



**Westbourne**

Parish Council

*Address for correspondence:*  
53 Skylark Avenue  
Emsworth  
Hampshire PO10 7GB

07775654483  
clerk@westbourne-pc.gov.uk

February 2020

Dear Sir/Madam

**Proposed CCTV in The Square, Westbourne**

I write to inform you of proposals to install CCTV in The Square in Westbourne.

The Parish Council has been approached by a number of businesses in Westbourne who were unfortunately subject to a number of break-ins in November 2019 causing much damage and loss. They have requested support from the Parish Council in installing CCTV cameras to help prevent and deter possible future crime. Some of the businesses already have CCTV in their premises and the proposed additional cameras would give a street view to provide more evidence for the police to investigate.

The Parish Council has received quotes from three companies, along with outline plans. It is proposed that five cameras would provide sufficient coverage of The Square, The Grove, and the bottom of East Street and North Street. I have enclosed a map which details the location of each of the cameras. The recording device would be kept in a secure box which only the Parish Council would be able to access to ensure that General Data Protection Regulations are met.

The matter has been discussed at Parish Council meetings where it was agreed by members that there is a need to protect and support local businesses, and provide a safe environment for all. It has also been discussed with the police who are happy for the Parish Council to go ahead plans. Councillors agreed that residents who live near the proposed cameras should be informed before any final decision is made to install the CCTV.

If you would like to discuss this matter further or have any questions, please do not hesitate to contact me using the details above by the 31 March 2020.

I look forward to hearing from you.

Yours faithfully

Councillor Richard Hitchcock  
Chairman of Westbourne Parish Council



**VE75**

From: David Hyland <dhyland@chichester.gov.uk>

Sent: Wed, 29 Jan, 2020 at 10:34

To: \_All Parish Councils and Parish Meetings

Cc: \_All Members

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[image001.gif](#) (4.5 KB)

[image002.gif](#) (1.8 KB)

[image003.gif](#) (1.8 KB)

[VE75 event form.docx](#) (75.8 KB)

– [Download all](#)

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Dear Clerk,

You may be aware that Friday 8 May 2020 will mark the 75th anniversary of the end of war in Europe. The day has been designated by Government as a Bank Holiday to enable communities to come together to join in the “VE75” celebrations.

Some Parishes have enquired if Chichester District Council will make grants available to assist with preparations. I am pleased to confirm that the Grants and Concessions Panel have agreed for grants of up to £250 to be made available for Parish, Town or City Councils to apply for (to a maximum of £10,000.) These will be considered in order of receipt, so early application is encouraged.

There is no proposed chain of beacons and bonfires planned for these celebrations, so Chichester District Council is not directly encouraging a particular form of activity. However, we would like to encourage:

- More lasting acts of celebration such as tree planting, new public benches etc
- If funding is sought towards a street party or similar then we will support events that are open to and encourage all members of the community to participate
- For consistency with other grants this Council offers, we would not support a grant request that directly funds the consumption of alcohol, acts of worship, or donations to national charities or other causes.
- If Parishes are looking to work in partnership with another local organisation who are delivering an event, the Parish can still apply for money towards that event as long as they are involved, and have oversight of the use of the grant.

A very simple form has been prepared for you to submit your request. This also allows you to provide details of any planned events that we can list on CDCs website ([www.chichester.gov.uk/VE75](http://www.chichester.gov.uk/VE75) ). One does not have to relate to the other – so for example the grant may be used for tree planting and a plaque, but no planting ceremony is planned, and the community event to be promoted is at a different place and time.

If you have any questions then please contact either myself (details below) or Emma Beeney [ebeeney@chichester.gov.uk](mailto:ebeeney@chichester.gov.uk) 01243 534839

Kind Regards,

**David Hyland**

Community Engagement  
Manager  
Chichester District Council

Ext: 34864 | Tel: 01243534864 | [dhyland@chichester.gov.uk](mailto:dhyland@chichester.gov.uk) | Fax: 01243 776766  
<http://www.chichester.gov.uk>

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LEGAL DISCLAIMER



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**The Annual Parish Assembly of Westbourne Parish will take place from 7pm on Thursday 2 April 2020 at The Meeting Place, North Street, Westbourne.**

*Clare Kennett, 2 April 2019*

Clerk to the Council

### **Agenda**

**1. Welcome and introduction:** Cllr Richard Hitchcock, Chairman of Westbourne Parish Council

**2. Guest speaker:**

**Interval with cheese and wine at 7.45pm. Meeting to recommence at 8.15pm.**

**3. Apologies received**

**4. Minutes of the meeting on 4 April 2019**

**5. Matters arising from the minutes**

**6. The Annual Report of the Parish Council:** Cllr Richard Hitchcock

**7. Report from West Sussex County Council:** Cllr Mike Magill

**8. Report from Chichester District Council:** Cllr Roy Briscoe

**9. Reports from local community groups and organisations**

**10. Any local issue that has not already been raised**

**11. Date of next meeting:** Thursday 22 April 2021

# Westbourne community

# Spring clean day

Join Westbourne Parish Council at its community spring clean day to help collect litter around the village.

