

Notes of the meeting



Westbourne

Parish Council

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Emsworth
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Notes of the Events Committee which took place on Tuesday 1 March at 7pm at The Meeting Place, North Street, Westbourne.

Meeting chaired by Cllr Nigel Ricketts.

1. Welcome and introductions: The meeting was attended by:

- Sheena Laing, WI
- Revd Andrew Doye, St John's Church
- Steven Potter, Westbourne Primary School
- Carolyn Fry and Sally Wheelwright, Westbourne Weekend
- Perry and Laura Ralls, Our Back Garden, Mill Meadows Farm.
- Cllr Kim Franks, Cllr Nigel Ricketts and Clare Kennett, Westbourne Parish Council

2. Big Jubilee Lunch: It was agreed to organise a community street party on Sunday 5 June 2022 to celebrate the Queen's Platinum Jubilee. It was discussed that the location would depend on a successful application for road closures, with The Square and surrounding roads being the preferred options. Clare Kennett agreed to contact Chichester District Council to apply for the closure of The Square, The Grove and Church Road and would communicate the outcome to the group as soon as possible. Steven Potter offered the school playing field as an alternative location if the application was not successful.

Perry and Laura Ralls offered the use of Mill Meadows Farm for parking (both for residents who normally park on the street and for attendees to the event), and Andrew Doye said that the field behind the Parish Hall could be opened to allow space for roughly 50 cars.

Once approval for the road closures was received, it was agreed to contact residents close to the proposed location. Kim Franks and Laura Ralls offered to speak to residents and Clare Kennett offered to write a letter to help explain the plans for the event. It was agreed to contact all local businesses so that they could take part in the event. An area could be set aside for food stalls.

It was discussed that the event could start from 12pm, with the road closures starting from 11am to allow time to set up. Andrew Doye said there would be a celebratory Church service from 9.30-10.30am. The event would finish at between 2-3pm and the roads would be closed until 4pm to allow time to clear up. It was discussed that Greening Westbourne and the Final Straw Solent should be notified to ask for their support in clearing up after the event. Sheena Laing said that the WI would help with

Notes of the meeting

litter picking. Clare Kennett would check if the District Council could supply extra bins.

Perry and Laura Ralls offered the use of hay bales which could be used for seating and help separate the event from roads, if they are still in use. Trestle tables and seats could be use from the Parish Hall, The Meeting Place and School, and it was agreed to contact the Scouts to ask if they would be prepared to help with setting up and taking down. Laura Ralls suggested buying a large reel of fabric to use as table cloths. It was discussed that The Square could be decorated with bunting and Kim Franks offered to research options. Clare Kennett agreed to contact Jack Radcliff or Paul Leaning to ask if they could provide music. The Parish Council had set some funding aside for the celebrations but it was hoped that costs would be kept to a minimum, although more funding could be made available if necessary.

Clare Kennett would add an event to the Parish Council's Facebook page, along with posts leading up to the event and asked if other organisations could like/comment/share to help spread the word. A poster would be created, a GIF that could be used on social media, and an article written to be shared for local publications.

The event would be covered by the Parish Council's public liability insurance which is £15,000,000 with Zurich Municipal.

3. Beacon event: It was noted the Parish Council will be lighting a beacon on Thursday 2 June at 9.45pm at the Common on Monk's Hill as part of the Queen's Jubilee Beacons. It was discussed that fireworks would not be appropriate due to the proximity of livestock. It was suggested that a light or laser show may be better and Clare Kennett would research this, depending on costs. Residents would be encouraged to bring their own light sticks or candles. It was discussed that the Scouts should be contacted to see if they'd like to take part in a procession before the event. Residents would be encouraged to take a picnic/refreshments to have at the Common beforehand and it could be possible to have catering stalls or a BBQ – Clare Kennett would research options.

4. To note other events: It was noted that the village Spring Clean Day would take place on Sunday 3 April at 2pm meeting at The Square with refreshments afterwards at 4pm. There would be an Annual Parish Assembly on the Rectory Lawn in June with the date still to be confirmed.

5. Any other business: Sheena Laing said the WI would like to plant a tree to celebrate the Jubilee and Clare Kennett shared details of the Parish Council's tree planting scheme at Monk's Hill.

6. Date of next meeting: To be confirmed.

Meeting closed at 8pm.

