

# Bourne Parishes – WSCC Councillor report

## Westbourne Parish – November 2023

Parish	Issue	Type	Priority	Requested	Actioned
Westbourne	Extend 30mph speed limit past Monks Hill	Highways	1	Nov-21	In progress
Westbourne	TRO Monks Hill / Aldsworth Common Road	Highways	1	Jan-22	In progress
Westbourne	Reduce HGVs transitting through the village	Highways	1	Nov-21	In progress
Westbourne	Introducing traffic calming / speeding measures	Highways	1	Nov-21	In progress
Westbourne	Introduce Gigabit Broadband	Technology	2	Nov-21	With Parish
Westbourne	Support defending Long Copse Lane	Housing	4	Nov-21	In progress
Westbourne	PCSO support - better reports / quarterly meetings	Police	4	Nov-21	In progress
Westbourne	Verge cutting on wildflower verge - yet again!	Highways	4	Nov-21	In progress

## Bourne Flood Prevention Group

Climate change is here to stay. In 2022 we experienced 54% of our total rain in the south in 10 weeks mid-October to end December. This trend looks likely to continue in 2023 given October rainfall. The BFP group was established to look at repetitive flooding in Bourne and to find long term solutions.



Issues identified will be forwarded to Sue Furlong at the Operation Watershed team for threats to residential property and to West Sussex Highways for road flooding and road drainage issue. Projects identified in the Parish:

- River Street Westbourne – drainage tunnel under road likely with EA involvement and suggested balancing pond
- North Street Westbourne – road dip north of the river regularly floods – review mitigation with WSCC Highways

After discussion with Lade I have now sent a slightly revised version of the presentation that Nick rule gave in May on to Sue Furlong at Operation Watershed for their review, as well as for discussion with Mike Thomas, WSCC Highways. As Nick outlines, there is a continued real danger to properties and residents on River Street and associated areas in Westbourne without future mitigation. This of even more critical concern given River Street was flooded for two weeks last year and we had 54% of all the rain in 2022 in just 10 weeks from mid-October to the end of the year, and this year already looks similar with a record rainfall in October 2023.

We know Nick is now unfortunately too unwell to progress with this himself and his past manual intervention with river flow is not sustainable in the future. However, we believe the presentation he gave is self-explanatory, as are the options he proposes, hence sending it on to Sue and Mike

We also recognise that this is relatively large project that will not only involve Operation Watershed and WSCC Highways, but likely the Environment Agency too, so the email seeks Sue's initial thoughts on the presentation given.

## Banning HGVs over 7.5 tonnes through Westbourne

Mike Thomas from WSCC Highways visited the Parish on 29<sup>th</sup> Sept to review the blue HGV sign location placement as well as other Parish TRO and CHS ideas. An example of the blue rectangular 'narrow road unsuitable for HGVs' sign is at East Street entrance to Whitechimney Row. Mike indicated if we want these blue non-mandatory signs on the three main roads into Westbourne, which should stop the Google maps issue with most smaller delivery HGVs, we need photos of 'stuck trucks'.



These signs will be placed in negotiation with WSCC Highways once we have photo evidence. Locations suggested are: Westbourne Road / New Brighton Road roundabout, Foxbury Lane (site TBC), Monks Hill and Long Copse Lane.

In consultation with Southbourne we also may need another sign in Southbourne Parish opposite Park Road exit on Stein Road, to try and prevent HGVs heading north to Old Farm Lane into Westbourne or into Woodmancote.

**Action: continue to compile photos of stuck HGVs or trucks in difficulties along each of the proposed roads (currently I have around 10) , so that these can also be sent to WSCC Highways to support their installation of blue 'narrow road unsuitable for HGVs' signs.**

## Emergency flood and other incident reporting

With Storm Ciaran flooding the causeway on Thorney Island and many other places in the Bourne area, it is looking increasingly likely that this winter will be similar to last year for heavy rain, so Parishes should prepare for flooding:

- Residents during an emergency are asked to contact their Parish Council to see what actions to take.
- To report an emergency dial 999
- To report flooding from rivers or sea contact the Environment Agency incident hotline on 0800 80 70 60
- To report surface water flooding or flooding of WSCC roads please report online at [https://westsussex-self.achieveservice.com/service/Report\\_a\\_drainage\\_problem](https://westsussex-self.achieveservice.com/service/Report_a_drainage_problem)
- Alternatively call the contact centre of West Sussex County Council on 01243 642105

**It would be useful for all Parishes to review and update their emergency plans for residents. A number of WSCC links and documents have been sent to all Parish clerks to help with the update of these important documents.**

## Thorney Island causeway flooding

In the last 10 days this has become serious, with the whole causeway now flooded consistently 30cm deep and up to 50cm deep on the West side at high tide. The cause is the failure of two flap valves that normally keep high tide out of Great Deep, that forms the gap between the mainland and Thorney Island off Thorney Road Southbourne.

The situation is obviously changing as we know more about the causes and solutions to the causeway flooding.

- Everyone on the island, Councillors and agencies are fully engaged in finding short and long term solutions
- The EA, SW and MoD are seeking immediate flood mitigation solutions to reduce the causeway flooding
- A temporary bridge is being laid over the top of the causeway from Friday 10<sup>th</sup> to Sunday 12<sup>th</sup> November
- The EA are coordinating the contractual elements of current and future work on the two broken flap valves
- Southern Water is coordinating dive team investigation of the problem, likely in the next two weeks
- I'm working with Tracie Bangert, CDC Communities Cabinet Member, to find solutions to resident issues
- The Bourne Bus is taking teachers and classroom assistants for Thorney school on and off the island daily
- A long term fix for the broken flap valves isn't known until divers go in, but all partners are working on this

## ChEmRoute update

Work is ongoing re a review of A259 speed limits, to provide a safe end-to-end route from Chichester to Emsworth, part of a proposal for the ChEmRoute cycle route. This is in liaison with CDC and planned by WSCC, route design contractor WSP and National Highways, the implementer of this plan and who will fund its likely £7m to £10m cost.

Councillors met this evening to review the latest requirements as outlined to WSCC by National Highways (NH). The following are suggested to ensure that NH commits to a 3<sup>rd</sup> redesign in line with residents and cyclists want:

Parishes are asked to formally confirm they agree with these four statements via email by end November:

1. We regard 20mph limits in our Parish as an integral part of improving future road safety
2. We plan to, or have already submitted proposals for 20mph limits within our Parishes
3. Parish residents have already shown, via research, that they support the principles of 20mph limits
4. Our Parish backs a community led TRO to apply 20mph limits in sections of the A259, to be defined and subject to specific redesign, in order to support the creation of the ChEmRoute pedestrian and cycle scheme

We will then feed these Parish commitments to 20mph limits back to WSCC Highways week 1 December.

If National Highways requests proof of Parish resident support then we can show them the results of multiple Parish research surveys showing the support for 20mph within many Parishes (already collated), plus a list of Bourne Parish TROs and CHS applications for 20mph limits that have already been submitted or that are in process of submission.

National Highways should then have the evidence they need to commit to WSP stage 3 redesign of ChEmRoute.

Chichester City and Emsworth are also committed to doing their bit to ensure ChEmRoute goes ahead, for example by reviewing Chichester roundabouts and crossings to make them more cyclist friendly as well as to introduce 20mph in Emsworth town centre and 30 mph road roundels on the A259 from Warblington roundabout to the Travellers Joy.

