

Bourne Parishes – WSCC Councillor report

Westbourne Parish – July 2024

Action proposed

1. HGV restriction: work with Mike Dare on blue advisory HGV signs and agree further sign wording
2. Report overgrown grass to WSCC for a in interim caut if the cutting dates are unsuitable
3. Review TRO Ist and decide progression priorities, given limited budget and review time from WSCC Highways

Restricting HGV s over 7.5 tonnes through Westbourne

Mike Dare has suggested that rather than applying for a Lorry ban it may be more effective and quicker to consider advisory signage. This is already being planned for the Aldsworth road and signage revisions due from October.

This will help withal roads that are narrow, such as Aldsworth Common Road, Whitechimney Row and The Square.

In conclusion he feels we should therefore go for blue advisory signs. These will certainly help with HGV drivers using mobile Sat Navs, especially if we place an advisory note below them on the poles. Mike will discuss the project with his manager with the hope that we can implement the project from current budget as is under way with Aldsworth.



So the original HGV ban red signs will be substituted for blue advisory signs with rectangular signs below with suitable text e.g. 'narrow road' or 'unsuitable for HGVs'



Church to Mill Lane footpath

After emails to WSCC Highways and the PRow team, the following actions should now happen:

- Reintroduction of the 'no cycling' signs at both ends of the footpath
- Clearance of overgrown vegetation (apparently it is a class E highway so gets higher status)
- Repair of the reported pothole near the stream

Grass cutting

Long grass has become an issue in most of Bourne in terms of bend and junction visibility and spread of grass seed. Grass speed of growth is obviously influenced by weather conditions, and this can result in longer grass between cuts. Increasing climate change effects means increasing rainfall (clouds now hold up to 20% more rain) and higher summer temperatures (2 degree Celsius average increase in the South since the 1990s), both of which contribute to grass growth. Green bin waste collected by CDC has increased by around 20% this year.

During the grass growing season, between March and November, WSCC cut and maintain grass verges in towns and other urban areas within 30mph speed limits, for safety and visibility reasons. Cut times vary each year to suit growing conditions. It takes about 4-7 weeks to cut all grass across the county.

Grass cutting in parks and in certain housing areas is carried out by district or borough councils and/or housing authorities. Highway verges on the A27, M23 and A23 are looked after by National Highways. Please be aware that WSCC and CDC are unable to cut close to parked cars, move bins or remove any other obstructions on the verges.

In towns and other built-up areas, we cut and maintain grass verges during the growing season, which is typically between March and November. In the countryside, or where there are no pavements, we only maintain the verges from a highway safety perspective.

Verges in rural areas receive cuts in the following order:

1. one visibility splay cut for safety - five weeks during April and May
2. one, 1m wide cut to stop grass and vegetation overhanging the road - from July to September
3. one overall cut a year - from end September to beginning of December.

Where safety allows, we will preserve verges as havens for rare flowers and wildlife, resulting in longer grass in certain areas. These are known as 'Notable road verges' and will remain uncut while the flowers are in bloom. Local communities can also request a 'Community road verge' designation (such as Whitechimney Row in Westbourne). These areas will come under a reduced cutting regime, aiming to benefit wildflower biodiversity and pollinators.

We do not collect grass cuttings as the cost would restrict the number of cuts we could carry out. We blow cuttings back on to the verge. Some will fall into drains or gullies but they are unlikely to block as a result.

Parish	Expected Duration (working days)	Last Cut Completed	Current Cut Planned Completion Date	Next Cut Planned Completion Date
CHIDHAM & HAMBROOK	1 day	02/05/2024	18/07/2024	06/09/2024
WESTBOURNE	1 day	27/04/2024	12/07/2024	02/09/2024
WOODMANCOTE	1 day	13/05/2024	01/08/2024	20/09/2024
COMPTON	1 day	26/04/2024	11/07/2024	30/08/2024
SOUTHBOURNE	3 days	03/05/2024	22/07/2024	10/09/2024

Report a grass cutting issue

The WSCC grass cutting team works to a planned route as part of their operation. This can involve revisiting a particular road to cut the opposite side or any missed sections that weren't previously accessible due to obstructions, such as parked cars. Please take this into consideration before raising a report of a missed grass cut.

If a road verge is causing a visibility issue for users, let us know.

[Report grass cutting issue online](#)

Discouraging Illegal parking

With the increase in the number of vehicles and tourists in many areas, it has become even more frustrating for residents with vehicles parking illegally on local village roads. Parking offences include:

1. Pavements blocked completely or with restricted width preventing safe pedestrian passage
2. Parked vehicles preventing safe passage for other vehicles such as on junctions or bends
3. Making passing parked vehicles dangerous for cyclists and cars due to reduced road width
4. Illegally parked cars, HGVs, vans and tractors (any parking on double yellow lines)

When can you park on the road?

