,716.15	-£104,100.94			
Carry forward (Cfwd)	£133,972.03	£148,685.96			
	Bfwd	Income	Expenditure	Transfers	Cfwd
General reserve	£14,980.49	£88,528.87	-£70,225.24	£0.00	£33,284.12
New initiatives fund	£62,015.98	£20,000.00	-£8,876.84		£73,139.14
Play equipment Monk's Hill	£723.85		-£723.85		£0.00
Play equipment Mill Road	£5,296.42	£3,000.00			£8,296.42
Office equipment	£1,731.71		-£2,577.47		-£845.76
Scope/design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	-£560.00	£1,500.00	-£1,027.20		-£87.20
Chairman's expenses	£35.88	£250.00			£285.88
Councillors expenses	£256.80				£256.80
Staff absence	£2,000.00				£2,000.00
Vandalism and insurance excess	£800.00				£800.00
Monk's Hill car park	£6,145.00				£6,145.00
War memorial	£420.00				£420.00
Churchyard wall	£4,170.00				£4,170.00
Footway lighting renewals	£500.00				£500.00
Finger post signs	£576.00	£500.00			£1,076.00
Waste bin	£300.00				£300.00
Equipment for an emergency	£1,000.00				£1,000.00
Election costs	£4,146.50				£4,146.50
Village gateways	£150.00				£150.00
Pump priming CLT	£0.00				£0.00
WNPSG	£2,000.00	£293.62	-£285.00		£2,008.62
Planning/highway consultant	£5,000.00		-£5,683.66		-£683.66
Legal advice/professional fees	£4,922.00		-£705.00		£4,217.00
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£3,844.50		-£3,844.50		£0.00
S106 Monk's Hill recreation ground 2020	£7,780.96		-£7,902.18		-£121.22
CDC New Homes Bonus 2020		£4,742.38	-£2,250.00		£2,492.38
SDNPA CIL 2019	£2,074.02				£2,074.02
Total of earmarked reserves					£115,401.84
Final balances	£133,972.03	£118,814.87	-£104,100.94	£0.00	£148,685.96

WESTBOURNE PARISH COUNCIL - FULL YEAR ACCOUNTS 2020-21
Account number 1

Opening balance	133,972.03																		
Description	Receipts Total	INCOME					Payments Total	EXPENDITURE											
		Rent	Admin/grants	Precept	NP	VAT		Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT
	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£
April	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,454.55	1,321.86	0.00	5,822.32	0.00	2,241.89
May	461.00	225.00	236.00	0.00	0.00	0.00	8,895.98	250.00	4,355.00	0.00	0.00	73.33	172.37	2,137.86	1,321.86	0.00	171.20	0.00	414.36
June	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83
July	250.00	0.00	250.00	0.00	0.00	0.00	7,366.40	0.00	3,932.26	0.00	25.00	73.33	0.00	1,918.57	1,321.86	0.00	0.00	0.00	95.38
August	3,736.91	0.00	0.00	0.00	0.00	3,736.91	8,982.31	0.00	1,420.30	0.00	0.00	80.13	0.00	482.86	1,321.86	0.00	4,342.56	0.00	1,334.60
September	50,500.00	0.00	0.00	50,500.00	0.00	0.00	2,776.78	0.00	275.00	0.00	73.90	71.05	110.37	674.89	1,490.28	0.00	0.00	0.00	81.29
October	0.00	0.00	0.00	0.00	0.00	0.00	8,901.49	165.00	3,753.92	0.00	0.00	73.33	0.00	3,148.90	1,347.93	24.99	50.00	0.00	337.42
November	4,742.38	0.00	4,742.38	0.00	0.00	0.00	18,726.93	0.00	4,386.80	0.00	0.00	78.02	680.28	524.89	1,349.93	0.00	11,126.84	0.00	580.17
December	500.00	500.00	0.00	0.00	0.00	0.00	5,777.86	185.00	249.25	0.00	0.00	71.05	195.00	1,044.37	1,349.93	0.00	2,143.00	0.00	540.26
January	0.00	0.00	0.00	0.00	0.00	0.00	6,917.27	17.00	3,786.79	0.00	0.00	82.40	487.20	970.88	1,349.93	0.00	0.00	0.00	223.07
February	0.00	0.00	0.00	0.00	0.00	0.00	4,250.62	300.00	455.00	0.00	0.00	68.62	0.00	1,932.95	1,355.33	0.00	0.00	0.00	138.72
March	293.62	0.00	0.00	0.00	293.62	0.00	4,422.89	775.99	880.00	0.00	0.00	68.62	0.00	864.67	1,355.33	0.00	0.00	285.00	193.28
Totals	118,814.87	775.00	13,009.34	101,000.00	293.62	3,736.91	104,100.94	2,990.99	25,723.82	0.00	218.90	888.80	1,645.22	21,188.25	16,207.96	24.99	27,811.74	285.00	7,115.27
Closing balance	£ 148,685.96																		

