

Westbourne Parish Council Meeting
10 January 2019
Agenda item 6

Report by the Chair of Westbourne Parish Council

Lease for land at rear of 30 to 56 Mill Road, Westbourne

1.0 Purpose of this report

1.1 The open space to the rear of 30 to 56 Mill Road is currently owned by Chichester District Council (CDC) and held on lease by Westbourne Parish Council (WPC). The lease was originally agreed for a 25 year period and 15 years now remain before expiry. A portion of this land was considered as a potential for housing development during the work on the Neighbourhood Plan (NP). As work on the NP progressed, the site was initially considered to be a likely option but was excluded mainly because an alternative site at North Street/Long Copse Lane was approved at appeal. This site is now being considered amongst other options as a potential affordable housing site by the newly-formed Westbourne Community Trust (WCT). CDC is currently considering a proposal to transfer the freehold ownership of this land to WCT to facilitate an affordable housing scheme on the site. If this proposal is to be approved, WPC will be affected as an existing lessee and will need to come to a new arrangement over its interest in the land. This report explains the background and recommends a way forward.

2.0 Background

2.1 When preparing the NP, it became clear that there was a significant need to provide affordable housing within the Parish to meet the needs of young people and families. A failure to do this would lead to the continuing movement of younger people out of the village in search of affordable homes and would, in the long term, cause the decline of village services and quality of life. At the same time, it also became clear that there were limited opportunities to provide affordable homes on new sites in the Parish and that there were no organisations actively working to deliver them. Against this background, and with the active encouragement of CDC and other agencies, WPC have begun to take action to address this problem. The Business Plan that was agreed in April 2018 includes actions to facilitate the establishment of a Community Land Trust as an organisation that could deliver affordable housing and identify suitable sites in the Parish for such development.

2.2 As a result of this policy approach by WPC, action was taken by a group of local residents to form a Community Land Trust and, in November 2018, Westbourne Community Trust was established as a Community Benefit Society and is now operating as a Community Land Trust within the Parish.

- 2.3 The Parish Council approved a report at its November 2018 meeting, setting out the basis of a working relationship with WCT. This report stressed the benefits of a collaborative working relationship between the two organisations across a wide variety of potential projects including the delivery of affordable housing.
- 2.4 WCT has already been active in searching for options to deliver affordable housing within the Parish. The Trust has started this search by re-examining the site assessment work in the NP and is considering a variety of sites. However, one site that has emerged as a strong candidate is the land to the rear of 30 to 56 Mill Road, currently laid out as a car park, playground and open space. WCT has been in discussion with CDC about this land and there would appear to be a willingness to transfer the land into the ownership of the Trust for the purposes of using part of the site for affordable housing with the remainder of the site being retained as a car park and open space. The details of the scheme have yet to be prepared. Officers at CDC have prepared a report to the Cabinet Meeting on 8 January 2019, recommending that the transfer of this site be agreed on the basis outlined above. (An update on the outcome of this Cabinet meeting will be provided to the Parish Council Meeting considering this report.)
- 2.5 Clearly, if this proposal does proceed, there are implications for WPC and these are set out in sections 3 and 4 of this report. However, in general, the background to this report and the proposals that are envisaged have arisen as a direct result of the strategic policies, intentions and actions set in place by the Parish Council.
- 2.6 WCT has asked WPC to consider the implications of these potential changes. In particular they have asked that, in the event of CDC agreeing to transfer the land to WCT, that WPC agree in principle to surrender the existing lease with CDC and enter into a new lease with WCT on a mutually satisfactory basis. The proposed heads of agreement for a new lease are set out in section 4 of this report.

3.0 Potential Development Proposal at 30 to 56 Mill Road

- 3.1 Based on the earlier work undertaken on the NP, WCT has now begun to consider how a development proposal at this site could be undertaken. The work on designing a scheme will be undertaken by architects acting on behalf of the Trust. A process to appoint suitable architects will be undertaken over the next few weeks. The details of the scheme will emerge later this year during a process of design and public engagement. However, it is already clear that there are some principles that should be incorporated into the design of the scheme as set out below.
- 3.2 Key principles of the proposed development can be described as:
- To identify a portion of land within the overall site capable of accommodating 10 to 12 affordable homes
 - To re-provide the public car park to the satisfaction of WPC

- To re-provide the existing play equipment to the satisfaction of WPC
- To provide a new storage unit with a WC for the purposes of the Allotment Society
- To provide a new storage unit for the Parish Council
- To retain the balance of the open space as a park ensuring appropriate entrance gates and fencing to the satisfaction of the Parish Council
- To provide a lockable pedestrian gate from the School Playing Field into the park should the school wish to have such access

3.3 The details of the scheme will need to be developed during consultation with stakeholders and residents living close to the site. A planning application will be prepared and submitted, taking into account the views of all stakeholders and the general public. WPC will be fully consulted in this process.

4.0 Implications for the Existing Lease

4.1 If the Cabinet at CDC agree to the principle of transferring the land at the rear of 30 to 56 Mill Road to WCT, the detailed terms of conveyance of the land will be negotiated. Any final transfer of the land will be dependent on the conclusion of various matters such as the grant of planning permission for the proposed affordable housing and the agreement of terms for a new lease with the Parish Council over the area of land specified and designated as park/playground (?) and leased to the WPC.

4.2 WCT has proposed that the following principles be incorporated into a new lease between WCT, as the new freeholder, and WPC.