In most parts of England, it is generally accepted that it is legal to park at the side of the road (including on a grass verge or footway) **unless these criteria apply:**

5. A Traffic Regulation Order (TRO) or Byelaw is in place (e.g. yellow lines marked on a road)
6. An obstruction is caused (blocking other driver's view on a bend or junction for example)
7. The vehicle is a heavy goods vehicle (HGVs cannot park on double yellow lines even to unload)

Note: It is also a criminal offence (under section 72 of the Highways Act 1835) to drive onto a footway or verge, whether intending to park or not, but the issue is that the Police do not tend to enforce this.

1. damaging both pavements and kerbsides due to their weight

Offences dealt with by Chichester Council:

2. Any vehicle parked over a dropped kerb
3. Vehicles parked on a pedestrian crossing (including the area marked by the zig-zag lines)
4. Parking in spaces reserved for Blue Badge holders, residents or motorbikes (unless entitled to)
5. Vehicles parked in a designated space such as a resident disabled parking bay
6. Vehicles parked in marked taxi bays or cycle lanes
7. Vehicles parked near a school entrance or bus stop

Parking offences



Any vehicle parked on a double yellow line (examples above) is committing an traffic offence at any time, for any duration. The only exception is if the vehicle clearly displays a disabled parking permit. Waiting restrictions / hours single yellow lines apply to the carriageway, pavement and verge. You can stop to load or unload if there are no loading restrictions or while passengers board or alight.

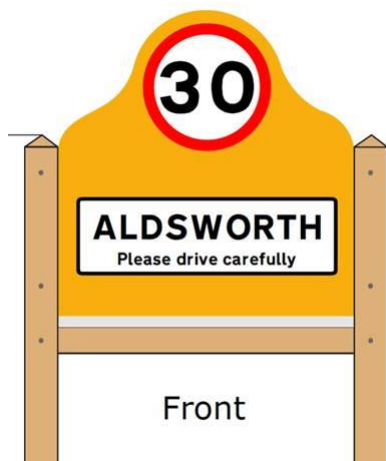
The most effective way to get a prosecution is take a photo of the car and reg plate parked on a double yellow line and submit the photo via the Operation Crackdown website –

The only realistic way to get a prosecution in the case where vehicles are parked on the kerb but not with prohibition lines is to video the vehicle in motion moving onto or off the pavement or verge, then reporting this incident, with the video, via the Operation Crackdown website.

Many who have CCTV and smart doorbells (like Ring) can automatically record illegal parking.

<https://www.sussex.police.uk/ro/report/asb/asb-v3/report-antisocial-behaviour/>

Village entry signs



Adding in new village signs provides the perfect opportunity to feature relevant road speed limits and cautionary road speed messages, even if the TROs to set these speeds in place have yet to be agreed.

A new idea discussed with WSCC is to use the 5 words maximum allowed at the top and bottom on any village entry sign to try and proactively reduce vehicle speeds, as well as featuring other standalone signs (village name and speed limit on a yellow background).

The challenge is that putting 30mph speed limit roundels on village signs in a 30mph zone is not permitted by the DfT unless the village sign is at the start of a changing speed limit zone e.g. 40mph down to 30mph as vehicles enter the village, with village signs at the same location as a speed change. Suggestions are:

1. Top: Hermitage welcomes careful drivers (common wording on gateways) – allowed by WSCC
2. Bottom – ‘This is a 30mph zone’ (where 30mph roundel repeaters are not allowed) - TBC

Conversations with Chris Stark at WSCC Highways indicate that Parishes should also request the text in option (2) but this will need to be agreed between WSCC and the DfT

Havant Thicket reservoir update

Portsmouth Water is building, and will own and operate, Havant Thicket Reservoir, which is ultimately being funded by Southern Water's drinking water customers through their bills. These costs will be spread over many years – to reflect the continued benefits of the reservoir.

The already approved reservoir scheme received planning permission in October 2021 and is due to be completed by 2031 at a cost of £340 million.

It will enable PW to store surplus water from our local springs, and provide up to 21 million litres of water a day to Southern Water during a drought. However, even with this 21 million litre per day transfer, Southern Water will still be left with a significant deficit in the amount of water it would need to keep its customers taps and sensitive chalk-based rivers in Hampshire flowing.

As a result, proposals to add purified recycled water to the reservoir, to supplement water levels, are being developed. These would allow a further 90 million litres of water a day to be supplied to Southern Water from the reservoir when needed.

The proposals are known as the Hampshire Water Transfer and Water Recycling Project. A reverse osmosis treatment plant, pipeline and pumping stations form part of this scheme and would require additional funding over and above the costs for the already approved reservoir scheme.

Portsmouth Water customers are not paying for the reservoir project through their drinking water or wastewater bills. This applies for both the already approved reservoir scheme and should the additional water recycling proposals be implemented.

Portsmouth Water is a drinking water only company, and Southern Water manages wastewater within our supply area at treatment facilities such as Budds Farm in Havant, Southern's largest sewage plant. Treated wastewater from Budds Farm is released out to sea, in line with the works' operating licence.