## Westbourne TROs

Last month a detailed report was submitted on The Square, East Street, Whitechimney Row and Aldsworth Bridge, with suggestions. There are also other TROs that have been suggested by Westbourne to be progressed with WSCC Highways, summarised below. Hopefully it is legible, if not I can send an Excel version for Parish update.

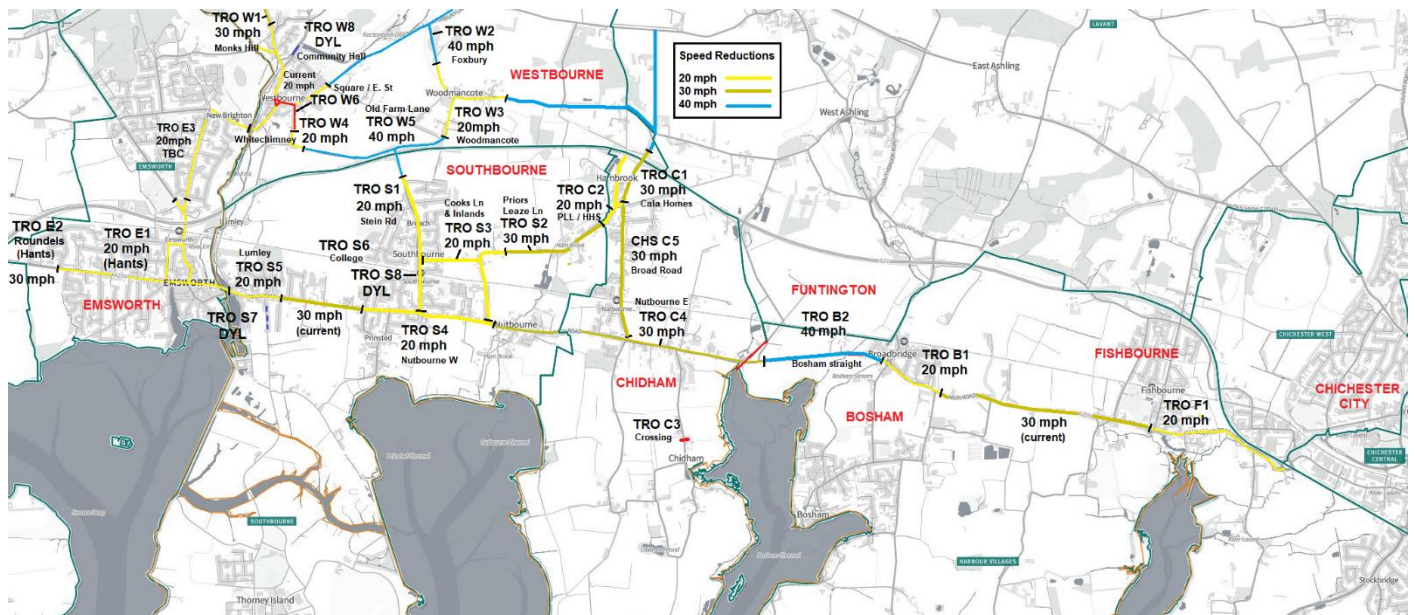
### Parish TRO list

Complete Progressing Hampshire Combine?

Started	Number	Parish	Parish sign	TRO type	Location	Notes	Parish Council
01/08/2023	Parish	Westbourne	No cycling	Safety	Footpath opposite St John's Church	No cycling notices replaced at each end of the footpath	Clare
01/08/2023	Parish	Westbourne	HGVs	Safety	Westbourne Rd, Foxbury Ln, Monks Hill, LCL	Parish to collate photos of stuck HGVs or traffic jams caused by HGVs	Clare
01/04/2023	Parish	Westbourne	HGV advisory	N/A	4 locations to reduce entry to Westbourne *	HGV advisory plus road width limit signs - need evidence	Clare
01/02/2023	3089549	Westbourne	30 mph	Speed	Monks Hill end of 30 mph	Reduce speed from NSL to 30 mph past children's playground	Clare
01/02/2023	TRO W2	Westbourne	40 mph	Speed	Foxbury Lane / Woodmancote Lane	Reduce speed from NSL to 40mph between Foxbury Lane and Woodmancote	Clare
01/02/2023	TRO W3	Westbourne	20 mph	Speed	Woodmancote	Reduce speed from 40 to 20 through Woodmancote village	Clare
01/10/2023	TRO W4	Westbourne	20 mph	Speed	Whitechimney Row / Old Farm Lane	Reduce speed from village Gateway to 20mph and remove 30mph section	Clare
01/02/2023	TRO W5	Westbourne	40 mph	Speed	Old Farm Lane	Reduce speed from NSL to 40mph between Woodmancote and Westbourne	Clare
01/02/2023	TRO W6	Westbourne	Lining	Parking	East Street / Whitechimney Row	Repaint footpath lines WCR. E St DYL on junctio. replace 2 pavement bollards	Clare
01/09/2023	CHS W1	Westbourne	Safety	TBC	Aldsworth bridge	Aldsworth long term solution to accidents / bridge strikes e.g. traffic lights	Laura Veltom
01/09/2023	TRO W7	Westbourne	30 mph	Speed	Aldsworth	Reduce speed from 40 to 30 mph through Aldsworth village	Clare
01/10/2023	TRO W9	Westbourne	30 mph	Speed	Aldsworth Com Rd to Emsworth Common Rd	Reduce speed from NSL to 30 mph (short stretch into another 30 zone)	Clare
01/10/2023	TRO W10	Westbourne	30 mph	Speed	Monks Hill to Emsworth Common Road	Reduce speed from NSL to 30 mph (very narrow and very bumpy plus cyclists)	Clare
01/10/2023	TRO W11	Westbourne	40mph	Speed	East of Foxbury lane past B2146 to Aldsworth	Reduce from NSL to 30 mph tight bends, uphill blind bend E before Westbourne	Clare
01/08/2023	3089548	Westbourne	Lining	Parking	The Square	Widen pavement, bollards, double yellows	Clare
16/08/2023	TRO W8	Westbourne	Lining	Parking	River Street Community Hall revised parking	Community Hall - shorten school restriction or add 8-5 timed restriction	Clare

\* Old Farm Lane, Westbourne Rd, Long Copse Lane, Foxbury Lane

The Parish now needs to allocate suitable resources within the Parish to prioritise them and then progress them with the resident research and online applications required. Below is the TRO plan for Bourne Parishes along the A259:



## Bourne Heritage Trail project

Via Nigel Peake the Parish identified 13 sites suitable for the Bourne Trail, designed to help residents and tourists find out more about the area with their mobile, as well as encouraging exercise by following sites along the trail.

**The Stage 1 website with 52 pages and 8 pages for the Parish are now complete (in bold with future Stage 2 pages below), so the signs for all the Parish sites can now also be printed. For the Stage 1 complete website visit [www.bournetrail.co.uk](http://www.bournetrail.co.uk)**

The Parish will now need to decide where and how it wants to site signs which can be screwed on walls or onto 100mm (4 inch) chamfered oak posts which we will likely to buy in bulk at £16 each. Posts are 5 feet long so can have circa. 1 foot into the ground.