- The terms of any lease to be for a period of 30 years, thereby increasing the unexpired term of the existing lease with CDC
- That the land which forms the access into the car park from Mill Road (currently in the freehold ownership of WPC) either be transferred freehold to WCT or be subject to an enduring right of way for the benefit of WCT. The details of this to be negotiated between the parties
- That that lease should relate to all land that would continue to be used for public car parking and/or as a public open space
- The lease would be available on a peppercorn rent; in other words at no material cost to WPC apart from meeting its normal legal costs
- That WPC would be responsible for the maintenance and insurance of the land covered by the lease as currently applies but the maintenance costs would be lower as the site area is reduced
- That the play equipment be re-provided to the satisfaction of WPC
- That the Playground/Public Car Park (?) be re-provided to the satisfaction of WPC
- That a new storage facility is provided for sole use by WPC in a location and form that is satisfactory to WPC, subject to the WCT's budget allowance for such.
- That a new storage facility incorporating a WC facility is provided for the sole use of the Westbourne Allotment Society in a location within the existing

Allotment Site to the satisfaction of WPC as freehold owner and with the agreement of the Allotment Society

- That a lockable gate is provided for within the lease for access to Westbourne Primary School should that be required by the School

5.0 Conclusions

5.1 The establishment of Westbourne Community Trust and its primary objective of delivering affordable housing within the Parish, is entirely consistent with the vision and policies of the Parish Council. The identification of the site at Mill Road as a potential location for providing affordable homes builds on the work that the Parish Council has already undertaken in preparing a Neighbourhood Plan. The proposed arrangements for a change of lease will not disadvantage the Parish Council in any material way. In fact, the lease period will be extended and the maintenance costs for managing the residual open space will be reduced. The park, albeit reduced in size, will still function very effectively and provide residents of the Parish with a valuable asset. The existing equipment in the park is showing signs of wear and is coming to the end of its useful life. These proposals will provide new improved equipment and relieve the Parish Council of the need and cost of replacing it in the near future.

6.0 Recommendations

1. That, subject to Chichester District Council agreeing to the principle of transferring the land at the rear of 30 to 56 Mill Road to Westbourne Community Trust, the Parish Council enters into negotiations with that Trust to establish new leasehold arrangements for the site.
2. That the Parish Council agree to the principle of surrendering the existing lease with Chichester District Council on the subject site and enter into a new lease with Westbourne Community Trust in accordance with the principles set out in paragraph 4.2 of this report.

Richard Hitchcock
Chair of Westbourne Parish Council

January 2019

Agenda item 11: Westbourne Parish Council Budget Monitoring Q3 2018/19

1 October to 31 December 2018

| Budget | 2018/19 | Q3 | % of budget |
|---|-----------------|-----------------|--------------|
| | Budget | | |
| Subscriptions, S137/S147 payments/donations | £ | £ | |
| West Sussex Association of Local Councils, National Association of Local Councils, Local Council Review magazine quarterly magazine | 700.00 | 718.60 | 102.7% |
| Society of Local Council Clerks | 160.00 | 175.00 | 109.4% |
| Sussex Playing Fields Association S/O | 20.00 | | 0.0% |
| National Community Land Trust Network | 300.00 | 49.00 | 16.3% |
| British Legion Poppy Appeal | 65.00 | 65.00 | 100.0% |
| Westbourne Allotment Association | 50.00 | 50.00 | 100.0% |
| Closed churchyard | 200.00 | 200.00 | 100.0% |
| Citizens Advice | 300.00 | 300.00 | 100.0% |
| Community Chest Grants | 500.00 | 200.00 | 40.0% |
| Total: | 2295.00 | 1757.60 | 76.6% |
| Running Costs | | | |
| Burial/cemetery grounds | 7294.00 | 7294.00 | 100.0% |
| Monks Hill grounds maintenance | 6500.00 | 4543.90 | 69.9% |
| Mill Road grounds maintenance | 7500.00 | 5192.16 | 69.2% |
| Playground inspections | 1800.00 | 1530.00 | 85.0% |
| Footway lighting maintenance, WSCC | 1125.00 | 1152.30 | 102.4% |
| Rent to CDC for Mill Road field | 100.00 | 100.00 | 100.0% |
| Total: | 24319.00 | 19812.36 | 81.5% |
| Capital cost and repair (sinking fund) | | | |
| New Initiatives Fund | 18000.00 | | 0.0% |
| Total: | 18000.00 | 0.00 | 0.0% |
| Capital schemes | | | |
| Play equipment Monk's Hill | 0 | 0.00 | |
| Play equipment Mill Road (funded earmarked reserve) | 0 | 0.00 | |
| Street furniture | 0 | 0.00 | |
| Village gateways (funded earmarked reserve) | 0 | 0.00 | |
| Tree for Tim Peake | 0 | 167.74 | |
| seats | 0 | 0.00 | |
| Flower troughs | 0 | 0.00 | |
| Office equipment | 0 | 0.00 | |
| Scope and Design Options Environmental Enhancement Village Square (see Business Plan) | 2500 | 0.00 | |
| Community Speed Watch Online | 0 | 534.00 | |
| Beacon WW1 centenary | 0 | 344.24 | |
| Total: | 2500 | 1045.98 | |
| Services | | | |
| Footway lighting energy, SSE | 735.00 | 767.89 | 104.5% |
| Waste bins x 7 and emptying | 1500.00 | | 0.0% |
| Total: | 2235.00 | 767.89 | 34.4% |
| Communications | | | |
| Community consultation (see Business Plan) | 2500 | | |

