

11 April 2019, Westbourne Parish Council
Agenda item 13: Committee/Working Group reports

Finance and General Purpose Committee: Cllr Hitchcock

The Committee has not met since the last full Council meeting and there is therefore nothing to report.

Planning Committee: Cllr Briscoe

Nothing major to report this month we await HBC and CDC Local Plans results from our deputations. In addition. We have made an additional 4 complaints as a result of complaints by our residents.

1. Land behind the Grange Woodmancote, 2 Statics have been moved onto the site before planning permission has been granted, they are at appeal for a barn and polytunnel, as CDC failed to make a determination on time as a consequence, they have put a shipping container on site. It has been reported that the occupants let their dogs run loose and they scared a walker on the footpath---- Response of the owner was to say they shouldn't be there on the footpath so it's their fault.
2. The land south of Jubilee woods, Woodmancote where permission was granted for a Pole barn but a substantial twin wall structure has started to go up.
3. A Static has been moved into jubilee woods although an application for some development for Glamping is expected soon---in the meantime the Static shouldn't have been put on site.
4. The Wall to Smugglers Cottage a listed building has been knocked down by the builders carrying out some restoration. It is a listed building and needs Listed Building Consent, enforcement went out the following day and a Planning Application has now been received

Recreation, Leisure and Amenities Committee: Cllr Ricketts

Please see the minutes of the Committee held on 28 March 2019.

Public Services Committee: Cllr Briscoe

Nothing much to report other than the items covered in our last Pub Services Cttee Meeting on 28 March 2019. Mins available on our website.

Brief updates ongoing;

Parish Council initiative to move the Monks Hill 30mph limit beyond the Children's Playground. No further action this month want the Brexit debacle sorted so our MP can focus on this more. [Yes, folks they still can't make their minds up!!!!!!](#)

'Gateway's' painting of thresholds into the village agreed in principle but requires the Belstan Co. to come up with a schedule of work, still waiting to hear back from them. [Chased them but still no response!!!! Frustrating](#)

Buses; Last PC meeting the Taxi bus was approved for a further 12 months but being reviewed every 3 months. Does anyone know where the 28a bus goes only I saw one in Westbourne! And again 2 days ago.

Our thanks to The Community Speedwatch team it appears to be performing well and hopefully re-enforcing and focusing drivers minds to the 20mph and 30mph speed limits in the village. Must be over 1000 reports so far

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.

Neighbourhood Plan Steering Group: Cllr Hitchcock

The following email was received from Valerie Dobson (Principal Planning Officer, CDC) on 27 March.

“This email is to let you know that the Westbourne Neighbourhood Plan - Habitats Regulations Assessment (HRA) Screening Matrix and Appropriate Assessment Statement has now been published for a period of 5 weeks public consultation. A copy is attached to this email and is also available to view on the District Council’s website <http://www.chichester.gov.uk/neighbourhoodplan>

Hard copies are available for inspection at:

District Council
East Pallant House, 1 East Pallant, Chichester PO19 1TY
(08:45 – 17:10 Mon – Thurs/ 08:45 – 17:00 Fri)

Anyone wishing to submit representations on this statement should do so no later than 5.00pm on 2 May 2019 either by email to neighbourhoodplanning@chichester.gov.uk or by writing to Neighbourhood Planning, Chichester District Council, East Pallant House, 1 East Pallant, Chichester PO19 1TY.

All representations received will be available to view publicly.

The next stage will be to address the issue of the SEA scoping report and I will keep you up to date with this as it moves forward.”

WESTBOURNE AND SOUTHBOURNE JOINT BURIAL COMMITTEE

MONTHLY UPDATE REPORT for April 2019

Joint Burial Committee for Westbourne and Southbourne Parish Councils

Discussions are still being held by Westbourne and Southbourne Parish Councils in order to confirm the way forward.

Cemetery Lodge

The anticipated completion date for the renovation works to the Lodge is end April/beginning May. Agreement on further work to the outside area around the Lodge needs to be made at the next Joint Burial Committee Meeting.

Cemetery Extension

The Consultants are still awaiting a report from the Environment Agency before they can advise whether further groundwater checks need to be carried out.

