

# Bourne Parishes – WSCC Councillor report

## Westbourne Parish – January 2025

### Action proposed

1. Three new Community Highways Scheme (CHS) applications to improve road safety (deadline 31 July 2025)

### WSCC planned mayoral devolution

In Dec 2024, WSCC Councillors were briefed on the implications of the Government's White Paper on English Devolution and Local Government Reorganisation. The Government requested responses from upper-tier local authorities (County Councils and Metropolitan Boroughs) by 10 January.

#### **WSCC has a Cabinet meeting at 10.30 on 9th January to take a decision on the County Council's response.**

Given the very tight timetable set by the Government, the Chairman was asked and agreed to the matter being treated as an urgent action and not to be included in the Forward Plan.

Effectively this means that the sole decision on local council devolution is being taken by 9 Cabinet members of the Conservative Party, without any other WSCC Councillors being involved. The reasons given is that "delay would prejudice the County Council's interests".

This is a move driven by Labour-controlled Brighton and Hove's desire to be a Mayoral Authority, with WSCC and ESCC (both Conservative controlled), following this politically motivated action plan. Within WSCC there are seven Councils, one with no overall control (Arun), three held by the Liberal Democrats since 2023 (Chichester, Horsham and Mid Sussex) and 3 held by Labour since 2023 (Crawley, Adur and Worthing).

The briefing note (see link below) indicates the plan would mean that the seven Borough and District Councils in West Sussex would not be constituent members of the new Authority, which would assume their responsibilities, and ultimately could mean their scrapping BCs and DCs and all of their budgets (in many cases healthy) subsumed into a new WSCC / ESCC / BH Authority.

#### **WSCC Thursday 9<sup>th</sup> January Meeting**

A report published provides a more thorough explanation of the WSCC devolution plans and the public pack explains the difference between the devolution options and explains why WSCC believes that a mayoral model is being seen as the most attractive in terms of the additional powers it brings to the area.

#### **All six Borough and District Councils within West Sussex are against WSCC devolution and are not consulted.**

There have been meetings between the leaders of the three upper-tier councils in Sussex as unitaries:

- West Sussex – Conservative controlled. 7 BCs and DCs. 158 town and parish councils.
- East Sussex - NOC with Conservative minority administration and five BCs and DCs
- Brighton and Hove – Labour controlled unitary authority. City since 2001 with two districts

Meetings resulted in an agreed position to present a joint proposal to Government. All 3 upper-tier council's have Cabinet meetings on the morning of the 9th January, so decisions are taken at the same time.

**The WSCC meeting will be in public and will be webcast. Opposition leaders, the Chairman of the Council and the vice-chairman of the Performance and Finance Scrutiny Committee will be invited to speak on the proposals before Cabinet, but with only three minutes offered to put their cases.**

WSCC Cabinet meeting papers have now been published. The links to those are provided below.

- Link to the 9<sup>th</sup> Jan meeting page - [Agenda for Cabinet on Thursday, 9 January 2025, 10.30 am](#)
- Link to the public pack - [Item 3 for report Agenda Supplement for Cabinet, 09/01/2025 10:30](#)

There are three proposals likely (confirmed 9/1) to Government from WSCC, ESCC and Brighton and Hove councils:

1. To ask to join the priority programme for the devolution to new mayoral combined authority(s) for Sussex
2. To confirm preparedness to develop plans for unitary councils across Sussex if invited to do so
3. To ask to postpone the County Council elections in May 2025 so proposals can be worked up

No detail on any plans for reorganisation of local government can be presented as the criteria and principles that drive any proposals are only known once Government has issued formal invitations – expected later in January. The attached report in the link above does describe what this could look like. It is likely any reorganisation proposals will only become clearer between January and March 2025 and more extensive engagement in that process will then be carried out. Details about broader public and stakeholder consultation will be given by the Government.

On 9<sup>th</sup> Jan Cabinet will decide whether to write to the Government requesting the postponement of the upcoming May 2025 elections. WSCC Cabinet claims a delay allows for consultation on plans for a new mayoral combined authority and to fulfil requirements of the priority program and clear the path for elections to that body in May 2026.

Devolution into one Sussex mayoral and 3 unitary authorities could offer benefits to local areas as follows:

1. Improving local access to resident services
2. Improving the quality and range of resident services e.g. better policing
3. Reducing authority overall costs or improving operating efficiency
4. Introducing beneficial innovations via greater buying power
5. Reduction in council overheads and faster decision making
6. Better planning for housing and economic development

Currently, it is entirely unproven that, in a rural county like West Sussex that in the main is well run both financially and operationally at both County and District and Borough level, there will be any material benefits from the first three points. It is likely, given the disparate nature of the different DC and BC areas, that easy access to services and the range of local services available to residents could decline.

On the third point, without better control over contractual arrangements, which have already seen WSCC losing over £10m in the last decade due to poorly conceived or structured contracts, it is not obvious that efficiencies could be introduced. Also on the third point, Councils like Chichester District Council that run with healthy reserves would lose those valuable monies gained directly from local resident Council Tax into a central WSCC 'pot' that would immediately subsidise the less well-run councils.

It is possible that by bringing police under a new Mayor, local community policing would improve, but that is not certain, given the current operational partnership Sussex Police has with Surrey Police.

There may be some benefits from better buying power e.g. purchasing and running a larger fleet of electric or hydrogen-powered buses or refuse vehicles, but this benefit is less than that of the first three.

On point five, this may give some benefits, but with such a current political polarisation between WSCC and the seven Boroughs and Districts in WSCC areas, a move to devolution can only be seen as political.

**Most importantly, on point 6, the power to decide where and how many new houses that should go in each current BC and DC area would be devolved to the new Authority.**

This would inevitably mean further housing along the A259 corridor and on the Manhood Peninsular, areas that have been shown at many Government Inspector appeals to lack sewage, road, school and healthcare capacity.

Finally, it is not clear what role the 158 Town and Parish Councils in WSCC would have in any future organisation. The odds are that they would both lose power over the destiny of their own areas and also have to submit to further housing allocations if they do not have Neighbourhood Plans in place at the time of creation of the new authority.

**Devolution would also likely mean increased workloads for unpaid Parish and Town Councillors, already creating a major challenge in the difficulty of trying to recruit new Parish Councillors.**

## Westbourne HGV signs

Mike Dare is reviewing the remaining two HGV signs (Foxbury Lane and Monks Hill) on 9 Jan to see where these can best be sited (resided in the case of Monks Hill), and also to see if directional arrows can be added to the HGV signs.

## Westbourne road safety plans 2025

The fact that WSCC is now refusing to accept TROs on local roads that link together, means a change of strategy. The plan is to apply for three CHSs by end of July 2025. These will combine several TROs planned as follows:

- CHS W1:** Parking improvements in The Square – includes pavement triangle and planter outside the Window Box, to avoid parking blocking The Square near Coop  
Includes new Pavement bollards end Whitechimney Row, widen pavement and bollards near Spice Cottage, add pavement section near bin outside surgery.
- CHS W2:** Woodmancote speed reductions – South Lane 30mph from 40mph, end Woodmancote Lane 30mph and Woodmancote village 20 mph zone plus signage  
Includes current TRO W3 20 mph in Woodmancote village, 40 to 30mph Woodmancote Lane after Dell cottages
- CHS W3:** Old Farm Lane reduction NSL to 40mph, Whitechimney end 20mph plus TRO S11 Stein Road from South Lane NSL to 30 mph plus signage  
Includes current 3089548 and 3099396 (failed), TRO W4 (20mph Old Farm Lane into Whitechimney Row) Old Farm Lane NSL tp to 40 and TRO W6 (Square parking)

### Westbourne action

- Liaise directly with Southbourne Parish to put up HGV blue signs at exit of Park Road off Stein Road
- Support Chidham in NSL to 30mph from West Ashling Road down to current boundary and 30mph past Cala Homes on Broad Road
- TRO 3089548 / TRO W6 / CHS W12 – The Square lining and parking – combine into one CHS, apply July 2025

Green are complete in the table below. I suggest we continue with the TRO W13 for speed reduction on Foxbury Lane and continue with TRO W8 for parking lines at the Community Hall.