| | | | |
|--|-----------------|-----------------|--------------|
| Newsletter/printed communications | 1500.00 | 836.62 | 55.8% |
| Website | 1000.00 | 1080.00 | 108.0% |
| Total: | 5000.00 | 1916.62 | 38.3% |
| General administration and disbursements | | | |
| External audit | 400.00 | 400.00 | 100.0% |
| Insurance | 2500.00 | 2467.79 | 98.7% |
| Internal auditor | 530.00 | 324.10 | 61.2% |
| Information Commissioner Office (ICO) | 35.00 | 35.00 | 100.0% |
| Planning Consultant (budget virement from NIF) | 0.00 | | |
| Legal advice (budget birement from NIF) | 2000.00 | 1795.00 | |
| Professional fees | 1000.00 | | |
| Hire of hall and meeting expenses (£10 front hall, £7 back hall) | 450.00 | | 0.0% |
| Stationery/printing (admin) | 200.00 | 98.50 | 49.3% |
| Postage | 50.00 | | 0.0% |
| Telephone | 276.00 | 215.46 | 78.1% |
| Clerks salary, gross | 13770.00 | 10846.84 | 78.8% |
| Employer national insurance | 760.00 | 624.99 | 82.2% |
| Pension | 2865.00 | 2353.72 | 82.2% |
| Travelling (Clerk) | 100.00 | 77.36 | 77.4% |
| Home used as office | 2000.00 | 1156.56 | 57.8% |
| Courses/publications | 500.00 | 240.00 | 48.0% |
| Chairman's allowance (from Earmarked reserves) | 0.00 | 73.50 | |
| Councillor's expenses (from Earmarked reserves) | 0.00 | 16.20 | |
| Total: | 27436.00 | 20725.02 | 75.5% |
| Contingency fund | | | |
| Staff absence | 2000.00 | | 0.0% |
| Plants/soil for flower troughs | 50.00 | 53.60 | 107.2% |
| Vandalism and insurance excess | 100.00 | 100.00 | 0.0% |
| IT support | 150.00 | | 0.0% |
| Total: | 2300 | 153.6 | 6.7% |
| Total expenditure: | 84085.00 | 46179.07 | 54.9% |
| Income | | | |
| Access licence - Sydenham Terrace | 200.00 | 200.00 | 100.0% |
| Access licence - Mill Road | 50.00 | | 0.0% |
| Allotment Association | 500.00 | | 0.0% |
| Total income: | 750.00 | 200.00 | 26.7% |
| | | | |
| Precept = total expenditure - total income: | 83185.00 | | 0.0% |
| Less CDC grant | 2690.00 | | 0.0% |
| Final precept figure | 80495.00 | | 0.0% |
| Final precept figure rounded-up = | 80495.00 | | 0.0% |

Westbourne Parish Council, 10 January 2019
Agenda item 12: Annual review of fees and charges

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 2018/19 budget which are fees/charges. These are:

- | | |
|--------------------------------------|---------|
| 1. Access licence – Mill Road | £50.00 |
| 2. Access licence – Sydenham Terrace | £200.00 |
| 3. Allotment Association rent | £500.00 |

Of these, no.1 increased from £50 to £200 in 2017/18, and no. 3 was reduced from £650 to £500 in 2018/19.

Members are asked to consider whether they wish to increase any of these charges for the financial year 2019/20.

Westbourne Parish Council, 10 January 2019

Agenda item 13: Revised estimates 2018/19, budget 2019/20 and precept 2019/20

The following budget papers are appended to this report:

- a statement of variation – showing each of the changes between the 2018/19 budget and the proposed budget for 2019/20
- detailed budget working papers – showing the revised estimates for 2018/19 and the proposed budget for 2019/20 on a line by line basis
- statements of earmarked reserves for 2018/19

The budget position may be summarised as follows. A precept of £80,495 was set for financial year 2018/19 and latest projections indicate that expenditure is within budget. However, this is only due to underspend in some areas accounting for overspend in other areas.

In addition to inflation, three items create pressure on the 2018/19 budget. These are the realignment of the Clerk's salary following advice from SSALC, the reduction of grant funding from Chichester District Council (the grant falls again in 2019/20 and will be withdrawn entirely in 2020/21), and expenditure in year that was not budgeted for (tree for Tim Peake £167.74, Community Speedwatch Online £534, higher footway lighting energy SSE £767.89 at 9 months, and WW1 centenary £344.24).

It is predicted that the precept required to balance the budget in 2019/20 is £93,166.00. This is £12,671.00 (15.7%) greater than the precept for 2018/19. When the increase in the parish taxbase is taken into account, it represents an increase for the individual household (Council Tax Band D property) of 14.2%. That is to say the current charge per Band D household is £86.06 per year and that would increase to £98.33 in 2019/20.

Members are reminded of two things, that the Council has no power to accumulate reserves and that the Government has indicated that Parish Councils are unlikely to be subject to referendum principles ("capped") in the short term.

Members are asked to:

- agree the revised estimates as attached for financial year 2018/19
- agree the budget as attached for financial year 2019/20
- set a precept of £93,166 for financial year 2019/20

Westbourne Parish Council
Statement of variation between 2018/19 budget and draft 2019/20 budget

| | | £ | | £ |
|-----------------------------------|--|--------|--|--------|
| Precept 2018/19 | | | | 80,495 |
| Add | Inflation (on all bills/subscriptions) | 505 | | |
| | Homestart S137 grant | 250 | | |
| | Increased cost of the JBC grant | 926 | | |
| | Fingerpost signs renovation | 1,000 | | |
| | Tree survey | 1,500 | | |
| | Speed activated road signs | 1,700 | | |
| | Community transport scheme | 1,500 | | |
| | Road not suitable for HGV signs | 330 | | |
| | Salt/grit supply and bins | 500 | | |
| | Planning and highways consultant | 5,000 | | |
| | Legal advice | 500 | | |
| | Clerk's salary/pension/NICS | 7,015 | | |
| | Decrease in rent from allotment association | 150 | | |
| | Decrease in CDC Grant | 1,365 | | |
| | | | | 22,241 |
| Subtract | Sussex Playing Fields Association costs less than budget | -5 | | |
| | National Community Land Trust Network no longer required | -300 | | |
| | Community consultation budget reduced | -2,000 | | |
| | Website - now maintenance rather than design/development | -500 | | |
| | Internal auditor cost reduced | -130 | | |
| | Postage reduced | -30 | | |
| | Hire of hall reduced | -50 | | |
| | Travelling (Clerk) reduced | -25 | | |
| | IT support reduced | -150 | | |
| | Home used as office reduced | -1,780 | | |
| | Staff absence earmarked reserve set up | -2,000 | | |
| | Vandalism insurance excess | -100 | | |
| | Scope and design options village square earmarked reserve set up | -2,500 | | |
| | | | | -9,570 |
| Precept required 2018-19 | | | | 93,166 |
| Percentage increase in cash terms | | | | 15.74% |

Note: This document summarises the budget changes between setting last year's precept and this year. Only the changes are shown, the detail is in the full budget papers.