<b>Westbourne Trail</b>	<b><u><a href="#">Westbourne Trail</a></u></b>	<b>SIGN LOCATIONS</b>
<b>St John the Baptist</b>	<u><a href="#">St John the Baptist</a></u>	Post near lych gate via Andrew?
<b>Westbourne Workhouse</b>	<u><a href="#">Westbourne Workhouse</a></u>	Edit content and sign at Cricketers
<b>Westbourne School</b>	<u><a href="#">Westbourne School</a></u>	School or club fence
<b>Monks Hill &amp; Golf Course</b>	<u><a href="#">Monks Hill &amp; Golf Course</a></u>	Children's playground board or post
<b>Westbourne Scouts</b>	<u><a href="#">Westbourne Scouts</a></u>	Post at entrance to Akela Way
<b>The Lamb Inn</b>	<u><a href="#">The Lamb Inn</a></u>	Coop: Parish notice board
<b>The River Ems</b>	<u><a href="#">The River Ems</a></u>	Post near bridge North St?
Stags Head, White Horse, Good Intent	Owners	White Horse window?
River Street / mill / watersmeet	Nick Rule / Roger	TBC
Westbourne Home Guard	Nigel / Roger	Westbourne café / Parish notice board
Square / G & Dragon / King st / rectory close	Nigel	Westbourne café / health centre
Whitechimney Row / PC station / Homelands	Nigel	Post on junction of East st / WCR
East Street / bakery / ironmongers	Nigel	Bakery gatepost?
Wren centre / Hampshire Farm Meadow	TBC	TBC
Woodmancote	Roy Briscoe content	TBC
North Street / norman house etc	Nigel / owner	TBC
How Westbourne village evolved	Nigel / history soc / others	Coop Parish notice board?

**As part of Stage 2 of this project from September 2023 to August 2024 we will be producing larger interpretation boards for each Parish with a trail map and details of each heritage trail, plus posters with multiple QR codes.**

**The aim is external funding will be sought for Stage 2 so that no extra funds are required from Parishes, who will be able to increase their number of signs and web pages, as well as take advantage of larger interpretation boards.**

As a mobile websites and QR code expert, whilst I am still contracted to build the website I will not be a Trustee.



## Call for more EV charge points

Connected Kerb manage EV installs across West Sussex and are seeking new EV charge point sites. Options are:

- Normal minimum space for 6 vehicle bays for EV charging
- Option of two EV charge bays and four normal parking bays
- Multiple of the above two options

More information - [Connected Kerb | West Sussex Charegpoint Network Residents](#)

Register your interest for the next phase of planned installs - [Form \(hsforms.com\)](#)

## WSSC Budget consultation

West Sussex County Council is asking residents for their views on its priorities and how it proposes to spend taxpayers' money as it works to close a £44.9m budget gap for the coming year (2024/25).

Paul Marshall, Leader of WSSC said: "Inflationary costs, a growing need for services, and measures to protect the environment, mean councils across the country are having to make tough choices in order to plan for the future.

"We know people in our communities, especially the most vulnerable, rely on our services so it's important we ensure our spending aligns with the priorities in Our Council Plan, focusing on what matters most to communities.

"We are very conscious it is not our money we are spending, but our residents' and businesses' money, and that it is our responsibility to ensure the money is spent well in delivering cost-effective and value for money services."

The county council's budget proposals include reductions of £11.8m alongside a possible increase of council tax of 2.99%, plus an additional adult social care precept of 2%.

The proposals also include an extra £53m in revenue spending on vital services including an additional £31.2m for vulnerable children and young people, £12.3m more for adults' social care, and an extra £5m to maintain the county's 4,000km of roads.

If approved, the current proposals would still leave a budget gap of £4.4m to be bridged, something which has been described as 'challenging but achievable'.

The consultation asks residents:

- What they think are the most vital county council services
- Where they would spend or reduce money
- Which options they feel the county council should focus on to achieve a balanced budget

Full details of the consultation, open until 10 December 2023, can be found at [www.westsussex.gov.uk/budget](http://www.westsussex.gov.uk/budget).

Anyone without access to the internet can visit Southbourne library or a family hub to complete the consultation.

## Still time to have your say on the future of active travel in West Sussex

Public consultation has begun on the future of active travel in West Sussex. The proposals that are being put forward set out how we can deliver improved walking, wheeling and cycling facilities across the county.

WSSC is seeking your feedback on two important documents related to the way that we travel:

- WSSC draft Active Travel Strategy - vision and goals for active travel for the next decade and beyond.
- SSCC draft Local Cycling and Walking Infrastructure Plan (LCWIP) - identifies key locations to invest in active travel

You can find out more about the suggested improvements by visiting the Active Travel projects website. On the website you can read the draft Active Travel Strategy and LCWIP in full and have your say by completing a survey.

**The survey closes on Wednesday, 15 November.**

We need as many responses as possible, so please share details through your networks. Your feedback is vital in shaping the final versions of the Active Travel Strategy and LCWIP, which are expected to be published in early 2024.

## Bourne Community Bus

The Bourne Bus changes ownership in January 2024 from the Southbourne Community Land Trust to Community Transport Sussex. The service will remain free, stops will be the same and there will be no change to any of the operational aspects of the service to Parish residents or its current management or volunteer driver team.

The Bourne Bus has been running a Thorney school shuttle since Monday with our drivers helping out Tue, Thur and Fri and Dean the Head at the school ferrying the teachers and classroom assistants on Mondays and Wednesdays.



We have also got agreement for the bus to stay at One Church too for the foreseeable future to aid teacher transfer.

However, this means that the pickups from the island at Church Road and Canberra Road aren't happening currently.

We have applied for five year funding of £75,000 from the National Lottery Communities Fund to maintain bus operation and also applied for a £4,500 CDC UKSPF grant which we are awaiting a decision on.

We have also entered into a partnership with Funding People, which Community Transport Sussex uses, in order to accelerate grant and funding applications and improve the application success rate. Our initial focus is two grant applications of £10,000 each during September using Funding People's expertise and grant source knowledge.

Services will likely be back to normal if the causeway bridge plan is successful over the weekend of 11<sup>th</sup> November.

# District Cllr Report for PC November 2023

Items in Blue were reported to Westbourne PC in October.

## Planning.

Southbourne have just got their Neighbourhood Plan through Examination, the Examiner has recommended a few amendments none of which affect us or Southbourne adversely, in fact the Examiner has strengthened the Policy over the Wildlife Corridor running through Priors Lease Lane along the Hambrook. That is good news for WPC and is an opportunity to build on the Wildlife Corridor that CDC are proposing for Westbourne when a NP review is carried out.

CDC's Local Plan Review has been delayed yet again due to negotiations with National Highways (NH). The new administration is finding it as difficult as we did in getting the statutory authorities to settle and agree how we should proceed even though we are through the Final Reg 19 consultation. Gillian Keegan has been involved and arranged a meeting with Andrew Holden MP the Roads Minister. Gillian has vociferously supported our stance, as a result 3 of the 5 obstacles appear to have been overcome, more negotiations with NH have been arranged for this week when I hope the other 2 sticking points can be addressed. We have agreed to some data collection to update the modelling for NH's as the report is getting on for 4 years old. We are still seeking Legal advice as to how we proceed if the other hurdles cannot be overcome. As we stand today, I hope the Plan will be submitted in January. I still think the Highways should consider the SUCK it and SEE approach it is very Frustrating. (They have used Monitor and Manage, Predict and Provide, and Vision and Validate, so my idea suck and see fits alongside theirs nicely!!!!)