Number	Parish	Parish sign	TRO type	Location	Notes	Parish Council	WSCC
LSS W1	Westbourne	Safety	TBC	Aldsworth bridge	Aldsworth long term solution to accidents / bridge strikes e.g. traffic lights	Laura Veltom	CHS delivered w/ Oct 7th (Roger H, Mike D)
TRO W7 (LSS)	Westbourne	30 mph	Speed	Aldsworth Local Safety Scheme (Roger Harper) 11/24	Reduce speed from 40 to 30 mph through Aldsworth village	Laura Veltom	COMPLETE
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 Kennett	COMPLETE
TRO W1	Westbourne	HGV advisory	N/A	4 locations to reduce entry to Westbourne *	Monks Hill, Aldsworth Common Road, Stein Road (at Park Road), Foxbury Lane	Clare Kennett	Complete bar Foxbury Lane + Park Rd / Stein Rd
TRO 3089549	Westbourne	40 mph	Speed	Monks Hill end of current 30 mph	Reduce speed from NSL to 30mph past children's playground	Clare Kennett	COMPLETE
TRO W13 3810134	Westbourne	40 mph	Speed	Foxbury Lane	Reduce speed from NSL to 40mph on Foxbury Lane	Clare Kennett	passed moderation, needs police report
CHS W1	Westbourne	Lining	Parking	East Street / Whitechimney Row (was TRO W6)	Repaint footpath lines WCR. E St DYL on junctin. replace 2 pavement bollards	Apply for CHS	Mike Dare / Mark Jacobs
CHS W1	Westbourne	Lining	Parking	The Square (3089548 failed)	Widen pavement, bollards, double yellows	Apply for CHS	Mike Dare / Mark Jacobs
CHS W1	Westbourne	Safety	Parking	The Square	Connect pavement N side, 2 bollards to prevent parking blocking pavement	Apply for CHS	Mike Dare / Mark Jacobs
CHS W2	Westbourne	40 mph	Speed	Woodmancote Lane to Foxbury Lane	Reduce speed from NSL to 40mph between Foxbury Lane and Woodmancote	Clare Kennett	passed moderation, needs police report
CHS W2	Westbourne	30 mph	Speed	South Lane	Reduce speed from 40 to 30mph on South Lane	Clare Kennett	passed moderation, needs police report
CHS W2	Westbourne	20 mph	Speed	Woodmancote village - was TRO W3	Reduce speed from 40 to 20mph through Woodmancote village	Clare Kennett	3099396 failed residents - 60 signatures
CHS W3	Westbourne	40 mph	Speed	Old Farm Lane (was W5 / 3099396 - failed)	Reduce speed from NSL to 40mph between Woodmancote and Westbourne	Clare Kennett	Mike Dare / Mark Jacobs
CHS W3	Westbourne	30 mph	Speed	South Lane Southbourne to Old Farm Lane (was S11)	30mph to replace NSL	Apply for TRO	Mike Dare / Mark Jacobs
CHS W3	Westbourne	20 mph	Speed	Whitechimney Row into Old Farm Lane (was W4)	Reduce speed from NSL to 40mph between Woodmancote and Westbourne	Apply for TRO	Mike Dare / Mark Jacobs
TRO W8	Westbourne	Lining	Parking	River Street Community Hall revised parking	Community Hall - shorten school restriction or add 8-5 timed restriction	Clare Kennett	Penny Mather discussing with Danny
TRO 9A	Westbourne	40 mph	Speed	Foxbury Lane to Woodbury Lane past Monks Hill (was 9A)	WSCC – new TRO application to be submitted by Parish	Convert to CHS	Mike Dare / Mark Jacobs
TRO W9	Westbourne	40 mph	Speed	Woodberry Lane to Foxbury Lane (was 9)	Reduce speed from NSL to 40 mph (bumpy road plus cyclists)	Convert to CHS	Mike Dare / Mark Jacobs
TRO W10	Westbourne	40 mph	Speed	Emsworth Common Rd Aldsworth to Monks Hill (was 10)	Reduce speed from NSL to 40 mph (very narrow and very bumpy plus cyclists)	Convert to CHS	Mike Dare / Mark Jacobs
TRO W13	Westbourne	40 mph	Speed	Monks Hill end of newly implemented 30 mph (was 13)	Reduce speed from NSL to 40 from new 30mph up to Emsworth Common Road	Convert to CHS	Mike Dare / Mark Jacobs
TRO W11	Westbourne	40mph	Speed	West of Foxbury lane past B2146 to Aldsworth (was 11)	Reduce from NSL to 40 mph tight bends, uphill blind bend E before Westbourne t	Convert to CHS	Mike Dare / Mark Jacobs
Parish	Westbourne	No cycling	Safety	Footpath opposite St John's Church	No cycling notices replaced at each end of the footpath - WSCC won't pay	Clare Kennett	Parish decision - no WSCC funding

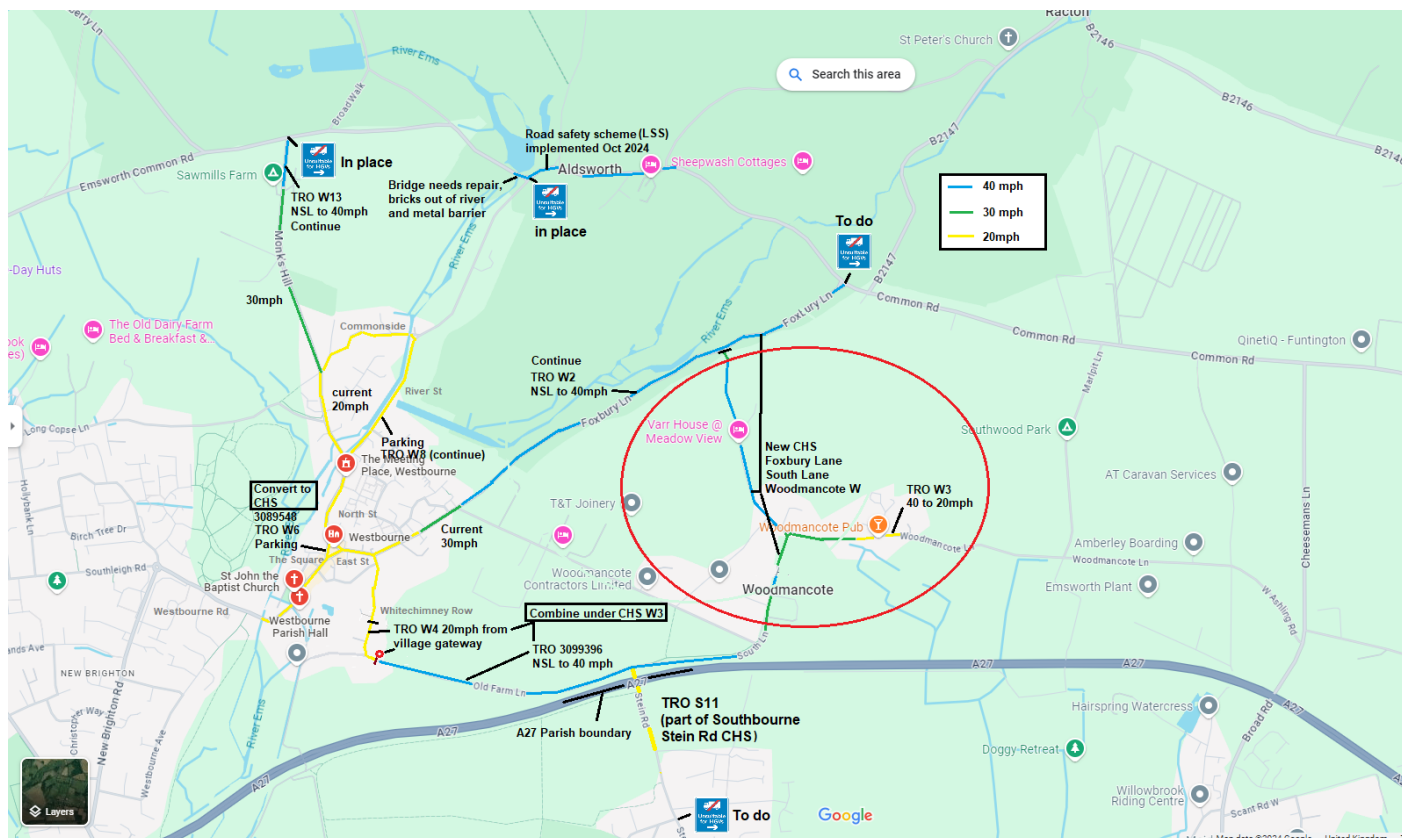
### Common Road north of Westbourne

The only speed limit exception to NSL on Common Road from Funtington West is Aldsworth. I suggest 40mph down from NSL at specific locations. This would have to be a CHS too (CHS W4).

