

## Westbourne Surgery

### Scene setting

During the Pandemic we have used the Westbourne branch as the Green Hub, serving shielding and vulnerable patients, delivering children's vaccinations etc.. It was valuable to have the second site, although the focus in the last 2 years was on the move of the Emsworth surgery to the new premises which we are relieved to have finally achieved.

We have made additional upstairs space at Westbourne by moving old notes to secure NHS storage, and used this to accommodate staff who were vulnerable and needing to work on their own during Covid. This space needs total refurbishment.

Moving forwards there are challenges at the branch in Westbourne. We have 3 clinical rooms downstairs and 3 potential administrative rooms upstairs.

#### 1. Security and lone working

Staff have expressed concern about lone working there, both from a personal safety point of view but also in terms of adequate clinical support. Gone are the days of the single handed GP working unsupported, this is not acceptable to the clinician or the population.

Recruitment of clinical staff has been very difficult over the last 2-3 years, adverts basically unanswered. We have some new appointments now but are only replacing departing/retiring staff still. There is light at the end of the tunnel, we have several new appointments being made for new clinical staff later this year. The smart new premises at EMP are now proving attractive.

Security is being addressed currently with CCTV and new automatic opening doors planned.

#### 2. Development

The development of the PCN has meant that we have a large number of new staff who are in support roles. They do not need clinical rooms, and currently the clinical rooms at Emsworth are already at capacity on occasions because of this, we have trainees and medical students and have continued our teaching/training roles throughout the Pandemic, something we are proud of.

The Emsworth site does not have extra office space and we could easily use the upstairs space at Westbourne to house reception staff, pharmacy staff, social prescribers, frailty co-ordinators etc.

There are 2 rooms upstairs needing redevelopment. They were cleared of notes and shelving and need redecoration and some remodelling, but would be ideal to allow this expansion. This is already GMS space and can be repurposed.

#### 3. Patient numbers.

Since the move to the new site the patient numbers have already increased by 1000. There is new housing all around Emsworth and Westbourne.

## Proposal

1. To ask the CCG if we can change opening hours to mornings only Monday to Friday on a temporary basis. We are already closed on Wednesday and Friday afternoons there. This would allow building work to take place in the afternoons, meaning that the surgery is not closed during refurbishment. This requires consultation with the local community and their backing. The aim would be to be able to extend opening hours when staffing levels improve.
2. To staff Westbourne FULLY in the mornings with reception, and 3 clinicians able to provide a full range of usual services. This would allow safe working and good local provision of services again.
3. To redevelop upstairs to allow permanent administrative space in 3 rooms , specifically aimed to accommodate the extra PCN support staff.
4. To redecorate the surgery, install new windows to improve energy efficiency. These would be like for like wooden sash windows in keeping with the village square. To install security features, CCTV and double opening front doors.

## Minutes



**Westbourne**

Parish Council

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**Minutes of Westbourne Parish Council's Public Services Committee which took place on Thursday 24 March 2022 at 7.00pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, 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. Declarations of interest in the items on the agenda: None.

2. Apologies for absence: Cllr Lade Barker and Cllr Nigel Ricketts.

3. Minutes of the meeting on 18 November 2021: 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 18 November 2021:

**Item 4.7:** It was agreed not to form a business association as this time, unless businesses showed more interest. The Clerk said that the aerial photos from Compass Photography would soon be available on the website and there was the option of putting markers on the photos to show the location of businesses, which could be developed to include virtual tours or links to webpages. The village website was discussed as there had been some comments that it was out of date. Members discussed hosting the community and business pages on the Parish Council website and it was agreed that a conversation with Anna Tonkin about this was needed.

**Item 5:** The final proof of the information board to go outside the Co-op had been circulated to the Parish Council and it was agreed that it was ready for print. Members thanked Daniel Tidbury for his help and support in delivering the project which would be a good focal point for the village.

5. Highways issues in Aldsworth: Cllr Hitchcock reported that the SID on Emsworth Common Road was working and recording data, and the ditch and culvert on Aldsworth Common Road had been cleared by WSCC but the drains were still blocked outside Aldsworth Stud. It was discussed that the overgrowth on the pavements in Aldsworth needed to be cleared and that this was the responsibility of WSCC, not the Parish Council or District Council. The matter would be brought to Cllr Andrew Kerry-Bedell's attention to take forward with Highways who had suggested that volunteers could be covered under the Parish Council's public liability insurance. However, as highways is not part of the Parish Council's duties, it was unlikely that the insurance could be used. It was noted that the village gateways and horse signs for Aldsworth still needed to be progressed. It was discussed that there were a frequent number of accidents at the bends in Aldsworth, but because there were no injuries, they were not reported to WSCC who were consequently unaware of the issues.