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
Account number 1

Apr-20

Opening balance:		133,972.03	INCOME					EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT	Payment method	
1. 16/04/20	EE mobile phone							29.42							24.52						4.90	DD
2. 17/04/20	WSSC LGPS							426.20							426.20							IB
3. 17/04/20	HMRC quarter 4 2019/20							908.28							908.28							IB
4. 17/04/20	Alpha Cars March 20							120.00				120.00										IB
5. 17/04/20	WSALC subscription 2020/21							733.30	733.30													IB
6. 17/04/20	Playdale play equipment for Monk's Hill 50% deposit							5,934.60										4,945.50		989.10		IB
7. 17/04/20	CDC Mill Road rent 2020-21							100.00		100.00												IB
8. 17/04/20	Longmeadows quarter 4 2019-20							1,764.50		1,764.50												IB
10.17/04/20	M Reed tree surgeon removal of ash trees at Monk's Hill							1,070.00										856.00		214.00		IB
11. 17/04/20	GM Support play inspections							90.00		90.00												IB
12. 17/04/20	St John Baptist Church, closed churchyard donation							200.00	200.00													IB
13. 17/04/20	Allotment Association, annual donation							50.00	50.00													IB
17/04/2020	CDC precept first installment 2020-21	50,500.00			50,500.00																	
14. 17/04/20	Homestart Chichester, annual donation							250.00	250.00													IB
15. 17/04/20	Reimbursement C Kennett, Norton anti virus, Royal Mail PO Box address and Zoom account							521.37							413.65			20.82		86.90		IB
16. 17/04/20	Mulbery and Co audit meeting in December 2019							262.80							210.24					52.56		IB
17. 17/04/20	Brightplan transport consultant, cemetery lane inquiry							3,703.99							3,086.66					617.33		IB
18. 17/04/20	Phillippa Jarvis, planning consultant, cemetery lane inquiry							1,316.44							1,097.00					219.44		IB
19. 20/04/20	SSE							76.99					73.33							3.66		IB
20. 25/04/20	C Kennett salary/expenses April 2020							1,339.86							18.00	1,321.86						IB
21. 27/04/20	Greening Westbourne Community Chest grant							64.70	64.70													IB
22. 27/04/20	Kompan playground inspections							324.00							270.00					54.00		IB
28/04/2020	CDC S106 funding Monk's Hill	6,832.12		6,832.12																		
	Totals	57,332.12	0.00	6,832.12	50,500.00	0.00	0.00	19,286.45	1,298.00	1,954.50	0.00	120.00	73.33	0.00	6,454.55	1,321.86	0.00	5,822.32	0.00	2,241.89	19,286.45	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
Account number 1

