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**Members of the Parish Council are summoned to attend Westbourne Parish Council’s meeting which will take place on Thursday 9 January 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.**

Clare Kennett, 3 January 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 12 December 2024**: To approve the circulated minutes as a correct record.

**4. Updates and issues from the minutes of 12 December 2024**: 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. County Councillor’s comments and questions**: To note the circulated report from County Councillor Andrew Kerry-Bedell and receive any updates.

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

**8.**  **Highways issues**: To note that WSCC has not passed the traffic regulation order applications to reduce the speed limits on Whitechimney Row (extend 20mph to junction with Old Farm Lane) and Monk’s Hill (from NSL to 40mph).

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

**24/02783/DOM**: Two storey side extension, new porch and enlargement and roof alterations to existing garage to create workshop. 2 Willow Gardens, Westbourne.

**24/02807/DOM**: Replacement single storey rear extension. Merrygarth, North Street, Westbourne.

**24/02570/FUL**: Change use of land for the stationing of 2 no. caravans for residential purposes, erection of associated 2 no. utility buildings and associated landscaping.

**24/02779/ELD**:Use of land for stationing of a caravan for residential purposes. Land east of Southwood Park Estate, Common Road, Hambrook

**10. Code of Conduct**: To update the policy to the circulated Local Government Association version.

**11. Community Chest grant**: To consider the circulated application from Greening Westbourne for funding of £330 to pay for delivery of their leaflet to encourage residents to apply for support and equipment to attract wildlife into their gardens.

**12. Year-end Rialtas close down**: To approve the appointment of Paul Burdick, ACCLC, to close down the financial accounts for 2024/25 and roll over the information to the new financial year at a cost of £600 plus VAT.

**13. Annual review of fees and charges:** To consider the report which outlines the Council’s fees and charges.

**14. Budget monitoring**: To note the budget report, the earmarked reserves and receive the bank reconciliations, all to 31 December 2024.

**15. Budget and precept 2025/26**: To consider the draft budget for financial year 2025/26 as recommended by the Strategy and Finance Committee on 17 October 2024 (see circulated draft minutes) and to set a precept for financial year 2025/26.

**16.** **Financial risk assessment and asset register**: To review the circulated documents.

**17. 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.

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

**19. 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.

**20. Date of next meeting**: The next meeting is scheduled to be held on Thursday 13 February 2025 at 7.15pm.