



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 12 February 2026 at 7.15pm at The Meeting Place, North Street, Westbourne.

Clare Kennett, 6 February 2026

Clerk to the Council

Agenda

The order of business to be transacted is:

02/26/131. Apologies for absence: To receive, and approve if appropriate, apologies for absence and reasons given.

02/26/132. 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.

02/26/133. 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).

02/26/134. County Councillor's comments and questions: To note the circulated report from County Councillor Andrew Kerry-Bedell and receive any updates.

02/26/135. District Councillor's comments and questions: To note the circulated report from District Councillor Roy Briscoe and receive any updates.

02/26/136. Minutes of the Full Council meeting held on 8 January 2026: To approve the circulated minutes as a correct record.

02/26/137. Clerk's report: To receive the report which outlines activities undertaken since the last Full Council meeting.

02/26/138. Co-option: The Clerk has informed Chichester District Council of the recent vacancy and displayed a notice to advertise the vacancy. To note that there are now three places available on the Council.

02/26/139. Minutes of the Westbourne Neighbourhood Plan Steering Group: To note the minutes of the meeting held on 15 January 2026 and consider any recommendations, including the quote received for planning consultancy.

02/26/140. Community Chest Grant: To consider the application from Greening Westbourne for funding of £300 (+VAT) to deliver a flyer to all properties in Westbourne to encourage people to respond to a biodiversity survey on bugs, bees and beetles.

02/26/141. Spring Clean Day: To discuss arrangements for the event proposed to be held on Sunday 29 March 2026.

02/26/142. Annual Parish Assembly: To discuss arrangements for the event on Thursday 23 April 2026.

02/26/143. Newsletter: To discuss articles for a spring 2026 edition.

02/26/144: Flag policy: To consider the draft policy prepared by Cllr White.

02/26/145. Assertion 10: To approve the draft IT Policy, Model Publication Scheme, Subject Access Request Policy and Data Protection Roadmap. To resolve to agree that the Parish Council complies with Assertion 10 requirements
<https://www.nalc.gov.uk/resource/assertion-10-hub.html>

02/26/146. Finance:

- a. To note the budget report to 31 January 2026 which outlines that receipts are 129% of the budget and payments are 75% of the budget.
- b. To note the earmarked reserves and bank reconciliations to 31 January 2026.
- c. To resolve to approve the list of payments.

02/26/147. Correspondence: To note the list of correspondence and consider any required action.

02/26/148. Items to be included on the next agenda

02/26/149. Date of next meeting: To resolve to hold the next meeting on Thursday 12 March 2026 at 7.15pm.

02/26/150. 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.

02/26/151. To discuss any outstanding matters relating to:

- a. The lease agreement with the Allotment Association.
- b. Purchase of the playground at Hitchcock Close from Westbourne Community Trust.

02/26/152. Hitchcock Close playground: To consider the quotes received for the boundary fence and the path around the storage building.

02/26/153. Business Plan: To consider the circulated updated draft and discuss monitoring.