Jun-20

Opening balance:		163,582.72	INCOME					EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/E R	NP	Input VAT	Payment method	
02/06/2020	Reeve access licence second (and final) installment for 2019-20	25.00	25.00																			
34. 12/06/20	EE mobile phone							29.42							24.52						4.90	DD
35. 12/06/20	New Dawn Furniture VE Day 75 bench							1,078.02										898.35			179.67	IB
36. 12/06/20	Steve Hayward, electrician installed defib at Village Stores							75.00										75.00				IB
37. 12/06/20	WSCC LGPS May 2020							440.34							440.34							IB
38. 12/06/20	C Kennett salary and expenses June 2020							1,339.86							18.00	1,321.86						IB
39. 19/06/20	SSE street light electricity							79.36					75.59								3.77	DD
40. 24/06/20	GM Support playground/defib inspections							275.00		275.00												IB
41. 24/06/20	Sovereign adult exercise equipment Monk's Hill							3,818.96										3,182.47			636.49	IB
42. 24/06/20	Surrey Hills Solicitor advice on Monk's Hill Charity							660.00							550.00						110.00	IB
12/06/2020	Reeve access licence first installment for 2020-21	25.00	25.00																			
30/06/2020	CDC S106 final payment	948.84		948.84																		
	Totals	998.84	50.00	948.84	0.00	0.00	0.00	7,795.96	0.00	275.00	0.00	0.00	75.59	0.00	1,032.86	1,321.86	0.00	4,155.82	0.00	934.83	7,795.96	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
Account number 1

Jul-20

Opening balance:		156,785.60																				
		INCOME							EXPENDITURE													
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants /ER	NP	Input VAT	Payment method	
43. 12/07/20	EE mobile phone							29.42							24.52						4.90	DD
44. 01/07/20	Mulberry and Co							162.00							135.00						27.00	IB
45. 13/07/20	C Kennett salary and expenses							1,339.86							18.00	1,321.86						IB
46. 13/07/20	HMRC quarter 2 payment							991.29							991.29							IB
47. 13/07/20	WSCC LGPS June 20							440.34							440.34							IB
48. 13/07/20	Longmeadows quarter 2							3,385.60		3,385.60												IB
49. 13/07/20	Steve Hayward removal of SID padlock							25.00				25.00										IB
50. 20/07/20	SSE street light electricity							76.99					73.33								3.66	IB
51. 17/07/20	GM Support playground inspections							220.00		220.00												IB
52. 22/07/20	C Kennett reimbursement for stamps and cable ties							24.90		6.66					16.92						1.32	IB
53. 22/07/20	Kompan playground inspection 2							351.00							292.50						58.50	IB
54. 22/07/20	Longmeadows soil and grass seed around slide at Monk's Hill							320.00		320.00												IB
03/07/2020	CDC grant payment for VE Day 75	250.00		250.00																		
	Totals	250.00	0.00	250.00	0.00	0.00	0.00	7,366.40	0.00	3,932.26	0.00	25.00	73.33	0.00	1,918.57	1,321.86	0.00	0.00	0.00	95.38		

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2020-21
Account number 1

Mar-21

Opening balance		INCOME							EXPENDITURE													
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	Capital costs and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/E R	NP	Input VAT	Payment method	
		£ 152,815.23																				
132. 01/03/21	Kompan playground inspections							324		270										54	IB	
133. 01/03/21	Longmeadows clearing copse Monk's Hill							480.00		480.00												IB
134. 12/03/21	EE mobile phone and Westbourne Help phone							69.49							57.91						11.58	IB
135. 12/03/21	C Kennett salary and expenses							1,373.33							18.00	1,355.33						IB
136. 12/03/21	WSSC LGPS							452.37							452.37							IB
137. 12/03/21	SSALC training							108.00							90.00						18.00	IB
138. 12/03/21	Jackson Planning Ltd							342.00										285.00			57.00	IB
139. 12/03/21	Microshade cloud storage							103.80							86.50						17.30	IB
140. 12/03/21	MS 365							9.48							7.90						1.58	IB
141. 12/03/21	Viking ink cartridges							56.99							47.49						9.50	IB
142. 12/03/21	Vision ICT hosted email account							21.60							18.00						3.60	IB
143. 19/03/21	SSE street light electricity							72.04					68.62								3.42	IB
144. 12/03/21	WSALC subscription 21/22							775.99	775.99													IB
145. 22/03/21	GM Support play ground inspections							130.00		130.00												IB
146. 22/03/21	Microshade cloud storage (Feb)							103.80							86.50						17.30	IB
30/03/2021	WNPSG transfer of balance with closure of account	293.62				293.62																
	Totals	293.62	0.00	0.00	0.00	293.62	0.00	4,422.89	775.99	880.00	0.00	0.00	68.62	0.00	864.67	1,355.33	0.00	0.00	285.00	193.28		
	Closing balance	£ 148,685.96																				