PW will be in control of the water entering and leaving Havant Thicket Reservoir. They already continuously monitor the quality of water at all of our sites with data automatically captured, analysed and checked in real time to ensure that we maintain excellent water quality that complies with regulatory standards. The same methods and control systems would apply to the water recycling plant that's proposed by Southern Water, as part of its [Hampshire Water Transfer and Water Recycling Project](#). If there were any issues with the quality of the water being produced at the water recycling centre, the control system would automatically shut the plant down.

Furthermore, as with all of PW water sources, any water from Havant Thicket Reservoir would be treated to meet strict drinking water standards before being supplied to customers.

In normal conditions, there would be no change to our current arrangements for supply of water to our customers. Our Farlington Water Treatment Works would receive water directly from Bedhampton and Havant springs. The reservoir would not be used to supply Portsmouth Water customers on a routine basis.

Under the already approved reservoir scheme, during a drought, spring water stored in the reservoir would be used to supply Portsmouth Water customers, primarily in the Havant and Portsmouth area. This will allow us to share water from our network further west with Southern Water.

Given this arrangement, if the Hampshire Water Transfer and Water Recycling Project is implemented, Portsmouth Water customers would receive a mixture of spring water and recycled water from Havant Thicket Reservoir in drought and emergency conditions – for example, if we were not able to use our regular sources of water due to an engineering or other issue. Like all UK water companies, we are required to plan for a number of different future scenarios, which take into account changes to population levels, climate change and the need to leave more water in the environment, to benefit nature. In some of these scenarios, recycled water could be used more frequently as a source for Portsmouth Water customers from 2040 and beyond.

The water recycling process would be completely separate from stormwater releases, which only occur when a wastewater treatment plant and / or the sewer network are running at full capacity and cannot cope with the much-increased levels of wastewater coming through the system during very wet weather.

Wastewater treatment plants are regulated by the Environment Agency, which sets the standards by which they operate, both in dry and wet weather conditions.

In periods of heavy rain, both sewage and rainwater are collected in 'combined' sewers, which transport this mixed water, known as stormwater, to a treatment plant. Once the plant's main treatment process is at maximum capacity and its stormwater storage tanks are full, heavily diluted, untreated stormwater must be released, either into the sea or a river or stream, to prevent flooding of homes, businesses and other properties. Such stormwater releases are permitted under the operating licences granted by the Environment Agency, to protect populated areas from flooding.

Stormwater could never end up in Havant Thicket Reservoir or the drinking water network because the proposed water recycling plant in Havant would take its water feed from the end of the complete wastewater treatment process and not from any stormwater tank or overflow.

The fully treated wastewater would then be passed through a further water recycling treatment process, including an approach known as reverse osmosis. Recycled water is highly treated, purified water and would be cleaner than the spring water feeding into Havant Thicket Reservoir.

Southern Water is running a public consultation on their Hampshire Water Transfer and Water Recycling Project proposals until 23 July 2024. See www.hampshirewtwrp.co.uk to have your say.

Wildlife corridor protections in CDC Local Plan

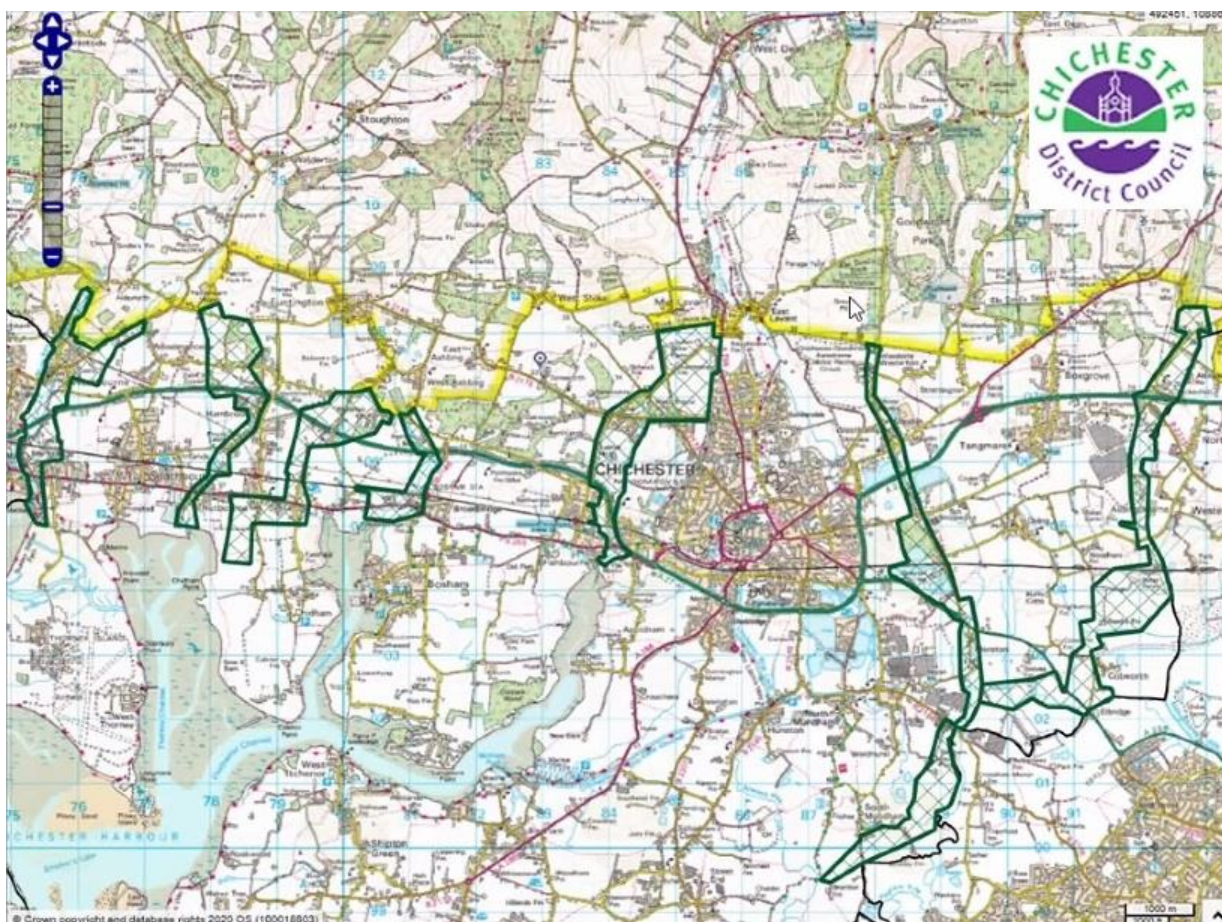
The CDC Local Plan (once adopted) give protection to wildlife corridors, as does any Neighbourhood Plan that includes them (like Southbourne). The CDC wildlife corridor policy is not a ban on new housing development in or next to them, but it does mean any applicant will have to demonstrate the lack of impact on the habitats and the continued connectivity of the corridor. Obviously for smaller developments and those nearby that is more easily achieved and demonstrated than for larger developments within a corridor.

This is how it should work so it will be interesting to see how this is adopted and enforced when the CDC Local Plan is finally approved and 'made'.

Mark McManus

Strategic Wildlife Corridors Project Officer Environmental Strategy Chichester District Council

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Reporting anti-social driving

With the summer comes a large number of tourists in many areas, together with hotter weather which takes its toll on people's tolerance at junctions, at rush hour and in built up traffic during roadworks.

Operation Crackdown, run by Sussex Safer Roads Partnership, gives an opportunity to report specific instances of anti-social driving, as well as abandoned vehicles on the road. Reports help give Sussex Police an oversight of when and where anti-social driving incidents in Sussex are taking place.

What can I report to Operation Crackdown?

Operation Crackdown is to report anti-social driving such as speeding, dangerous driving and driving whilst using a mobile phone. It is also to report vehicles you suspect have no Tax, MOT or insurance.

Reporting to Operation Crackdown typically takes 5 to 10 minutes - <https://operationcrackdown.org/>

A photo or video of the vehicle in question is advantageous as this improves the odds of prosecution.

WSCC Bus Service Improvement Program – Book a bus 96 extended service

The 96 Flex covers North West Chichester along the B2146 and also now includes Westbourne and Woodmancote.

I am currently trying to persuade WSCC to extend the service down towards the A259 but, at the moment, there are a limited number of buses and drivers available.

One odd situation is that CT Sussex has been asked to cover overlap on the 99 Flex service area run by Compass, which is also one of the factors preventing them from running services further South towards Southbourne, Nutbourne and Hambrook.



Westbourne Parish Council, 11 July 2024

Item 8: Bench quotes

At the Public Services and Natural Environment Committee meeting on 20 June 2024, it was agreed for the Clerk to find quotes for a metal bench to replace the one that has been vandalised on River Street.

The following quotes are for the Council's consideration.

Metal benches

1. https://uk.glasdon.com/seating/contemporary-seating/fusion-tm-seat?_gl=1*199v4x*_up*MQ..&gclid=EAIaIQobChMI47ewjeX2hgMVTpJQBh2aaQvjEAAYASABEgKIWfD_BwE

Dark wood colour with ground fixing for concrete with tamper resistant covers. £602.93 ex VAT and includes free delivery.

2. <https://www.wicksteed.co.uk/products/playground-essentials/playground-furniture-fencing/the-keyston-furniture-range>

£618 ex VAT, £37.08 delivery, available in following colours - sandstone, yellow, red, blue, green, slate grey, green, black and white.

3. <https://www.externalworksindex.co.uk/entry/48940/Benchmark-Design/Baseline-BL003-contemporary-steel-seat/>

£940 ex VAT with free delivery.

4. <https://www.davidogilvie.com/braden-seat>

1500mm bench seat is £901 ex VAT plus delivery. 1800mm bench seat is £977 ex VAT plus delivery. 2000mm bench seat is £1,024 ex VAT plus delivery.