## Minutes

6. Update on projects around the Parish: Members discussed the following:

Village gateways: It was agreed they needed a clean and it was discussed that a window cleaning company, or similar, could possibly help. Cllr Mack said he would speak to a company to see if they could help.

SIDS: No further update.

Community Speedwatch Group: It was discussed that more volunteers were needed and the group would continue to look for more helpers.

Highways issues and parking in The Square: Cllr Briscoe said that work was underway to see if HGVs could be prevented from driving through Westbourne. He explained that Foxbury Lane was a designated lane and needed to be 5.5m wide to allow safe passage of vehicles. However, some sections were only 4.1m wide and this information needed to be passed to WSCC Highways. If an HGV restriction was put in place, delivery vehicles would still be able to access local businesses but everything else would be prohibited. It was discussed that traffic counters may be required to identify how many HGVs travel through the village at a cost of around £600. It was agreed that photos and videos from residents and letters of support would be helpful for a TRO application. It was discussed that a petition could be made with hard copies available in local businesses.

Trees and tree champions: It was noted that new trees were being planted at Monk's Hill following funding from CDC for the Queen's Platinum Jubilee. Cllr Hitchcock said the trees on Edgell Road were doing well and that a letter may need to be sent to those who adopted a tree to remind them to keep looking after them.

Defibrillators: No further update.

Westbourne's buses: It was noted that Cllr Andrew Kerry-Bedell was progressing the new community minibus service.

Noticeboards: Cllr Briscoe agreed to look at suitable noticeboards for Woodmancote.

Fingerposts and street lights: The Clerk needed to speak to Tim Ralph, Ralph Restorations, about the damaged fingerpost sign at Aldsworth and the continued programme of renovations.

Flooding: It was discussed that Woodmancote Lane regularly flooded and it had been reported to Highways for investigation. It was noted that Long Copse Lane still flooded with run off from the nearby development and local fields.

Grit bins: No further update.

Benches: No further update.

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 16 June 2022 at 7pm.

Meeting closed at 8pm.

## Minutes



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**Minutes of Westbourne Parish Council's Recreation Leisure and Amenities Committee which took place on Thursday 24 March 2022 at 8.00pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Roy Briscoe, Cllr Jane Gould, Cllr Richard Hitchcock and Clare Kennett, Clerk to the Council

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

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

2. Apologies for absence: Cllr Lade Barker and Cllr Nigel Ricketts.

3. Minutes of the meeting on 18 November 2021: 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 18 November 2021:

Item 4: It was discussed that Longmeadows had agreed to do a number of small repairs at the playgrounds and the Clerk would ask for a progress update.

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

It was noted that the spring Kompan inspection had not yet taken place and members agreed that there were no urgent outstanding issues from the last report. Drainage works were underway at the playground and it was hoped that it would be completed the following week. The Clerk confirmed she had asked Longmeadows to install the path near Covington Road and was waiting for a start date.

6. Mill Road recreation ground:

It was noted that the spring Kompan inspection had not yet taken place and members agreed that there were no urgent outstanding issues from the last report. Members discussed the condition of the MUGA which has some rust corrosion and it was agreed that the structure was stable enough for the short-term, at least until the District Council has made a decision on WCT's proposals for new affordable homes and new playground for the site.

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 16 June 2022 at 8.00pm.

Meeting closed at 8.40pm.

## Minutes



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### **Minutes of Westbourne Parish Council's Strategy and Finance Committee which took place on Thursday 31 March at 7.00pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Kim Franks, Cllr Jane Gould, Cllr Richard Hitchcock, Cllr David Mack, Cllr Mike Magill and Clare Kennett, Clerk to the Parish Council.

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

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

2. Apologies for absence: Cllr Nigel Ricketts.

3. Minutes of the meeting on 21 October 2021: The minutes were agreed to be a true record and were signed as such by the Chair.

4. Updates or issues from the minutes of 21 October 2021: None.

5. To discuss updates to the Business Plan: It was agreed to rename the Business Plan as a Strategic Plan as members thought it included more detail than a typical business plan. It was agreed that the information contained in it gave residents useful background information about the Parish Council and its activities and it was important to keep this. It was agreed to change the date from 2021-24 to 2021-2023 so that an update would be required after the next election and would then follow the next four-year term of the Council.

6. To discuss updates to the Business Plan Action Plan: It was agreed to include the Action Plan on the agenda of each committee meeting so that it could be updated regularly. The Clerk agreed to update it with current actions following the latest committee meetings which took place in March. The Parish Council would then be able to monitor progress of each committee on a quarterly basis at Full Council meetings. This information would also be useful to members of the public so they could see how the Precept was being allocated and spent.

7. Councillor away day: The Clerk agreed to contact the District Council to see if they had a conference room that could be hired, and to ask either Andy Beams or Trevor Leggo to attend to give training, and to see if Nick Bennett was available to give a legal update to members.