Cemetery Coordinator's Update

January & February 2022

Financial Update

January 2022

INCOME

Payee	Description	Amount
Leaders	Rental Income	£1,000.00
Westbourne PC	Precept payment 2	£3,783.60
Co-operative Funeral Care INV53	Interment of ashes for T/L Thomas Kirby (Cheque)	£200.00
Wraight & Son INV 54	Memorial for Ronald & Nancy Wilson	£175.00
F A Holland Funeralcare INV50	Interment of Monica Drage & Plot purchase	£600.00
F A Holland Funeralcare INV50	Admin fee for EROB for Monica Drage	£50.00
Lynnette Stephenson CQ	EROB Admin fee for RW Marshall 191/2	£50.00
	TOTAL	£5,858.60

EXPENDITURE

Payee	Description	Amount
Leaders	Management Fees	£160.20
Castle Water	Water	£15.17
Chichester District Council	Bins	£64.80
Sarah Rowland	Staff wages	£1,338.00
Sarah Rowland	Admin expenses	£71.34
The Meeting Place	Meeting room 10/01/2022	£18.00
Longmeadows	Grounds maintenance for Oct/Nov/Dec	£6,099.00
	TOTAL	£7,766.51

STATEMENT FOR JANUARY 2022

LLOYDS BANK



J31C2201LRJMCAD000071790001002 403 B 000

SOUTHBOURNE PARISH COUNCIL (JBC)
THE VILLAGE HALL
FIRST AVENUE
EMSWORTH
HAMPSHIRE
PO10 8HN



Your account statement

Issue date: 1 February 2022

Write to us at: PO Box 1000, Andover

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: CHICHESTER

Sort code: 30-91-97 Account number: 00220875

BIC: LOYDGB21233

IBAN: GB98 LOYD 3091 9700 2208 75

TREASURERS ACCOUNT

SOUTHBOURNE PARISH COUNCIL (JBC)

Account summary

Balance On 31 Dec 2021	£47,087.63
Total Paid In	£6,313.20
Total Paid Out	£79.97
Balance On 21 Jan 2022	£53,320.86

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
31 Dec 21		STATEMENT OPENING BALANCE			47,087.63
07 Jan 22	BGC	LEADERS LIMITED P82070	824.80		47,912.43
07 Jan 22	DEP	500115	200.00		48,112.43
14 Jan 22	FPI	WESTBOURNE PARISH WESTBOURNE PARISH 300000000877479051 309197 10 14JAN22 09:48	629.80		48,742.23
14 Jan 22	FPI	WESTBOURNE PARISH WESTBOURNE PARISH 500000000874134220 309197 10 14JAN22 09:49	3,783.60		52,525.83
20 Jan 22	DD	CDC CUSTOMER A/CS C005991		64.80	52,461.03
21 Jan 22	DD	CASTLE WATER LTD 410879		15.17	52,445.86
21 Jan 22	DEP	500116	875.00		53,320.86
21 Jan 22		STATEMENT CLOSING BALANCE	6,313.20	79.97	53,320.86

PK820N3100000

MANC220701AB 03/01/2022C988

February 2022

INCOME

Payee	Description	Amount
Leaders	Rental Income	£1,000.00
Mrs J Eugster	Sadler/Clark EROB transfer Grave 219/2D CQ	£50.00
Cash	Petty cash balance paid into bank	£190.01
	TOTAL	£1,240.01

EXPENDITURE

Payee	Description	Amount
Leaders	Management Fees	£160.20
Clinton Electrics	Alarm Replacement (Via Leaders)	£157.44
CJ Property Services	Property maintenance (Via Leaders)	£585.00
Chichester District Council	Bins	£64.80
Sarah Rowland	Staff wages (Paid via Southbourne Account)	£1,167.50
Sarah Rowland	Admin expenses (Paid via Southbourne Account)	£80.80
Surrey Hills	Professional Charges for Land registry	£522.00
Hedges Direct	6 mtrs of hawthorn hedging	£692.83
	TOTAL	£3,450.57



01 March 2022

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Southbourne Parish Council (JBC)
The Village Hall
First Avenue
Emsworth
Hampshire
PO10 8HN