The three missing TROs applied for have now been found and Clare has WSCC numbers for follow-up:

- TRO W13: NSL down to 40mph from end of 30mph on Monks Hill to Emsworth Common Road junction
- TRO W4: Reduce from 30mph to 20mph from village gateway on Old Farm lane into Whitechimney Row
- TRO 9A: Reduction to 30mph on Common Road from Foxbury Lane to Woodberry Lane past Monks Hill

## CHS and TRO map



After a meeting with Charlotte Weller, area manager for Chichester at WSCC Highways in December, they are calling a halt to Parishes seeking multiple linked road TROs. I got two of the 'missing' TROs reviewed in December (Monks Hill to Common road 40mph) and Whitechimney Row (30 to 20mph), but both failed the initial scoring review.

I have raised several times the issue that two out of three speed reduction TROs fail. This is likely due to two factors. The first is that the WSCC system does not score speed reductions particularly well versus other TRO types like parking and lines (I am addressing this issue via my role on WSCC CHESC). The second factor is that all WSCC highways scoring systems are 'evidence based' which means data on speeding or accident data collected by the police. We all know that not only are many incidents on local roads where walls, signs and village gateways get demolished but are not reported (the police admit 9/10 TRO slight accidents are not reported). The GPS speed data that WSCC uses is also not always conclusive.

This is what is proposed to change the West Sussex TRO process (I'll bring this up via CHESC):

**Speed reduction TROs are one of the top priorities for many rural Parishes, so the lack of application success in areas like Bourne needs reviewing urgently.**

Parishes are only applying for speed reduction TROs because they believe they need to fix road safety issues. This was recognised in the recent improvements at Aldsworth where the bridge had been driven into four times within two years yet, interestingly, there are only two police reports filed out of the three bridge impacts.

We will only improve our TRO and CHS processes if they become more transparent and a more common sense approach for Parishes is adopted. I understand why WSCC Highways has a predominantly data driven approach, but a data driven TRO / CHS process only works where the data is genuinely available (accidents, injuries and speed data). In most cases in rural areas that data simply isn't available, yet Parishes know of speeding issues (from SIDs for example), vehicle noise complaints from residents and multiple unreported incident and accidents from all of the broken down house walls, wrecked village gateways and signs and ploughed up verges in their areas.

Here is an example of one that failed at initial assessment that highlights the review process issue:

"Detailed SPACE assessment scored insufficient points. There have been no recorded collisions at this location that relate to speed and therefore the introduction of a speed limit reduction has not scored enough points on the Safety section to progress."

“Equally, there have been no reports in the last 3 years of speeding vehicles or enquiries relating to the issue the Traffic Regulation Order seeks to address so the People section of the scoring process has also scored low.”

Few speed reduction TROs submitted by Bourne Parishes seem to be successful, but it’s not at all clear why beyond data reasons. This is hardly a surprise as:

- The Police tell us that 9/10 slight injuries in all accidents on WSCC roads go unreported
- Many incidents related to speeding on rural roads result in accidents at night or on roads with few local houses. However, the evidence of speeding and its consequences is there in the form of broken village gates, smashed down signs and broken walls, but these are not on any WSCC database (bar replacements)
- It is virtually impossible to get photos of speeding or accidents on rural roads, especially when vehicles leave almost immediately, or again they are at night
- Speedwatch groups are artificially hampered by needing every speedwatch location to be vetted by Sussex Police from their base in Shoreham, where they are loathe to travel from
- Speedwatch groups have not been able to site themselves to catch speeding motorists in key locations, as the logical sites have actually been deemed too dangerous for people to stand by Sussex Police! One example is the south end of Whitechimney Row
- Sussex Police has just exited the Sussex Safer Roads Partnership, so WSCC needs to be more proactive on Parish TRO approval for road safety initiatives
- An increasing number of vehicles leave the scene of any accident because they are untaxed and uninsured (see any recent local paper court report)

The issue we all know about is that much of the ‘hard’ data of the speeding, incidents and accidents to support Parish TROs is not recorded. However, it is simply not sufficient to say that, because there is apparently no data, the case for a TRO is not proven.

We need to change the TRO and CHS processes (and likely the SPACE assessment), so that different evidence can be used to support the TRO, something our current online process does not support well. For example:

- Photos of accidents
- Video of speeding vehicles
- SID speed data
- Speedwatch group data
- Reports from residents of damage to their properties
- Pictures of broken village gates, signs and road furniture
- WSCC logs of replaced signs etc that have been damaged on that road stretch

Of course another challenge is the number of TROs submitted, so eliminating them straight away if they don’t have Councillor approval or a resident support document would leave the way for more deserving TROs.

Currently there is little feedback on specific reasons given for TRO failure bar comments like “the process is data driven and the data doesn’t support it” and “the requests do not make sense in terms of traffic management on the network”. This does not provide Parishes with any insight into why their TROs are failing, or give useful scope for future Parish application improvement.

WSCC Highways therefore also urgently need:

- A proper update process on TROs for members to report back to Parishes
- More WSCC highways resource in TROs using some of the £23m we received from Government for potholes
- A database of all TRO applications so future TROs don’t get ‘lost’
- Feedback on the exact reasons that any TRO is refused
- The option to resubmit any TRO rather than have to transfer it to a CHS scheme which takes years
- Better training for Members to help them advise Parishes in how best to apply for a TRO or CHS

## **East Street garage sign**

I understand the sign to be placed on the garage wall on East Street, to help prevent parking on the double yellow lines, has been ordered . I would be happy to help install it with the owner.

## **Monks Hill bungalows**

The site manager Rob did say the Parish could get a tour of the houses once they are close to completion around Jan. Is this worth progressing as it would give a good idea of what can be achieved for the future NP and social housing.

## **BT plans post analogue line switchoff**

This was from a recent BT event – for all those concerned that rural residents could be isolated after analogue phone line switch off. It is still not clear how the proposed hybrid phones and battery back up units can be accessed by residents and who would fund and supply them. Non smartphone mobiles (where signal allows) are also another option for residents on cheap PAYG contracts.

BT has until end of January 2027 (was end 2025) to move all of landline customers to their new Digital Voice service

Landline only customers:

- BT will keep customers without broadband connected until they're able to switch to Digital Voice
- Works in a similar way to the analogue technology but still allows BT to switch off the PSTN
- New equipment installed at the local telephone exchange means no engineering visit is required and no change at the customer premises
- Customers who don't have or want broadband will be moved to our new 'dedicated landline service', allowing customers to continue using their landline in the same way as they do today.
- This service will be available from late 2024 until 2030 and will keep customers connected to their existing service until they're able to move over to Digital Voice or an alternative

If power fails – provided free to those that need them in rural areas:

- Hybrid phones with built-in batteries, which switch to mobile network connection when necessary.
- Battery back-up units (BBUs). Keep your hub/router on so you can still make Digital voice calls

## District Council Matters/Decisions

In November I submitted a motion calling on the Government to ditch the Family Farm Tax, and ask our MP to support us, due to illness I was not able to be at Council but it was presented by Cllr Burkhart on my behalf and it was supported unanimously. Our Farmers and all our Rural areas have come under attack by the Current Government, they have also cut rural Grants to Farmers and the Rural Grant to councils.