8. Date of next meeting: The next meeting of the Committee is scheduled to be held on Thursday 20 October 2022 at 7pm.

Meeting closed at 7.45pm.

**Westbourne Parish Council: Strategy and Finance Committee**  
**Business Plan Action Plan 2022-23**

	<b>Proposed action</b>	<b>Responsibility</b>	<b>Timing</b>	<b>Cost</b>	<b>Progress</b>
<b>1</b>	<b>Providing decent and affordable housing for younger families</b>				
	Work closely with the Westbourne Community Trust to support its objectives of providing affordable housing in the Parish at Mill Road.	Parish Council representatives on WCT	2022-23		Waiting outcome of planning application
	Set aside funds for the new Parish Council's storage facility at Mill Road	S&F Committee	2022-23	£30,000	
	Set aside funds for the renovation of the playground at Mill Road	S&F Committee	2022-23	£25,000	
	Consultation with local residents on proposals for the new playground at Mill Road	R,L&A Committee	2022-23		
	Work with the Allotment Association on a revised rent agreement if WCT is given approval	S&F Committee	2022-23		
	Update the Access Licence for 56 Mill Road if WCT proposal is given approval.	S&F Committee	2022	N/A	
	Agree renovation of boundary fencing at 56 Mill Road	PS Committee	2022	N/A	
<b>2</b>	<b>Highlighting deficits in public services</b>				
	Work closely with neighbouring parishes to identify opportunities for joint working/services. Achieved through attendance at meetings of the Bournes Forum, CDALC and WSALC.	Chair and Vice Chair		N/A	
	Ensure District and County Councillors are informed about the Parish's priorities for local services and lobby them strongly to ensure that harmful impact on Westbourne is avoided or minimised	Full Council		N/A	
	To provide a grant scheme to local organisations and groups. Delivery of the Community Chest grant.	S&F Committee		£500	
	To set up a volunteer group to help with the delivery of community projects and initiatives	S&F Committee			
	Identifying opportunities for income generation	S&F Committee			
	A new community bus is being established to provide a regular service to local villages, project led by Cllr Andrew Kerry-Bedell	PS Committee	2022	2000	On-going
<b>3</b>	<b>Providing appropriate infrastructure</b>				

	Work with CDC and the SDNPA to ensure that appropriate priorities are included in the investment programme for the Community Infrastructure Levy	S&F Committee	2022-23	N/A	
	Work with CDC (Planning), WSCC (Highways) and local parishes to lobby for investment to local infrastructure to support new housing development	Planning Committee	2022-23	N/A	
	Identify opportunities for grants to improve facilities with in the Parish	S&F Committee	2022-23	N/A	
	Consider options for reducing speed limits on Emsworth Common Road in Aldsworth	Public Services Committee	2022-23		
	Investigate limiting the movement of HGVs through th village of Westbourne	Public Services Committee	2022		
	Redesign of the village Square. Cllr Briscoe to find out if Chichester College students could develop suggestions for improvements.	S&F Committee	2022-23		
	CDC S106 Public Art Funding information display outside the Co-op on North Street	PS Committee	Completed	£5,263	
	Repair fingerpost in Aldsworth	PS Committee	2022		
	Continue fingerpost renovation programme	PS Committee	2022		
	Install gateways in Aldsworth	PS Committee	2022		
	<b>4 Supporting business growth and prosperity</b>				
	Identify how car parking provision, which was identified as a priority requirement in the Neighbourhood Plan, can be improved within Westbourne to support local businesses	S&F Committee	2022-23		
	Commission aerial maps on the website and include tags for local businesses.	S&F Committee	2022		
	Consider moving the community and business pages from the Village website to the Parish Council's.	S&F Committee	2022-23		
	<b>5 Preventing inappropriate development</b>				
	Contribute towards the Local Plan process at CDC to support the planning of appropriate development within the Parish so that it meets Parish objectives and aspirations for the local community	Planning Committee	2022-23		
	Work with CDC Enforcement Team to ensure that any inappropriate unauthorised development that takes place in the Parish is promptly removed or ceased	Planning Committee	2022-23		
	Ensure that the Neighbourhood Plan for Westbourne is formally agreed through the Local Planning Process and that any modifications requested by the Inspector following the October 2017 public hearing are promptly and effectively resolved	WNPSG	2022-23		