It's a great opportunity to meet local people and contribute towards making the village an even nicer place to live.

Tools, gloves, vests and plastic sacks will be provided, as well as refreshments afterwards.

**Where:** Meet at The Square

**When:** Sunday 5 April 2020

**Time:** 2pm – 4pm

**Contact:** [clerk@westbourne-pc.gov.uk](mailto:clerk@westbourne-pc.gov.uk)  
07775 654483



**Westbourne Parish Council, Thursday 13 February 2020**  
**Item 15. Insurance renewal quotes**

Three quotes have been received for the Parish Council's insurance for the next financial year. They are summarised below.

**1. Zurich Insurance**

1 year:           £2,671.22  
3 years:           £2,544.06

The above amounts include a premium of £1,245.70 (inc. VAT of £207.62 which can be reclaimed) for two playground inspections per year at Monk's Hill and Mill Road recreation grounds.

**2. Parish Protect with Business Services at CAS Ltd, a subsidiary of Community Action Suffolk.** An infrastructure charity supporting the VCSE sector. We have been managing a parish council insurance scheme for over 20 years and have recently partnered with WPS and RSA to develop a scheme called Parish Protect.

1 year:           £1,176.00  
3 years:           £1117.20

This does not include playground inspections which would need to be found with another provider, such as the Playground Inspection Company or Royal Society for the Prevention of Accidents (RoSPA).

**3. Came and Company, insurance brokers**

Pen Underwriting (AXA Insurance)

1 year:           £1,189.52  
3 years           £1,180.05.  
Plus a £50 fee to Came and Company

Hiscox

1 year:           £1,152.35  
3 years:           £1,097.48  
Plus a £50 fee to Came and Company

These quotes do not include playground inspections which would need to be found with another provider, such as the Playground Inspection Company or Royal Society for the Prevention of Accidents (RoSPA).



the **play inspection** company

*the safest hands around playgrounds*



Together we are delighted to offer an Independent Inspection Service for your children's play areas and sports facilities.

### Available services include:

#### Annual Inspection Service:

- Assessment of equipment Life Expectancy
- Assessment of condition of the equipment and the site
- Identification of all findings complete with photographs and recommended remedial action
- Risk assessment of all findings
- Identification of British & European Standard Compliance
- Basic DDA Statement for site
- Assessment of Stock Valuation
- Full electronic report in PDF format

Price: £65.00 + VAT Per Site

#### Full Year Inspection Service:

Ensure that you are fulfilling your requirements by engaging our services to inspect your sites 4 times throughout the year. We will provide electronic reports for all 4 inspections and parish council representatives will be given access to our online inspection and recording system where all inspections will be stored & viewable free of charge for an unlimited time period.

- 3 x Quarterly Operational Inspections
- 1 x Annual Inspection

Price: £215.00 + VAT Per Site (Total for year)

#### Post Installation Inspection Service:

- Inspections of newly installed equipment to ensure correct installation and standards compliance

Price: £295.00 + VAT Per Site

#### New Playground Design Assessments:

- Assessment of new playground plans to ensure correct layout and design

Price: £95.00 + VAT Per Assessment

Please contact the Play Inspection Company for further information quoting 'Came & Company Insurance Scheme':

Call us now on **01202 590 675**

email [info@playinspections.co.uk](mailto:info@playinspections.co.uk) or visit [www.playinspections.co.uk](http://www.playinspections.co.uk)

the **play inspection** company

*the safest hands around playgrounds*



## The safest hands around playgrounds

### What next?

#### Pricing:

Discounts may be available where the client has multiple sites (the discount will vary on the number of sites to be inspected within the Parish).

#### Lead Times

Please place your orders as early as possible to avoid delays; we sometimes need 6 – 8 weeks from receipt of your order to when an inspector will be able to make a visit; so please allow adequate time for us to plan your inspection date to meet with your requirements.

#### What does your current inspection cover?

Consider what is included in your current inspection report and the potential additional value provided. Many inspection companies will charge extra for risk assessment, photographs, life expectancy and stock valuations; these are all included as standard in our reports.

#### Recommendations:

What does your current inspection company recommend in terms of remedial action? The Play Inspection Company has a reputation for offering practical, common sense advice.

Examples of where surface areas have been extended by 50mm to meet compliance requirements are common place; in reality if the item has been in place for a number of years it is not necessary to do anything and just because an item of equipment does not meet today's standards does not mean it is unsafe; in the vast majority of instances there is no need to take any remedial action.

#### Trends

More and more playground operators are turning to the Play Inspection Company for all of their playground requirements, be that advice on design, training, inspection or anything else related to play provision.

The Play Inspection Company is the preferred inspection company for many of the major equipment providers in the UK; because of our sensible, practicable approach to inspection and the advice given we have become 'the professional's choice'.

Please contact the Play Inspection Company for further information quoting 'Came & Company Insurance Scheme':

Call us now on **01202 590 675**

email [info@playinspections.co.uk](mailto:info@playinspections.co.uk) or visit [www.playinspections.co.uk](http://www.playinspections.co.uk)

**the play inspection company**  
*the safest hands around playgrounds*



01793 317470

www.rospa.com/playsafety

Prices per site

<b>Annual Inspection + Risk Assessment</b> For play, skate, BMX, MUGA, teenage or Parkour (Councils & Voluntary Groups)	£68.50
<b>Annual Inspection + Risk Assessment</b> For play, skate, BMX, MUGA, teenage or Parkours (School & Commercial)	£95.00
<b>Extra items</b> (above an average of 5 per site)	£3.50 each item
<b>Water/ponds and small playing field</b>	£68.50
<b>Checklist</b>	£30.00
<b>Accessibility Assessment</b>	£35.00

Inspection Schedule

In order to provide an economic service, RoSPA will be inspecting in each area listed during the month shown. Please book inspections before the start of the first month.

County	Month	County	Month	County	Month
Bedfordshire	May/June	Hertfordshire	May/June	Suffolk	September/October
Berkshire	April/May	Isle of Wight	May/June	Surrey	June/July
Buckinghamshire	May/June	Kent	July/August	Sussex	June/July
Cambridgeshire	April/May	Lancashire	August/September	Warwickshire	September/October
Cheshire	April/May	Leicestershire	May/June	West Midlands	September/October
Cornwall	April/May	Lincolnshire	August/September	Wiltshire	September/October
Cumbria	August/September	Norfolk	June/July	Worcestershire	March/April
Derbyshire	May/June	Northamptonshire	June/July	Yorkshire	September/October
Devon	March/April	Northumberland	June/July	Wales	June/July
Dorset	May/June	Nottinghamshire	May/June	**Scotland	By arrangement
Durham	June/July	Oxfordshire	July/August	**Northern Ireland	By arrangement
Essex	May/June	Rutland	May/June	**Greater London	By arrangement
Gloucestershire	April/May	Shropshire	June/July	** Additional charges will apply	
Hampshire	May/June	Somerset	June/July		
Herefordshire	March/April	Staffordshire	August/September		

These dates cover mainland UK only unless otherwise stated. We can inspect at any time and off the mainland but additional charges will apply

ROSPA  
 Unit 78  
 Shrivensham Hundred Business Park  
 Watchfield  
 Swindon  
 SN6 8TY

Please  
 affix  
 stamp

PlaySafety Limited  
 Unit 78  
 Shrivensham Hundred Business Park  
 Watchfield  
 Swindon  
 SN6 8TY  
 info@rospaplaysafety.co.uk  
 01793 317470



Playground Inspections

For Parish, Community & Town Councils, Schools and Voluntary Groups and Commercial Organisations

From the world's premier play safety organisation





**Westbourne Parish Council, Thursday 13 February 2020**

**Item 16: Spring 2020 newsletter**

**List of suggested topics for the next edition of the newsletter.**

<b>Location</b>	<b>Subject</b>	<b>Word count</b>	
Lead article	CCTV		DM
	Polite parking notices		RH
	Spring Clean Day		RH
	New play equipment		NR
	Precept set		
	Annual Parish Assembly		
	SIDS/Emsworth Common Road/community Speedwatch Group		
	Vacancies		
	Monk's Hill charity		
	Tree planting and removal of ash trees at Monk's Hill		
	VE Day 75		
	Friends of Stansted Park		
	Take the lead – responsible dog ownership in the SDNPA		
	Community Chest Grant – Westbourne Cricket Club		
	Watervoles in the Mill Race		

## Financial Risk Assessment

### Background

After the end of the financial year the Council will be asked to consider and approve an annual governance statement as part of the Annual Return. As part of that governance statement, the Council will need to confirm that it carried out an assessment of the risks facing this 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 adopted by Council on 14 September 2017. 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 Council quarterly Bank reconciliations reported to Council monthly and checked and verified periodically by a Councillor	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 SSALC and NALC	Annual monitoring of budget advice from SSALC 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>
<b>OPERATIONAL RISKS which Parish Councillors, the Clerk, contractors and volunteers may encounter in the daily course of their work</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	Keep internal controls under review and follow advice of internal auditor – <b>Council</b>

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
<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	<p>Council has adopted a Risk Management Policy and undertakes risk assessments of all activities</p> <p>Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.</p> <p>Council maintains a good and comprehensive insurance policy with both public liability and employers' liability insurance.</p>	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	?	<p>Council has adopted a Risk Management Policy and undertakes risk assessments of all activities</p> <p>Regular and documented inspections (weekly in summer, fortnightly in winter) are made of playgrounds.</p>	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	<p>Council uses reputable contractors</p> <p>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.</p> <p>Council follows Financial Regulations for obtaining competitive quotes.</p> <p>Specifications are drawn up and approved by Council for all new contracts. The Council monitors compliance with the contract.</p> <p>The Council maintains healthy reserves to cover unforeseen costs.</p>	<p>Take references for new contractors – <b>Clerk/RFO</b></p> <p>Ensure that specifications exist for all contracts – <b>Council</b></p> <p>Ensure that Council understands when services are being paid for in advance (e.g. distribution of newsletter). – <b>Clerk/RFO</b></p>

Risk No	Description of Risk	Likelihood	Impact	Controls in place	Action required & by whom
<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 & 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>

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<sup>i</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 quarterly

**Westbourne Parish Council, 13 February 2020****Agenda item 18: 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)

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	EE&T Mobile	28.73	24.06	4.81
IB	Confidential payments Feb 2020	1,313.00	1,313.00	0.00
IB	WSCC LGPS Jan 2020	426.20	426.20	0.00
IB	Gritbins.net	682.97	569.14	113.83
IB	Alpha Cars, taxibus Jan 2020	96.00	96.00	0.00
IB	Monster Creative parking notices	139.20	132.00	7.00
IB	SSALC Parish Online subs	54.00	45.00	9.00
IB	Broxap 2 x football goal posts, Mill Rd	721.20	601.00	120.20
IB	Longmeadows			
		<b>3,461.30</b>	<b>3,206.40</b>	<b>254.84</b>

**Payments for retrospective approval**

IB	C Kennett reimbursment postage and stamps	10.02	10.02	0.00
IB	GM Support, playground inspections	90.00	90.00	0.00
	Surrey Hills Solicitor, advice on Monk's			
IB	Hill recreation ground	120.00	100.00	20.00
IB	Westbourne Cricket Club	450.00	450.00	0.00
IB				
		<b>670.02</b>	<b>650.02</b>	<b>20.00</b>

**1. Treasurers account number 1**

<b>Balance per statement 31/01/20</b>	<b>145,855.52</b>
Less outstanding payments	0.00
Outstanding receipts	0.00
Add petty cash	0.00
<b>Revised bank</b>	<b>145,855.52</b>

**Cashbook control**

<b>Balance forward 01/04/19</b>	<b>103,994.25</b>
Add total receipts to date	109,452.63
Less total payments to date	67,591.36
<b>Cashbook at 31/01/20</b>	<b>145,855.52</b>

**13 February 2020 Westbourne Parish Council  
Agenda item 19: Correspondence list**

Councillors are invited to bring forward any items of correspondence for further discussion at the meeting.

- Email from WSCC Highways about Aldsworth sign which cannot be repaired. They suggest that the Parish Council considers covering the cost of a new sign.
- Email from David Hyland at CDC regarding the removal of the phone box in The Square.
- Sussex Police Crime Commissioner e-newsletter: more enforcement, investigation and a greater police presence.
- Chichester in Partnership e-bulletin: launch of <http://chichestercommunitynetwork.org/>
- WSCC Town and Parish Council e-newsletter
- WSCC Highways, Transport and Planning members e-newsletter
- WSCC e-newsletter January 2020