5. <https://www.davidogilvie.com/lomond-seat>

1500mm bench seat is £975 ex VAT plus delivery. 1800mm bench seat is £928 ex VAT plus delivery. 2000mm bench seat is £969 ex VAT delivery.

6. <https://www.davidogilvie.com/oe-seat>

1500mm bench seat is £785 ex VAT plus delivery. 1800mm bench seat is £863 ex VAT plus delivery. 2000mm bench seat is £907 ex VAT plus delivery.

7. <https://www.benchmark-ltd.co.uk/product/stainless-steel-seat-street-furniture/>

Without arms at each end £1,200.00 and with arms £1,260.00 plus VAT. Free delivery. They said many councils purchase this for public open spaces.

8. https://www.barriersdirect.co.uk/street-furniture-c1210/outdoor-seating-c1056/rockingham-seat-and-bench-galvanised-or-stainless-steel-p1795?shopping&ppc_keyword=&gad_source=1&gclid=EAlaIQobChMI7OTvlej2hgMVtYBQBh3QgwhPEAYYBSABEgIIIRvD_BwE

£1,248.96 ex VAT. Fully welded, length 1760mm, depth 590mm, seat height 450mm, galvanised, galvanised & RAL colour or stainless steel grade 304, available bolt down as standard, concrete in available (this is what is quoted for).

Poppy commemorative bench

9. <https://www.davidogilvie.com/lest-we-forget-seat>

£1,478 ex VAT plus delivery.

10. https://www.blackcountrymetalworks.co.uk/ bespoke-lest-we-forget-soldiers-steel-iron-bench-black.htm?gad_source=1&gclid=EAlaIQobChMIh5el2e37hgMVI5dQBh3lrQPKEAQYASABEgLhIfD_BwE

£489.00 ex VAT with free delivery.

11. <https://www.davidogilvie.com/ww1-seat>

£1,478 ex VAT, bolt down kit £15 ex VAT and delivery £150 ex VAT.

Plastic bench

As a comparison, I've included a quote for a recycled plastic bench for the Council to consider.

12. https://uk.glasdon.com/street-furniture/seating/street-benches/phoenix-tm-recycled-material-seat?_gl=1*120odmk*_up*MQ..&gclid=EAlaIQobChMIj-bMmlrRhqMVApZQBh2KQA4FEAAYASAAEgLFAD_BwE

£609.10 ex VAT includes delivery.

Westbourne Parish Council, 11 July 2024
Item X: Fingerpost and village gateway cleaning quotes

At the Public Services and Natural Environment Committee meeting on 20 June 2024, it was agreed that the Clerk would find quotes for cleaning the 12 fingerpost signs and 10 village gateways.

Maps with the locations of all were sent to the following who provided the quotes for the Council's consideration.

1. Miller N Shine <https://www.millernshine.com/>

To be tabled at the meeting.

2. Chichester Exterior Cleaning <https://chichesterexteriorcleaning.com/>

Travel and cleaned at out of hours due to the nature of the roads etc would be £283.

Kind regards, Billy Bromley.

3. Badger: Outdoor cleaning and repairing www.badgerguttercleaning.co.uk

03/07/2024	Outdoor cleaning Quote	
Customer	Clare Kennett Westbourne Parish Council	
Job Description		Price
1) Clean 12 traditional fingerpost signs		£20.00X22
2) Clean 10 village gateways		
Total		£440.00 (no VAT)

4. Jet Wash Sussex <https://www.jetwashsussex.co.uk/contact-us/>

The cost for all 10 signs will be £700.00 plus VAT. We can schedule this for early August should you wish to proceed. If you need a formal quote, please let me know and I will send one over.

I noticed a number of the signs have rust, this will not be able to be removed, but all organic matter and build-up of grime will be removed and cleaned.

Many Thanks
Jamie Finch

Earmarked reserves

The Council is reminded of the following earmarked reserve for payment for the work.

331 EMR - Finger Post Signs £1,076.00

333 EMR - Village Gateways £150.00

337 EMR - CDC NHB 2014 Gateways £1,161.92

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's Public Services and Natural Environment Committee which took place on Thursday 20 June 2024 at 7.00pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe and Cllr Richard Hitchcock.

In attendance: Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Barker. No members of the public or press were present.

1. Election of the Chairman of the Committee: It was **AGREED** to defer the item until the next meeting when more members would be present.

2. Apologies for absence: Cllr Neil Attewell, Cllr Kim Franks, Cllr Jane Gould, Cllr Nigel Ricketts.

3. Election of the Vice-Chairman of the Committee: It was **AGREED** to defer the item until the next meeting when more members would be present.

4. Declarations of interest in the items on the agenda: There were no declarations of interest.

5. Minutes of the meeting on 21 March 2024: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

6. Issues and updates from the minutes of 21 March 2024:

Item 24, 3: There was no agreement on whether a handyman was required. It was **AGREED** that the noticeboards in The Square still needed to be varnished and to ask if Cllr Gould had capacity to do this.

