

## Minutes



**Westbourne**

Parish Council

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**Minutes of Westbourne Parish Council's Full Council meeting which took place on Thursday 9 November 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 Andrew Kerry-Bedell, West Sussex County Council  
Cllr Roy Briscoe, Chichester District Council  
Clare Kennett, Clerk to the Council

The meeting was chaired by Cllr Ricketts. One member of the public and one member of the press were present.

121. Apologies for absence: Cllr Richard Hitchcock and Cllr Laura Veltom.

122. Declarations of interest: Cllr Barker declared an interest in minute 137 as the owner of Mill Meadows Farm who has a S106 agreement with Westbourne Community Trust to rewild part of the farm to support the Trust's nitrate neutrality commitments. Cllr Barker left the room and did not take part in the discussion.

123. Minutes of the Parish Council meeting held on 12 October 2023: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

124. Updates and issues from the minutes of 12 October 2023:

**Item 70:** Members considered the information circulated by Cllr Hitchcock following the meeting with the owner of the property to discuss the overhanging vegetation from boundary of the allotment site at Mill Road. Members **AGREED** for the Clerk to contact Longmeadows for a quote to clear the overgrown vegetation and overhanging branches, as well as remove any trees which were in poor condition.

**Item 106:** The Clerk informed members that she had contacted Robert Ayling from Haven Memorials to confirm the quote and Robert would be sending his availability. The Clerk had also arranged a meeting with Stewart Taylor, Church Treasurer, on Zoom on 13 November to discuss the draft memorials policy and she invited members to attend if they would like to be involved.

**Item 108:** It had been agreed to defer the item on the interim internal audit until the November meeting and the Clerk asked members if it could be deferred again until the next Full Council meeting. This was because there was already a full agenda and as there were no urgent issues for members to consider. Members **AGREED** to defer the item until the next meeting in December.

**Item 110.** The Clerk informed members that newsletter had been signed off for print and that it would be distributed to all properties in the Parish in week commencing 20

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November. The Clerk asked members to let her know of any roads that had been missed.

*The Chairman adjourned the meeting at 7.25pm.*

125. Open forum: There were no comments from members of the public.

*The Chairman reconvened the meeting at 7.26pm.*

126. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report which was circulated before the meeting and **NOTED**. In summary, Cllr Kerry-Bedell and Cllr Barker had identified two areas of flooding in Westbourne as part of the Bourne Flood Prevention group. These were River Street and North Street and information had been sent to Operation Watershed at the County Council for consideration and to take forward with the Environment Agency. Cllr Kerry-Bedell recommended that the emergency plan was updated with the latest County Council contact numbers in case of flooding over the winter. Cllr Kerry-Bedell asked for councillors to send him photographs of HGVs using Westbourne's roads to show the need to the County Council for road 'unsuitable for HGVs' signs. Cllr Kerry-Bedell asked members to confirm they agreed with four statements relating to ChEmRoute planned for the A259 to improve cycle routes by the end of November. Cllr Kerry-Bedell said that there were a number of outstanding Traffic Regulation Orders (TRO) that could be submitted and he recommended that members progressed one each. These were:

- Foxbury Lane reduce speed from national speed limit (NSL) to 40mph
- Woodmancote reduce speed from 40mph to 20mph
- Whitechimney Row/Old Farm Lane reduce speed from village gateway to 20mph and remove 30mph section
- Old Farm Lane reduce speed from NSL to 40mph
- Monk's Hill to Common Road reduce speed from NSL to 30mph

Cllr Kerry-Bedell said that the Council needed to decide where it wanted the signs for the Bourne Heritage Trail to be located in Westbourne. They could either be screwed onto walls or placed on 100mm chamfered oak posts which would cost £16 each. A large interpretation board would be available in 2024 for the Parish, as well as posters and multiple QR codes. No extra funds would be required for these as funding had been secured for the rest of the project. Cllr Kerry-Bedell said that the County Council were looking for new locations for electric vehicle (EV) charging points. The criteria had been relaxed and although a minimum space for six vehicles was still required, only two would be converted to EV charging spaces initially. Members discussed that EV charging spaces could be installed outside the doctors' surgery in The Square and that Monk's Hill car park may now be suitable with the change to the criteria.