Westbourne Parish Council budget projections 2018/19 and draft budget 2019/20

| Budget Head | 2017-18 | 2018-19 | 2018-19 | 2018-19 | 2018-19 | Notes | 2019-20 |
|---|--------------------|------------------|--------------------|--------------|------------------|---------------------------|------------------|
| | Actual at year end | Budget | Actual at 9 months | % of budget | Revised estimate | | Draft budget |
| | £ | £ | £ | | £ | | £ |
| Subscriptions, S137/S147 payments/donations | | | | | | | |
| West Sussex Association of Local Councils, National Association of Local Councils, Local Council Review magazine quarterly magazine | 684.25 | 700.00 | 718.60 | 102.7% | 718.00 | Add 5% for 2019/20 | 740.00 |
| Society of Local Council Clerks | 147.00 | 160.00 | 175.00 | 109.4% | 175.00 | Add 5% for 2019/20 | 200.00 |
| Sussex Playing Fields Association S/O | 15.00 | 20.00 | 0.00 | 0.0% | 15.00 | | 15.00 |
| WNPSG | 1,874.89 | 0.00 | 0.00 | 0.0% | 0.00 | | 0.00 |
| National Community Land Trust Network (budget virem | 49.00 | 300.00 | 49.00 | 16.3% | 49.00 | | 0.00 |
| British Legion Poppy Appeal | 65.00 | 65.00 | 65.00 | 100.0% | 65.00 | | 65.00 |
| Westbourne Allotment Association | 50.00 | 50.00 | 50.00 | 100.0% | 50.00 | | 50.00 |
| Closed churchyard | 0.00 | 200.00 | 200.00 | 100.0% | 200.00 | | 200.00 |
| Homestart | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | | 250.00 |
| Citizens Advice | 300.00 | 300.00 | 300.00 | 100.0% | 300.00 | | 300.00 |
| Community Chest Grants | 0.00 | 500.00 | 200.00 | 40.0% | 200.00 | No earmarked reserve if n | 500.00 |
| Total: | 3,185.14 | 2,295.00 | 1,757.60 | 76.6% | 1,772.00 | | 2,320.00 |
| Running Costs | | | | | | | |
| Burial/cemetery grounds | 7,264.00 | 7,294.00 | 7,294.00 | 100.0% | 7,294.00 | | 8,220.00 |
| Monk's Hill grounds maintenance | 5,230.80 | 6,500.00 | 4,543.90 | 69.9% | 6,000.00 | | 6,500.00 |
| Mill Road grounds maintenance | 6,546.98 | 7,500.00 | 5,192.16 | 69.2% | 7,000.00 | | 7,500.00 |
| Playground inspections | 1,800.00 | 1,800.00 | 1,530.00 | 85.0% | 1,800.00 | 40 times at £45 | 1,800.00 |
| Footway lighting maintenance, WSCC | 1,070.97 | 1,125.00 | 1,152.30 | 102.4% | 1,152.00 | Add 5% for 2019/20 | 1,175.00 |
| Rent to CDC for Mill Road field | 100.00 | 100.00 | 100.00 | 100.0% | 100.00 | | 100.00 |
| Total: | 22,012.75 | 24,319.00 | 19,812.36 | 81.5% | 23,346.00 | | 25,295.00 |
| Capital cost and repair (sinking fund) | | | | | | | |
| New Initiatives Fund (NIF) (earmarked reserve) | 0.00 | 20,000.00 | 0.00 | 0.0% | 0.00 | | 20,000.00 |
| Total: | 0.00 | 20,000.00 | 0.00 | 0.0% | 0.00 | | 20,000.00 |