7. Flooding: Members discussed flooding on Woodmancote Lane and Cllr Briscoe reported that he had met an officer from WSCC Highways in May to discuss the situation. Cllr Briscoe said springs popped up during period of high ground water levels, and that the north side of the lane was chalk, gravel and sand, and the south side of the lane was London clay. This meant the road flooded as the water had nowhere to drain once it met the clay. Highways said they would look at the drains and culverts under the road which were likely to be blocked and need cleaning. It was **AGREED** to write to Highways to ask what information they already have on file, given that a local resident has reported flooding issues outside her property for many years, and to request that work was carried out before the winter. It was discussed that flooding on Woodmancote Lane last winter had impacted Foxbury Lane which was a key route. The side of the road had been washed away and many cars were damaged.

8. Highways issues: Members **NOTED** the following:

Minutes

- Cllr Kerry-Bedell had been unable to secure an HGV ban in Westbourne (red circle HGV prohibition signs) and that he would now be progressing blue advisory signs for Foxbury Lane, Westbourne Road, Monk's Hill and Long Copse Lane.
- WSCC had moved the 30mph speed limit on Monk's Hill beyond recreation ground and the Clerk had submitted a TRO application to request that the speed limit was reduced from 60mph to 40mph at the top section of Monk's Hill.
- The Clerk had submitted a TRO application to reduce the speed limit on Foxbury Lane from 60mph to 40mph.
- The Clerk had submitted a TRO application to make all of Whitechimney Row 20mph
- It was discussed that a no-cycling sign had been installed on footpath 245 (Westbourne Road to Mill Lane) previously and it had been removed shortly afterwards. It was also discussed that the condition of the footpath was continuing to deteriorate and this needed to be addressed by WSCC. It was **NOTED** that a report had been submitted to Highways which Cllr Kerry-Bedell was following up.

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

- Although a quote had been received from Dennis Wingham of £300 to repair the bench on River Street, it was discussed that a metal or plastic bench might be better in this location as it had been subject to vandalism before. Members looked at some estimates that the Clerk had circulated before the meeting and it was discussed that she would continue to look for a good quality metal bench. The Clerk would include this on the agenda of the Full Council meeting in July for further discussion. It was **AGREED** that Cllr Hitchcock would contact the Men's Shed to see if they could repair the bench, as they often do work for the cost of materials only, and it could be moved to another location.
- It was **AGREED** that the village gateways needed to be cleaned initially and then a survey of their condition could be carried out to see if they needed to be painted. The Clerk would look into quotes for discussion at the Full Council meeting in July.
- It was discussed that Tim Ralph of Ralph Restorations was the best person to continue the renovation of the fingerpost signs. The Clerk had found quotes from other companies but they didn't offer the same level of service. It was **AGREED** to continue to wait for Tim Ralph to become available. It was discussed that the fingerposts could do with being cleaned and this could be done at the same time as the village gateways.
- It was **NOTED** that the Clerk had contacted WSCC for a quote for changing the four posts on the junction of East Street and Whitechimney Row to heritage-style lamps. The quote had not yet been received and it was hoped that it would be available in time for the Full Council meeting in July.

10. Natural Environment Liaison Group: There was no further update.

11. Announcements and items for the next meeting: There were no announcements.

12. Date of next meeting: The next meeting of the Committee was scheduled to be held on Thursday 21 November 2024 at 7.00pm.

Meeting closed at 8pm.

Detailed Receipts & Payments by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1076 Precept	66,632	133,264	66,632			50.0%	
1080 Bank Interest	605	0	(605)			0.0%	
1090 Misc Income	9	0	(9)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
Income :- Receipts	67,446	133,964	66,518			50.3%	0
Net Receipts	67,446	133,964	66,518				
110 General Admin & Disbursements							
4000 Clerk's Salary - Gross	5,359	26,000	20,641		20,641	20.6%	
4010 Employer National Insurance	0	2,500	2,500		2,500	0.0%	
4030 Employers Pension	1,147	5,500	4,353		4,353	20.8%	
4060 Travelling (Clerk)	4	75	71		71	5.4%	
4065 Home Used as Office	78	320	242		242	24.4%	
4070 Chairman's Expenses	154	200	46		46	76.8%	
4075 Councillor's Expenses	0	200	200		200	0.0%	
4080 Courses & Publications	0	500	500		500	0.0%	
4085 External Audit	0	450	450		450	0.0%	
4090 Internal Audit	144	500	356		356	28.9%	
4095 Legal Advice & Professional	0	1,500	1,500		1,500	0.0%	
4105 Information Commissioner Office	0	35	35		35	0.0%	
4110 Insurance	0	1,500	1,500		1,500	0.0%	
4115 Rialtas Financial Software	732	600	(132)		(132)	122.0%	
4120 Cloud Doc Storage/MS 365	404	1,550	1,146		1,146	26.0%	
4125 Hall Hire /Zoom Meeting Expens	640	600	(40)		(40)	106.6%	
4130 Stationery / Printing	64	250	186		186	25.6%	
4135 Postage / Po Box Address	354	350	(4)		(4)	101.0%	
4140 Mobile Phone	57	200	143		143	28.6%	
4145 Payroll Services	105	0	(105)		(105)	0.0%	
General Admin & Disbursements :- Indirect Payments	9,240	42,830	33,590	0	33,590	21.6%	0
Net Payments	(9,240)	(42,830)	(33,590)				
120 Running Costs							
4200 Westbourne Cemetery	0	12,348	12,348		12,348	0.0%	
4205 Ground Maintenance - Monks Hil	929	10,000	9,071		9,071	9.3%	
4210 Closed Churchyard Maintenance	738	4,000	3,263		3,263	18.4%	
4215 Ground Maintenance - Mill Road	528	10,000	9,472		9,472	5.3%	