The next attack is through Local Government reorganisation. The Government want Unitary Councils to save on costs of running Local Government so they can cut their grants to us. This Unitary is likely to be the WSCC area as it has approx. 770k and the requirement is to be over 500k in population. ESCC area is likely to form another Unitary with Brighton and Hove already a unitary but would need to subsume some of West or East Sussex to become over 500k in size. The idea of Unitaries is fine for the built-up urban areas which will remain relatively, 'Local' but in the Rural Areas it simply does not work, would you be happy for Cllrs in Horsham or Crawley deciding about what happens in Westbourne. Cllrs that do not know the nuances of the area, that is the sort of thing that will happen, likewise a Cllr for here maybe deciding about Somewhere in Arun. *Speed + Haste*

*FAST TRACK*

It is being Treasury Led to save money at the cost of undermining democracy.

We have also been asked well more precisely the Upper tier Council, 'County' to decide if we want a Mayoral system. No consultation with Borough and Districts. It appears West, and East Sussex Councils along with Brighton and Hove have decided to put Sussex forward as wanting a fast track to a Mayoral area, which is some respect makes sense as there would be no boundary changes. The idea of a mayor is to devolve power down to the Mayor from Westminster on Infrastructure, Policing and Strategic development in effect they will decide where all the housing goes.

B&H had intimated they intended to start the process, if West, and East Sussex had not agreed to be part of it then B&H would have been in the driving seat when it did happen and everything would have revolved around B&H. So, I understand why the other upper tiers are looking to go down that route. I do not agree with it but it is being forced upon us by Govt. and we will have to make the most of it.

I have concerns though that the well-run Chichester Council with its reserves built up over the last 20 years will be swallowed up and the reserves we had built up will go to bail out other Councils nearby that are in financial trouble. I will look to spend some of the money before that happens. If you have any ideas, please let me know.

The consequences are if it gets approval and all the soundings from Govt is that it will be one of the fast Track schemes that the County Elections will be delayed by Govt for a year. It is likely that there will be Mayoral elections next year and then another year of integration/transition to a Unitary so possibly delaying the County/Unitary Elections by 2 years. The last time such a reorganisation took place in 1970 it took 10 years to sort out, I think Govt are being highly optimistic about what can be achieved short term. I also think it will detract us from what we should be doing—helping our communities.

# District Cllr Report for PC Jan 2025

Moving on from that train crash Our CDC Cabinet approved the Infrastructure Business Plan which allocates use of CIL funding. I managed to get the Plan changed to include several new ANPR cameras for the Police. That helps them track vehicles transiting in our area, identifies Uninsured cars, Cars with no MOT and any vehicles with Police markers on so helps to stop criminality. My only concern was there were no new ones along the A259 or Common Road, I would like to think the SDNP are allocating some of their funding toward more cameras in the SDNP so we can identify the cars involved in the hare coursing and criminal behaviour affecting our more rural residents. But contrary to officer recommendation I got it included along with the caveat that they also explore other areas for next year as we had identified. It looks like the Southbourne Surgery will also be starting work to extend this year with an allocation of £1.1m from CIL. Obviously to accommodate the increase in residents and need for appointments.

Agreement for CDC to contribute toward improvement of the Public Realm in Chichester City Centre, improvements to the pedestrianised North and East St's

The Homeless and Housing Strategy was approved for Consultation so watch out for that on the Dist. Council Website.

The approval of funding to relace play equipment at Priory Park was approved.

Monitoring Fees for Bio-Diversity Net Gain approved

Water Course Enforcement and Consenting was returned to the County Council as the Local Lead Flood authority.~

Approval to purchase additional Food waste vehicles as we will be required to make food waste collections to households later this year, along with improvements to the Westhampnet waste handling centre. The Loader will be diesel as the Electric trucks have proved unreliable. I think Hydrogen is the more likely way forward but cost prohibitive at this time.

It is worth Noting CDC have **4 Rough Sleepers**----**ONLY 4**----the rest you see are bussed in or come in under their own steam to beg. Please do not give them money, buy them a drink or sandwich if you must but please don't give them money directly.

As a result of constant complaints by myself all Cllrs will get a weekly update on open Planning Enforcement Cases. Starting end of Jan.

We are to be given more training on the new NPPF, which again removes some more democracy from Local Government, as it has been made much easier for developers to gain approval and less opportunity to get an application before the Planning Committee!!!! **The NEW NPPF IS A DISGRACE.**



# District Cllr Report for PC Jan 2025

## **Other things Happening/coming up.**

Laser light show at Petworth House on 15<sup>th</sup> Feb and at the Canal Basin in Chichester on 21<sup>st</sup> and 22<sup>nd</sup> Feb 25.

Farmers Market 17<sup>th</sup> Jan and a Vegan Market on the 26<sup>th</sup> Jan

Please look on CDC web site as there are grants of up to £5k for groups or individuals who have ideas to improve waste recycling and reuse if items.

## **Planning.**

The Local Plan Submission fingers crossed appears to be proceeding well and with a figure of 575 houses per annum. The sad thing is we will be required by the new NPPF to review immediately on agreement as we are over 200 below the 1305 target set by Govt. A target that I believe is impossible to achieve so we will never be able to show a 5yr housing land supply meaning the developers can build wherever they want. Remember that at the Next elections----Your Cllrs will not be responsible for the incompetence of Central Govt.

The new NPPF removes all sorts of safeguards.

Recommendation is going to Committee on 15<sup>th</sup> Jan to refuse the application for the G&T 25 pitches on Cemetery Lane, which is what the Parish Council have asked for.

You are still able to object to any application anonymously by emailing, [dcplanning@chichester.gov.uk](mailto:dcplanning@chichester.gov.uk) ---request to remain anonymous if you so wish, please copy me in though. Be mindful though that an anonymous objection will carry very little weight.

A reminder please be vigilant on any land you suspect of being sold and consider the consequences.

## **Policing.**

No updates I am afraid as I have been out of action.

## **Environment.**

Walderton is flowing again and the FotE did a first sample today for river fly hooray but I need to keep pressure on the EA and PWC

## **Other Issues.**

**Parking.** Anyone can report a parking problem on the 'Report it' section on the council's webpage: <https://www.chichester.gov.uk/applyreportpay>

this report then goes straight to the Chichester Parking Enforcement Officers on duty for an optimal reaction time. (Only refers to Double and single yellow lines not to Unnecessary Obstruction or Parking off road).

And we have a 'What's On' guide at:

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

Happy to answer any questions.

Thanks, Roy



## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

### **As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

### **As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.



## **10. Gifts and hospitality**

### **As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
  
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
  
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it ]

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a. your own financial interest or well-being;
  - b. a financial interest or well-being of a relative or close associate; or
  - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **Table 2: Other Registrable Interests**

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to



review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

**Westbourne Parish Council Grant Scheme  
Application Form**

Please fill in all sections.

Please complete this application form with details of your proposal if you would like to be considered for a grant from Westbourne Parish Council.

It is appreciated that not every proposal will fit into the structure of the form, but please complete the form as far as possible and provide any additional relevant information on an attached sheet.

When completed, please return this application form by email to [clerk@westbourne-pc.gov.uk](mailto:clerk@westbourne-pc.gov.uk) or in writing to Clerk to Westbourne Parish Council, PO Box 143, Emsworth, PO10 9DX.