4,422.89

Westbourne Parish Council
53 SKYLARK AVENUE
EMSWORTH
HAMPSHIRE
PO10 7GB

Your Account

Sort Code 30-91-97
Account Number 00168407

TREASURERS ACCOUNT

01 March 2021 to 31 March 2021

Money In	£293.62	Balance on 01 March 2021	£152,335.23
Money Out	£4,422.89	Balance on 31 March 2021	£148,685.96

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Mar 21	LONGMEADOWS 300000000726389836 INV 0569	FPO		480.00	152,335.23
01 Mar 21	KOMPAN 500000000722931857 233567 404878 10 01MAR21	FPO		324.00	152,011.23
12 Mar 21	EE LIMITED Q74144313204620839	DD		69.49	151,941.74
12 Mar 21	WSALC 500000000727506018 1242 601309 10 12MAR21	FPO		775.99	151,165.75
12 Mar 21	VISION ICT LTD 600000000727273179 INV 12587	FPO		21.60	151,144.15
12 Mar 21	VIKING 600000000727273188 910612 406384 10 12MAR21	FPO		56.99	151,087.16
12 Mar 21	MICROSOFT 500000000727506043	FPO		9.48	151,077.68
12 Mar 21	MICROSHADE 400000000732242014 14273	FPO		103.80	150,973.88
12 Mar 21	JACKSON PLANNING L 300000000730961180 21/11	FPO		342.00	150,631.88
12 Mar 21	SSALC LIMITED 300000000730961184	FPO		108.00	150,523.88
12 Mar 21	WSCC LGPS 500000000727506087 CLARE	FPO		452.37	150,071.51
12 Mar 21	CLARE KENNETT 500000000727506092 SALARY	FPO		1,373.33	148,698.18
19 Mar 21	SOUTHERN ELECTRIC 513891001	DD		72.04	148,626.14
22 Mar 21	MICROSHADE 400000000735498223 14162	FPO		103.80	148,522.34
22 Mar 21	STEWART CORMACK 600000000730526994 INV NO	FPO		130.00	148,392.34
30 Mar 21 (Continued on next page)	CHEQUE DEPOSIT LOYD ABOVE BAR STR	DEP	293.62		148,685.96

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Westbourne Parish Council, 8 April 2021**Agenda item 15: 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
EE&T Mobile Parish Council and DD Westbourne Help lines			
IB Confidential payments	1,384.73	1,384.73	0.00
IB WSCC LGPS March 21	452.37	452.37	0.00
IB Microshade cloud storage			
IB MS 365			
IB SSE streetlight electricity			
IB Royal Mail PO Box address renewal	360.00	300.00	60.00
IB			
IB			
IB			
	2,197.10	2,137.10	60.00

Payments for retrospective approval

IB GM Support playground inspection	130.00	130.00	0.00
IB Microshade cloud storage (Feb)	103.80	86.50	17.30
IB			
	233.80	216.50	17.30

1. Treasurers account number 1

Balance per statement 31/03/21	148,685.96
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	148,685.96

Cashbook control

Balance forward 01/04/20	133,972.03
Add total receipts to date	118,814.87
Less total payments to date	104,100.94
Cashbook at 31/03/21	148,685.96

8 April 2021 Westbourne Parish Council
Agenda item 16: Correspondence list

- Letter from Greening Westbourne about the Southern Water consultation on desalination plant near Fawley <https://www.southernwater.co.uk/our-story/water-for-life-hampshire/our-consultation-water-for-life-hampshire>
- Email from Trevor Leggo about service provision from Mulberry & Co from 1 April 2021.
- Emails from CDC about the Local Plan review and the new agreed timetable.
- Email from WSCC about the West Sussex Transport Plan Review Survey, Autumn 2020 - Feedback Summary <https://yourvoice.westsussex.gov.uk/west-sussex-transport-plan-review>
- Updates from CDC and WSCC regarding the Covid-19, vaccination programme and the delivery of services.