| Budget Head | 2017-18 | 2018-19 | 2018-19 | 2018-19 | 2018-19 | Notes | 2019-20 |
|---|--------------------|-----------------|--------------------|--------------|------------------|------------------------------|-----------------|
| | Actual at year end | Budget | Actual at 9 months | % of budget | Revised estimate | | Draft budget |
| Capital schemes | | | | | | | |
| Play equipment Monk's Hill (earmarked reserve) | 35,976.15 | 0.00 | 0.00 | 0% | 0.00 | | 0.00 |
| Village Gateways (NHB grant 2014) | 1,423.12 | 0.00 | 0.00 | 0% | 0.00 | | 0.00 |
| Seats (earmarked reserve) | 2,576.84 | 0.00 | 0.00 | 0% | 0.00 | | 0.00 |
| Fingerpost signs (earmarked reserve) | 0.00 | 0.00 | 4,030.00 | 0% | 4,030.00 | £1250 to refurbish post in t | 1,000.00 |
| Tree for Tim Peake | 375.70 | 0.00 | 167.74 | | 167.74 | General reserve | 0.00 |
| Office equipment (earmarked reserve) | 134.97 | 0.00 | 0.00 | 0% | 0.00 | | 0.00 |
| Scope and design options environmental enhancement village square (see Business Plan) (earmarked reserve) | 0.00 | 2,500.00 | 0.00 | 0% | 0.00 | | 0.00 |
| Tree survey (earmarked reserve) | 0.00 | 0.00 | 0.00 | 0% | 700.00 | Actual cost £700 | 1,500.00 |
| Community Speedwatch Online | 0.00 | 0.00 | 534.00 | 0% | 534.00 | General reserve | 0.00 |
| Speed activated road signs (SID system) | 0.00 | 0.00 | 0.00 | 0% | 0.00 | £5k received in NHB | 1,700.00 |
| Community transport scheme | 0.00 | 0.00 | 0.00 | 0% | 0.00 | | 1,500.00 |
| Road signs (Roads not suitable for HGV's) | 0.00 | 0.00 | 0.00 | 0% | 0.00 | | 330.00 |
| Salt/grit supply and bins | 0.00 | 0.00 | 0.00 | 0% | 0.00 | | 500.00 |
| WW1 centenary | 0.00 | 0.00 | 344.24 | 0 | 344.24 | General reserve | 0.00 |
| Total: | 40,486.78 | 2,500.00 | 5,075.98 | 0.00 | 5,775.98 | | 6,530.00 |
| Services | | | | | | | |
| Footway lighting energy, SSE | 691.99 | 735.00 | 767.89 | 104.5% | 1,000.00 | Add 5% for 2019/20 | 1,000.00 |
| Waste bins x 7 and emptying | 1,206.92 | 1,500.00 | 0.00 | 0.0% | 1,500.00 | Add 5% for 2019/20 | 1,500.00 |
| Total: | 1,898.91 | 2,235.00 | 767.89 | 34.4% | 2,500.00 | | 2,500.00 |
| Communications | | | | | | | |
| Community Consultation (See Business Plan) | 0.00 | 2,500.00 | 0.00 | 0% | 0.00 | | 500.00 |
| Newsletter/printed communications | 820.60 | 1,500.00 | 836.62 | 55.8% | 1,200.00 | | 1,500.00 |
| Website | 1,800.00 | 1,000.00 | 1,080.00 | 108.0% | 2,250.00 | | 500.00 |
| Total: | 2,620.60 | 5,000.00 | 1,916.62 | 38.3% | 3,450.00 | | 2,500.00 |

| Budget Head | 2017-18 | 2018-19 | 2018-19 | 2018-19 | 2018-19 | Notes | 2019-20 |
|--|--------------------|------------------|--------------------|--------------|------------------|-------------------------------|------------------|
| | Actual at year end | Budget | Actual at 9 months | % of budget | Revised estimate | | Draft budget |
| General administration and disbursements | | | | | | | |
| External audit | 300.00 | 400.00 | 400.00 | 100.0% | 400.00 | Add 2% for 2019/20 | 410.00 |
| Insurance | 2,179.13 | 2,500.00 | 2,467.79 | 98.7% | 2,467.79 | Fixed contract until 01/04/20 | 2,600.00 |
| Internal auditor | 463.70 | 530.00 | 324.10 | 61.2% | 324.10 | Add 2% for 2019/20 | 400.00 |
| Information Commissioner Office (ICO) | 35.00 | 35.00 | 35.00 | 100.0% | 35.00 | £40, £5 reduction if paid by | 35.00 |
| Planning consultant | 850.00 | 0.00 | 0.00 | 0.0% | 0.00 | £4k for planning consultant | 5,000.00 |
| Legal advice (budget virement NIF) | 500.00 | 2,000.00 | 1,795.00 | | 2,000.00 | | 500.00 |
| Professional Fees | 0.00 | 1,000.00 | 0.00 | 0.0% | 0.00 | | 1,000.00 |
| Hire of hall and meeting expenses (£10 front hall, £7 back hall) | 389.00 | 450.00 | 0.00 | 0.0% | 400.00 | | 400.00 |
| Stationery/printing (admin) | 715.06 | 200.00 | 98.50 | 49.3% | 200.00 | NB Printer inks approx £600 | 200.00 |
| Postage | 60.73 | 50.00 | 0.00 | 0.0% | 0.00 | | 20.00 |
| Telephone | 291.21 | 276.00 | 215.46 | 78.1% | 276.00 | EE contract is £23.94 a mo | 276.00 |
| Clerks salary, gross | 33,206.87 | 13,770.00 | 10,846.84 | 78.8% | 15,455.59 | 2% NALC pay award for 20 | 18,810.00 |
| Employer national insurance | 1,830.62 | 760.00 | 624.99 | 82.2% | 843.76 | | 1,450.00 |
| Pension | 2,905.35 | 2,865.00 | 2,353.72 | 82.2% | 3,353.80 | | 4,150.00 |
| Travelling (Clerk) | 4.08 | 100.00 | 77.36 | 77.4% | 100.00 | | 75.00 |
| Home used as office | 428.24 | 2,000.00 | 1,156.56 | 57.8% | 1,210.56 | | 220.00 |
| Courses and publications | 328.00 | 500.00 | 240.00 | 48.0% | 240.00 | | 500.00 |
| Chairman's expenses (earmarked reserve) | 122.93 | 0.00 | 73.50 | 0.0% | 73.50 | | 0.00 |
| Councillor's expenses (earmarked reserve) | 0.00 | 0.00 | 16.20 | 0.0% | 16.20 | | 0.00 |
| Total: | 44,609.92 | 24,936.00 | 20,725.02 | 83.1% | 27,396.30 | | 36,046.00 |
| Contingency fund | | | | | | | |
| Staff absence (earmarked reserve) | 0.00 | 2,000.00 | 0.00 | 0.0% | 0.00 | | 0.00 |
| Plants/soil for flower troughs | 18.00 | 50.00 | 53.60 | 107.2% | 53.00 | | 50.00 |
| Vandalism and insurance excess (earmarked reserve) | 0.00 | 100.00 | 100.00 | 100.0% | 100.00 | | 0.00 |
| IT support | 0.00 | 150.00 | 0.00 | 0.0% | 0.00 | | 0.00 |
| Total: | 18.00 | 2,800.00 | 153.60 | 5.5% | 153.00 | | 50.00 |
| Total expenditure: | 114,832.10 | 84,085.00 | 50,209.07 | 59.7% | 64,393.28 | | 95,241.00 |