<b>1. Your organisation</b>	
Name of organisation and address	GREENING WESTBOURNE % TRUDGETTS COTTAGE THE SQUARE, WESTBOURNE PO10 8UE
Contact name	MARTIN YALLOP
Position/role in organisation	WILDLIFE LEAD
Contact address	AS ABOVE.
Telephone number	07714 877667
Email address	martin.yallop@kushmail.com
<b>2. Details of organisation</b>	
Brief description of your organisation's activities/aims.	PROTECTION & IMPROVEMENT OF WESTBOURNE ENVIRONMENT BY ADVICE AND INFORMATION AND PRACTICAL ACTIVITIES T HELP & SUPPORT RESIDENTS' ENVIRONMENTAL AIMS.
Does your organisation have members and, if so, how many?	C. 200 REGISTERED SUPPORTERS
Are meeting and events open to members of the public?	YES
What percentage of the members/people who attend your events are from the village of Westbourne?	C. 90% (OTHERS FROM NEIGHBOURING AREA)

Is your organisation run by a committee?	YES
Is your organisation a registered charity?	No
<b>3. Purpose of organisation</b>	
Please describe how the local community benefits from your organisation.	IMPROVEMENTS TO NATURAL & BUILT ENVIRONMENT.
<b>4. About the project</b>	
Please provide details of the proposed activity, event, equipment or project for which you are applying for a grant.	ENCOURAGEMENT AND SUPPORT TO ATTRACT AND CONSERVE BIRDS, BATS, AMPHIBIANS, SMALL MAMMALS ETC BY INSTALLATION OF SMALL GARDEN FEATURES SUCH AS PONDS & NEST BOXES
In what way will the local community benefit?	REDUCE OR REVERSE DECLINE WILDLIFE IN AND AROUND STRATEGIC WILDLIFE CORRIDOR
What is the total cost?	c. £1000.
How much is the grant application for?	£275 + VAT = £330. (FLYER DELIVERY)
How will the rest of the cost be financed?	BY GRANTS OR PURCHASE OF EQUIPMENT BY CDC STRATEGIC WILDLIFE CORRIDOR FUNDS. AMOUNT TBA.
Have you received or applied for funding from any other source?	CDC WILL PRINT FLYERS IN-HOUSE + HAVE AGREED TO FUND EQUIPMENT DEPENDING ON LOCAL RESPONSE.
If you have received a grant from Westbourne Parish Council in the last three years, please provide details.	No (£200 IN DECEMBER 2018 £64.70 IN APRIL 2020)
Will the project still be able to go ahead without financial support from the Parish Council?	PROBABLY NOT.

### Supporting information

Please provide as much supporting information as possible to allow the Parish Council to determine priorities. The following is required:

2.

- ✓ • A completed application form.
- ✓ • Any relevant supporting information required as per the application form.
- ✓ • Full details of the project or activity.
  - A copy of their last year end accounts and demonstration of a clear need for funding. *To Follow*
  - Evidence that the organisation has sought funding from elsewhere and is not asking the Parish Council to be the full donor.
  - A business or project plan.
- ✓ • A copy of their constitution or details of their aim or purpose.
- ✓ • The number, or percentage, of members that belong to the organisation and that live within Westbourne Parish.
- ✓ • Details of any restrictions placed on who can use/access their service. *None*
- ✓ • Evidence that the project actively promotes equal access for all. *NA*
  - Details about the impact of your project.
  - Three quotes, if applicable, to show best value for money. *NA, (WPC provider)*

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

Where additional information is required in order to consider the grant application, applicants may be invited to meet with members of the Parish Council to further discuss the application, prior to the grant being determined by Full Council.

**Application deadlines**

Community Chest grants (small grants) will be considered by the Parish Council during the financial year. Applications for funding that is greater than is available through the Community Chest scheme will be considered by the Parish Council on a case by case basis. Applications should be received by **1 November in the year preceding the funding requirement**. The grant will be planned into the budget of the next financial year and awarded in the April.

**Please complete the following declaration**

I declare that the information given is correct, and agree to adhere to the conditions laid out in Westbourne Parish Council's Community Chest Grant Policy.

On behalf of *Greening Westbourne* .....

I accept the conditions in Westbourne Parish Council's Community Chest Grant Policy.

Signed: *[Signature]* ..... Date: *18 December 2024* .....

Position in organisation:

..... *Informal Wildlife Lead* .....

If the person signing this form is under 18, it must be countersigned by an adult member of the organisation

Signed: ..... *NA* ..... Date:

.....

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**Please note, completion of this form does not necessarily mean that a grant application will be successful in part or in whole.**

Date of meeting at which the application was discussed:

.....

Grant agreed/refused

Amount: .....

Chairman: .....

# THE GREENING CAMPAIGN

## Constitution of Greening Westbourne

### **1.0 Name of the group**

- 1.1 The name of the group shall be 'Greening Westbourne' and shall encompass the Westbourne Parish Community of Aldsworth, Westbourne and Woodmancote.

### **2.0 Objectives of the group**

- 2.1 raise community awareness about the consequences of climate change, and to motivate and empower the community to take simple actions to mitigate and adapt to its impacts.
- 2.2 promote the protection of the local environment.
- 2.3 encourage sustainable living through community action.

### **3.0 Scope and activities.** The group's activities will include, but not be limited to, the following:

- 3.1 To initiate and support activities and events that support the group's objectives.
- 3.2 To promote and publicise the work of the group
- 3.3 To encourage and widen the membership of the group.
- 3.4 To promote community spirit through its actions.

### **4.0 Group structure and powers**

- 4.1 The group shall have the following structure and powers to be used in achieving its aims and objectives in the community: The group's activities shall at all times be non-political and secular.

#### **Structure**

- 4.2 The group shall be defined as an 'Unincorporated Association' and therefore its members have unlimited liability both joint and several, for example of any unpaid debts. The group may purchase relevant goods provided monies are available but will not enter into any contracts save the payment of small amounts (maximum £200 per transaction or as jointly agreed by the committee) for the hire of facilities, the purchase of equipment, insurances and the like.
- 4.3 The group shall be run by volunteers and represented by a committee drawn from the local community.

#### **Powers**

- 4.3 To promote the group's activities and objectives through the media with all communication approved in advance by one of the officers.
- 4.4 To raise money through donations or private/public funding to support its events and activities and any schemes but to ensure that, in doing so, it does not become liable for any underperformance or financial shortfalls.
- 4.5 To hold a bank account in the name of Greening Westbourne.
- 4.6 To do anything lawful that will help it to fulfil its aims.

**Westbourne Parish Council, 9 January 2025**  
**Agenda item 13: Annual review of fees and charges**

**1. Rents**

In order to comply with Financial Regulation 9.3, the Council will review all fees and charges at least annually following a report of the Clerk.

The Clerk reports that there are three items in the Council's budget which are fees/charges. These are:

- Access licence – Mill Road £0.00
- Access licence – Sydenham Terrace £200.00
- Allotment Association rent £500.00

**To note:** No 1. It was agreed in July 2022 to temporarily suspend the access licence to 56 Mill Road in until it was clear what would happen to the land if the WCT's planning application was approved. No. 2 increased from £50 to £200 in 2017/18. No. 3 was reduced from £650 to £500 in 2018/19.

Members are asked to consider whether they wish to change any of these charges for financial year 2024/25.

**2. Direct debits**

The Clerk would like to bring to the attention of members the direct debits that are set up for the Council.

- 1.O2 (Clerk's mobile phone on a monthly basis)
- Information Commissioners Office (annual data protection fee paid every December).

