



Westbourne

Parish Council

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Members of the Parish Council are summoned to attend the Annual General Meeting of Westbourne Parish Council which will take place on Thursday 22 May 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 16 May 2025
Clerk to the Council

Agenda

- 1. Election of the Chair of the Council:** To receive nominations and elect a Chair. To sign a Declaration of Acceptance of Office form once elected.
- 2. Apologies for absence**
- 3. Election of the Vice-Chair of the Council:** To receive nominations and elect a Vice-Chair. To sign a Declaration of Acceptance of Office once elected.
- 4. 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.
- 5. Minutes of the Parish Council meeting held on 10 April 2025:** To approve the circulated minutes as a correct record.
- 6. Updates and issues from the minutes of 10 April 2025:** To note any updates or issues which are not otherwise on the agenda.
- 7. 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).
- 8. County Councillor's comments and questions:** To note the circulated report from County Councillor Andrew Kerry-Bedell and receive any updates.
- 9. District Councillor's comments and questions:** To note the circulated report from District Councillor Roy Briscoe and receive any updates.
- 10. Clerk's report:** To receive the report from the Clerk which outlines key activities.
- 11. Co-option:** To consider the co-option of applicants to vacancies on the Council.
- 12. Planning:** To consider the following:

25/00781/DOM: Regularisation of changes to originally approved scheme under WE/23/01162/DOM for a single storey rear extension and associated works. 4 Stansted Villas, Commonside, Westbourne.

Planning appeal: Meadow View Stables, Monks Hill, Westbourne. Demolition of existing day room and construction of 1 no. shared utility building (alternative to utility building approved under WE/14/04206/FUL). Application No: 24/02458/FUL. DCLG Ref No: APP/L3815/W/25/3363606. Deadline for written representations is 20 May 2025.

Havant Borough Council to consider a response to the consultation on Building a Better Future Plan, deadline 1 July 2025.

<https://www.havant.gov.uk/planning-services/planning-policy/local-plan/building-better-future-plan>

13. Committee and representative appointments: To note the committee terms of reference and agree the list of member appointments to the committees and representatives.

14. Review of the Council's constitution: To review the following policies

- Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy and Freedom of Information Policy.

15. Westbourne Surgery: To note the letter sent to Emsworth Medical Practice objecting to the closure which included a petition of 704 signatures.

16. Chichester District Council grant scheme: To consider applying for a grant for playground improvements <https://www.chichester.gov.uk/grants>

17. Internal audit for financial year 2024/25: To receive and note the final internal audit report for 2024/25. To review the effectiveness of the system of internal control and approve the Annual Governance Statements, Section 1 of the 2024/25 Annual Governance and Accountability Return (AGAR). To sign section 1.

18. Receipts and payments 2024/25 and statement of reserves: To note the circulated budget report to 31 March 2025 and statement of earmarked reserves.

19. Accounting statements, Section 2 of the 2024/25 AGAR: To consider the Accounting Statements and approve them by resolution. To sign Section 2. To agree and set the period of public rights for the inspection of the unaudited AGAR.

20. 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.

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

22. 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.

23. 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.

24. Bourne Community Bus: To consider the correspondence regarding an increase in contributions.

25. Date of next meeting: The next meeting is scheduled to be held on Thursday 19 June 2025 at 7.15pm.