We held a Development Plan and Infrastructure Panel this week where we discussed the responses from the Reg19 Consultation. Several objections were received from developers, to be expected, but there were also many positive comments from Parish Councils and other organisations especially over the environmental Policies. It demonstrates that Parish input is considered carefully and weight given to your comments.

A further visit is to be made to Funnel and Howard who continue to operate from **Cemetery Lane** at which point a further prosecution will be requested. The Old Army Camp owners had intimated they were making a Full Planning Application as this has not come forward, at the same time, as visiting the Funnel and Howard, they will also visit the Army Camp and compile evidence for a further Enforcement Notice and action.

As I have said previously the Planning System is broken and the Planning Inspectorate not fit for purpose under their current remit. Communities should come first which is why NPs are so important.

The gentleman that presented to WPC an idea for Land off Marlpit Lane (the old Landfill site) is no longer pursuing the idea of the Storage Compound and Transport Business there. He managed to get WSCC to issue a completion Cert for the Landfill and the owner then withdrew from the negotiations. If anyone has any location, they could suggest for such a Removals Business please contact me.

# District Cllr Report for PC November 2023

## **Policing.**

Nothing new since last month. The coursing season is well underway, there has been numerous reports of Damage and dead hares and deer being found mauled in the mornings. One report came in and the field was blocked off but they got away by driving through a hedge out of site of the Farmers and Police that responded.

I organised a meeting between the Rural Crime Team and Farmers at East Pallant house, it was not as well attended as I would have liked but some interesting issues arose over the current staffing levels of the team and the actions or lack of by the Call centre staff. So, 2 issues came out that need action

1. one in relation to number of officers and the other education of the Call centre staff.
2. I still maintain the Threat Risk and Harm model does not work you cannot beat seeing a Police officer as a deterrent. So, visibility of Police needs addressing, I am seeking a meeting with the Commissioner and Ch. Constable.

I pass my thanks to the farmers for their continued reporting of incidents, unusual vehicles, strange behaviour, and your patience.

## **Environment.**

The Ems is now in special Measures----the level has dropped because of the long dry spell we have had and unusual warm Autumn, we are now at a point that Portsmouth water have had to start augmentation. This however does nothing for the river above the augmentation Point.

The recent rainfall has helped the river to a degree but the water table still has quite a way to go to top the aquafer up, the increase in any flow has been from run off which does not last long, although welcome.

The Motion I have been working on to put before our Council has not been accepted yet, our SLT require more work to be done by the Council before they will agree to put this motion, on taking Civil Action against the EA to Council. I am working on another motion to overcome the issue. Although a setback I still believe we will be able to pursue this course of events soon.

No update from our Environmental Prot Team as to the sewage at the Paddocks yet and I understand there are now further caravans on site. I will update at Parish Council meetings.

Fly tipping.

An operation was run by our Contract services team with all the other agencies including the Police and EA. I have been told it was the most successful yet but have not been given the details as yet---I do know several HGVs were taken off the road for tyre defects.



# District Cllr Report for PC November 2023

With the colder weather approaching we are still promoting a range of Energy Efficiency grants through [www.warmerhomes.org.uk](http://www.warmerhomes.org.uk)  
Grants can be awarded toward Air Source Heat Pumps, Insulation or Solar PV, please check our web site for eligibility.

## **Other Issues.**

UK Shared Prosperity Fund we will be shortly inviting applications for UK Shared Prosperity Funding. Last year, the council was allocated £1 million to spend on a variety of projects across the district. The funding was awarded to the council to help encourage economic growth and improve the quality of life for people across our area. The money has already started to be spent on several projects to improve public areas, including the removal of graffiti, the introduction of new signage and to deliver events.

The second round of grant funding for community projects and improvements will open shortly. There is also a pot of money to support businesses. The funding priorities are

1. communities and place;
2. support for local businesses; and
3. people and skills.

We also have funding from the Rural England Prosperity Fund, which is to be used to support activities that address the challenges faced by rural areas. To find out more about both funds and how people can apply, please visit:

[www.chichester.gov.uk/sharedprosperityfund](http://www.chichester.gov.uk/sharedprosperityfund)

The deadline for applications is 6pm on 3<sup>rd</sup> Jan 2024.

The Christmas market will be returning to Chichester on 9,10,16 and 17 December.

## **Asylum Seekers**

A Hotel in Chichester is being used by the Home Office to house asylum seekers, speeding the load across the Country, there have been some demonstrations outside some in support others against. I would urge you not to get involved. This is an issue the Govt. must deal with it is for them to process the applications expediently and reduce the requirement for use of hotels. I believe the initial agreement is for 2 yrs. The District and County Councils have had no input to the decision it was a financial decision between the hotel owners and the HO. Any questions should be directed to.

[public.enquiries@homeoffice.gov.uk](mailto:public.enquiries@homeoffice.gov.uk) or by calling 0207 035 4848."

The issues around the hotel seem to have settled down for now.

**The Novium Museum** has opened its new Exhibit 'May the Toys be with You', obviously a play on the Star Wars theme, well worth a visit opened on the 7<sup>th</sup> Oct already proved very popular. Sadly, our fabulous Museum manager died recently she organised this exhibition, Steph Thorndyke will be missed, she pulled the museum up from the depths and built a great following. Please visit if you get the chance Tickets are £4 per adult and £2.50 for child with a family Ticket available also for the Exhibition, entry to the Museum itself remains free.

# District Cllr Report for PC November 2023

The popular Cross, Market & More will also return to North and East Street in Chichester on Sunday 15 October between 10 am to 4pm. This innovative, quality mixed street market will showcase the creative talent from across the district, including 'Traders of Tomorrow' - our local young entrepreneurs and artisans from 'Love from Selsey'. You'll also find street food, children's activities and entertainment.

'What's On' guide at [www.chichester.gov.uk/whatson](http://www.chichester.gov.uk/whatson) for more events across the district.

City Sounds As part of the council's commitment to support Chichester's evening and night-time economy and in direct response to what residents have told us that they want to see and enjoy, the free City Sounds music festival is returning to Chichester starting on Saturday 25 November.

**Farmers' Market** Why not pop along to support Chichester Farmers' Market on the 1st and 3rd Friday of each month on East Street between 9am and 2pm. At our Farmers' Market you will be buying from a local grower or producer helping to reduce food miles and offering freshness and flavour right on your doorstep. Supporting the Farmers' Market often helps to directly support local farmers, growers, bakers, catchers, and their families helping to boost our local economy and community.

As a Council we are looking at ways that AI might supplement and improve our services, its early days so we'll have to monitor this carefully but it's coming.