| Budget Head | 2017-18 | 2018-19 | 2018-19 | 2018-19 | 2018-19 | Notes | 2019-20 |
|--|--------------------|------------------|--------------------|---------------|------------------|---------------------------|------------------|
| | Actual at year end | Budget | Actual at 9 months | % of budget | Revised estimate | | Draft budget |
| Income | | | | | | | |
| Access licence - Mill Road | 50.00 | 50.00 | 0.00 | | 50.00 | | 50.00 |
| Access licence - Sydenham Terrace | 200.00 | 200.00 | 200.00 | 100% | 200.00 | | 200.00 |
| Rent - Allotment Association | 650.00 | 650.00 | 0.00 | | 500.00 | £150 from general reserve | 500.00 |
| Total income: | 900.00 | 900.00 | 200.00 | 22.22% | 750.00 | | 750.00 |
| Grants | | | | | | | |
| Grants (New Homes Bonus) | 2,200.00 | 0.00 | 5,000.00 | | 5,000.00 | | |
| Grants (Other) | 1,668.00 | 0.00 | 250.00 | | 250.00 | | |
| CDC grant | 4,014.87 | | | | | | |
| Total grants: | 7,882.87 | 0.00 | 5,250.00 | | 5,250.00 | | 0.00 |
| Transfers from Earmarked Reserves | -38,778.17 | | | | | | |
| Transfers from General Reserve | -13,817.06 | | | | | | |
| Transfers to Earmarked Reserves | 24,350.00 | | | | | | |
| Transfers to General Reserve | | | | | | | |
| Net Transfers to/from Reserves | -28,245.23 | | 38,426.00 | | 24,791.72 | | |
| Precept = total expenditure - total income: | 106,949.23 | 83,185.00 | 83,185.07 | | 83,185.00 | | 94,491.00 |
| Less net transfers to/from reserves | -28,245.23 | 0.00 | 0.00 | | | | |
| Less CDC grant | | 2,690.00 | 2,690.00 | | 2,690.00 | | 1,324.91 |
| Final precept figure | 78,704.00 | 80,495.00 | 80,495.07 | | 80,495.00 | | 93,166.09 |
| Final precept figure rounded-up = | 78,704.00 | 80,495.00 | 80,495.07 | | 80,495.00 | | 93,166 |

Net (Control)

-56,490.46

Notes

1. All figures net of VAT
2. Precept required 2019/20 £93,166
3. Taxbase 2018/19 £935
4. Taxbase 2019/20 £947.40
5. Charge per band D property 2018/19 £86.06
6. Charge per band D property 2019/20 £98.33
7. % increase in Precept (cash terms) 15.7%
8. % increase in Precept per band D property 14.2%

Westbourne Parish Council earmarked reserves 2018/19

| | Reserves at 1 April 2018 | Transfers TO revenue a/c from reserves | Transfers between reserves | Transfers FROM revenue a/c to reserves | Projected reserves at 31 March 2019 |
|---|--------------------------|--|----------------------------|--|-------------------------------------|
| | £ | £ | £ | £ | £ |
| General reserve | 22,073.23 | 2,936.00 | | 6,015.50 | 25,152.73 |
| Precept | | | | | |
| New Initiatives Fund | 44,700.00 | | -2,000.00 | 300.00 | 43,000.00 |
| Play equipment Monks Hill | 723.85 | | | | 723.85 |
| Play equipment Mill Road | 1,500.00 | | | | 1,500.00 |
| Office equipment | 1,731.71 | | | | 1,731.71 |
| Scope and design environmental enhancement village square | 2,500.00 | | | | 2,500.00 |
| Tree survey | 0.00 | | | | 0.00 |
| Chairman's allowance | 227.85 | 73.50 | | | 154.35 |
| Councillor's allowance | 273.00 | 16.20 | | | 256.80 |
| Staff absence | 2,000.00 | | | | 2,000.00 |
| Vandalism and insurance excess | 800.00 | | | | 800.00 |
| Monk's Hill car park | 6,145.00 | | | | 6,145.00 |
| War memorial | 420.00 | | | | 420.00 |
| Churchyard wall | 4,170.00 | | | | 4,170.00 |
| Footway lighting renewals | 500.00 | | | | 500.00 |
| Finger posts | 4,956.00 | 4,030.00 | | | 926.00 |
| Waste bin | 300.00 | | | | 300.00 |
| Equipment for emergency | 1,000.00 | | | | 1,000.00 |
| Election costs | 4,451.50 | | | | 4,451.50 |
| Pump priming CLT | 3,000.00 | | | | 3,000.00 |
| Village gateways roadpainting | 150.00 | | | | 150.00 |
| Legal advice | 500.00 | 1,375.00 | 2,000.00 | | 1,125.00 |

Notes

NB: Advice indicates General Reserve should be

Westbourne Parish Council earmarked reserves 2018/19

| | Reserves at 1 April 2018 | Transfers TO revenue a/c from reserves | Transfers between reserves | Transfers FROM revenue a/c to reserves | Projected reserves at 31 March 2019 | Notes |
|----------------|--------------------------|--|----------------------------|--|-------------------------------------|-------|
| | £ | £ | £ | £ | £ | |
| Total = | £80,048.91 | £5,494.70 | £0.00 | £300.00 | £74,854.21 | |

Account no. 2015438 (no. 2 account)

| | | | | | |
|---------------------------------|-----------------|-----------------|--|--|-----------------|
| Mill Road S106 (play equipment) | 4,844.00 | 1,048.00 | | | 3,796.00 |
|---------------------------------|-----------------|-----------------|--|--|-----------------|

