

## Minutes



**Westbourne**

Parish Council

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### **Minutes of Westbourne Parish Council meeting which took place on Thursday 13 July 2023 at 7.15pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Neil Attewell, Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Kim Franks and Cllr Nigel Ricketts.

In attendance: Cllr Roy Briscoe, Chichester District Council  
Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Ricketts. Three members of the public and one member of the press were present.

59. To receive declarations of interest and updates to the Register of Interests:  
There were no declarations of interest.

60. Apologies for absence: Cllr Richard Hitchcock and Cllr Laura Velton.

61. Minutes of the Parish Council meeting held on 8 June 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

62. Updates and issues from the minutes of 8 June 2023:

**Item 31:** The new planters had been installed in The Square by Longmeadows and the volunteers had put new plants in them. It was agreed that they looked really nice.

**Item 46:** The Clerk had informed the District Council that the Parish Council had been unable to co-opt to its remaining vacancy by the seven-week deadline after the election (27 June). The District Council advised that as there were enough councillors to be quorate, the Parish Council should continue to advertise the vacancy in the hope that someone suitable would put themselves forward to co-opt in the future.

**Item 52:** The Clerk had sent the completed Annual Governance and Accountability Return for 2022/23 to Moore, the external auditor and had published the Notice of Public Rights to inspect the Parish Council's accounts.

*The Chairman adjourned the meeting at 7.20pm.*

63. Open forum: A resident said that the motorhome that was parking in The Square was blocking the pavement and safe access to the doctors' surgery. It was agreed that the Clerk would report the vehicle to Operation Crackdown.

*The Chairman reconvened the meeting at 7.25pm*

64. County Councillor's comments and questions: It was **NOTED** that Cllr Andrew Kerry-Bedell had sent his apologies to the meeting. Members thanked him for the report which was circulated prior to the meeting and **NOTED**. In summary, Cllr Kerry-Bedell said that he supported the Parish Council in submitting the TRO for the speed

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reduction to 30mph outside the recreation ground on Monk's Hill. Cllr Kerry-Bedell said he was continuing to work with Highways to install blue rectangular 'narrow road unsuitable for HGVs' signs and that a visit would be arranged to agree exact locations. Cllr Kerry-Bedell said that there had been mixed comments from resident consultation on improvements to East Street and Whitechimney Row, including:

- Bollards on the East side of The Square: The issue is 'take-away pick-up parkers' would not be dissuaded by bollards as, due to the one-way system, the driver's side door is on the opposite side to the bollards. They also likely wouldn't care either and occasional contracted parking enforcement could give better results.
- Parking restrictions on Whitechimney Row: Occasional cars are seen by many as a benefit to slow traffic. There is no easy way to protect pedestrians better and easily without reducing width for permitted HGVs.
- Preventing dangerous parking due to blocking views of the junction at East Street and Whitechimney row
- Reducing speeds from 30mph to 20 mph further South on Whitechimney Row and as it enters Farm Lane
- Consideration of a one-way system East to West past the Co-op on The Square seems to be a good idea
- Trying to prevent inconsiderate parking on East Street and East side of the Square = double yellow lines

There are also some aspects of the suggestions that would not be able to be implemented by WSCC Highways:

- Having a no U-turn sign on the junction of East Street and Whitechimney Row (no suitable rural sign exists)
- Kerb build outs to slow traffic on the South end of Whitechimney Row – this is possible higher up but not past the bend onto Old Farm Lane as this is not lit and any kerb build out requires street lighting.

Cllr Kerry-Bedell said that Aldsworth bridge was an accident black spot with a recent third incident in 18 months. This would likely need to be tackled by a Community Highways Scheme instigated by the Parish Council and supported by local resident research and county councillor support. Cllr Kerry-Bedell said the Bourne road speed reduction project had been delayed due to a meeting needing to be held with the Parish Council to agree the final details of the speed changes. Cllr Kerry-Bedell was working to reduce flooding in parishes and Cllr Barker had joined a new Bourne Flood Prevention Group. The Bourne Community Bus was continuing to run successfully and the second bus had been signed over to the Southbourne Community Land Trust to be used for its local Dial a Ride service. Cllr Kerry-Bedell said the County Council was continuing to work with the District Council to revise the way sewage capacity was calculated, given that recent changes showed there was more capacity for new housing despite record 2022 and 2023 storm sewage overflows. Research showed that Thornham sewage works had capacity for a further 814 houses and with 696 new homes in the pipeline, there was only capacity for 118 new properties. Westbourne's contribution to the Bourne Heritage Trail was now ready at [www.bournetrail.co.uk](http://www.bournetrail.co.uk) and weatherproof signs would soon be displayed.

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65. Traffic Regulation Orders: Members **AGREED** that the Clerk should submit the TRO applications she had prepared for the speed limit change on Monk's Hill and highways improvements to the one-way section of East Street. It was **AGREED** to hold a meeting on Thursday 21 September to discuss the TRO for highways improvements to Whitechimney Row

66. 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 said that he was on the District Council's Planning Committee, the development Plan and Infrastructure Panel, Portsmouth Water Customer Focus Group, the Appeals Committee, the Redundancy Committee and the Standards Committee. Cllr Briscoe said that the Local Plan Review had finished and there had been no intention, so far, to change the trajectory. The District Council had asked for a reduction in numbers from 650 to 575 per annum and the main development would be along the A259 corridor at Southbourne and at Tangmere. Cllr Briscoe attended an event held by the Police Commissioner where consideration was given to improving public confidence in the police. Cllr Briscoe advised that a more visible presence and robust approach would help achieve this. Cllr Briscoe had been working with Cllr Kennett, Havant Borough Council, to support a meeting with Portsmouth Water's CEO Bob Taylor. A report from the Environment Agency shows that the Ems is on their radar and is mentioned as a priority, and Cllr Briscoe said he would like to see gain some form of protection like SSSI or SNC. The Friends of the Ems had been working with Wildfish to raise awareness of issues facing the river. Cllr Briscoe said that Southern Water had brought forward £5m of funding to line the sewers and stop ingress of ground water which they blame for discharges into the harbour. Cllr Briscoe said that this would not solve the capacity problem. Cllr Briscoe said there had been a spike in fly tipping which was probably to do with one waste carrier. The District Council had given £300k in grants to help businesses in Midhurst following the recent fire at the Angel Inn. Small and start up business grants were also available and more information was at [www.chichester.gov.uk/enablinggrantscheme](http://www.chichester.gov.uk/enablinggrantscheme) There were a number of events happening over the coming weeks, including Compton Festival and Lordington Lavender.

67. Police incident report: It was **NOTED** that the report available at [www.police.uk](http://www.police.uk) stated that in May 2023 there had been four incidents of anti-social behaviour, three of violence and sexual assault and one of theft.

68. Committee reports: Members **RECEIVED** the recommendations of the following committees with no further comments.

- Public Services and Natural Environment Committee: Minutes of the meeting held on 15 June 2023.
- Recreation, Leisure and Amenities Committee: Minutes of the meeting held on 15 June 2023.
- Joint Burial Committee: Minutes of the meeting held on 5 June 2023.

Cllr Ricketts said that he had been speaking to key people in the village about organising a village event next summer and it was discussed that it could be held on or near Sussex Day which is 16 June. Cllr Ricketts said the event could be held at Monk's Hill recreation ground and include activities such as throwing the welly and tug of war, along with cricket and football tournaments and live bands.

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69. Repair to fitness equipment at Monk's Hill recreation ground: Members considered the quote of £1,595 received from Sovereign to repair the damaged wooden play equipment at Monk's Hill recreation ground. As the quote was high, and the missing bar was not causing a danger to users, it was **AGREED** to take no further action at this time. It was discussed that the quote for repairs was the same price as the equipment cost originally and that it may be better to buy a new piece of equipment of a higher standard and quality instead.

70. Trees at the allotments: Members **AGREED** to ask Longmeadows if they could trim the over growing branches on trees T13/146 and T14/147, as detailed on the plan of the allotment, so they were not growing over the boundary fence. Cllr Ricketts agreed to progress this with Longmeadows.

71. Tree survey report of the closed churchyard: Members **RECEIVED** the report from Gale Tree Consultancy which gave a detailed report of the trees in the Closed Churchyard at St John's Church. Members **AGREED** to the recommendations of the report and it was discussed that the sonic tomography could be carried out at the beginning of next financial year when a budget had been set aside for this purpose. A quote of £737.50 had been received from Gale Tree Consultancy for the work.

72. Budget monitoring: Members **NOTED** the bank reconciliation and bank statements dated 30 June 2023, circulated before the meeting. Cllr Franks and Cllr Attewell signed the printed copies. It was also **NOTED** that at end of quarter one, payments were 23% of the budget.

73. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £6,892.42 and due immediately (to be paid before 14 September 2023 and require advance authorisation). There were payments totalling £1,285 made since 8 June which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

*Cllr Ricketts left the meeting at 8.20pm to answer a phone call and Cllr Gould chaired the remainder of the meeting. Cllr Ricketts returned to the meeting at 8.25pm.*

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

- It was **AGREED** that the Parish Council needed to speak to the current owner of the Westbourne Village website before any progress could be made on this. Ideally, a new volunteer would be found to take on the site and keep it up to date.
- It was **AGREED** to support a request from a resident to place a memorial bench at Monk's Hill recreation ground. The resident would cover the full cost of the bench and installation.
- Members **NOTED** the recent act of vandalism at Mill Meadows Farm where large areas of the boundary fence and hedge had been pulled out which previously protected the river and wildlife. Cllr Barker said that this had been reported to the police.
- It was **AGREED** to continue to work with Mulberry & Co and noted the recent increase to their prices. It was discussed that it was helpful to have the same auditor as Southbourne Parish Council as consistent advice was received regarding the Joint Burial Committee.

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- Members **AGREED** to the Clerk booking a place on the following Society of Local Council Clerks training sessions <https://www.slcc.co.uk/event/closed-churchyards-15-09/> at £54 and <https://www.slcc.co.uk/event/cemetery-churchyard-safety-19-09/> at £30.

75. Announcements and items for the next meeting: Cllr Franks said that Clanfield Parish Council had received planning training from Chichester District Council and this might be something to consider for the Planning Committee.

76. Date of next meeting: The next meeting was scheduled to be held on Thursday 14 September 2023 at 7.15pm.

Members of the press and public left the meeting at 8.40pm.

### Section 2:

77. Staffing matters: The Clerk informed members that she would be signed off work for a short period following an operation. It was **AGREED** that as it was the summer period, it would not be necessary to employ a locum clerk to cover the role. It was **AGREED** to inform the District Council of the circumstances and to ask for an extension to the deadline for any planning applications until the next committee meeting on 14 September if possible.

Meeting closed at 8.50pm

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### Appendix 1:

Westbourne Parish Council, 13 July 2023

#### Agenda item 15: 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	EE Mobile phone	20.59	17.16	3.43
BACS	Confidential payments July 23	1,584.41	1,584.41	0.00
BACS	LGPS June 23	490.10	490.10	0.00
BACS	Microshade cloud storage and email accounts	141.69	118.07	23.62
BACS	MS 365	9.48	7.90	1.58
BACS	Longmeadows quarter 1 2023/24	4,006.70	4,006.70	0.00
BACS	Mulberry & Co payroll service quarter 1 2023/24	126.00	105.00	21.00
BACS	Mulberry & Co training L Veltom	54.00	45.00	9.00
BACS	Remimbursement J Gould			
BACS	Waterstones	25.45	25.45	0.00
BACS	Reimbursement L Mortimer, flowers for new troughs The Square	34.00	34.00	0.00
BACS	Gale Tree Consultancy closed churchyard tree survey	400.00	333.34	66.66
		<b>6,892.42</b>	<b>6,767.13</b>	<b>125.29</b>
<b>Payments for retrospective approval</b>				
BACS	GM Support playground inspections	220.00	220.00	0.00
BACS	Longmeadows copse, flower troughs and fence repairs Mill Road	1,030.00	1,030.00	0.00
BACS	Marks and Spencer, flowers	35.00	35.00	0.00
		<b>1,285.00</b>	<b>1,285.00</b>	<b>0.00</b>