10:43

Detailed Receipts & Payments by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Playground Defib Inspections	625	2,500	1,875		1,875	25.0%	
4225 Playground Inspections	297	1,300	1,003		1,003	22.8%	
4230 Street Light Maintenance	1,525	1,400	(125)		(125)	108.9%	
4705 Plant /Soil Flower Troughs	40	100	60		60	40.0%	
Running Costs :- Indirect Payments	4,681	41,648	36,967	0	36,967	11.2%	0
Net Payments	(4,681)	(41,648)	(36,967)				
<u>130 Subscriptions, S137 / S147</u>							
4300 Membership WSALC / NALC	795	795	0		0	100.0%	
4305 Local Council Review Qtr Mag	0	17	17		17	0.0%	
4310 Clerk's Membership SLCC	0	229	229		229	0.0%	
4315 British Legion Poppy Appeal	0	65	65		65	0.0%	
4320 Westbourne Allotment Associat	50	50	0		0	100.0%	
4325 Closed Churchyard	300	200	(100)		(100)	150.0%	
4330 Homestart	250	250	0		0	100.0%	
4335 Citizens Advice	300	300	0		0	100.0%	
4340 Parish Online Subscription	0	80	80		80	0.0%	
4345 Community Chest Grants	0	500	500		500	0.0%	
4355 Final Straw Foundation	100	100	0		0	100.0%	
Subscriptions, S137 / S147 :- Indirect Payments	1,795	2,586	791	0	791	69.4%	0
Net Payments	(1,795)	(2,586)	(791)				
<u>140 Capital Schemes</u>							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	0	400	400		400	0.0%	
4420 Fingerpost Signs	0	500	500		500	0.0%	
4425 Office Equipment	0	100	100		100	0.0%	
4430 Tree Survey/Surgery	458	1,500	1,042		1,042	30.6%	
4440 Defibrillators	0	500	500		500	0.0%	
4455 Community Bus Service	1,000	0	(1,000)		(1,000)	0.0%	1,000
4465 National Commemorations /Celeb	0	2,000	2,000		2,000	0.0%	
4475 Bourne Heritage Trail	0	500	500		500	0.0%	
4480 Heritage Street Lights	0	3,000	3,000		3,000	0.0%	
Capital Schemes :- Indirect Payments	1,458	12,500	11,042	0	11,042	11.7%	1,000
Net Payments	(1,458)	(12,500)	(11,042)				
6000 plus Transfer from EMR	1,000						
Movement to/(from) Gen Reserve	(458)						

Detailed Receipts & Payments by Budget Heading 30/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Services</u>							
4500 Street Light Energy	346	1,500	1,154		1,154	23.1%	
4505 Waste Bins & Emptying	0	1,900	1,900		1,900	0.0%	
Services :- Indirect Payments	<u>346</u>	<u>3,400</u>	<u>3,054</u>	<u>0</u>	<u>3,054</u>	<u>10.2%</u>	<u>0</u>
Net Payments	<u>(346)</u>	<u>(3,400)</u>	<u>(3,054)</u>				
<u>160 Communications</u>							
4600 Community Consultation	0	250	250		250	0.0%	
4605 Newsletter /Printing Communica	0	3,500	3,500		3,500	0.0%	
4610 Website Hosting & Email Acc	0	500	500		500	0.0%	
Communications :- Indirect Payments	<u>0</u>	<u>4,250</u>	<u>4,250</u>	<u>0</u>	<u>4,250</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(4,250)</u>	<u>(4,250)</u>				
<u>170 Contingency Fund</u>							
4715 IT Support	0	50	50		50	0.0%	
4720 Increase general reserve	0	7,500	7,500		7,500	0.0%	
4790 New Initiatives Fund	0	15,000	15,000		15,000	0.0%	
Contingency Fund :- Indirect Payments	<u>0</u>	<u>22,550</u>	<u>22,550</u>	<u>0</u>	<u>22,550</u>	<u>0.0%</u>	<u>0</u>
Net Payments	<u>0</u>	<u>(22,550)</u>	<u>(22,550)</u>				
<u>999 VAT Data</u>							
515 VAT on Payments	(895)	0	895		895	0.0%	
VAT Data :- Indirect Payments	<u>(895)</u>	<u>0</u>	<u>895</u>	<u>0</u>	<u>895</u>		<u>0</u>
Net Payments	<u>895</u>	<u>0</u>	<u>(895)</u>				
Grand Totals:- Receipts	67,446	133,964	66,518			50.3%	
Payments	16,625	129,764	113,139	0	113,139	12.8%	
Net Receipts over Payments	<u>50,821</u>	<u>4,200</u>	<u>(46,621)</u>				
plus Transfer from EMR	1,000						
Movement to/(from) Gen Reserve	<u>51,821</u>						