Grants

| | | | | | |
|--|------------------|--------------|--------------|------------------|------------------|
| CDC New Homes Bonus 2014 (village gateways) | 1,161.92 | | | | 1,161.92 |
| CDC New Homes Bonus 2017 (for JBC) | 1,000.00 | | | | 1,000.00 |
| CDC New Homes Bonus 2018 (speed indicator signs) | | | | 5,000.00 | 5,000.00 |
| Total: | £2,161.92 | £0.00 | £0.00 | £5,000.00 | £7,161.92 |

| | | | | | |
|--|-------------------|-----------|-------|-----------|-------------------|
| Total earmarked reserves and grants = | £87,054.83 | £6,542.70 | £0.00 | £5,300.00 | £85,812.13 |
|--|-------------------|-----------|-------|-----------|-------------------|

S106 (allocated funds from CDC)

| | | | | | |
|--|-------------------|------------------|--------------|--------------|-------------------|
| Leisure and public open space (expires 05/07/22) | 7,641.73 | | | | 7,641.73 |
| Public art contribution (expires 05/07/22) | 6,120.03 | 1,000.00 | | | 5,120.03 |
| Total: | £13,761.76 | £1,000.00 | £0.00 | £0.00 | £12,761.76 |

NB: Funds not yet received and need to be applied for (CDC) on a case by case basis

10 January 2019, Westbourne Parish Council
Agenda item 14: Committee/Working Group reports

Finance and General Purpose Committee: Cllr Hitchcock

To approve the circulated minutes of the Finance and General Purposes Committee held on 25 October 2018 as a correct record.

Planning Committee: Cllr Briscoe

At the last Planning Committee, we informed you of the fact we were meeting with the Planning Policy Manager at CDC to discuss changes in the forthcoming Chichester Local Plan and in particular at section S7 relating to Travellers.

1. That meeting took place just before Christmas on the 21 December, attended by Mr Campbell (FC) and myself (RB) representing Westbourne and Mr Allgrove (MA) and Mrs Flitcroft (TF) from CDC were present from CDC Planning Policy. We feel it was a productive meeting at which CDC noted our concerns and could see there were conflicts within the Strategic and Operational Policies which would be looked at. We were encouraged to submit our full observations on the revised plan before the 7 February. One of the main areas of contention was the evidence base for the number of Gypsy, Traveller and Travelling Showman pitches and plots that were required to be provided by CDC over the next 15 years. We felt that there had been an over emphasis on the number of pitches required and that the figures had taken into account some flawed manipulation of the data. TF stated if I could put together our observations, she would put it to the company that had done the research on behalf of CDC. This is an area where I am currently working, so far, I believe the number of pitches required has been grossly overestimated. FC is also working on the response to the policy in S7 and our overall response to the review. There are some very good policies and this will be an important document we need to keep abreast of. Overall, we felt we were well received by Chichester and that any comments we have will be considered sympathetically as long as the overall objectives are achieved.
2. It is important to recognise if we as a Parish Council can assist the LPA through our local knowledge we should do so, we are your voice at any Planning Committee Meeting and will represent your views whenever we can. That doesn't mean to say you shouldn't write in Support of or Object to an application yourself, comments can be made through the Planning Portal via www.chichester.gov.uk/planningapplications This also applied to if you have concerns about a Planning Enforcement issue you should report it as soon as you can so it can be investigated. If you have concerns then let us know and we can report it on your behalf. www.chichester.gov.uk/planningenforcement
3. The PC have been consulted about the proposals to increase the size of a Gypsy Traveller Pitch across our boundary in Havant on Long Copse Lane. That application was refused by Havant BC DLC, we thank them for taking our comments seriously.
4. Still awaiting the start date for the appeal by Mr Sullivan against the enforcement notices served regarding his use at the Old Army Camp at Cemetery Lane we as a PC have agreed to employ a planner to represent us at the public enquiry. We will also look at a highways engineer to support us as well. It is important we do

everything possible to protect the village from industrialisation which is what is happening on the site.

Recreation, Leisure and Amenities Committee: Cllr Ricketts

No further update.

Public Services Committee: Cllr Briscoe

The meeting with Chris Dye (CD), Manager of WSCC Highways Chichester, took place on Monday 17 December 2018 - matters discussed:

1. Reply from Gillian Keegan regarding the Traffic Regulation Order (TRO) for Monks Hill, where we want to extend the 30mph limit past the children's playground. The response from the Dept of Transport states, 'the section quoted is not intended to be an exhaustive list.' which is what we have argued throughout, the section to which I referred mentions schools only. CD asks that we continue to push the DoT for more clarity if we still wish to pursue the TRO, which I agreed
2. The provision and siting of advisory signage at all the entrances to the Parish leading to the village stating Road not suitable for Heavy Goods Vehicles. This will also be discussed at the Parish Council Meeting on 13th Dec. He wasn't particularly receptive to this but agreed to ask his Highways engineer to look at it which we are waiting for a response.
3. The possibility of siting a planter in the Square to stop inconsiderate parking leading into North St outside the Picture shop. This cannot be done as it is introducing an object into a 'Carriageway', this would have to wait for any remodelling of the Square.
4. Gateway's painting of thresholds into the village to be discussed, agreed in principle but requires the Belstan Co. to come up with a schedule of work, I have requested this and am awaiting their response.
5. Siting of two new grit bins on the side of the highway at Monks Hill, one at the top the other at the bottom near the garage and shop. We have missed the deadline for the bins this year but suggest we put in a request around April time when they are reviewed, he asked if we knew these bins would be charged to the PC.
6. I asked him about siting of trees, he reaffirmed the content of the email to Clair that again for this year we had missed the deadline but should identify sites and submit them for consideration in 2019.
7. We went on a tour of the Parish and we identified a number of potholes (Mill Road being one of them) and surface flooding which he asked I report via the Love West Sussex website, which has been done and some already been actioned. Overall, I felt it was a worthwhile exercise and will ensure further meetings will take place so we are not forgotten about and remain high on the priority list.