	Extend the Conservation Area in Westbourne to include the Cemetery and support CDC's consultation process	Planning Committee	2022	N/A	On-going
<b>6</b>	<b>Ensuring new development meets high standards of design</b>				
	Neighbourhood Plan, village design statement and Conservation Area	WNPSG	2022-23		
<b>7</b>	<b>Identifying the need for improved and locally accessible medical services</b>				
	Emsworth Surgery prepared a report for the Full Council meeting on 14 April regarding the renovation and improvements to Westbourne Surgery which is seen by Emsworth Surgery as a vital service to maintain.	S&F Committee	2022	N/A	Completed
<b>8</b>	<b>Effective communication and community consultation with residents</b>				
	Updated website, regular Facebook posts, a spring, summer and winter edition of the newsletter	Full Council			
<b>9</b>	<b>Maintaining adequate local educational provision for young people</b>				
<b>10</b>	<b>Ensuring a harmonious and balanced community</b>				
	Lobby local police to ensure comprehensive cover in the Parish	Full Council		N/A	On-going
<b>11</b>	<b>Ensuring more control and effective management of community assets</b>				
	To manage and maintain the Cemetery and Cemetery Lodge	JBC		£11,155.20	On-going
	Work closely with Westbourne Weekend and other community groups to deliver a beacon event on 2 June and Big Jubilee Lunch event on 5 June to celebrate the the Queen's Platinum Jubilee	Events Committee			
	To repair the Churchyard Wall to a high standard	PS Committee		10,000	On-going
	Cllr Mack to speak to a company to clean the gateways	PS Committee			
	To provide a training day for councillors on latest issues and legal requirements	S&F Committee			
	Install a new footpath at the Covington Road entrance to the recreation ground on Monk's Hill	R,L&A Committee		£2,000	On-going
	Longmeadows to carry out a number of small repairs and odd jobs at the playground on Monk's Hill	R,L&A Committee			

<b>8</b>	<b>Climate and environment</b>				
	Wildlife corridor				
	River Ems and Friends of the Ems				
	Greening Westbourne				
	Six new trees have been planted at Monk's Hill Recreation Ground. Five with a Jubilee Grant from CDC and one bought by the WI to celebrate the Jubilee.	R,L&A Committee	2022	£250	Completed

## Section 1 – Annual Governance Statement 2021/22

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 2022, 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:

14/04/2022

and recorded as minute reference:

13

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, 2021-22 summary

	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Total
Opening Balance	148,685.96	191,796.96	184,860.26	179,740.90	169,606.46	78,339.74	129,540.20	122,719.74	117,870.34	113,347.98	102,171.17	92,908.23	
RECEIPTS	52,023.68	225.00	0.00	0.00	73.23	59,170.10	1,563.12	2,656.00	580.00	0.00	0.00	5,513.38	<b>121,804.51</b>
PAYMENTS	8,912.68	7,161.70	5,119.36	10,134.44	91,339.95	7,969.64	8,383.58	7,505.40	5,102.36	11,176.81	9,262.94	8,521.58	<b>180,590.44</b>
Closing balance	191,796.96	184,860.26	179,740.90	169,606.46	78,339.74	129,540.20	122,719.74	117,870.34	113,347.98	102,171.17	92,908.23	89,900.03	

## Westbourne Parish Council 2021-22: Budget monitoring report

### 1. Profit and loss budget v actuals

	2020-21	2021-22		
			<u>YTD</u>	<u>Budget</u> <u>% of Budget</u>
<b><u>Income</u></b>				
Rent	£775.00	£750.00	£750.00	100.0%
Admin/grants	£13,009.34	£10,021.41		
Precept	£101,000.00	£103,869.00	£103,869.00	100.0%
NP	£293.62	£0.00		
VAT reimbursed	£3,736.91	£7,164.10		
<b>Total income:</b>	<b>£118,814.87</b>	<b>£121,804.51</b>	<b>£104,619.00</b>	<b>116.4%</b>
<b><u>Expenditure</u></b>				
Subs, S137, S142. donations	£2,990.99	£2,732.78	£2,888.00	94.6%
Running costs	£25,723.82	£28,418.08	£26,747.00	106.2%
Capital costs and repair (sinking fund)	£0.00	£0.00	£17,000.00	0.0%
Capital schemes	£218.90	£350.00	£13,200.00	0.0%
Services	£888.80	£2,210.15	£2,600.00	85.0%
Communications	£1,645.22	£1,305.28	£2,250.00	58.0%
Administration	£21,188.25	£20,101.48	£19,426.00	103.5%
Clerks salary	£16,207.96	£17,009.68	£20,357.60	83.6%
Contingency fund	£24.99	£24.61	£150.00	16.4%
Grants/ER	£27,811.74	£102,993.06		
NP	£285.00	£0.00		
VAT to claim on expenditure	£7,115.27	£5,445.32		
<b>Expenditure:</b>	<b>£104,100.94</b>	<b>£180,590.44</b>	<b>£104,618.60</b>	<b>172.6%</b>
Take away transfer to Unity account		£85,000.00		
		£95,590.44		
Income over expenditure	£14,713.93	-58,785.93	0.40	

## 2. Earmarked reserves

	2020-21	2021-22
Balance forward (Bfwd)	£133,972.03	£148,685.96
Income	£118,814.87	£121,804.51
Expenditure	-£104,100.94	-£180,590.44
Carry forward (Cfwd)	£148,685.96	£89,900.03