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - Lloyds Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank A/c	30/06/2024		180,102.49
			<u>180,102.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			180,102.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			180,102.49
		Balance per Cash Book is :-	180,102.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - LLOYDS Bank A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
03/06/2024	34	173.22		173.22		R <input type="checkbox"/>	MULBERRY LA SERVICES LTD
03/06/2024	35	11.96		11.96		R <input type="checkbox"/>	KEYDELL NURSERIES
03/06/2024	35	30.00		30.00		R <input type="checkbox"/>	East Ashling Nurseries
13/06/2024	36	1,691.01		1,691.01		R <input type="checkbox"/>	CONFIDENTIAL PAYMENTS
13/06/2024	37	502.32		502.32		R <input type="checkbox"/>	WEST SUSSEX COUNTY COUNCIL
13/06/2024	38	155.95		155.95		R <input type="checkbox"/>	MICROSHADE
13/06/2024	39	10.32		10.32		R <input type="checkbox"/>	MICROSOFT
13/06/2024	40	5.30		5.30		R <input type="checkbox"/>	R Hitchcock expenses
13/06/2024	41	220.00		220.00		R <input type="checkbox"/>	GM SUPPORT
13/06/2024	42	22.85		22.85		R <input type="checkbox"/>	O2
17/06/2024	5		200.00	200.00		R <input type="checkbox"/>	Receipt(s) Banked
18/06/2024	6		3.00	3.00		R <input type="checkbox"/>	Receipt(s) Banked
26/06/2024	43	25.00		25.00		R <input type="checkbox"/>	THE MEETING PLACE
26/06/2024	44	2,244.64		2,244.64		R <input type="checkbox"/>	WEST SUSSEX COUNTY COUNCIL
26/06/2024	45	381.60		381.60		R <input type="checkbox"/>	Fenland Leisure Products
		5,474.17	203.00				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - Unity Trust Saving A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Saving A/C	30/06/2024		88,810.47
			<u>88,810.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,810.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,810.47
		Balance per Cash Book is :-	88,810.47
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 30/06/2024 for Cashbook No 2 - Unity Trust Saving A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/06/2024	1		604.75	604.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>604.75</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Westbourne Parish Council, 11 July 2024**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).

Payments for approval		Total	Net	VAT
DD	O2 mobile phone July 2024	22.85	19.04	3.81
BACS	Confidential payments July 2024	1,691.01	1,691.01	0.00
BACS	WSCC LGPS June 2024	502.32	502.32	0.00
	Microshade cloud storage and email			
BACS	accounts July 2024	155.95	129.95	23.62
BACS	MS 365 July 2024	10.32	8.60	1.72
	Monster Creative summer 2024			
BACS	newsletter graphic design	234.00	195.00	39.00
	Longmeadows grounds maintenance, Monk's Hill and Mill Road quarter 2			
BACS	2024/25	3,743.50	3,743.50	0.00
		6,359.95	6,289.42	68.15

Payments for retrospective approval

	The Meeting Place, room booking for			
BACS	25/07/24	25.00	25.00	0.00
	WSCC street light maintenance and			
BACS	energy 2023/24	2,244.64	1,870.53	374.11
	Fenland Leisure Products spare part for			
BACS	yellow playground gate, Monk's Hill	381.60	318.00	63.60
BACS	Replacement paediatric defib pads x 3	290.34	237.00	48.39
		2,941.58	2,450.53	486.10

Westbourne Parish Council, 11 July 2024

Agenda item 19: Correspondence list

- Email from SOSCA about responding to Southern Water's consultation on Havant Thicket Reservoir and recycled water.
- Email from The Countryside Charity Sussex about responding to a survey to provide evidence on the impact of development and pressures on the sewerage system. <https://www.surveymonkey.com/r/CPRESewage>
- First e-newsletter from WSALC with local sector updates.
- Email from Highways to confirm that the TRO application for a speed reduction on Foxbury Lane has passed the an initial assessment and is proceeding to the collection of speed data.
- Email from CDC to invite members to attend a climate literacy course on 11 and 18 July.
- Recording of the West Sussex LNRS webinar on local nature recovery strategies <https://www.youtube.com/watch?v=dvPjw5G773I>
- Introduction from Maddy Matthews who is the new Strategic Wildlife Corridor Project Officer at Chichester District Council.
- Minutes of the CDALC meeting held on 27 June.