Your Account

Sort Code 30-91-97
Account Number 00220875

TREASURERS ACCOUNT

01 February 2022 to 28 February 2022

Money In	£322.37	Balance on 01 February 2022	£53,320.86
Money Out	£1,279.63	Balance on 28 February 2022	£52,363.60

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
04 Feb 22	LEADERS LIMITED P82070	BGC	82.36		53,403.22
10 Feb 22	SURREY HILLS SOLIC 300000000890828242	FPO		522.00	52,881.22
10 Feb 22	HD PLANTS LIMITED 200000000883538749	FPO		692.83	52,188.39
17 Feb 22	CDC CUSTOMER A/CS C005991	DD		64.80	52,123.59
17 Feb 22	500118	DEP	190.01		52,313.60
17 Feb 22	500118	DEP	50.00		52,363.60

General Update

The JBC bank account is now in the name of 'Southbourne Parish Council (JBC)' and Cllrs Hicks and Bangert have online access to the bank. All invoices have been paid from the JBC bank during February, with the exception of the JBC Coordinator's invoice. This will be paid from the JBC bank from March.

As Southbourne Parish Council have been paying invoices from their bank this year, due to having no online access to the JBC account, the JBC Coordinator and Southbourne Clerk will make final checks on the invoice payments and arrange for the balance to be transferred back to Southbourne w/c 14 March. This will ensure that the JBC account is completely up to date ready for the end of the financial year.

During January, the JBC Coordinator reviewed the annual accounts for 2020/21 and was able to confirm that all payments and income had been accounted for. Both Parish Councils paid in their relevant precepts, along with some additional monies to cover further expenditure on the cemetery extension works.

Previous year's accounts will be reviewed over the coming weeks to ensure that any anomalies are reported to both councils before the end of the financial year.

Cemetery Activities

During January and February, there have been a number of requests from local people looking for graves of family members within the cemetery. This is time consuming due to not having the information electronic. There have also been an increase in requests for interment information during February.

Number of Interments

No interments have taken place in January and February 2022.

The total number of interments this financial year are:

Burials	Ashes
5	9

Number of Purchased Grave Plots

During January & February 2022, there have been no grave purchases completed, however we have received applications for 3 purchases, 2 within the existing cemetery and 1 in the new extension.

The totals for this year, so far, will be provided within the next report.

Number of Memorial Applications

It is necessary to approve all memorial applications prior to permitting them to be installed in the cemetery. This requires checks including ensuring the correct Exclusive Right of Burial Holder has signed off the applications, the dimensions are within required standards, and the colour, type and letting is within the expected standards.

Presently Cllrs Lyn Hicks and Mike Magill authorise memorial applications.

During January & February 2022, 2 applications were authorised.

A total of 12 applications have been authorised since the Locum JBC Coordinator had been in the role.

Exclusive Right Of Burial Ownership changes

A transfer of Exclusive Right of Burial is necessary if the current owner is deceased, and a next of kin or family member would like to erect a memorial or inter another person, where space permits.

During January & February 2022, 3 transfers have taken place, with a further 4 currently at enquiry stage.

A total of 9 transfers have taken place since the Locum JBC Coordinator has been in the role.

Other activity

Due to the increased number of requests for information, and the intention that all the burial information will be logged onto an electronic database in the near future, the JBC Coordinator spent an hour in the Records Office photographing Exclusive Right of Burial Certificates from 1974 and 1947. This provides us with information going back 75 years, the life of a certificate.

Hedges have been ordered and paid for and we are awaiting a delivery date.

Longmeadows have been asked to provide a quotation on the Chapel door surround because a block has moved and, once opened, the door can not be closed again without additional help. We have been asked for access to check for bat activity on 16 March so I have updated Sarah Hughes on the situation and will advise further once discussed with Longmeadows.

As the first short report, please do advise of any other information you would like included. Future reports will provide more detail of general activities.

Sarah Rowland

JBC Coordinator

01/03/2022

WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE

Minutes for the meeting of the Westbourne and Southbourne Joint Burial Committee held at 7 pm on 3 March 2022 at St John's Church Centre, Southbourne.

Present: Southbourne Parish Councillors: Lyn Hicks (Chair), Amanda Tait & Tracie Bangert

Westbourne Parish Councillors: Richard Hitchcock & Roy Briscoe

In attendance: Sheila Hodgson – Southbourne Parish Council Clerk
Clare Kennett – Westbourne Parish Council Clerk
Sarah Rowland – Locum Joint Burial Committee Coordinator
(Minutes)

1. Welcome & Introduction

The Chair welcomed Councillors and the Clerks to the meeting. Cllr Chris Bulbeck has decided to step down from the JBC.