**Westbourne Parish Council: Fixed Asset Register 2024-25**

<b>Description: Monk's Hill</b>	<b>Date acquired</b>	<b>Supplier/contractor</b>	<b>Original cost/value</b>	<b>Useful life estimate</b>	<b>Useful life end date estimate</b>	<b>Location</b>	<b>Present use</b>
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
Picnic table/seating (moved from Mill Road Nov 24)	2005	Bigfoot	£375.00	10 years	2030	Mill Road	Leisure
1 wicksteed seesaw (moved from Mill Road Nov 24)	2005	Bigfoot	£1,095.00	25 years	2030	Mill Road	Safety
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**

Description: Mill Road	Date acquired	Supplier	Original cost/value	Useful life estimate	Useful life end date	Location	Present use
1 multi-use games court	2005	Bigfoot	£16,995.00	25 years	2030	Mill Road	Play
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 years	2043	Mill Road	Security

**Total = £28,598.00**

Description: Street furniture	Date acquired	Supplier	Original cost/value	Useful life estimate	Useful life end date	Location	Present use
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 noticboard (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 x Speed Indicator Devices, brackets and padlocks	2019	Westcotec	£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
1 x Speed Indicator Device, bracket and padlock	2024	Westcotec	£4,059.00			Monk's Hill, lamppost no. 2	Road safety
<b>Total =</b>			<b>£20,234.48</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>				

<b>Description: Community assets</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>
Village green	1948	Historic cost	£1.00			Monk's Hill	Village Green
Allotments	1948	Historic cost	£500.00			Mill Road	Allotments
<b>Total =</b>			<b>£501.00</b>				

**Total asset value = £128,130.88**

NB. Assets with a total value of £188,329 were removed in Nov 2024. This is the play equipment that was removed from Mill Road following the WCT's project.

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Income</u>							
1076 Precept	133,264	133,264	0			100.0%	
1080 Bank Interest	1,319	0	(1,319)			0.0%	
1090 Misc Income	24	0	(24)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	500	500	0			100.0%	
<b>Income :- Receipts</b>	<b>135,307</b>	<b>133,964</b>	<b>(1,343)</b>			<b>101.0%</b>	<b>0</b>
<b>Net Receipts</b>	<b>135,307</b>	<b>133,964</b>	<b>(1,343)</b>				
<u>110 General Admin &amp; Disbursements</u>							
4000 Clerk's Salary - Gross	18,290	26,000	7,710		7,710	70.3%	
4010 Employer National Insurance	1,099	2,500	1,401		1,401	44.0%	
4030 Employers Pension	3,516	5,500	1,984		1,984	63.9%	
4060 Travelling (Clerk)	15	75	60		60	20.3%	
4065 Home Used as Office	234	320	86		86	73.1%	
4070 Chairman's Expenses	193	200	7		7	96.4%	
4075 Councillor's Expenses	0	200	200		200	0.0%	
4080 Courses & Publications	5	500	495		495	1.1%	
4085 External Audit	420	450	30		30	93.3%	
4090 Internal Audit	367	500	133		133	73.5%	
4095 Legal Advice & Professional	0	1,500	1,500		1,500	0.0%	
4105 Information Commissioner Offic	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	1,185	1,550	365		365	76.5%	
4125 Hall Hire /Zoom Meeting Expens	660	600	(60)		(60)	109.9%	20
4130 Stationery / Printing	149	250	101		101	59.5%	
4135 Postage / Po Box Address	360	350	(10)		(10)	102.9%	
4140 Mobile Phone	171	200	29		29	85.7%	
4145 Payroll Services	345	0	(345)		(345)	0.0%	
<b>General Admin &amp; Disbursements :- Indirect Payments</b>	<b>27,742</b>	<b>42,830</b>	<b>15,088</b>	<b>0</b>	<b>15,088</b>	<b>64.8%</b>	<b>20</b>
<b>Net Payments</b>	<b>(27,742)</b>	<b>(42,830)</b>	<b>(15,088)</b>				
6000 plus Transfer from EMR	20	0	(20)				
<b>Movement to/(from) Gen Reserve</b>	<b>(27,722)</b>	<b>(42,830)</b>	<b>(15,108)</b>				
<u>120 Running Costs</u>							
4200 Westbourne Cemetery	12,348	12,348	0		0	100.0%	

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4205 Ground Maintenance - Monks Hill	7,305	10,000	2,695		2,695	73.1%	
4210 Closed Churchyard Maintenance	738	4,000	3,263		3,263	18.4%	
4215 Ground Maintenance - Mill Road	3,693	10,000	6,307		6,307	36.9%	
4220 Playground Defib Inspections	1,680	2,500	820		820	67.2%	
4225 Playground Inspections	822	1,300	478		478	63.2%	
4230 Street Light Maintenance	1,525	1,400	(125)		(125)	108.9%	
4705 Plant /Soil Flower Troughs	98	100	2		2	98.1%	
Running Costs :- Indirect Payments	<b>28,208</b>	<b>41,648</b>	<b>13,440</b>	<b>0</b>	<b>13,440</b>	<b>67.7%</b>	<b>0</b>
<b>Net Payments</b>	<b>(28,208)</b>	<b>(41,648)</b>	<b>(13,440)</b>				
<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	240	229	(11)		(11)	104.8%	
4315 British Legion Poppy Appeal	65	65	0		0	100.0%	
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	<b>2,100</b>	<b>2,586</b>	<b>486</b>	<b>0</b>	<b>486</b>	<b>81.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,100)</b>	<b>(2,586)</b>	<b>(486)</b>				
<u>140 Capital Schemes</u>							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	11,000	4,000	(7,000)		(7,000)	275.0%	11,000
4420 Fingerpost Signs	270	500	230		230	54.1%	10
4425 Office Equipment	0	100	100		100	0.0%	
4430 Tree Survey/Surgery	1,208	1,500	292		292	80.6%	
4440 Defibrillators	242	500	258		258	48.4%	
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	6,587	3,000	(3,587)		(3,587)	219.6%	
Capital Schemes :- Indirect Payments	<b>20,307</b>	<b>16,100</b>	<b>(4,207)</b>	<b>0</b>	<b>(4,207)</b>	<b>126.1%</b>	<b>12,010</b>
<b>Net Payments</b>	<b>(20,307)</b>	<b>(16,100)</b>	<b>4,207</b>				
6000 plus Transfer from EMR	12,010	0	(12,010)				
<b>Movement to/(from) Gen Reserve</b>	<b>(8,297)</b>	<b>(16,100)</b>	<b>(7,803)</b>				

## Detailed Receipts &amp; Payments by Budget Heading 31/12/2024

## 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	<b>346</b>	<b>3,400</b>	<b>3,054</b>	<b>0</b>	<b>3,054</b>	<b>10.2%</b>	<b>0</b>
<b>Net Payments</b>	<b>(346)</b>	<b>(3,400)</b>	<b>(3,054)</b>				
<u>160 Communications</u>							
4600 Community Consultation	17	250	233		233	6.8%	
4605 Newsletter /Printing Communica	1,782	3,500	1,718		1,718	50.9%	
4610 Website Hosting & Email Acc	361	500	139		139	72.1%	
Communications :- Indirect Payments	<b>2,160</b>	<b>4,250</b>	<b>2,090</b>	<b>0</b>	<b>2,090</b>	<b>50.8%</b>	<b>0</b>
<b>Net Payments</b>	<b>(2,160)</b>	<b>(4,250)</b>	<b>(2,090)</b>				
<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	61,666	15,000	(46,666)		(46,666)	411.1%	61,666
Contingency Fund :- Indirect Payments	<b>61,666</b>	<b>22,550</b>	<b>(39,116)</b>	<b>0</b>	<b>(39,116)</b>	<b>273.5%</b>	<b>61,666</b>
<b>Net Payments</b>	<b>(61,666)</b>	<b>(22,550)</b>	<b>39,116</b>				
6000 plus Transfer from EMR	61,666	0	(61,666)				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(22,550)</b>	<b>(22,550)</b>				
<u>999 VAT Data</u>							
515 VAT on Payments	(216)	0	216		216	0.0%	
VAT Data :- Indirect Payments	<b>(216)</b>	<b>0</b>	<b>216</b>	<b>0</b>	<b>216</b>		<b>0</b>
<b>Net Payments</b>	<b>216</b>	<b>0</b>	<b>(216)</b>				
<b>Grand Totals:- Receipts</b>	<b>135,307</b>	<b>133,964</b>	<b>(1,343)</b>			<b>101.0%</b>	
Payments	<b>142,313</b>	<b>133,364</b>	<b>(8,949)</b>	<b>0</b>	<b>(8,949)</b>	<b>106.7%</b>	
<b>Net Receipts over Payments</b>	<b>(7,006)</b>	<b>600</b>	<b>7,606</b>				
plus Transfer from EMR	<b>73,696</b>	<b>0</b>	<b>(73,696)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>66,690</b>	<b>600</b>	<b>(66,090)</b>				