	Bfwd	Income	Expenditure	Transfers	Cfwd
<b>General reserve</b>	£31,546.28	£75,718.25	-£75,806.88	£0.00	£31,457.65
<b>New initiatives fund</b>	£73,139.14	£17,000.00			£90,139.14
Play equipment Monk's Hill	£0.00	£3,000.00	-£770.00		£2,230.00
Play equipment Mill Road	£8,296.42	£3,000.00			£11,296.42
Office equipment	£0.00				£0.00
Scope/design environmental enhancement village square	£2,500.00				£2,500.00
Tree survey	£0.00	£2,000.00	-£2,000.00		£0.00
SIDS/CSW	£0.00	£2,000.00	-£484.10		£1,515.90
Community Taxibus	£0.00	£1,380.00			£1,380.00
Chairman's expenses	£285.88		-£276.23		£9.65
Councillors expenses	£256.80		-£19.00		£237.80
Staff absence	£2,000.00				£2,000.00
Vandalism and insurance excess	£800.00	£100.00			£900.00
Monk's Hill car park	£6,145.00				£6,145.00
War memorial	£420.00				£420.00
Churchyard wall	£4,170.00	£3,000.00	-£3,551.15		£3,618.85
Footway lighting renewals	£500.00				£500.00
Finger post signs	£1,076.00				£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	£2,008.62				£2,008.62
Planning/highway consultant	£0.00	£6,000.00	-£6,000.00		£0.00
Legal advice/professional fees	£4,217.00	£2,000.00	-£1,284.70		£4,932.30
CDC New Homes Bonus 2014 (village gateways)	£1,161.92				£1,161.92
CDC New Homes Bonus 2019 (Monk's Hill play/sports)	£0.00				£0.00
CDC S106 Monk's Hill recreation ground 2020	£0.00				£0.00
CDC New Homes Bonus 2020	£2,492.38		-£2,492.38		£0.00
CDC CIL 2021		£1,563.12			£1,563.12
CDC New Homes Bonus 2021		£2,656.00	-£2,656.00		£0.00
CDC Platinum Jubilee Grant for trees, Monk's Hill		£250.00	-£250.00		£0.00
CDC S106 Public Art 2022		£5,263.38			£5,263.38
SDNPA CIL 2019	£2,074.02				£2,074.02
<b>Total of earmarked reserves</b>	<b>£117,139.68</b>	<b>£49,212.50</b>	<b>-£19,783.56</b>		<b>£146,568.62</b>
<b>Final balances</b>	<b>£148,685.96</b>	<b>£121,804.51</b>	<b>-£95,590.44</b>	<b>£0.00</b>	<b>£178,026.27</b>

<b>3. Unity Bank savings account</b>	<b>£85,000.00</b>
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<b>Total cash in both accounts</b>	<b>£174,900.03</b>
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WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Apr-21