Cemetery Management

Dog walking – There have been reports of dogs being exercised in Westbourne Cemetery off the lead which have on occasion attacked or troubled other dogs and visitors to the Cemetery. When approached it has been reported to the Clerk that certain individuals have been quite abusive to the person raising the concern. The Rules and Regulations clearly state that all dogs must be kept on a lead within the Cemetery including the area set aside for the new extension.

Ongoing - An audit has been carried out of those graves which need planting and excessive adornments removed. These not only present difficulties for the grounds maintenance contractors but are also unsightly. The Joint Burial Committee has agreed that a programme of works will be undertaken to level and clear the graves as required. All keepers of affected graves, if current contact details are held on record, will be informed in advance of these works and there will also be notices at Westbourne Cemetery and hopefully at other prominent places in the Parish. The JBC has received a number of complaints in the past few weeks from family and friends of the deceased who are buried in Westbourne Cemetery expressing their upset about the state of neighbouring graves.

It is proposed that the programme of works is progressed in two stages. The first involving the levelling of graves and removal of any planting to be carried out in the next few weeks. The next stage to be progressed after further discussions as to how best this can be implemented with the sensitivities involved.

Awaiting advice on possible solutions - Following a period of rainfall the access through the pedestrian gates from Cemetery Lane becomes very muddy underfoot. Past remedial repairs have not provided a long-term solution to the problem. The grounds contractors have been approached to make recommendations for possible solutions.

Ongoing - A new lockable headed noticeboard is to be installed at the main gates to the Cemetery to replace the existing sign which as well as being rotten now gives incorrect contact details.

Repairs to the Outside Toilet - These are being undertaken by the Grounds Maintenance contractors in April.

Memorial Stability Test

Discussions as to the best mechanism for undertaking this will be held at the next JBC Meeting.

Cemetery Management and Compliance Course

This informative and well run one-day course held at Worthing Town Hall was attended on Thursday 21st March by Caroline Davison, Clerk to JBC, the Clerk to Southbourne Parish Council, Robin Davison and Nigel Ricketts from Westbourne Parish Council. The course was part of a programme of courses run by Institute of Cemetery & Crematorium Management (ICCM).

Westbourne & Southbourne Joint Burial Committee (JBC) Meeting

The next full Joint Burial Committee Meeting is scheduled for Thursday April 18th at 7.30pm.

Report compiled by

Caroline Davison

Clerk to Westbourne & Southbourne Joint Burial Committee

4th April 2019

Westbourne Parish Council, 11 April 2019**Agenda item 17: 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)

Payments	Total	Net	VAT
DD EE&T Mobile April	28.73	24.06	4.81
IB Confidential payments April	1,259.25	1,259.25	0.00
IB WSCC LGPS contributions	417.85	417.85	0.00
IB Redshank, ink cartridges and paper	152.40	127.00	25.40
IB Longmeadows quarter 4 2018-19	2,070.50	2,070.50	0.00
IB WSALC Ltd subscription 2019-20	720.95	720.95	0.00
	4,649.68	4,619.61	30.21

Payments for retrospective approval

IB Zurich insurance renewal 2019-2	2,567.22	2,359.60	207.62
IB PDC Print	185.00	185.00	0.00
IB CDC rent for land at Mill Road	100.00	100.00	0.00
IB GM Support playground inspection	90.00	90.00	0.00
IB CDC litter/dog bin 2018-19	1,507.58	1,256.32	251.26
IB AN4, email accounts	220.44	183.70	36.74
IB SSE quarter 4	265.28	252.65	12.63
	4,935.52	4,427.27	508.25

1. Treasurers account number 1

Balance per statement 31/03/19	103,994.25
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
Revised bank	103,994.25

Cashbook control

Balance forward 01/04/18	69,448.79
Add total receipts to date	109,048.33
Less total payments to date	74,502.87
Cashbook at 31/0/19	103,994.25

2. Treasurers account number 2 (Mill Road recreation ground)

Balance per statement 31/03/19	3,796.42
Less outstanding payments	0.00
Outstanding receipts	0.00
Revised bank	3,796.42

Cashbook control

Balance forward 01/04/18	4,844.42
Add total receipts to date	0.00
Less total payments to date	1,048.00

Cashbook at 31/03/19

3,796.42

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Westbourne Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/04/2019