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321 EMR - MUGA Mill Road	97,589.95	-67,589.95	30,000.00
322 EMR-Play Equipment Monk's Hill	5,230.00		5,230.00
323 EMR - Play Equipment Mill Road	11,296.42	-5,076.05	6,220.37
324 EMR - SIDS/CSW	1,094.04		1,094.04
325 EMR - Community Bus	1,380.00	-1,380.00	0.00
327 EMR - Staff Absence	2,000.00		2,000.00
328 EMR - Vandalism/Insurance Exce	500.00		500.00
329 EMR - Monk's Hill Car Park	5,000.00		5,000.00
330 EMR - Churchyard Wall	3,618.85	380.00	3,998.85
331 EMR - Finger Post Signs	1,076.00	0.00	1,076.00
332 EMR - Election Costs	4,000.00		4,000.00
333 EMR - Village Gateways	150.00	1,161.92	1,311.92
334 EMR - Neighbourhood Plan	2,008.62	-60.00	1,948.62
336 EMR - Legal advice	5,542.00		5,542.00
337 EMR - CDC NHB 2014 Gateways	1,161.92	-1,161.92	0.00
340 EMR - CDC CIL 2024	0.00	12,500.00	12,500.00
353 EMR - Office Equipment	192.00		192.00
399 EMR - % JBC Reserves	17,949.00		17,949.00
	<b><u>159,788.80</u></b>	<b><u>-61,226.00</u></b>	<b><u>98,562.80</u></b>

Westbourne Parish Council draft budget to inform the Precet 2025/26

		Budget 2023-24	Actual at 31/03/24	Budget 2024-25	Actual at 31/10/24	% of budget		Budget 2025/26
			£	£	£			£



		Budget 2023-24	Actual at 31/03/24	Budget 2024-25	Actual at 31/10/24	% of budget		Budget 2025/26
<b>110</b>	<b>General administration and disbursements</b>							
4060	Travelling (Clerk)	75.00	37.00	75.00	10.00	13.3%		75.00
4065	Home used as office	320.00	312.00	320.00	182.00	56.9%		320.00
4070	Chairman's expenses	200.00	192.00	200.00	189.00	0.0%		200.00
4075	Councillor's expenses	200.00	0.00	200.00	0.00	0.0%		200.00
4080	Courses and publications	500.00	220.00	500.00	5.00	1.0%		500.00
4085	External audit	440.00	420.00	450.00	420.00	93.3%		450.00
4090	Internal auditor	440.00	671.00	500.00	367.00	73.4%		500.00
4095	Legal advice/professional fees (earmarked reserve)	2,000.00	496.00	1,500.00	0.00	0.0%		1,500.00
4105	Information Commissioner Office (ICO)	35.00	35.00	35.00	0.00	0.0%		35.00
4110	Insurance	1,500.00	1,311.00	1,500.00	0.00	0.0%		1,500.00
4115	Rialtas financial software and Paul Burdick support	500.00	557.00	600.00	732.00	0.0%		1,000.00
4120	Cloud document storage/MS 365	1,000.00	1,552.00	1,550.00	940.00	60.6%		1,700.00
4125	Hire of hall and Zoom subscription	550.00	688.00	600.00	640.00	106.7%		700.00
4130	Stationery/printing (admin)	220.00	204.00	250.00	142.00	56.8%		250.00
4135	Postage/Royal Mail PO Box address	350.00	358.00	350.00	360.00	102.9%		370.00
4140	Parish Council mobile phone	330.00	234.00	200.00	133.00	66.5%		240.00
4010	Payroll services	0.00		500.00	345.00	0.0%		500.00
	<b>Total:</b>	<b>8,660.00</b>	<b>7,287.00</b>	<b>9,330.00</b>	<b>4,465.00</b>	<b>47.9%</b>		<b>10,040.00</b>
<b>110</b>	<b>Employment</b>							
4000	Clerks salary, gross	25,000.00	24,560.00	26,000.00	14,296.00	55.0%		27,000.00
4010	Employer national insurance contribution	2,200.00	2,135.00	2,500.00	1,099.00	44.0%	Increase from 1 April	4,000.00
4030	Employers pension contribution	5,000.00	4,719.00	5,500.00	2,670.00	48.5%		5,500.00
	<b>Total:</b>	<b>32,200.00</b>	<b>31,414.00</b>	<b>34,000.00</b>	<b>18,065.00</b>			<b>36,500.00</b>
	<b>Total general admin and employment</b>	<b>40,860.00</b>	<b>38,701.00</b>	<b>43,330.00</b>	<b>22,530.00</b>			<b>46,540.00</b>
<b>120</b>	<b>Running Costs</b>							
4200	Westbourne Cemetery, Joint Burial Committee	12,137.00	12,137.00	12,348.00	12,348.00	100.0%		12,348.00
4210	Closed churchyard maintenance (repair 2 memorials, inspect/clean war memorial, sonic yew tree inspection)	0.00	0.00	4,000.00	738.00	0.0%		0.00
4325	Closed churchyard grass cutting contribution	200.00	200.00	300.00	300.00	100.0%		300.00
4205	Monk's Hill grounds maintenance	9,000.00	6,995.00	10,000.00	7,287.00	72.9%		10,000.00
4215	Mill Road grounds maintenance	8,700.00	7,931.00	10,000.00	3,691.00	36.9%		10,000.00
4220	Playground/defib inspections (weekly/fortnightly)	2,500.00	2,355.00	2,500.00	1,505.00	60.2%		2,500.00
4225	Playground inspections (quarterly)	1,320.00	979.00	1,300.00	605.00	46.5%		1,000.00
4230	Street lights maintenance, WSCC	1,300.00	1,354.00	1,400.00	1,525.00	108.9%		1,600.00
4705	Plants/soil for flower troughs	100.00	49.00	100.00	40.00	40.0%		100.00
	<b>Total:</b>	<b>35,257.00</b>	<b>32,000.00</b>	<b>41,948.00</b>	<b>28,039.00</b>	<b>66.8%</b>		<b>37,848.00</b>
<b>130</b>	<b>Subscriptions, S137/S147 payments/donations</b>							
4300	Council's membership of West Sussex Association of Local Councils and National Association of Local Councils	799.75	800.00	794.74	795.00	100.0%		£800.00
4310	Clerk's membership of Society of Local Council Clerks	230.00	229.00	229.00	0.00	0.0%		240.00

		<b>Budget 2023-24</b>	<b>Actual at 31/03/24</b>	<b>Budget 2024-25</b>	<b>Actual at 31/10/24</b>	<b>% of budget</b>		<b>Budget 2025/26</b>
4315	British Legion Poppy Appeal	65.00	65.00	65.00	65.00	100.0%		65.00
4320	Westbourne Allotment Association	50.00	50.00	50.00	50.00	100.0%		50.00
4330	Homestart	250.00	250.00	250.00	250.00	100.0%		250.00
4335	Citizens Advice	300.00	300.00	300.00	300.00	100.0%		300.00
4340	Parish Online Subscription	80.00	75.00	80.00	0.00	0.0%		80.00
4355	Final Straw Foundation donation	0.00	0.00	100.00	100.00	0.0%		100.00
4345	Grants	3,000.00	2,878.00	0.00	0.00			0.00
4345	Community Chest Grants	500.00	500.00	500.00	0.00	0.0%		500.00
	<b>Total:</b>	<b>5,274.75</b>	<b>5,147.00</b>	<b>2,368.74</b>	<b>1,560.00</b>	<b>65.9%</b>		<b>2,385.00</b>