2. Apologies for Absence

Apologies were received from Cllr Mike Magill and Cllr Nigel Ricketts.

3. Declaration of Personal and Pecuniary Interests

None

4. Minutes of Meetings

Minutes of the Meeting held on Monday 10 January 2022

It was resolved that the minutes from the Joint Burial Committee meeting on 10 January 2022 were confirmed by all as a true and correct record of the meeting, with the exception of one spelling error, which will be changed.

The minutes were proposed by Cllr Tait and seconded by Cllr Hitchcock, with all in favour.

5. Updates & Issues

Tree survey assessment Update – Cllr Tait met with Longmeadows in February to discuss the tree works that could be completed by them. A quote has been received by JBC, and Cllr Tait and the JBC Coordinator will check through the survey and quotation to confirm the trees that will be covered. A quote can then be obtained for the remaining tree works from alternative suppliers.

Longmeadows Maintenance Contract – The JBC Coordinator had ascertained that no formal contract is in place for the cemetery maintenance with Longmeadows.

This will be reviewed in April, after year end, by the Clerk to Southbourne, JBC Coordinator and Longmeadows.

Action: Southbourne Parish Council and JBC Coordinator to work with Longmeadows to establish a draft contract for review by the JBC Committee by the next meeting.

Water troughs to taps – Initial discussions have taken place with Longmeadows, and a quote from White Horse Contractors has already been received, to ascertain the cost of changing the water troughs to taps within the cemetery.

Action: JBC Coordinator to obtain quote from Longmeadows and submit both quotations to JBC for review.

6. Cemetery Coordinator Update Report

This report was provided in advance to the JBC, with the opportunity to ask questions at the meeting. The JBC Coordinator advised that this was the first report and that more will be added to future reports. Members were satisfied with the content and thanked the Coordinator for the report.

7. Financials and Governance

Income & Expenditure & Bank Reconciliation

The JBC Coordinator provided a financial update for January and February 2022, including all income and expenditure for the months and the bank statements. The transaction queries raised were answered.

The Rialtas specialist is almost finished his work correcting the JBC Rialtas accounting for this year, so a report will be available over the next couple of weeks.

Bank Account

It was confirmed that the bank account is now in the name of 'Southbourne Parish Council (JBC)' and that Cllrs Hicks and Bangert are authorised signatories and have online bank access.

In addition, Caroline Davison, Alan Feltham and Valerie Owens have been removed from the account.

From March 2022, all financial transactions for JBC will be made to and from this account.

Thanks

The Clerk of Southbourne advised that the Southbourne F&GP meeting members wanted to extend their thanks to the JBC Coordinator for all her help in working through the financial information. This was echoed by the JBC members during this meeting.

8. Consideration of draft constitution, draft memorandum of understanding, draft cemetery coordinator JD and person spec

The JBC had been sent these documents in advance to review. Previously highlighted amendments to these documents were discussed and resolved.

- **The Constitution was recommended for adoption** and proposed by Cllr Tait, seconded by Cllr Bangert. All agreed to adopt the document.
- **The Memorandum of Understanding was recommended for adoption** and was proposed by Cllr Hitchcock, seconded by Cllr Tait. All agreed to adopt the document.
- **Cemetery Coordinator JD and Person Specification was recommended for adoption** and proposed by Cllr Bangert, seconded by Cllr Briscoe. All agreed to adopt the document.

These documents should now be taken to full council meetings and recommended for adoption.

The Chair thanked Cllrs Hitchcock and Tait, and the Clerk of Westbourne for their help in amending and updating the constitution. Also, thanks were extended to the JBC Coordinator for assisting with reviewing the job description and person specification.

9. Agree the process for selecting the Host Council

This topic was discussed during the review of the Constitution and the Memorandum of Understanding. The process is agreed within 3.1.5 of the Memorandum of Understanding.

