



Westbourne

Parish Council

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Members of Westbourne Parish Council are hereby summoned to attend the Full Council meeting of Westbourne Parish Council which will take place on Thursday 11 September 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 5 September 2025

Clerk to the Council

Agenda

The order of business to be transacted is:

09/25/41. Apologies for absence: To receive, and approve if appropriate, apologies for absence and reasons given.

09/25/42. Declarations of members interest:

- a. Members are reminded to declare any interest in any item on the agenda at this time, or at any time during the meeting, in accordance with the Council's Code of Conduct. (Where a member indicates that they have an interest, but wish to make representations regarding the item, those representations must be made during the Open Forum).
- b. To receive, and approve if appropriate, requests for dispensations from members on matters in which they have an interest and wish to vote.

09/25/43. 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).

09/25/44. County Councillor's comments and questions: To note the circulated report from County Councillor Andrew Kerry-Bedell and receive any updates.

09/25/45. District Councillor's comments and questions: To note the circulated report from District Councillor Roy Briscoe and receive any updates.

09/25/46. Minutes of the Parish Council meeting held on 19 June 2025: To approve the circulated minutes as a correct record.

09/25/47. Clerk's report: To receive the report from the Clerk which outlines activities undertaken since the meeting held on 19 June 2025.

09/25/48. Co-option: To consider the co-option of applicants to the Parish Council.

09/25/49. Recreation, Leisure and Amenities Committee: To receive the minutes of the meeting held on 26 June 2025 and note the following recommendation:

- a. To write an application for grant funding from Chichester District Council for playground improvements at Monk's Hill and to research options, including

replacement fitness equipment, a basketball net and surface, a permanent beacon and a flag pole. http://www.westbourne-pc.gov.uk/Recreation_Leisure_and_Amenities_24558.aspx

06/25/50. Joint Burial Committee: To receive the minutes of the meeting held on 4 June and note any updates. <https://www.southbourne-pc.gov.uk/westbourne-southbourne-jbc/> To nominate two councillors to fill vacancies on the Committee.

09/25/51. Items for consideration and resolution

- a. Transfer of assets: To consider the policy published by Chichester District Council and discuss the assets that could be transferred to the Parish Council <https://www.chichester.gov.uk/community-asset-transfer> (Local Government Act 1972, ss.124,126, 127 and 139).
- b. Westbourne Surgery: To consider the draft letter prepared by the Clerk in response to the sale of the surgery in October 2024 before the public consultation.
- c. Community Highway Scheme: To note the submission of the application to WSCC for highways improvements in the Parish.
- d. Dog wash: To consider installing a dog wash at Monk's Hill recreation ground <https://thedogwashcompany.co.uk/buy-lease-dog-wash/> (Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10, and Public Health Act 1936, s.125).
- e. No cycling signs: To consider replacing the signs that have been removed from footpath 245 between Westbourne Road and Mill Lane. (Road Traffic Regulation Act, 1984, section 72).
- f. Grants: To consider the quotes sent by Westbourne Community Hall for the proposed kitchen renovation and approve the payment of the grant £8k of to support the project. (S137 of the Local Government Act 1972).
- g. Grants: To consider the grant application from St Wilfred's Hospice for S137 funding. (S137 of the Local Government Act 1972).
- h. Grants: To consider the grant application from Tyler's Trust for S137 funding. (S137 of the Local Government Act 1972).
- i. Newsletter: To consider sending a newsletter to residents in November and discuss ideas for articles.
- j. Village website: To note the closure of the website and to discuss if the village groups should be included on the Parish Council's website.
- k. Planning amendment to section 15 of the Standing Orders and Scheme of Delegation: To consider delegation to the Clerk for responding to minor planning applications in consultation with nominated members of the Planning Committee. For any large or contentious planning applications, these should always be discussed at a Council meeting where the public can attend.
- l. Future room bookings: To discuss the location of Council meetings at either The Meeting Place or Westbourne Community Hall.

09/25/52. External audit 2024/25: To receive the report from Moore which concludes the audit for financial year 2024/25.

09/25/53. Finance

- a. To note the budget report to 31 August 2025 which outlines that receipts are 77.1% of the budget and payments are 33% of the budget.
- b. To receive the bank reconciliations to 31 August 2025 and note the account balances.
- c. To resolve to approve the list of payments.

09/25/54. Correspondence: To note the list of correspondence and consider any required action.

09/25/55. Items to be included on the next agenda

09/25/56. Date of next meeting: To resolve to hold the next meeting on Thursday 10 October 2025 at 7.15pm.

09/25/57. 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.

09/25/58. Local government pay claim 2025/26: To resolve to implement the National Joint Council for Local Government Services agreement as per the Clerk's contract <https://www.nalc.gov.uk/resource/local-government-services-pay-agreement-2025-26.html>

09/25/59. Mill Road playground: To discuss the following:

- a. To agree new signage for the children's playground.
- b. To consider cleaning the storm road gully drainage on the access road to Mill Road recreation ground.
- c. To note the response from CDC regarding the wire fence at the rear of the properties with Mill Road recreation ground.
- d. To appoint a solicitor to support the Council with agreeing licences with Westbourne Community Trust, about managing and maintaining the playground, and Westbourne Allotment Association, for use of the new storage building.
- e. To appoint a surveyor to measure the land in the Council's ownership to ensure there are accurate records for future use.
- f. To review the current allotment lease and identify any areas that need updating. (Local Government Act 1972, s.139 and Cleaner Neighbourhoods and Environment Act 2005).