Members considered the following additional highways issues:

- It was **AGREED** to confirm to WSCC that members supported the proposed new location of the 30mph speed signs on Monk's Hill (approx. 270m further north than the current location), and to keep the village gateways in their existing location as the verges were too narrow further up.

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- It was **AGREED** to support the TRO application from Westbourne Community Hall for a variation in parking restrictions outside the Hall to 8am to 5pm Mondays to Fridays to facilitate parking for visitors at weekends and evenings. The Clerk said she would help Sandra Ellis in submitting the application to the County Council.

127. District Councillor's comments and questions: Members thanked District Councillor Roy Briscoe for the report which was circulated before the meeting and **NOTED**. In summary, Southbourne Parish Council had got their neighbourhood plan (NP) through examination which strengthened the wildlife corridor through Priors Lease Lane and along the Hambrook river. Cllr Briscoe said Westbourne could build on their wildlife corridor with the review of the NP. The District Council's Local Plan Review had been delayed again due to negotiations with National Highways but it was hoped that it would still be submitted in January. A further visit was to be made to Funnel and Howard who continued to operate from Cemetery Lane at which further prosecution would be requested. It was likely that another enforcement notice would be served for the Old Army Camp. There was no further update on policing but Cllr Briscoe said that the coursing season was underway and there had been numerous reports of damage and dead deer and hares. Cllr Briscoe said the River Ems was now in special measures and the level had dropped due to the dry spell in the early autumn. Portsmouth Water had started to augment the river but that did not do anything for the river above the augmentation point. Recent rainfall had helped but the water table still had a long way to go to the top of the aquifer. Cllr Briscoe said he was working on taking civil action against the environment agency for not fulfilling its duties to the river. The contract services team had carried out a successful operation and several HGVs were taken off the road for tyre defects. Cllr Briscoe said that home energy efficiency grants were available to residents and that applications were invited for funding to support economic growth, improving the quality of life for residents and supporting local residents. Christmas and farmers markets would be held in November and December in Chichester.

128. Police incident report: Members **NOTED** the report available at [www.police.uk](http://www.police.uk) which stated that in September 2023 there had been two incidents of anti-social behaviour, two of violence and sexual offences, two of other crime and one of burglary. Members discussed that the 'threat, risk, harm' approach to policing in the district did not work for rural villages like Westbourne.

129. Budget 2024/25: Members considered the circulated draft budget for financial year 2024/25, looking at each line of expenditure. In summary, the following was discussed:

- That the contribution towards the running of Westbourne Cemetery had been agreed by the Joint Burial Committee at its meeting on 6 November.
- That it was difficult to estimate how much would be needed for the closed churchyard as a full survey of the memorials had not been carried out before. This would be reviewed again at the Full Council meeting in January in case the inspection had been completed by then.
- To include £4k each for both Monk's Hill and Mill Road play equipment earmarked reserves to help save for equipment and repairs needed in the future.
- To include £500 for the continued renovation of the fingerpost signs.

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- To include £3k for heritage street lights at the junction of East Street and Whitechimney Row.
- To include £2k for a village event at Monk's Hill in June 2024. It was discussed that it was the 80<sup>th</sup> anniversary of D-Day in June and the Council could consider purchasing new silhouettes as one had been stolen, one had gone missing and two were damaged.

It was **AGREED** to defer a final decision on the budget until the meeting in January when the taxbase information would be available from the District Council which could be used to calculate the exact percentage increase.

130. Financial risk assessment and asset register: Members **APPROVED** the financial risk assessment and asset register for 2023/24 with no further comments.

131. Litter picking day: It was **AGREED** that Cllr Attewell, Cllr Gould and Cllr Ricketts would attend the event. Cllr Ricketts said he would collect the litter picking equipment, borrowed from the Final Straw Foundation, and purple bin bags, provided by the District Council, from Cllr Hitchcock. Cllr Gould said she would buy some refreshments for afterwards. The Clerk said she would print off maps and instructions to give to volunteers. The Clerk said that to promote the event she had put posters in the noticeboards and given them to local businesses to display, there was an article on the website, posts on Facebook and an article in the newsletter.

132. Budget monitoring: Members **RECEIVED** the bank reconciliations to 31 October 2023 and members **NOTED** the budget report with no further comments.