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.westbourne-pc.gov.uk

Westbourne Parish Council Budget Monitoring Q4 2018/19

1 October to 31 December 2018

Budget	2018/19	Q4	% 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	15.00	75.0%
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	1772.60	77.2%
Running Costs			
Burial/cemetery grounds	7294.00	7294.00	100.0%
Monks Hill grounds maintenance	6500.00	6116.20	94.1%
Mill Road grounds maintenance	7500.00	6862.36	91.5%
Playground inspections	1800.00	1845.00	102.5%
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	23369.86	96.1%
Capital cost and repair (sinking fund)			
New Initiatives Fund	18000.00		0.0%

Westbourne Parish Council Budget Monitoring Q4 2018/19

1 October to 31 December 2018

Budget	2018/19	Q4	% of budget
	Budget		
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			

Westbourne Parish Council Budget Monitoring Q4 2018/19

1 October to 31 December 2018

Budget	2018/19	Q4	% of budget
	Budget		
Footway lighting energy, SSE	735.00	1265.33	172.2%
Waste bins x 7 and emptying	1500.00	1256.32	83.8%
Total:	2235.00	2521.65	112.8%
Communications			
Community consultation (see Business Plan)	2500		
Newsletter/printed communications	1500.00	1262.94	84.2%
Website	1000.00	2455.44	245.5%
Total:	5000.00	3718.38	74.4%
General administration and disbursements			
External audit	400.00	400.00	100.0%
Insurance	2500.00	2567.22	102.7%
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	0.00	
Legal advice (budget virement from NIF)	2000.00	1795.00	
Professional fees	1000.00	0.00	
Hire of hall and meeting expenses (£10 front hall, £7 back hall)	450.00	434.00	96.4%
Stationery/printing (admin)	200.00	156.37	78.2%
Postage	50.00	0.00	0.0%
Telephone	276.00	287.28	104.1%
Clerks salary, gross	13770.00	13430.79	97.5%
Employer national insurance	760.00	1661.16	218.6%
Pension	2865.00	3353.80	117.1%
Travelling (Clerk)	100.00	77.36	77.4%

Westbourne Parish Council Budget Monitoring Q4 2018/19

1 October to 31 December 2018

Budget	2018/19	Q4	% of budget
	Budget		
Home used as office	2000.00	1156.56	57.8%
Courses/publications	500.00	280.00	56.0%
Chairman's allowance (from Earmarked reserves)	0.00	73.50	
Councillor's expenses (from Earmarked reserves)	0.00	16.20	
Total:	27436.00	26048.34	94.9%
Contingency fund			
Staff absence	2000.00	0.00	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	0.00	0.0%
Total:	2300	153.6	6.7%
Total expenditure:	84085.00	58630.41	69.7%
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 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	Reserves at 31 March 2019
	£	£	£	£	£
General reserve	22,073.23	2,936.00		6,549.64	25,686.87
Precept					
New Initiatives Fund	19,700.00	300.00	-2,000.00	25,251.00	42,651.00
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	0.00			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	0.00			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	3,970.00			986.00
Waste bin	300.00				300.00
Equipment for emergency	1,000.00				1,000.00
Election costs	4,451.50				4,451.50
Village gateways roadpainting	150.00				150.00
Pump priming CLT	3,000.00	3,000.00			0.00
WNPSG	2,000.00	2,000.00			0.00

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	Reserves at 31 March 2019	Notes
	£	£	£	£	£	
Legal advice	500.00	1,795.00	2,000.00		705.00	
Total =	£52,548.91	£11,154.70	£0.00	£29,751.00	£71,145.21	

Account no. 2015438 (no. 2 account)

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

Adjustment for VAT recoverable (NET)

£7,334.82

£2,429.35

Total earmarked reserves and grants =	£74,293.24	£12,202.70	£0.00	£34,751.00	£107,790.00
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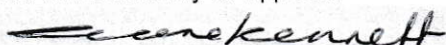
Section 2 – Accounting Statements 2018/19 for

Westbourne Parish Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	109,873	74,293	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	77,804	80,495	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,462	28,553	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	37,943	13,431	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	85,903	62,120	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	74,293	107,790	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	74,293	107,790	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	298,049	299,078	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓		N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

07/04/2019

I confirm that these Accounting Statements were approved by this authority on this date:

11/04/2019

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved