

## Minutes



# Westbourne

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775 654483

clerk@westbourne-pc.gov.uk

---

### **Minutes of the Annual General Meeting of Westbourne Parish Council which took place on Thursday 18 May 2023 at 7.15pm at The Meeting Place, North Street, Westbourne.**

**Present:** Cllr Neil Attewell (joined at 7.30pm), Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Kim Franks, Cllr Richard Hitchcock, Cllr Nigel Ricketts and Cllr Laura Veltom.

**In attendance:** Cllr Roy Briscoe, Chichester District Council  
Cllr Andrew Kerry-Bedell, West Sussex County Council  
Clare Kennett, Clerk to the Parish Council

Meeting chaired by Cllr Hitchcock. Four members of the public and one member of the press were present.

Cllr Hitchcock opened the meeting by congratulating the Council on their election and welcoming Cllr Veltom to the Parish Council.

18. Election of the Chairman of the Council: Cllr Hitchcock was nominated to stand as Chairman, proposed by Cllr Ricketts, seconded by Cllr Briscoe and all in favour. Cllr Hitchcock was **ELECTED AS CHAIRMAN**, who signed a Declaration of Acceptance of Office form.

19. Apologies for absence: There were no apologies.

20. Election of the Vice-Chairman of the Council: Cllr Ricketts was nominated to stand as Vice-Chairman, proposed by Cllr Briscoe, seconded by Cllr Gould and all in favour. Cllr Ricketts was **ELECTED AS VICE-CHAIRMAN**, who signed a Declaration of Acceptance of Office form.

21. To receive declarations of interest and updates to the Register of Interests: Cllr Briscoe declared an interest in item 32 relating to the Community Chest Grant application received from the Woodmancote Residents' Association as a resident of Woodmancote and member of the group. Cllr Briscoe did not take part in discussions relating to this item. There were no other declarations of interest.

22. Co-option: Neil Attewell expressed an interest in joining the Parish Council and gave his reasons for wanting to join, as well as outlining his skills and experiences. The Parish Council carried out a vote and it was **AGREED** unanimously to co-opt Neil to the Parish Council. Cllr Attewell was **ELECTED** and joined the meeting.

It was **NOTED** that the remaining vacancy must be filled within seven weeks of the 9 May 2023 (27 June) and co-option would be included on the agenda of June's meeting to try and fill it. If the vacancy remained, it may be necessary to hold a further election which would be at full cost to the Parish Council.

## Minutes

23. Minutes of the Parish Council meeting held on 13 April 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

24. Updates and issues from the minutes of 13 April 2023:

**Item 4, 216:** The Clerk had received a quote from East Hampshire District Council for a quote for dog services which had been circulated to members.

**Item 4, 225:** The Clerk had requested a meeting with West Sussex County Council's Highways team to discuss the Traffic Regulation Order (TRO) to restrict HGVs travelling through Westbourne, as well as a number of other highways issues, and was waiting to hear from them.

**Item 4, 228:** The Clerk reminded members that they still needed to consider the responses received from residents in the consultation for improvements to the highway on Whitechimney Row and East Street. The most appropriate suggestions could then be put forward in the TRO application. It was discussed that a meeting should be arranged with Highways to agree what would be likely to be considered by them so that a strong application could be submitted.

**Item 4, 238:** The Clerk informed members that now that she was a full signatory of Lloyds bank account, she could apply for a debit card which would avoid using her own and make payments more transparent. The bank signatories signed the application form that had been prepared, along with an application form to give Cllr Ricketts access to internet banking.

**Item 9:** The Clerk had been in contact with the Church Treasurer who had found the records of the graves and memorials. The Clerk needed to take a copy of the records and then contact a memorial stability company for a quote for the works. It was **NOTED** that the tree survey would take place on 3 July.

**Item 11:** Members thanked the Clerk for her work to deliver a successful street party on Sunday 7 May which was well attended by the local community and had received much positive feedback. The Clerk had arranged for a card to be printed featuring one of the aerial photographs and this would be sent to all those involved to thank them for their help and support. It was **AGREED** to give a £20 Waitrose/John Lewis gift card to Mr and Mrs Blower to thank them for use of their electricity.

*The Chairman adjourned the meeting at 8pm.*

25. Open forum: A resident said that her neighbours were parking on King Street which is a narrow road and it blocked access for other vehicles as well as access to garages. It was discussed that as this was a highways issue, the matter should be taken up directly with the County Council to see if they could put any measures in place to restrict parking. County Councillor Kerry-Bedell was at the meeting and agreed to speak to the resident about possible options.

*The Chairman reconvened the meeting at 8.20pm.*

26. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report circulated prior to the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell had contacted WSCC Highways department to ask for an explanation as to why the TRO for HGV restrictions in Westbourne had been turned down. It was hoped that a meeting could be arranged with relevant officers and councillors to agree a way forward, and other highways issues such as those on Whitechimney Row, East Street, Monk's Hill and Aldsworth could be discussed. It was likely that a Community Highways Scheme was needed

## Minutes

for Aldsworth and further discussion was needed to consider how this would be achieved. Cllr Kerry-Bedell had made an enquiry regarding the perceived lack of clarity and longevity of white lines on the roads which would be discussed at the next meeting of the WSCC Road Safety Task and Finish Group for a plan of action. Cllr Kerry-Bedell said he had a summary slide deck on sewage issues and what WSCC and CDC may be able to do about them which he would be happy to present to interested parishes. A good working relationship had been made with Southern Water technical teams and they did appear to be responding to resident concerns with action plans to improve all key works despite the lack of government action. Cllr Kerry-Bedell was working to reduce flooding in parishes and suggested that a Bourne Flood Prevention group was set up to look at multiple flooding issues, including road flooding, road drainage, field runoff, river and culvert flooding and emergency drainage. The Bourne Speed Reduction Community Highways Scheme was underway and Cllr Kerry-Bedell asked the Parish Council to finalise the Excel spreadsheet with details of proposed speed changes plus a word document to give detail on why the reductions should be introduced. The Council would need to undertake resident research and submit the TRO/CHS before the deadline of July for implementation between 2025/26. The Bourne Community Bus continues to run successfully and work was underway to create the Westbourne pages on the Bourne Heritage Trail website.

Cllr Barker said that the footpath 245 which ran along the Mill Race between the Church and Mill Lane was breaking up in places and there were large holes. This caused a danger to pedestrians and the many children who use the route to get to school. Cllr Kerry-Bedell said he would raise the issue with the Public Rights of Way team.

27. District Councillor's comments and questions: Members thanked District Councillor Roy Briscoe for the report circulated prior to the meeting which was **NOTED**. In summary, Cllr Briscoe thanked those that had given him their support at May's local election. The vote was close but he believed that many people had voted for him as a person and the work he had achieved in the Parish, as opposed to along political party lines. Cllr Briscoe said he would continue to work on everyone's behalf and would do his very best for the community. Cllr Briscoe pointed out that he could not stop sewage into the harbour and only Southern Water and the Environment Agency had the power to do that. This was also true of GP services as that was the responsibility of the NHS, and potholes was a County Council matter. However, the District Council was able to lobby organisations and businesses to make improvements. Cllr Briscoe said the new Liberal Democrat administration had inherited a sound and healthy council and he was sure they would continue to work with officers to deliver the best for residents. Cllr Briscoe said the Local Plan review consultation had finished and if the new administration delayed the process, there was a possibility that the district would revert back to obligations to deliver 650 new housing, which had been reduced by the last administration. This could also open the door to speculative applications from housing developers. Recently, a useful meeting was held between the Police Rural Crime Team, the farmers and game keepers where issues such as poaching, theft of machinery and dumping of rubbish was discussed. The police had filled the number of police officers and work working to recruit more PCSO's which would hopefully mean more of a presence locally. Cllr Briscoe urged residents to report all incidents, no matter how small, to the police so they had an accurate picture of local crime and could deploy resources effectively.

## Minutes

Cllr Briscoe had attended a meeting with Portsmouth Water and other stakeholders to discuss a restoration plan for the River Ems which as put forward by the Arun and Rother Rivers Trust. Cllr Briscoe was continuing to press for less water to be abstracted which relied on the Environment Agency changing the licence. Cllr Briscoe said that an alternative fuel payment from the government was available for those using tank or bottled gas, oil, wood or solid fuel. Applications could be made at [www.gov.uk/apply-alternative-fuel-billsupport-if-not-automatic](http://www.gov.uk/apply-alternative-fuel-billsupport-if-not-automatic) with a deadline of 31 May.

28. Police incident report: It was **NOTED** that there were no crime statistics listed at [www.police.uk](http://www.police.uk) for Westbourne and it was discussed that this must have meant that no incidents had been reported.

29. Committee and representative appointments: Members **AGREED** the membership of each of the Council's committees and representation on external groups.

30. Annual Parish Meeting: It was **NOTED** that the event will take place on Wednesday 24 May at 7pm at The Meeting Place, North Street, Westbourne and that members should arrive at 6.30pm to help set up. The Clerk said that she expected around 40 attendees. It was **AGREED** to spend £100 on drinks and light refreshments to be served at the event which the Clerk would organise. Cllr Hitchcock agreed to write the Chairman's report and the Clerk said she would contact the landlady of the White Horse pub to see if the Council could borrow some additional wine glasses.

31. Planters for The Square and repairs to the damaged bench on River Street: Members **AGREED** to purchase two new planters for The Square using the £500 grant that was received from the District Council as part of the Coronation celebrations. <https://amberol.co.uk/planters/large-floor-standing-planters/stone-trough> Members also **APPROVED** expenditure of £86.50 on a temporary repair of the damaged bench on River Street.

32. Community Chest grants: Members considered two grant applications and it was **AGREED** to award £100 to the Westbourne History Group towards the cost of their meetings and £100 to the Woodmancote Residents' Association for flower planters for the centre of the hamlet.

33. Joint Burial Committee: Members **RECEIVED** the minutes and updates of the meeting held on 27 March 2023 and the end of year accounts for 2022/23. There were no further comments.

34. Updates to the Council's constitution: Members **REVIEWED** the Council's Standing Orders, Financial Regulations and Code of Conduct with no further updates.

35. Budget monitoring: The Clerk said she would circulate the bank reconciliation to 31 April 2023 to members after the meeting as there was a mistake in Rialtas that needed to be corrected. They would then be signed off by the Council at the next meeting in June.

36. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £3,286.40 and due immediately (to be paid before 8 June 2023 and require

## Minutes

advance authorisation). There were payments totalling £5,117.51 made since 13 April 2023 which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

37. Correspondence: Members **NOTED** the list of correspondence.

38. Announcements and items for the next meeting: There were no announcements.

39. Date of next meeting: The next meeting was scheduled to be held on Thursday 8 June 2023 at 7.15pm.

In accordance with the Local Government Act 1972 Schedule 12, the Council may decide by resolution to exclude the press and public from any part of the meeting under a Section Two item.

### Section Two

40. Mill Road playground: Members considered Westbourne Community Trust's proposals for the new playground. Members **AGREED** the following:

1. That the proposed Mill Road Park improvements as presented by Westbourne Community Trust were considered to be acceptable to the Parish Council.
2. That the Parish Council was willing to continue maintaining the park on completion of the improvements proposed and subject to a new leasing arrangement with the Trust as landowner.
3. That the Parish Council agreed in principle to the new lease being established for a 30-year period with a review on a five-yearly basis based on inflationary change and at an initial lease cost of £1,000 per annum.
4. That the Parish Council confirmed the award of funding for the project as agreed in principle in November 2020, and approved the additional grant funding of £11,296.42 from the play equipment replacement budget for Mill Road Park as a contribution to the cost of the park improvements proposed by the Trust.

The meeting was closed at 9.30pm.

## Minutes

### Appendix 1

**Westbourne Parish Council, 18 May 2023**

#### **Agenda item 14: Payments for approval**

(DD: payment made by Direct Debit, IB: payment made by Internet Banking, C: cheque payment including number, PC: payment made by petty cash, \*movement of an earmarked reserve, \*\* paid from No 2 account)

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
BACS	New Dawn Furniture	86.40	72.00	14.00
BACS	Closed Churchyard donation	200.00	200.00	0.00
BACS	Bourne Heritage Trail	1,500.00	1,500.00	0.00
BACS	Bourne Community Bus	1,500.00	1,500.00	0.00
		<b>3,286.40</b>	<b>3,272.00</b>	<b>14.00</b>
<b>Payments for retrospective approval</b>				
BACS	EE Mobile phone	20.59	17.16	3.43
BACS	Confidential payments May 23	1,584.41	1,584.41	0.00
BACS	LGPS April 23	490.10	490.10	0.00
BACS	Microshade cloud storage and email accounts	134.63	112.19	22.44
BACS	MS 365	9.48	7.90	1.58
BACS	Reimbursement C Kennett street party items - bunting, plants, sweets/choc, paper crowns, The Meeting Place room hire 2023/24	444.59	0.00	0.00
BACS	Rialtas 2023/24	420.00	420.00	0.00
BACS	Rialtas 2023/24	175.18	145.98	29.20
BACS	Parish Online 2023/24	90.00	75.00	15.00
BACS	The Stags Head, singer for street party	300.00	300.00	0.00
BACS	Metta Media Ltd year end Rialtas support and end of year accounts	528.00	440.00	88.00
BACS	CDC rent for Mill Road 2022/23	100.00	100.00	0.00
BACS	PDC Print Street Party promotional materials printing	408.00	340.00	68.00
BACS	Viking ink cartridges	81.53	67.94	13.59
BACS	History Group Community Chest grant	56.00	56.00	0.00
BACS	GM Support playground inspections	275.00	275.00	0.00
BACS				
		<b>5,117.51</b>	<b>4,431.68</b>	<b>241.24</b>