



# Westbourne

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775 654483  
clerk@westbourne-pc.gov.uk

---

**Members of the Parish Council are summoned to attend Westbourne Parish Council's Full Council meeting which will take place on Thursday 10 April 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.**

*Clare Kennett, 4 April 2025*  
Clerk to the Council

## Agenda

### **1. Apologies for absence**

**2. Declarations of interest:** Councillors are reminded to declare any disclosable pecuniary interest which they may have in relation to any item of business on the agenda no later than when that item is reached. Unless a dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room when the meeting discusses and votes on the matter, unless the public is entitled to attend, in which case, you may join the public gallery.

**3. Minutes of the Parish Council meeting held on 13 March 2025:** To approve the circulated minutes as a correct record.

**4. Updates and issues from the minutes of 13 March 2025:** To note any updates or issues which are not otherwise on the agenda.

**5. Open forum (maximum of eight minutes):** To hear representations, questions and statements from members of the public, conducted in accordance with Standing Orders 3(e) to 3(h).

**6. To welcome Chichester District Council's Gypsy Traveller Liaison Officer to the meeting and receive an update on her work.**

**7. County Councillor's comments and questions:** To note the circulated report from County Councillor Andrew Kerry-Bedell and receive any updates.

**8. District Councillor's comments and questions:** To note the circulated report from District Councillor Roy Briscoe and receive any updates.

**9. Westbourne Surgery closure:** To consider the letter prepared by the Clerk to be sent to Emsworth Medical Practice to object to the closure. To note the number of petition signatures and to agree to hold a public meeting at 7pm on Wednesday 15 April at The Meeting Place, North Street, Westbourne.

**10. Planning applications:** To consider the following applications:

**25/00429/DOM:** Single storey front extension with 1 no. rooflight, including new hipped roof. New rear elevation 1 no. window, new pitched-roof canopy and replacement garage doors with glazed top lights. Replacement 6 no. roof windows. With enlarged patio within courtyard. The Granary, Whitechimney Row, Westbourne

**25/00542/DOM:** Demolition of existing lean-to, and, new single-storey rear extension. 4 Sydenham Terrace, Covington Road, Westbourne.

**25/00529/DOM:** Single-storey rear extension. Small Street Cottage, New Road, Westbourne.

**25/00549/PLD:** Proposed first floor rear box dormer. 26 Mill Road, Westbourne.

**25/00189/TCA:** Notification of intention to reduce height down to approx 4.6m (above ground level) on 11 no. sycamore trees (T4-T14) and 4 no. yew trees (T1-T3 & T18). Re-pollard (back to old wound points) on 2 no. sycamore trees (T15 & T16). Pollard down to 4m (above ground level) on 1 no. eucalyptus tree (T17). Cedar Lodge, River Street, Westbourne, Emsworth, West Sussex, PO10 8TG

**11. Annual Parish Assembly:** To discuss any outstanding arrangements for the event on Wednesday 23 April at 7pm at The Meeting Place.

**12. VE Day 80:** To discuss any outstanding arrangements for the bonfire to be held on Thursday 8 May 2025.

**13. Westbourne Community Trust:** To discuss full re-surfacing of the multi-use games court and cutting back of the overgrowing vegetation at Mill Road recreation ground. To discuss if the height barrier, removed from the entrance to the recreation ground, could be placed elsewhere.

**14. Playground inspection:** To note the recommendations of the inspection carried out on 3 April for Monk's Hill recreation ground.

**15. Community Chest:** To consider the application from the History Group for funding of £80 for room hire and £80 for a head microphone.

**16. Insurance:** To retrospectively approve the insurance renewal for 2025-26. To note the increase as a result of new play equipment at Mill Road and inclusion of the Mill Road entrance road, churchyard wall and Monk's Hill car park on the asset register.

**17. Budget monitoring:** To note the budget report and receive the bank reconciliations to 31 March 2025.

**18. Payments for approval:** To consider and approve two lists of payments, prepared by the Clerk acting as Responsible Financial Officer. The first is a list of payments due immediately requiring advance authorisation, the second is a list of payments made requiring retrospective authorisation.

**19. Correspondence:** To note the list of correspondence and to consider any required action.

**20. Announcements and items for the next meeting:** To note items brought forward by permission of the Chair. Requests to be submitted prior to the start of the meeting.

**21. Confidential business:** To resolve to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

**22. Community bus:** To consider the correspondence regarding an increase in contributions.

**23. Date of next meeting:** The Annual General Meeting is scheduled to be held on Thursday 15 May 2025 at 7.15pm.