10. Update on Cemetery Extension Consecration

The JBC Coordinator has met with Ian Davison at Surrey Hills Solicitors and has confirmed that the extension is already land registered, however it is in the name of 'Westbourne & Southbourne Joint Burial Committee'. This needs to be changed to the Parish Council(s). The JBC discussed and agreed that the land should be registered in the names of 'Westbourne Parish Council and Southbourne Parish Council'.

It was also discovered that the existing cemetery was not registered with Land Registry, however it is possible to do this at the same time as the above change. The JBC agreed that this would also be in joint names.

The JBC Coordinator has contacted TGMS to obtain a quotation for marking the map image (previously created by them) to show the areas for consecration. The map needs to show the areas to be consecrated marked clearly by a red line.

The JBC Coordinator will get in contact with CDC Planning to obtain a confirmation that planning permission is not required for the use of the land for burials or that consent is already in place.

Once this information is collated, the application can be sent to the Diocesan Registry Clerk for examination, and a date to be arranged for the consecration to take place.

Action: JBC Coordinator to instruct Surrey Hills Solicitors to register the existing cemetery and arrange for the name on the extension to be changed to 'Westbourne Parish Council and Southbourne Parish Council'. JBC Coordinator to progress the consecration to the next stage.

11. Kerbing on Grave

The JBC members discussed the issue of unpermitted kerbing being placed around one of the graves. After lengthy discussion, it was decided that a further letter will be written to the Exclusive Right of Burial (EROB) holder, once again asking for the kerbing to be removed. The letter will contain a copy of the cemetery rules and regulations in operation at the time, and a copy of the agreement signed by the EROB holder. This letter will be sent from Southbourne Parish Council and signed by Cllr Hicks and Cllr Hitchcock.

12. Date of Next Meeting and Agenda Items

- i. The next JBC meeting will be **Thursday 5 May 2022 at 7pm** at The Meeting Place, Westbourne.
- ii. Items for the agenda to be emailed to the JBC Coordinator.

Part II - Staffing Matters

Cllr Hicks proposed that Southbourne Parish Council now move forward with formally recruiting to the JBC Coordinator role. All members agreed.

Action: Clerk of Southbourne Parish Council to advertise the position via the council website(s) and West Sussex ALC.

Westbourne Parish Council, 10 March 2022

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)

Payments for approval		Total	Net	VAT
DD	EE Mobile phone	35.00	29.17	5.83
IB	Confidential payments March 22	1,723.24	1,723.24	0.00
IB	WSCC LGPS Feb 22	477.49	477.49	0.00
	Microshade cloud storage and email			
IB	accounts	116.09	96.74	19.35
IB	MS 365	9.48	7.90	1.58
DD	SSE street light electricity	72.04	68.62	3.42 (NB: exactly the same as last year)
IB	The Meeting Place, room hire 02/02/22	76.00	76.00	0.00
	Kompan playground inspection renewal			
IB	2022/23	1,436.56	1,197.14	239.42
IB	Zurich insurance renewal 2022/23	1,261.70	1,261.70	0.00
IB	HMRC Quarter 4			
		5,207.60	4,938.00	269.60

Payments for retrospective approval

IB	GM Support playground inspections	130.00	130.00	0.00
		130.00	130.00	0.00

1. Lloyds Bank Treasurers Account

Balance per statement 28/02/22	£92,908.23
Less outstanding payments	£0.00
Outstanding receipts	£0.00
Add petty cash	£0.00
Revised bank	£92,908.23

Cashbook control

Balance forward 01/04/21	£148,685.96
Add total receipts to date	£116,291.13
Less total payments to date	£172,068.86
Cashbook at 28/02/22	£92,908.23

2. Unity Trust Savings Account

Balance per statement 31/08/21	£85,000.00
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Total cash in both accounts	£177,908.23
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as Feb 21)

10 March 2022 Westbourne Parish Council

Agenda item 17: Correspondence list

- Email from Sandra Ellis, Trustee of the Westbourne Community Hall, to ask if S106 funding could be allocated for ongoing work and refurbishment.
- Report from Cllr Hitchcock following attendance at a meeting with CDC to discuss their Climate Emergency Action Plan.
- Email from Cllr Briscoe about progress on the Conservation Area for Westbourne Cemetery.
- Email from Cllr Ricketts with an update and draft timetables for the new Bourne Bus.
- SDNPA Parish Workshop on 16 March at 6.30pm on Zoom about the Glover Landscape Review: Government Response and Consultation.