## **Consultations Still Running.**

A27 Bypass mitigation Supplementary Planning Doc. 6 weeks from 23<sup>rd</sup> Sept.  
<https://chichester.moderngov.co.uk/ieListDocuments.aspx?CId=135&MId=1697&Ver=4>

Statement of Community Involvement (Planning) 6-week

<https://chichester.moderngov.co.uk/documents/s25603/Draft%20Statement%20of%20Community%20Involvement%20SCI%20for%20Consultation%20-%20Appendix.pdf>

We are running further tree planting initiatives in all areas Agricultural to village and town/City environs, if you want to know more, please visit  
<https://www.chichester.gov.uk/treescheme>

Happy to answer any questions,, Thanks, Roy

	Budget 2022/23	Actual at 31/03/23	Budget 2023/24	Actual at 30/09/23	% of budget		Budget 2024/25
		£	£	£			£
<b>General administration and disbursements</b>							
External audit	400.00	400.00	440.00	420.00	95.5%		450.00
Internal auditor	400.00	353.00	440.00	298.00	67.7%		400.00
Insurance	1,500.00	1,056.00	1,500.00	0.00	0.0%		1,500.00
Information Commissioner Office (ICO)	35.00	35.00	35.00	0.00	0.0%		35.00
Planning/highway consultant (earmarked reserve)	4,000.00	1,099.00	0.00	0.00	0.0%		0.00
Legal advice/professional fees (earmarked reserve)	2,000.00	105.00	2,000.00	105.00	0.0%		2,000.00
Payroll services	0.00	0.00	0.00	0.00	0.0%		420.00
Hire of hall and Zoom subscription	500.00	596.00	550.00	543.00	98.7%		600.00
Stationery/printing (admin)	200.00	378.00	220.00	137.00	62.3%	Add 10%	250.00
Postage/Royal Mail PO Box address	320.00	323.00	350.00	330.00	94.3%	Add 10%	350.00
Parish Council mobile phone	300.00	316.00	330.00	103.00	31.2%		250.00
Cloud document storage/MS 365	870.00	1,382.00	1,000.00	791.00	79.1%	Add 10%	1,550.00
Rialtas financial software and Paul Burdick support	1,000.00	649.00	500.00	557.00	0.0%		600.00
Home used as office	320.00	312.00	320.00	156.00	48.8%		320.00
Travelling (Clerk)	75.00	11.00	75.00	33.00	44.0%		75.00
Courses and publications	500.00	731.00	500.00	75.00	15.0%		500.00
Chairman's expenses (earmarked reserve)	0.00	38.00	200.00	164.00	0.0%		200.00
Councillor's expenses (earmarked reserve)	0.00	7.00	200.00	0.00	0.0%		200.00
<b>Total:</b>	<b>12,420.00</b>	<b>7,791.00</b>	<b>8,660.00</b>	<b>3,712.00</b>	<b>42.9%</b>		<b>9,700.00</b>
<b>Employment</b>							
Clerks salary, gross	22,500.00	23,539.00	25,000.00	11,762.00	47.0%	Add 5%	26,000.00
Employer national insurance contribution	1,895.00	2,089.00	2,200.00	996.00	45.3%	Add 5%	2,500.00
Employers pension contributions	4,550.00	4,802.00	5,000.00	2,278.00	45.6%	Add 5%	5,500.00
<b>Total:</b>	<b>28,945.00</b>	<b>30,430.00</b>	<b>32,200.00</b>	<b>15,036.00</b>			<b>34,000.00</b>
<b>Total general admin and employment</b>	<b>41,365.00</b>	<b>38,221.00</b>	<b>40,860.00</b>	<b>18,748.00</b>			<b>43,700.00</b>
<b>Running Costs</b>							
Westbourne Cemetery (JBC Precept contribution)	11,155.00	11,155.00	12,137.00	0.00	0.0%	Confirmed in Dec	13,350.00
Closed churchyard maintenance	0.00	0.00	0.00	0.00	0.0%		5,000.00
Monk's Hill grounds maintenance	6,850.00	10,615.00	9,000.00	3,441.00	38.2%	Add 5%	10,000.00
Drainage Work Monk's Hill	3,000.00	8,210.00	0.00	0.00	0.0%		0.00
Mill Road grounds maintenance	7,900.00	7,187.00	8,700.00	2,985.00	34.3%	Add 5%	10,000.00
Playground/defib inspections (weekly/fortnightly)	2,300.00	1,545.00	2,500.00	1,330.00	53.2%		2,500.00
Playground inspections (quarterly)	1,200.00	755.00	1,320.00	297.00	22.5%	Add 10%	1,320.00
Plants/soil for flower troughs	50.00	102.00	100.00	34.00	34.0%		100.00

	Budget 2022/23	Actual at 31/03/23	Budget 2023/24	Actual at 30/09/23	% of budget		Budget 2024/25
Street lights maintenance, WSCC	1,300.00	1,254.00	1,300.00	1,354.00	104.2%	Add 10%	1,320.00
Rent to CDC for Mill Road field	100.00	0.00	100.00	100.00	100.0%		0.00
<b>Total:</b>	<b>33,855.00</b>	<b>40,823.00</b>	<b>35,157.00</b>	<b>9,541.00</b>	<b>27.1%</b>		<b>43,590.00</b>
<b>Subscriptions, S137/S147 payments/donations</b>							
Council's membership of West Sussex Association of Local Councils and National Association of Local Councils	770.00	0.00	799.75	800.00	100.0%	Confirmed 2% increase	£794.74
Local Council Review quarterly magazine	17.00	0.00	17.00	0.00	0.0%		17.00
Clerk's membership of Society of Local Council Clerks	215.00	222.00	230.00	0.00	0.0%		230.00
British Legion Poppy Appeal	65.00	65.00	65.00	0.00	0.0%		65.00
Westbourne Allotment Association	50.00	50.00	50.00	50.00	100.0%		50.00
Closed churchyard	200.00	200.00	200.00	200.00	100.0%		200.00
Homestart	250.00	250.00	250.00	250.00	100.0%		250.00
Citizens Advice	300.00	300.00	300.00	300.00	100.0%		300.00
Parish Online Subscription	50.00	75.00	80.00	75.00	0.0%		80.00
Grants	0.00	0.00	3,000.00	2,878.00			0.00
Community Chest Grants	500.00	500.00	500.00	256.00	51.2%		500.00
<b>Total:</b>	<b>2,417.00</b>	<b>1,662.00</b>	<b>5,491.75</b>	<b>4,809.00</b>	<b>87.6%</b>		<b>2,486.74</b>