		Budget 2023-24	Actual at 31/03/24	Budget 2024-25	Actual at 31/10/24	% of budget		Budget 2025/26
<b>140</b>	<b>Capital schemes</b>							
4400	Play equipment Monk's Hill (earmarked reserve)	3,000.00	0.00	4,000.00	0.00	0%		4,000.00
4405	Play equipment Mill Road (earmarked reserve)	0.00	0.00	4,000.00	11,000.00	275%		4,000.00
4410	Churchyard Wall (earmarked reserve)	0.00	126.00	0.00	0.00			500.00
4415	Village Gateways (earmarked reserve)	0.00	0.00	0.00	0.00	0%		0.00
4420	Fingerpost signs (earmarked reserve)	0.00	0.00	500.00	270.00	54%		0.00
4425	Office equipment (earmarked reserve)	200.00	8.00	100.00	0.00	0%		100.00
4430	Tree survey/surgery Monk's Hill/Mill Road	1,000.00	333.00	1,500.00	1,208.00	81%		0.00
4435	Speed Indicator Devices/CSW (earmarked reserve)	0.00	4,059.00	0.00		0%		0.00
4440	Debrillators	1,000.00	0.00	500.00	242.00	48%		200.00
4455	Community bus service (earmarked reserve)	2,000.00	1,500.00	0.00	1,000.00	0%		1,000.00
4460	Salt/grit supply and bins	0.00	0.00	0.00	0.00	0%		0.00
4465	National commemorations/celebrations	1,000.00	984.00	2,000.00	0.00	0.0%		0.00
4475	Bourne Heritage Trail	1,500.00	1,500.00	500.00	0.00	0%		0.00
4480	Heritage street lights junction of East Street and Whitechimney Row	0.00	0.00	3,000.00	0.00	0%		0.00
4470	TRO HGV, Monk's Hill speed limit, East Street, Whitechimney Row	6,000.00	0.00	0.00	0.00	0%		0.00
	Westbourne Community Hall grant	0.00	0.00	0.00	0.00	0%		8,000.00
	The Meeting Place back room renovations grant	0.00	0.00	0.00	0.00	0%		4,000.00
	Environment (trees)	0.00	0.00	0.00	0.00	0%		0.00
	<b>Total:</b>	<b>15,700.00</b>	<b>8,510.00</b>	<b>16,100.00</b>	<b>13,720.00</b>	<b>457.93%</b>		<b>21,800.00</b>
<b>150</b>	<b>Services</b>							
4500	Street light energy, WSCC PFI	2,000.00	455.00	1,500.00	346.00	23.1%		600.00
4505	Waste bins x 7 and emptying	1,600.00	1,637.00	1,900.00	0.00	0.0%		2,000.00
	<b>Total:</b>	<b>3,600.00</b>	<b>2,092.00</b>	<b>3,400.00</b>	<b>346.00</b>	<b>10.2%</b>		<b>2,600.00</b>
<b>160</b>	<b>Communications</b>							
4445	Noticeboards	100.00	0.00	0.00	0.00	0%		0.00
4600	Community Consultation	250.00	0.00	250.00	0.00	0%		0.00
4605	Design, print and distribution	3,000.00	1,060.00	3,500.00	925.00	26.4%		4,000.00
4610	Website hosting	500.00	296.00	500.00	65.00	13.0%		500.00
	<b>Total:</b>	<b>3,850.00</b>	<b>1,356.00</b>	<b>4,250.00</b>	<b>990.00</b>	<b>23.3%</b>		<b>4,500.00</b>
<b>170</b>	<b>Contingency fund</b>							
4790	New Initiatives Fund (NIF) (earmarked reserve)	15,000.00	5,753.00	15,000.00	61,666.00	411.1%	EMR spent	0.00
4700	Staff absence (earmarked reserve)	0.00	0.00	0.00	0.00	0.0%		0.00
4720	Increase general reserve	7,500.00	0.00	7,500.00	0.00	0.0%		25,000.00
4710	Vandalism and insurance excess (earmarked reserve)	0.00	0.00	0.00	0.00	0.0%		0.00
4715	IT support (annual computer service)	50.00	0.00	50.00	0.00	0.0%		0.00
	<b>Total:</b>	<b>22,550.00</b>	<b>5,753.00</b>	<b>22,550.00</b>	<b>61,666.00</b>			<b>25,000.00</b>
	<b>VAT on expenditure</b>							
	<b>Total expenditure:</b>	<b>127,091.75</b>	<b>93,559.00</b>	<b>133,946.74</b>	<b>128,851.00</b>			<b>140,673.00</b>
<b>100</b>	<b>Income</b>							

		Budget 2023-24	Actual at 31/03/24	Budget 2024-25	Actual at 31/10/24	% of budget		Budget 2025/26
1100	Access licence - Mill Road	0.00	0.00	0.00	0.00	0%		0.00
1110	Access licence - Sydenham Terrace	200.00	200.00	200.00	200.00	100%		200.00
1120	Rent - Allotment Association	500.00	500.00	500.00	0.00	0%		0.00
1200	Grants	0.00	500.00	0.00	0.00	0%		0.00
1080	Bank interest	0.00	1,283.00	0.00	1,250.00	0%		1,250.00
1090	Misc. income	0.00	21.00		18.00			18.00
	<b>Total income:</b>	<b>700.00</b>	<b>2,504.00</b>	<b>700.00</b>	<b>1,468.00</b>	<b>209.71%</b>		<b>1,468.00</b>
	<b>Precept = total expenditure - total income:</b>	<b>£126,391.75</b>		<b>£133,246.74</b>				<b>£139,205.00</b>
	Final precept figure	£126,392		£133,246.74				£139,205.00
	<b>Final precept figure rounded-up =</b>	<b>£126,392</b>		<b>£133,247</b>				<b>£139,205</b>
	<b>Earmarked reserve total</b>	<b>159,789</b>						
	<b>General reserve total</b>	<b>58,303</b>						
	1. Precept required for 2024/25		£131,952					
	<b>2. Precept required 2025/26</b>		<b>£139,205</b>					
	3. Taxbase 2024/25		£952.60					
	4. Taxbase 2025/26		£995.20					
	5. Charge per band D property 2024/25		£138.52					
	6. Charge per band D property 2025/26		£139.88					
	7. % increase in Precept (cash terms)		5.5%					
	<b>8. % increase in Precept per band D property</b>		<b>1.0%</b>					

## 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, local government devolution, 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,

<b>OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work</b>					
<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>
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>
<b>OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work</b>					
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	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>

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
				The Council maintains healthy reserves to cover unforeseen costs.	
<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 January 2025**

**Agenda item 17: Payments for approval**

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

<b>Payments for approval July</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	O2 mobile phone Jan 2024			
BACS	Confidential payments Jan 2024	1,776.07	1,776.07	0.00
BACS	WSCC LGPS Dec 2024	514.80	514.80	0.00
BACS	HMRC quarter 3 2024/25	1,632.93	1,632.93	0.00
	Microshade cloud storage and email			
BACS	accounts Jan 2024	125.32	104.43	20.89
BACS	MS 365 Jan 2024	10.32	8.60	1.72
BACS	Mulberry Payroll Services quarter 3			
BACS	2024/25			
		<b>4,059.44</b>	<b>4,036.83</b>	<b>22.61</b>
<b>Payments for retrospective approval</b>				
	GM Support, playground inspections			
BACS	Dec 24	115.00	115.00	0.00
		<b>115.00</b>	<b>115.00</b>	<b>0.00</b>



**Westbourne Parish Council, 9 January 2025**

**Agenda item 18: Correspondence list**

- Response from Trevor Allaway regarding the insurance claim for the multi-use games area surface following vandalism.
- Email from Frank Campbell, WCT, about the cost of replacing the fencing around the MUGA at Mill Road versus repairing it, and continued use of the park despite it being closed.
- Email from Southern Water about reviewing its response to Ofwat's final determination on investment plans for 2025/30.