The Clerk informed members that the mobile phone SIM only contract with EE was coming to an end on 6 December. The phone, which had been bought through the contract with EE in 2019, was no longer holding its battery charge so a replacement was needed. The Clerk informed members that she'd received the following quotes for a new contract and phone (a Samsung A14 with 1gb data – data not needed as main use is when working from home and linked to WIFI) for a 24-month period.

- Aerial Direct (affiliated to O2, based in Fareham): £15 ex VAT per month
- EE: £18 ex VAT per month
- O2: £22 ex VAT per month

The Clerk explained that business contracts did not attract the same lower rates as those offered to individuals and she did not want to take out a contract in her own name on behalf of the Parish Council. Although a phone could be bought separately, a SIM contract would still be required and the costs were similar. Once the contract had ended, a SIM only contract could be taken out to reduce costs in the future. The current SIM only contract with EE was £17 ex VAT per month. Members **RESOLVED** to take out a new phone contract with Aerial Direct as detailed above.

133. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £4,637.12 and due immediately (to be paid before 14 December and required advance authorisation). There were payments totalling £65 made since 12 October 2023 which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

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*On permission of the Chairman, and with the agreement of all members, it was **AGREED** to discuss an additional item regarding a storage solution for the Parish Council's emergency resilience kit.*

Cllr Attewell had completed a Community Chest Grant application form for the purchase of a new storage unit at a total cost of £159.64 to be located at The Meeting Place. This would enable items to be moved from the outdoor shed to create space for the emergency resilience kit. Members agreed that it would be best to store it in the centre of the village where it could easily be accessed in an emergency. Members **AGREED** unanimously to approve the grant and thanked Cllr Attewell for his support in finding a storage solution for the Council.

134. Correspondence: Members **NOTED** the list of correspondence with particular reference to the following:

- Members **APPROVED UNANIMOUSLY** to implement the new pay scales for 2023/24 as set out by NALC, and to adjust the Clerk's salary from the next payment and backdated to 1 April 2023.
- Members **NOTED** that Cllr Veltom had offered to circulate WSCC's Winter Plan Offer for gritting roads to local farmers.
- Members **AGREED** to the street name plate consultation for Ellesmere Orchard and said they were happy for it to be erected.
- Cllr Franks said she would reply to the resident in Woodmancote who had experienced excessive flooding for a number of years on the road outside her property and to ask that Cllr Kerry-Bedell took this forward with the County Council for urgent resolution.
- The Clerk said that the willow tree at Mill Road had now been removed.

135. Announcements and items for the next meeting: It was **AGREED** to hold the rescheduled Strategy and Finance Committee on Thursday 18 January at 7pm at The Meeting Place.

136. Confidential business: Members **RESOLVED** 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.

137. Updates and issues from the confidential minutes of 12 October 2023: There were no further updates.

138. Mill Road playground inspection report: Cllr Franks and Cllr Ricketts arranged to meet at the playground and it was **AGREED** to defer any decision until the next meeting once the site visit had been carried out.

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

The meeting closed at 9.35pm.

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### Appendix 1

Westbourne Parish Council, 9 November 2023

#### Agenda item 13: Payments for approval

(DD: payment by Direct Debit, BACS: payment by Internet Banking, C: cheque payment inc. cheque number, PC: payment by petty cash, \* earmarked reserve).

<b>Payments for approval</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	EE Mobile phone	20.59	17.16	3.43
BACS	Confidential payments Nov 2023	2,015.73	2,015.73	0.00
BACS	WSCC LGPS Oct 2023	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	GM Support playground inspections	220.00	220.00	0.00
BACS	Vision ICT website hosing 2024	354.76	295.63	59.13
BACS	R Hitchcock travel expenses attendance at WSALC AGM 20/10/23	27.90	27.90	0.00
BACS	M Reed & Co Ltd, removal of fallen willow tree at Mill Road	276.00	230.00	46.00
BACS	CDC, election admin costs May 2023	381.00	381.00	0.00
BACS	Viking, black and colour ink cartridges	81.01	67.51	13.50
BACS	Monster Creative winter 23 newsletter design	156.00	130.00	26.00
BACS	Kompan playground inspection Oct 23	462.86	385.72	77.17
		<b>4,637.12</b>	<b>4,386.72</b>	<b>250.43</b>
<b>Payments for retrospective approval</b>				
BACS	Royal British Legion poppy wreath	65.00	65.00	0.00
		<b>65.00</b>	<b>65.00</b>	<b>0.00</b>