	Budget 2022/23	Actual at 31/03/23	Budget 2023/24	Actual at 30/09/23	% of budget		Budget 2024/25
<b>Capital schemes</b>							
Play equipment Monk's Hill (earmarked reserve)	3,000.00	0.00	3,000.00	0.00	0%		4,000.00
Play equipment Mill Road (earmarked reserve)	0.00	0.00	0.00	0.00	0%		4,000.00
Churchyard Wall (earmarked reserve)	10,000.00	5,138.00	0.00	126.00			0.00
Village Gateways (earmarked reserve)	0.00	0.00	0.00	0.00	0%		0.00
Fingerpost signs (earmarked reserve)	0.00	0.00	0.00	0.00	0%		0.00
Office equipment (earmarked reserve)	0.00	79.00	200.00	0.00	0%		0.00
Tree survey/surgery	500.00	566.00	1,000.00	333.00	33%		1,000.00
Speed Indicator Devices/CSW (earmarked reserve)	0.00	0.00	0.00	0.00	0%		0.00
Debrillators	200.00	589.00	1,000.00	0.00	0%		500.00
Community bus service (earmarked reserve)	2,000.00	2,000.00	2,000.00	1,500.00	0%		1,500.00
Salt/grit supply and bins	0.00	0.00	0.00	0.00	0%		0.00
TRO HGV, Monk's Hill speed limit, East Street, Whitechimney Row	0.00	0.00	6,000.00	0.00	0%		0.00
Environment (trees)	0.00	0.00	0.00	0.00	0%		0.00
Bourne Heritage Trail	0.00	0.00	1,500.00	1,500.00	0%		1,500.00
National commemorations/celebrations	500.00	2,271.00	1,000.00	984.00	98.40%		500.00
<b>Total:</b>	<b>16,200.00</b>	<b>10,643.00</b>	<b>15,700.00</b>	<b>4,443.00</b>	<b>131.70%</b>		<b>13,000.00</b>
<b>Services</b>							
Street light energy, WSCC PFI	2,000.00	2,464.00	2,000.00	437.00	21.9%		1,500.00
Waste bins x 7 and emptying	1,600.00	1,722.23	1,600.00	0.00	0.0%		1,900.00
<b>Total:</b>	<b>3,600.00</b>	<b>4,186.23</b>	<b>3,600.00</b>	<b>437.00</b>	<b>12.1%</b>		<b>3,400.00</b>
<b>Communications</b>							
Noticeboards	0.00	5,263.00	100.00	0.00	0%		0.00
Community Consultation	250.00	43.00	250.00	0.00	0%		250.00
Design, print and distribution	2,000.00	3,078.00	3,000.00	179.00	6.0%	Add 10%	3,500.00
Website hosting	1,500.00	361.00	500.00	0.00	0.0%		500.00
<b>Total:</b>	<b>3,750.00</b>	<b>8,745.00</b>	<b>3,850.00</b>	<b>179.00</b>	<b>4.6%</b>		<b>4,250.00</b>
<b>Contingency fund</b>							
Public Works Loan Board (PWLb)	0	0	0	0	0		
New Initiatives Fund (NIF) (earmarked reserve)	15,000.00	9,576.00	15,000.00	4,928.00	32.9%	Defer to January	15,000.00
Staff absence (earmarked reserve)	0.00	0.00	0.00	0.00	0.0%		0.00
Increase general reserve	0.00	0.00	7,500.00	0.00	0.0%	Defer to January	7,500.00
Vandalism and insurance excess (earmarked reserve)	0.00	0.00	0.00	0.00	0.0%		0.00
IT support (annual computer service)	0.00	0.00	50.00	0.00	0.0%		50.00



	Budget 2022/23	Actual at 31/03/23	Budget 2023/24	Actual at 30/09/23	% of budget		Budget 2024/25
Total:	15,000.00	9,576.00	22,550.00	4,928.00			22,550.00
VAT on expenditure		1,236.00		909.00			
Total expenditure:	116,187.00	115,092.23	127,208.75	43,994.00			132,976.74
Income							

	Budget 2022/23	Actual at 31/03/23	Budget 2023/24	Actual at 30/09/23	% of budget		Budget 2024/25
Access licence - Mill Road	50.00	0.00	0.00	0.00	0%		0.00
Access licence - Sydenham Terrace	200.00	200.00	200.00	200.00	100%		200.00
Rent - Allotment Association	500.00	500.00	500.00	0.00	0%		500.00
Grants		512.00	0.00	500.00	0%		0.00
Bank interest (Unity Bank)		478.00	0.00	484.00	0%		0.00
Misc. income		240.00	0.00	16.00			
VAT received		5,564.00	0.00	0.00			
WCT rental income for PWLB loan		0.00	0.00	0.00			
<b>Total income:</b>	<b>750.00</b>	<b>7,494.00</b>	<b>700.00</b>	<b>1,200.00</b>	<b>171.43%</b>		<b>700.00</b>
<b>Precept = total expenditure - total income:</b>	<b>£115,437.00</b>		<b>£126,508.75</b>				<b>£132,276.74</b>
Less CDC grant	£0		£0.00				£0.00
Final precept figure	<b>£115,437</b>		£126,508.75				£132,276.74
<b>Final precept figure rounded-up =</b>	<b>£115,437</b>		<b>£126,509</b>				<b>£132,277</b>
<b>Earmarked reserves</b>							
<b>General reserve</b>							
1. Precept required for 2023/24		£126,509					
<b>2. Precept required 2024/25</b>		<b>£132,277</b>					
3. Taxbase 2023/24		£961.60					
4. Taxbase 2024/25							
5. Charge per band D property 2023/24		£131.56					
6. Charge per band D property 2024/25		#DIV/0!					
7. % increase in Precept (cash terms)		4.56%					
<b>8. % increase in Precept per band D property</b>		<b>#DIV/0!</b>					

**Westbourne Parish Council: Fixed Asset Register 2023-24**

Description: Monk's Hill	Date acquired	Supplier/contractor	Original cost/value	Useful life estimate	Useful life end date estimate	Location	Present use
1x8' 1 bay 2 seat swing	1997	Wicksteed	£442.00	25 years	2022	Monk's Hill	Play
1x6' bay 2 seat swing	1997	Wicksteed	£402.00	25 years	2022	Monk's Hill	Play
1 mound slide	1998	Wicksteed	£1,778.00	25 years	2023	Monk's Hill	Play
118m bow top fence and 100m estate fence	2008	Longmeadows	£16,407.00			Monk's Hill	Security
Height barrier (Covington Road)	2012	Longmeadows	£1,500.00			Monk's Hill	Security
Picnic tables x 4						Monk's Hill	Leisure
Pull down challenger	2014	HAGS	£2,300.00	25 years	2039	Monk's Hill	Exercise
Push hands	2014	HAGS	£1,035.00	25 years	2039	Monk's Hill	Exercise
Ski stepper	2014	HAGS	£1,105.00	25 years	2039	Monk's Hill	Exercise
Power push	2014	HAGS	£2,395.00	25 years	2039	Monk's Hill	Sports
Bench x 2	2017	Wicksteed	£1,224.00	10 years	2027	Monk's Hill	Leisure
Picnic table, green	2017	Wicksteed	£1,162.00	10 years	2027	Monk's Hill	Leisure
Safety surface	2018	Wicksteed	£10,502.00	25 years	2043	Monk's Hill	Safety
Springboard seesaw	2018	Wickseed	£740.00	25 years	2043	Monk's Hill	Play
Swirl roundabout	2018	Gametime	£5,000.00	25 years	2043	Monk's Hill	Play
Special mamba climber	2018	Wicksteed	£18,656.00	25 years	2043	Monk's Hill	Play
Football goal posts	2020	Broxap	£650.00	25 years	2045	Monk's Hill	Play
Pull and press bars	2020	Sovereign	£876.00	25 years	2045	Monk's Hill	Exercise
Step up ladder	2020	Sovereign	£624.00	25 years	2045	Monk's Hill	Exercise
Paired dip bars	2020	Sovereign	£876.00	25 years	2045	Monk's Hill	Exercise
Grass tiles safety surface	2020	Sovereign	£820.03	25 years	2045	Monk's Hill	Safety
A5 equipment signs x 3	2020	Sovereign	£600.00	25 years	2045	Monk's Hill	Exercise
Horse springer	2020	Playdale	£1,131.00	25 years	2045	Monk's Hill	Play
Quad rider	2020	Playdale	£1,999.00	25 years	2045	Monk's Hill	Play
Train and trailer	2020	Playdale	£3,419.00	25 years	2045	Monk's Hill	Play
Picnic table	2021	Glasdon	£690.92	25 years	2046	Monk's Hill	Leisure

Keyston metal bench	2021	Wicksteed	£433.65	25 years	2046	Monk's Hill	Leisure
Simple bench	2021	Sovereign	£88.20	25 years	2046	Monk's Hill	Leisure
Interpretation board	2021	Acorn Workshop	£795.00	25 years	2046	Monk's Hill	Leisure