Infrastructure categories

Below are the categories to be used in the IDP:

- Transport
- Education
- Health
- Social infrastructure (e.g. community facilities, sports & leisure)
- Green infrastructure
- Public and community services
- Utility services

Table to be produced for each infrastructure delivery commissioner:

The information provided will inform future versions of the IDP, and will feed into the production of a five year rolling Infrastructure Business Plan.

Infrastructure Category (from above list)	Scheme (description)	Justification/ rationale	Phasing (when)	Total estimated infrastructure cost	Sources of funding, showing amounts from each source & any shortfalls	Delivery lead (who/how)
Transport	Village car park	A car park that can be used by residents, visitors and businesses. The main roads in Westbourne are increasingly congested (due to the type of housing, increase of population in the local area and volume of passing traffic). A car	2019-22		The Parish Council has set aside earmarked reserves and will be working in partnership with the Westbourne Community Trust.	

		park would alleviate pressures on the main roads and help support businesses and visitors.				
Transport	Reconfiguration of The Square	Reconfiguration of The Square to allow for a pedestrian crossing, improved car parking, flow of traffic, and help support local businesses and allow for village events. The Square is increasingly congested by parked vehicles and passing traffic. Reconfiguration would support all road users.	2019-22		The Parish Council has set aside earmarked reserves and will be working in partnership with the Westbourne Community Trust.	
Transport	Speed reduction schemes	Westbourne Parish is experiencing much passing traffic through the main roads of the village due increased traffic in the local area. Improvements to road layouts, double yellow lines to prevent parking and prevention of HGV's using the narrow roads. Also use of speed indicator devices				
Transport	Street lights	Street lighting. Some of the heritage lamps in the conservation were	2019-20			

		replaced with standard frames. The Parish Council would like the original heritage style lamps put back in place.				
Social infrastructure	Parish/village hall or storage unit	The Parish Council does not have an office or a hall. It requires storage space for its increasing amount of items and facilities which are used for the benefit of the local community.	2019-20		Working in partnership with the Westbourne Community Trust to develop a storage unit.	
Social infrastructure	CCTV	CCTV at Monk's Hill recreation ground car park to prevent anti-social behaviour and fly tipping which has increased in recent years. Possibly at other locations in the village also, such as Long Copse Lane and Mill Road recreation ground car park, and the allotments. CCTV in The Square to support local businesses who have experienced break-ins	2020-21		Parish Council is setting aside funding for the project.	
Social infrastructure	Exercise, sport, play	To create an exercise circuit around the perimeter of the			Parish Council has set aside	

		recreation ground at Monk's Hill, install goal posts and provide additional picnic tables and benches.			funds for the project.	
Social infrastructure	Play/sport equipment	To replace the play/sport equipment at Mill Road recreation ground as most of the equipment is in a poor condition and in need of repair.	2020-21		Parish Council has set aside some funds for the project.	
	Tree planting	To plant trees in Westbourne along the verges of Ellesmere Orchard, Homefield Road and Churcher Road. Trees used to be present in these locations but have died away. This area has few trees at present and could be a lot greener. Climate change pledges. To work with WSCC as part of their tree planting programme	2020-21	20 trees at £150 per tree	£3k	
	Traditional red telephone box	To be placed in The Square in Westbourne on the site of the previous one that has been removed by BT. It would be used by local				

		residents as a library and as an eye catching traditional and historic feature in a central location				
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