Buses; WSCC I hope will have reached a decision of which we are hopeful will retain the No.54 bus through Westbourne, still awaiting information as to the decision made at their meeting.

At our last PC meeting we gave the go-ahead to a taxi-bus from Westbourne, I am currently looking at putting a timetable together with the taxi driver before going live hopefully this month. It will be a trial period till April when we can review its success or failure and decide if it is something we can continue to support.

Still awaiting a response from First Bus Portsmouth regarding the possibility of re-routing the No27 bus from the roundabout at Southleigh Road into the Square at Westbourne before returning to its original route to Havant.

Also, still awaiting WSCC decision regarding consideration of subsidising the taxi-bus service, but as the idea is to reduce funding, I'm not holding my breath.

The Community Speedwatch is performing well and hopefully re-enforcing focusing drivers minds to the 20mph and 30mph speed limits in the village. If you are interested in helping please contact David Mack. He is also looking at the possibility of some vehicle activated signs (VAS) we can put up at strategic places in the village to warn drivers of their speed. He has made an application for funding.

If you have any concerns regarding issues around the Parish please contact us, if we don't know about them, we can't do anything about it. We endeavour to make our village and the Parish the best it can be, within the financial constraints faced.

If I've missed anything please feel free to come along to the Parish Council Meeting and raise the subject on Thurs 10 Jan 2019 at the Meeting Place, North St.

Communications Working Group, Cllr Mason

To report orally at the meeting.

Neighbourhood Plan Steering Group: Cllr Hitchcock

CDC is still awaiting resolution of the issues around the Habitats Regulation Assessment following the Sweetman judgement, which are complex and continue to evolve.

On 29 December, the following information was sent through by Valerie Dobson (Principal Planning Officer, CDC).

“CDC has sought legal advice in relation to the judgement and the potential requirement for a Strategic Environmental Assessment, despite this having been previously screened out as not required. Whilst the Appropriate Assessment now required under the Habitat Regulations is now being finalised, the legal advice we have received is that this now triggers the need for Strategic Environmental Assessment and the first stage of this would be to produce a scoping report and consult the statutory bodies (i.e. Historic England, Environment Agency and Natural England).

“We are seeking assistance from CDC officers in the Environmental Strategy Team to help with this work. The initial priority is the Selsey neighbourhood plan (as we have received the examiner's report and before the SEA issue became apparent this plan was ready to go to referendum) and then the Westbourne neighbourhood plan

is next in line. However, please be aware that the scoping consultation may potentially generate the need to address issues beyond nature conservation issues.

“I appreciate your frustration with this process which I am sure you all know that I share. However, I would advise you that as a Council we are working to support your parish in achieving a robust neighbourhood plan that is not vulnerable to legal challenge. Please be assured that CDC is providing support to all the neighbourhood plans that find themselves in this position and is looking for an early resolution in order to allow examiners to complete their work and for plans to move forward at the earliest opportunity.”

Westbourne Parish Council, 10 January 2019

Agenda item 15: Payments for approval

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, * movement of an earmarked reserve, ** paid from No. 2 account)

| | Total | Net | VAT |
|--|--------------|------------|------------|
| | ----- | ----- | ----- |
| IB: Confidential payments January 2018 | £1,259.25 | £1,259.25 | £0.00 |
| IB: WSCC LGPS contributions | £417.85 | £417.85 | £0.00 |
| IB: HMRC quarter 3 | £786.70 | £786.70 | £0.00 |
| IB: SSE quarter 3 | £243.76 | £232.16 | £11.60 |
| IB: Longmeadows quarter 3 | £3,062.50 | £3,062.50 | £0.00 |
| IB: CDC Mill Road lease 18/19 | £100.00 | £100.00 | £0.00 |
| IB: Emscom website/email support | £150.00 | £150.00 | £0.00 |
| IB: GM Support | £90.00 | £90.00 | £0.00 |
| | ----- | ----- | ----- |
| | £6,109.76 | £6,098.16 | £11.60 |

NB: There are no payments requiring retrospective authorisation.

1. Treasurer's account number 1

| | |
|---------------------------------------|--------------------|
| Balance per statement 31/12/18 | £116,783.82 |
| Less outstanding payments | £0.00 |
| Outstanding receipts: | £0.00 |
| Add petty cash | £0.00 |
| Revised bank | £116,783.82 |

Cash book control:

| | |
|---------------------------------|--------------------|
| Balance forward 01/04/18 | £69,448.79 |
| Add total receipts to date | £102,935.53 |
| Less total payments to date | <u>£55,600.50</u> |
| Cash book at 31/12/18 | £116,783.82 |

2. Treasurers account number 2 (Mill Road Recreation Ground)

| | |
|---------------------------------------|------------------|
| Balance per statement 31/12/18 | £3,796.42 |
| Less outstanding payments | £0.00 |
| Outstanding receipts | <u>£0.00</u> |
| Revised petty cash | £3,796.42 |

Cash book control:

| | |
|---------------------------------|------------------|
| Balance forward 01/04/18 | £4,844.42 |
| Add total receipts to date | £0.004 |
| Less total payments to date | <u>£1,048.00</u> |
| Cash book at 31/12/18 | £3,796.42 |

**10 January 2019 Westbourne Parish Council
Agenda item 16: Correspondence List**

Councillors are invited to bring forward any items of correspondence for further discussion at the meeting. Correspondence is on the table and available to councillors 15 minutes before a meeting.

- Chichester District Council news release about Highways England rejecting new A27 options.
- West Sussex County Council consultation on the budget and related challenges. Deadline 13 January 2019 <https://haveyoursay.westsussex.gov.uk/policy-and-comms/budget-comms/>
- West Sussex County Council e-newsletter January 2019