**Total = £75,028.80**

<b>Description: Mill Road</b>	<b>Date acquired</b>	<b>Supplier</b>	<b>Original cost/value</b>	<b>Useful life estimate</b>	<b>Useful life end date</b>	<b>Location</b>	<b>Present use</b>
Seat	2002		£317.00	25 years	2028	Mill Road	Leisure
5 bar gate	2003	Longmeadows	£250.00	25 years	2028	Mill Road	Security
Signs	2005	Longmeadows	£400.00	25 years	2030	Mill Road	Security
Picnic table/seating	2005	Bigfoot	£375.00	10 years	2030	Mill Road	Leisure
2 spinning mushrooms	2005	Bigfoot	£550.00	25 years	2030	Mill Road	Play
1 freestanding play panel	2005	Bigfoot	£1,395.00	25 years	2030	Mill Road	Play
1 spring rocker	2005	Bigfoot	£695.00	25 years	2030	Mill Road	Play
3 steel benches	2005	Bigfoot	£885.00	25 years	2030	Mill Road	Security
1 activity centre (junior)	2005	Bigfoot	£10,495.00	25 years	2030	Mill Road	Safety
1 wicksteed seesaw	2005	Bigfoot	£1,095.00	25 years	2030	Mill Road	Safety
1 activity centre (toddler)	2005	Bigfoot	£4,995.00	25 years	2030	Mill Road	Play
1 flat seat swing	2005	Bigfoot	£1,045.00	25 years	2030	Mill Road	Play
1 cradel swing	2005	Bigfoot	£1,095.00	25 years	2030	Mill Road	Play
1 cantilever swing	2005	Bigfoot	£3,495.00	25 years	2030	Mill Road	Play
1 gring rail	2005	Bigfoot	£495.00	25 years	2030	Mill Road	Play
3 perch tubes	2005	Bigfoot	£885.00	25 years	2030	Mill Road	Play
1 funbox	2005	Bigfoot	£4,195.00	25 years	2030	Mill Road	Play
2 quarter pipes	2005	Bigfoot	£7,590.00	25 years	2030	Mill Road	Play
1 multi-use games court	2005	Bigfoot	£16,995.00	25 years	2030	Mill Road	Play
Groundworks/surfacing	2005	Bigfoot	£22,785.00	25 years	2030	Mill Road	Safety

Grass safety mats	2005	Bigfoot	£7,738.00	25 years	2030	Mill Road	Safety
Fencing and gates	2005	Bigfoot	£5,777.00	25 years	2030	Mill Road	Safety
Mill Road development project	2005		£100,742.00	25 years	2030	Mill Road	Setting out site
26m pallisade fencing	2008	Longmeadows	£2,900.00			Mill Road	Security
41 bow top fencing and gate	2008	Longmeadows	£9,605.00			Mill Road	Security
Picnic table/benches	2011	Marmax	£6,418.00	10 years	2021	Mill Road	Leisure
Pull down challenger	2014	HAGS	£2,300.00	25 years	2039	Mill Road	Exercise
Health walker	2014	HAGS	£885.00	25 years	2039	Mill Road	Exercise
Height barrier	2018	Longmeadows	£2,000.00	25	2043	Mill Road	Security

**Total = £218,397.00**

<b>Description: Street furniture</b>	<b>Date acquired</b>	<b>Supplier</b>	<b>Original cost/value</b>	<b>Useful life estimate</b>	<b>Useful life end date</b>	<b>Location</b>	<b>Present use</b>
30 street lights	Pre-1992	Unknown	£30.00	n/a	n/a	See list for locations	Road safety
2 stone tubs	2001	Unknown	£488.00			The Square	Leisure
2 noticeboards	2008	Unknown	£1,539.00	25 years	2033	The Square	Information
Jubilee noticeboard (Co-op)	2012	Unknown	£736.00	25 years	2037	North Street	Information
Bench	2014	New Dawn Furniture	£588.00			River Street	Leisure
Signs	2014	West Sussex Signs	£739.00				
Bollards, The Square and Church Street	2016	Mason Street Furniture Ltd	£718.99			Westbourne	Road safety
5 village gateways	2017		£1,993.00			Westbourne	Road safety
Bike racks	2018		£1.00			Westbourne	Transport
Defrillator, IPAD AED NFR200	2018	CU Medical Systems, Inc	£400.00			Co-op, North Street	Health



2 Speed Indicator Devices, brackets and padlocks	2019		£7,075.00			East Street and Monk's Hill	Road safety
2 grit bins and salt on Monk's Hill	2020	Gritbins.net	£569.14			East Street and Monk's Hill	Road safety
Defrillator, IPAD AED NFR200, Monk's Hill	2020	CU Medical Systems, Inc	£400.00			Westbourne Village Stores	Health
VE Day commemorative bench	2020	New Dawn Furniture	£898.35			The Square	Leisure
<b>Total =</b>			<b>£16,175.48</b>				

<b>Description: Office equipment</b>	<b>Date acquired</b>	<b>Supplier</b>	<b>Original cost/value</b>	<b>Useful life estimate</b>	<b>Useful life end date</b>	<b>Location</b>	<b>Present use</b>
Projector	2014	Lumens	£250.00			Clerk's Office	Admin
Laminator	2016	Aldi	£14.00			Clerk's Office	Emergency
Printer	2017	Cannon	£135.00			Clerk's Office	Admin
Community resilience equipment	2018	See sheet 2 for full details	£1,000.00			Clerk's Office	Admin
Exhibition table cloth	2019	XL Displays	£74.40			Clerk's Office	Admin
Banner stand	2019	Monster Creative	£136.80			Clerk's Office	Admin
Staple gun	2020	Amazon	£78.70			Clerk's Office	Admin
8 Samsung tablet computers	2020	Horizon	£1,352.00			Councillors	Admin
8 Samsung tablet computer protective cases	2020	Amazon	£78.70			Councillors	Admin
1 Dell laptop	2020	Horizon	£649.00			Clerk's Office	Admin
<b>Total =</b>			<b>£3,768.60</b>				

Description: Community assets	Date acquired	Supplier	Original cost/value	Useful life estimate	Useful life end date	Location	Present use
Village green	1948	Historic cost	£1.00			Monk's Hill	Village Green
Allotments	1948	Historic cost	£500.00			Mill Road	Allotments

**Total = £501.00**

**Total asset value = £313,870.88**

## Financial Risk Assessment

### Background

As part of the external audit process and the Annual Governance and Accountability Return, the Council is asked to consider and approve an annual governance statement. The Council will need to confirm that it carried out an assessment of the risks facing the smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Answering yes to this statement will mean that the Council has “considered the financial and other risks it faces and has dealt with them properly”.