Opening balance:		148,685.96	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	
01/04/2021	Reeve access licence	25.00	25.00																			
06/04/2021	WSALC reimbursement overpayment of subscription	63.68		63.68																		
16/04/2021	CDC first precept payment	51,935.00			51,935.00																	
1. 12/04/2021	EE mobile phone and Westbourne Help phone							55.16							45.97						9.19	DD
2. 09/04/21	C Kennett salary and expenses							1,390.72							22.99	1,366.73					1.00	IB
3. 09/04/21	WSSC LGPS March 21							452.37							452.37							IB
4. 09/04/21	Royal Mail PO Box address renewal							360.00							300.00						60.00	IB
5. 09/04/21	Kompan playground inspections							324.00		270.00											54.00	IB
6. 09/04/21	Microshade document storage							103.80							86.50						17.30	IB
7. 09/04/21	Microsoft 365							9.48							7.90						1.58	IB
8. 09/04/21	Longmeadows quarter 4, swing barrier removal, spread play bark, and secure bench and cycle stands							3,047.30		3,047.30												IB
9. 12/04/21	Woodhorn Group play bark							536.82		447.35											89.47	IB
10. 23/04/21	SSE street light electricity							79.36					75.59								3.77	DD
11. 21/04/21	HMRC quarter 4							1,050.66							1,050.66							IB
12. 21/04/21	Zurich insurance 2021/22							1,244.01							1,244.01							IB
13. 21/04/21	GM Support playground inspections							175.00		175.00												IB
14. 21/04/21	Vision ICT charges for Operation London Bridge/Forth Bridge							84.00						70.00							14.00	IB
	<b>Totals</b>	<b>52,023.68</b>	<b>25.00</b>	<b>63.68</b>	<b>51,935.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,912.68</b>	<b>0.00</b>	<b>3,939.65</b>	<b>0.00</b>	<b>0.00</b>	<b>75.59</b>	<b>70.00</b>	<b>3,210.40</b>	<b>1,366.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>250.31</b>	<b>8,912.68</b>	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Opening balance:		191,796.96	INCOME																	
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	Clerks salary	Contingency fund	Grants /ER	NP	Input VAT
15. 12/05/2021	EE Mobile phone							55.16							45.97					9.19
16. 21/05/21	C Kennett salary and expenses							1,363.13							18.00	1,345.13				
17. 21/05/21	WSCC LGPS April 21							427.42							427.42					
18. 21/05/21	Microshade cloud document storage							103.80							86.50					17.30
19. 21/05/21	Microsoft 365							9.48							7.90					1.58
20. 21/05/21	SSE street light electricy							84.13					80.13							4.00
21. 21/05/21	Bright Plan traffic consultants re public inquiry							1,940.40							1,617.00					323.40
22. 21/05/21	Longmeadows spreading play bark Monk's Hill							280.00		280.00										
23. 21/05/21	The Meeting Place room booking May							27.50							27.50					
24. 21/05/21	GM Support playground inspections							220.00		220.00										
25. 21/05/21	St John Baptist Church Closed Churyard Donation							200.00	200.00											
26. 21/05/21	Homestart donation							250.00	250.00											
27. 21/05/21	Citizens Advice donation							300.00	300.00											
28. 21/05/21	Gale Tree Consultancy tree survey							420.00				350.00								70.00
29. 21/05/21	WSCC street lighting maintenance 2020/21							1,480.68		1,233.90										246.78
17/5/21	Mr and Mrs Reeve access licence Mill Road	25.00	25.00																	
24/5/21	Mr Wagland access licence Sydenham Terrace	200.00	200.00																	
	<b>Totals</b>	<b>225.00</b>	<b>225.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,161.70</b>	<b>750.00</b>	<b>1,733.90</b>	<b>0.00</b>	<b>350.00</b>	<b>80.13</b>	<b>0.00</b>	<b>2,230.29</b>	<b>1,345.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>672.25</b>



WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Jul-21

Opening balance:		179,740.90	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
42. 12/07/21	EE mobile phone							34.43							28.69					5.74	DD
43. 09/07/21	C Kennett salary and expenses							1,370.94							18.00	1,352.94					IB
44. 09/07/21	WSCC LGPS June 21							432.41							432.41						IB
45. 09/07/21	Microshade cloud storage							53.70							44.75					8.95	IB
46. 09/07/21	MS 365							9.48							7.90					1.58	IB
47. 09/07/21	Westbourne Weekend community chest grant							433.00	433.00												IB
48. 09/07/21	Longmeadows quarter 1							3,028.00		3,028.00											IB
49. 09/07/21	L Mortimer reimbursement plants for troughs The Square							29.54									24.61			4.93	IB
50. 09/07/21	JBC first precept payment							3,783.60		3,783.60											IB
51. 19/07/21	SSE street light electricity							76.99					73.33							3.66	DD
52. 19/07/21	Viking ink cartridges							74.99							62.49					12.50	IB
53. 19/07/21	S Cormack playground inspections							220.00		220.00											IB
54. 19/07/21	PDC Print newsletter, NP posters and flyers							236.00						236.00							IB
55. 19/07/21	St John's Church Westbourne arboricultural report							240.00										240.00			IB
56. 09/07/21	D Mack reimbursement community speedwatch materials							111.36										92.80		18.56	IB
	<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,134.44</b>	<b>433.00</b>	<b>7,031.60</b>	<b>0.00</b>	<b>0.00</b>	<b>73.33</b>	<b>236.00</b>	<b>594.24</b>	<b>1,352.94</b>	<b>24.61</b>	<b>332.80</b>	<b>0.00</b>	<b>55.92</b>	<b>10,134.44</b>



WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Sep-21

Opening balance:		78,339.74	INCOME					EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/ grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	costs and repair (sinking)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT	Payment method	
73. 13/09/21	EE mobile phone							34.43							28.69						5.74	DD
74. 10/09/21	C Kennett salary and expenses							1,377.94							26.00	1,351.94						IB
75. 10/09/21	C Kennett backdated working at home allowance							136.00							136.00							IB
76. 10/09/21	WSCC LGPS Aug 21							432.41							432.41							IB
77. 10/09/21	Microshade cloud storage							53.70							44.75						8.95	IB
78. 10/09/21	Microsoft 365							9.48							7.90						1.58	IB
79. 10/09/21	Ali Beckett Design interpretation board design							470.00										470.00				IB
80. 10/09/21	The Acorn Workshop interpretation board build							390.00										325.00		65.00		IB
81. 10/09/21	Hanslip & Co churchyard wall							1,153.44										961.20		192.24		IB
82. 10/09/21	St John's Westbourne Diocesan faculty fee churchyard wall							152.70										152.70				IB
83. 10/09/21	Sovereign bench Monk's Hill HNB 2020							105.84										88.20		17.64		IB
84. 10/09/21	Glasdon picnic bench Monk's Hill NHB 2020							829.10										690.92		138.18		IB
85. 10/09/21	Bright Plan traffic consultants public inquiry							1,099.44										916.20		183.24		IB
86. 10/09/21	The Meeting Place room hire 2021							174.00							174.00							IB
87. 10/09/21	Reimbursement D Mack Community Speedwatch materials							128.00										108.50		19.50		IB
88. 20/09/21	SSE street light electricity							76.99					73.33								3.66	DD
89. 29/09/21	Longmeadows wasps nest Monk's Hill							30.00		30.00												IB
90. 29/09/21	GM Support playground inspections							220.00		220.00												IB
91. 29/09/21	The Meeting Place room hire 2021 for committee meetings							44.00							44.00							IB
92. 29/09/21	Moore external audit fee 2020/21							480.00							400.00						80.00	IB
93. 29/09/21	T Couzens & Sons Ltd							548.70										457.25		91.45		IB
94. 29/09/21	C Kennett reimbursement greetings cards and post-it notes							23.47							19.55						3.92	IB
03/09/2021	Greening Westbourne reimbursement cost of newsletter distribution	72.00		72.00																		
07/09/2021	HMRC VAT reimbursement 2020/21	7,164.10					7,164.10															
17/09/2021	2nd Precept payment CDC	51,934.00			51,934.00																	
	<b>Totals</b>	<b>59,170.10</b>	<b>0.00</b>	<b>72.00</b>	<b>51,934.00</b>	<b>0.00</b>	<b>7,164.10</b>	<b>7,969.64</b>	<b>0.00</b>	<b>250.00</b>	<b>0.00</b>	<b>0.00</b>	<b>73.33</b>	<b>0.00</b>	<b>1,313.30</b>	<b>1,351.94</b>	<b>0.00</b>	<b>4,169.97</b>	<b>0.00</b>	<b>811.10</b>	<b>7,969.64</b>	

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Oct-21

Opening balance:		129,540.20	INCOME					EXPENDITURE														
Invoice reference and date	Description	Receipts Total	Rent	Admin/grants	Precept	NP	VAT	Payments Total	Subs, S137, S142, donations	Running costs	and repair (sinking fund)	Capital schemes	Services	Comms	Admin	Clerk's salary	Contingency fund	Grants/ER	NP	Input VAT	Payment method	
95. 15/14/21	EE mobile phone							34.43							28.69						5.74	DD
96. 15/10/21	C Kennett salary and expenses							1,375.17							26.00	1,349.17						IB
97. 15/10/21	HMRC quarter 2 payments							1,027.59							1,027.59							IB
98. 15/10/21	WSSC LGPS Sept 21							432.41							432.41							IB
99. 15/10/21	Microshade cloud storage							53.70							44.75						8.95	IB
100. 15/10/21	Microsoft 365							9.48							7.90						1.58	IB
101. 14/5/10/21	Keystone metal bench							520.38										520.38				IB
102. 15/10/21	Longmeadows quarter 2							3,028.00		3,028.00												IB
103. 15/10/21	GM Support playground inspections							220.00		220												IB
104. 21/10/21	SSE street light electricity							76.99					73.33								3.66	DD
105. 20/10/21	Surrey Hills Solicitors advice on closed churchyard							690.00										575.00		115.00		IB
106. 20/10/21	Reimbursement A Pearcey Ems4Afghans event donation							25.00							25.00							IB
107. 26/10/21	Kompan playground inspection							324.00		270.00											54.00	IB
108. 26/10/21	Room hire for HR Panel							14.00							14.00							IB
109. 26/10/21	Greening Westbourne Community Chest Grant							380.00	380.00													IB
110. 26/10/21	WSALC Ltd Parish Online subscription 2021/22							84.00	70.00												14.00	IB
111. 26/10/21	Reimbursement C Kennett induction meeting expenses							19.00							19.00							IB
112. 26/10/21	Reimbursement C Kennett Royal British Legion donation							65.00	65.00													IB
113. 26/10/21	HMRC outstanding amount interest on payment							4.43							4.43							IB
29/10/2021	CDC CIL 2021	1,563.12		1,563.12																		
	<b>Totals</b>	<b>1,563.12</b>	<b>0.00</b>	<b>1,563.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,383.58</b>	<b>515.00</b>	<b>3,518.00</b>	<b>0.00</b>	<b>0.00</b>	<b>73.33</b>	<b>0.00</b>	<b>1,629.77</b>	<b>1,349.17</b>	<b>0.00</b>	<b>1,095.38</b>	<b>0.00</b>	<b>202.93</b>		
	<b>Closing balance:</b>	<b>122,719.74</b>																				









WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Feb-22

Opening balance		£ 102,171.17																			
Invoice reference and date	Description	Receipts Total	INCOME					Payments Total	EXPENDITURE												Payment method
			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/E R	NP	Input VAT	
158.14/02/2022	EE mobile phone						34.43							28.69				5.74	DD		
159.11/02/2022	C Kennett salary and expenses						1,507.81							46.00	1,461.81						1,507.81
160.11/02/22	WSCC LGPS Jan 22						477.49							477.49							
161.11/02/22	Microshade email and cloud storage						116.09							96.74						19.35	116.09
162.11/02/22	Microsoft 365						9.48							7.90						1.58	9.48
163.11/02/22	Kompan playground inspection March 22						324.00		270.00											54.00	324.00
164.11/02/22	Softsurfaces embankment slide Monk's Hill new surface						3,231.60		37.00									2,656.00		538.60	3,231.60
165.11/02/22	M Reed & Co Ltd tree surgery and felling of ash trees						2,904.00											2,420.00		484.00	2,904.00
166.11/02/22	Longmeadows ground works for embankment slide surface						550.00		550.00												
167.11/02/22	The Meeting Place room hire						36.00							36.00							
168.21/02/22	SSE street light electricity						72.04						68.62							3.42	72.04
	<b>Totals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,262.94</b>	<b>0.00</b>	<b>857.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.62</b>	<b>0.00</b>	<b>692.82</b>	<b>1,461.81</b>	<b>0.00</b>	<b>5,076.00</b>	<b>0.00</b>	<b>#####</b>	
	<b>Closing balance</b>	<b>£ 92,908.23</b>																			

WESTBOURNE PARISH COUNCIL - MONTHLY ACCOUNTS 2021-22  
Account number 1

Mar-22

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/ER	NP	Input VAT	Payment method	
		£ 92,908.23																				
169.03/03/22	GM Support playground inspections							130		130												IB
170.14/03/22	EE mobile phone							35.00							29.17						5.83	DD
171.10/03/22	C Kennett salary and expenses							1,723.24							26.00	1,697.24						IB
172.14/03/22	WSSCC LGPS Feb 22							477.49							477.49							IB
173.14/03/22	HMRC quarter 4 payments							1,425.92							1,425.92							IB
174.14/03/22	MS 365							9.48							7.90						1.58	IB
175.14/03/22	Microshade cloud storage and emails							116.09							96.74						19.35	IB
176.14/03/22	The Meeting Place room bookings							76.00							76.00							IB
177.14/03/22	Kompan playground inspections renewal 2022/23							1,436.56		1,197.14											239.42	IB
178.14/03/22	Zurich insurance renewal 2022/23							1,261.70							1,261.70							IB
179.14/03/22	SSE street light electricity							72.04					68.62								3.42	IB
180.16/03/22	GM Support playground inspections							175.00		175.00												IB
181.16/03/22	Reimbursement C Kennett Zoom subscription and Ukraine DEC donation							303.28							86.07			200.00			17.21	IB
182.25/03/22	The Meeting Place room bookings							27.00							27.00							IB
183.25/03/22	Reimbursement Guy Schofield cost of trees CDC grant and WI reimbursement							408.00										340.00			68.00	IB
184.25/03/21	Compass Photography Services aerial photos of drainage, Monk's Hill							75.00		75.00												IB
185.25/03/22	WSALC NALC subscriptions 2022/23							769.78	769.78													IB
25/03/2022	CDC Platinum Jubilee Grant for 5 trees, Monk's Hill	250.00		250.00																		
29/03/2022	CDC S106 Public Art funding, Mural, Co-op, North Street	5,263.38		5,263.38																		
	<b>Totals</b>	<b>5,513.38</b>	<b>0.00</b>	<b>5,513.38</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,521.58</b>	<b>769.78</b>	<b>1,577.14</b>	<b>0.00</b>	<b>0.00</b>	<b>68.62</b>	<b>0.00</b>	<b>3,513.99</b>	<b>1,697.24</b>	<b>0.00</b>	<b>540.00</b>	<b>0.00</b>	<b>354.81</b>		8,521.58
	<b>Closing balance</b>	£ 89,900.03																				

**14 April 2022 Westbourne Parish Council  
Agenda item 16: Correspondence list**

- Report from Cllr Hitchcock following attendance at a meeting of the Chichester District Association of Local Councils.
- Email from Cllr Kerry-Bedell asking the Parish Council to nominate whole lengths of road that suffer with worn or obscured road markings and green-weathered signs.
- Email about an electric vehicle charging point at the car park on Monk's Hill outside the recreation ground.
- Email from Gillian Keegan MP to inform that a box post is to be installed close to the old Post Office in Westbourne.
- Enquiries from three members of the public asking for more information about the increase in the Precept for 2022/23 with concerns generally about increase in the cost of living and the pressure this puts on some families.