This document provides part of the evidence that that assessment of risk was carried out and has itself been drawn up in accordance with the Council’s Risk Management Policy. Members are encouraged to consider the risks identified below by the Clerk/RFO but also to explore other potential risks and to suggest amendments/additions to this risk assessment before it is passed to Full Council

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
<b>STRATEGIC RISKS which may threaten the achievement of the Council’s objectives</b>					
1.	That the Council has insufficient funds to deliver its policies or meet its financial commitments	Low	Medium	Careful budget setting with three year forecasts Budget monitoring reports to every full council meeting and published online quarterly Bank reconciliations reported to Council monthly and checked and verified monthly councillor and recorded in the minutes	Maintain and review existing controls – <b>Clerk/RFO and Council</b>
2.	That the Council sets a precept that brings it within “referendum principles” and has to meet the costs of a referendum. This risk has been deferred for three years but needs to be monitored.	Low	Medium	Clerk/RFO monitors advice from WSALC and NALC	Annual monitoring of budget advice from WSALC and NALC – <b>Clerk/RFO</b>
3.	Unforeseen incidents or legislative change with a financial impact on the Council. (Foreseen changes will be included in the budget process)	Low	Medium	Council maintains a good insurance policy and healthy reserves.	Aim to maintain unearmarked reserves at 50% of precept. Ensure total reserves are definitely at or above 50% of precept. – <b>Council</b>
4.	External threats, such as the Covid-19 pandemic, economic climate, including rate of inflation, which may result in the Council receiving reduced funding or the allocation of resource to other urgent areas of work	Low	Medium	Council maintains healthy reserves. The Council is kept up to date by the government and principal authorities of changing legislation and the developing situation.	Aim to maintain unearmarked reserves at 50% of precept,

OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
4.	Fraud or theft of money by staff or councillors.	Low	High	Internal controls limit the opportunity for theft and/or fraud. Fidelity guarantee insurance for £250,000 Debit card limit and policy. Safe storage of cards and pins.	Keep internal controls under review and follow advice of internal auditor – <b>Council</b>
Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work					
5.	Injury to user of the Council's grounds and subsequent claim; or injury to staff, councillor, volunteer or contractor when going about the Council's business. (Risk is both financial and reputational.)	Low	High	Council has adopted a Risk Management Policy and undertakes risk assessments of all activities  Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.  Council maintains a good and comprehensive insurance policy with both public liability and employers' liability insurance.	Maintain and review existing controls – <b>Clerk/RFO and Council</b>
6.	Uninsured loss (inevitably this risk is difficult to foresee or define because if it was foreseeable insurance etc would likely be in place).	Low	?	Council has adopted a Risk Management Policy and undertakes risk assessments of all activities  Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.	Maintain and review existing controls – <b>Clerk/RFO and Council</b>
7.	The failure of contractors to deliver services or goods to agreed costs and specifications	Low	Low	Council uses reputable contractors  Council mostly pays for services or goods in arrears or at the time of delivery (not in advance). Where services are paid for in advance this risk is reflected in the lower price charged.  Council follows Financial Regulations for obtaining competitive quotes.  Specifications are drawn up and approved by Council for all new contracts. The Council monitors compliance with the contract.	Take references for new contractors – <b>Clerk/RFO</b>  Ensure that specifications exist for all contracts – <b>Council</b>  Ensure that Council understands when services are being paid for in advance (e.g. distribution of newsletter). – <b>Clerk/RFO</b>

				The Council maintains healthy reserves to cover unforeseen costs.	
<b>Risk No</b>	<b>Description of Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Controls in place</b>	<b>Action required &amp; by whom</b>
<b>OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work</b>					
8.	The failure of operational equipment (computer, printer, projector) and/or unable to source parts for older play/fitness equipment	Medium	Low	Replacement of key equipment is planned and budgeted for.  The Council maintains healthy reserves to cover unforeseen costs.	Maintain forecast of equipment life and scheduled replacement – <b>Clerk/RFO</b>
9.	Insufficient revenue is generated to fund operations. And/or insufficient current/liquid assets to cover current liabilities	Low	Low	The Council's budget is funded almost entirely by precept which is paid annually in two instalments (April and Sept/Oct) by CDC. CDC is legally obliged to make the payment and unlikely to default.  The Council maintains healthy reserves sufficient to cover a delayed or missed precept payment.	Follow CDC's timetable for setting & notifying the precept – <b>Clerk/RFO and Council</b>
10	Unable to recover debtors' amount	Low	Low	Fee and charges payable to the Council are a very small part of the Council's budget. There are just three debtors in any one year.	Request amounts due promptly and notify Council promptly of any non-payments – <b>Clerk/RFO</b>
11.	Unable fulfil financial commitments because of the absence of the Clerk/RFO or a councillor.	Low	Low	Very few financial commitments are very pressing and those that are (e.g. the quarterly payment to HMRC) are highly predictable.	Ensure more than one councillor can access on-line banking (this action was planned some time ago) – <b>Clerk/RFO</b>  Adopt brief Business Continuity Plan that clarifies action to be taken to address this risk – <b>Council</b>

<sup>1</sup> Internal Controls on Finance

All payments reported to Council monthly (except August). Bank reconciliation reported to Council monthly (except August). Two councillors required to sign cheques, direct debit mandates and other instructions to bank. Online payments require dual authorisation – the Clerk/RFO and one Councillor (usually the Chairman). Bank reconciliations (including August) checked by a Councillor independent of the payments process. Financial regulations reviewed at least annually. Two internal audit visits annually. Budget monitoring reports to Council monthly.



**Westbourne Parish Council, 9 November 2023**

**Agenda item 13: Payments for approval**

(DD: payment by Direct Debit, BACS: payment by Internet Banking, C: cheque payment inc. cheque number, PC: payment by petty cash, \* earmarked reserve).

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	EE Mobile phone	20.59	17.16	3.43
BACS	Confidential payments Nov 2023	1,584.41	1,584.41	0.00
BACS	WSCC LGPS Oct 2023	490.10	490.10	0.00
	Microshade cloud storage and email			
BACS	accounts	141.69	118.07	23.62
BACS	MS 365	9.48	7.90	1.58
BACS	GM Support playground inspections	220.00	220.00	0.00
BACS	Vision ICT website hosing 2024	354.76	295.63	59.13
	R Hitchcock travel expenses attendance			
BACS	at WSALC AGM 20/10/23	27.90	27.90	0.00
BACS	Kompan playground inspection Oct 23	462.86	385.72	77.17
		<b>3,311.79</b>	<b>3,146.89</b>	<b>164.93</b>
<b>Payments for retrospective approval</b>				
BACS	Royal British Legion poppy wreath	65.00	65.00	0.00
		<b>65.00</b>	<b>65.00</b>	<b>0.00</b>

## **Westbourne Parish Council, 9 November 2023**

### **Agenda item 14: Correspondence list**

- An email from WSCC to say that routine maintenance will be happening on the public rights of way next month and to inform them of any issues.
- CDC street name plate consultation for Ellesmere Orchard.
- Bourne Community Bus consultation <https://forms.office.com/r/jQabc3ruPQ>
- Applications invited for CDC's grant funding for UK Shared Prosperity Fund and Rural England Prosperity Fund, deadline 3 January 2024.
- WSCC consultation on budget proposals for 2024/25  
<https://www.westsussex.gov.uk/campaigns/budget-202425/>
- Minutes of the WSALC AGM and the notes taken by Cllr Hitchcock.
- Invitation to the SDNPA Local Plan Review Parishes Workshop, 7 December at Watersfield from 6-8pm.
- WSCC has received additional funding for EV charging points and would like to find out where they could be installed.
- Report from Home Start Chichester on how funding from the Parish Council has been used over the last year.
- Email from CDC about the Trees Outside Woodlands project which funds local projects.
- Rear fences on Mallard Way which are affected by overgrowing vegetation at the allotment site.
- To note that the willow tree at the entrance to Mill Road recreation ground has been blown over by the strong winds and has been removed.