

## Minutes



**Westbourne**  
Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775 654483  
clerk@westbourne-pc.gov.uk

---

### **Minutes of Westbourne Parish Council's Full Council meeting which took place on Thursday 14 March 2024 at 7.15pm at The Meeting Place, North Street, Westbourne.**

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

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

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

200. Apologies for absence: Cllr Richard Hitchcock.

201. Declarations of interest: There were no declarations of interest.

202. Minutes of the Parish Council meeting held on 8 February 2024: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

203. Updates and issues from the minutes of 8 February 2024:

**Item 189:** The Clerk said that the tree survey of the yew trees at the closed churchyard would take place on 12 April and the tree survey of the trees at Monk's Hill and the allotment site would take place on 24 April.

**Item 190.** The Clerk had ordered the speed indicator device for lamppost 2 on Monk's Hill, including data download, a bracket and a padlock at a total cost of £4,059 which would be paid for using the CIL funding from CDC and the SDNPA and some of the earmarked reserve.

204. Open forum: There were no questions or comments from members of the public.

205. 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 recommended that any flooding issues of concern to residential properties should be reported to WSCC Operation Watershed and any relating to road drainage, reported to WSCC Highways. Cllr Kerry-Bedell asked for any further photographs of HGVs in difficulties in Westbourne to be sent to him to support an application to WSCC Highways for 'road not suitable' signs. Cllr Kerry-Bedell said that 2023 was a record year at Thornham sewage works with 30 storm overflow days in just October and November and current storm overflow hours showing a 200% increase to date versus 2022, at what was over 830 hours of SSOs. Southern Water had submitted plans to Ofwat to improve capacity

## Minutes

and reduce SSOs but these relied on Ofwat approval. With increased rain due to climate change, Cllr Kerry-Bedell recommended that every parish had a flooding and general emergency plan with emergency contacts, someone who was responsible for identifying and recording flooding, a programme of flood mitigation working with Operation Watershed, and an annual culvert and ditch cleaning programme organised with Highways. Cllr Kerry-Bedell recommended that the Council agreed which traffic regulation orders to progress and ensured applications included resident research, with a nominated councillor following each of them up. Cllr Kerry-Bedell said that Highways had little capacity to review traffic data submitted by developers for their planning applications. One of the biggest challenges was that traffic surveys were carried out during low-traffic periods, such as during the pandemic, and developers did not understand local traffic routes, for example when Southbourne rail barrier goes down. Cllr Kerry-Bedell recommended that parishes used a smartphone app that could count traffic and monitor other factors like road speed (Speedcam app). This information could be submitted in response to planning applications which would be better than the usual WSCC response of 'no objection' and would create a point of dialogue with planners. Cllr Kerry-Bedell said that councillors needed to agree how many five-foot oak posts were needed in the Parish for the Bourne Heritage Trail project. The signs could also be screwed onto walls (with permission). A further 10 sites had been agreed for Westbourne and large interpretation boards would be available for each parish with a trail map, QR codes and details of the heritage trail. Cllr Kerry-Bedell said that a new timetable was available for the Bourne Bus and funding had been secured from the National Lottery Communities Fund to maintain operational costs until 2027. A three-month trail was underway in Compton and Stoughton, including stops at Rowlands Castle and Stansted Park Garden Centre.

Members discussed that the flooding on Foxbury Lane had washed away the edge of the road and vehicles were being pushed off the road by oncoming traffic causing damage to vehicles. The road surface on Common Road was also discussed as there were several large pot holes through Aldsworth which made the road even more dangerous. Members also discussed that the Book a Bus service was not available in Westbourne and more rural communities seemed to get a better bus service despite fewer people living there.

206. 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, Cllr Briscoe said the District Council had increased their portion of the Precept by £186.48 per year on a Band D property for services ranging from housing to waste collections. The Planning Committee recently deferred a decision to approve the extension of Rolls Royce in Westhampnet due to resident concerns about the routing of vehicles. The District had 4.3 years of housing supply which was good news, as the recent changes to the NPPF meant that the Council needed to meet four years, instead of five years. The Local Plan was at an advanced stage but still had not been submitted. Developments in Southbourne had been approved, although the decisions were close, and an appeal had been lost for 150 houses at Birdham. Cllr Briscoe said the Planning Committee had to be careful as if it hit a 10% overturn rate for major developments, the Council would be put into special measures and the Planning Inspectorate would make all decisions and fees would go straight to them. The Planning Inspectorate had stated that sewage was not an issue for the planning authority as that was the role of Ofwat, and this

## Minutes

approach meant that the district council could not use its local knowledge or challenge Southern Water. Investigations were ongoing with the land at Woodmancote where woodland had been cut down without a licence. Cllr Briscoe warned residents to be vigilant on any land that they suspected of being sold and to consider any possible consequences. Cllr Briscoe said the Rural Crime team now had a sergeant, three police officers and three PCSOs and he hoped there would be some improvement. Police officers were still not patrolling streets, and based on the number of housing in the wards of Westbourne and Southbourne, over £1m was raised through taxes for the police but still there was little service. Cllr Briscoe said that residents paid a significant Precept toward policing in the area and what did we get for it? Cllr Briscoe said we needed a visible presence, not all the time, but more than at the moment. Cllr Briscoe said that the sluice gate at the Mill on River Street had been open fully for two months and at one stage 5 cubic meters of water flowed down the stream which was close to bursting its banks.

Members discussed the on-going shoplifting at the Co-op in Westbourne and agreed that it was the responsibility of the shop to report incidents to the police and to have security or preventative measures in place. Cllr Briscoe said he was concerned about the impact, as either prices would go up or there could be store closures.

207. Traffic Regulation Order consultation responses: Members **RECEIVED** the responses from the consultation on speed changes to Foxbury Lane, Monk's Hill and Whitechimney Row, prepared by the Clerk and **APPROVED** the submission of the TRO applications to WSCC.

208. Non-attendance of a councillor for six months: Members considered the circulated report prepared by the Clerk and the reasons for Cllr Hitchcock's non-attendance at Council meetings since 12 October 2023, relating to on-going health issues. Members **NOTED** that when a council member does not attend any meeting for six consecutive months from the date of his last attendance, he ceases to be a member of the authority, unless the council accepts a reason for the failure to attend before the six-month period expires. The Clerk informed members they must consider a reason before the end of the six-month period, which would run out on 11 April 2024. Members **APPROVED** unanimously to the reasons for non-attendance and **AGREED** to a further extension of six months. Members discussed that Cllr Hitchcock had hoped to return to meetings before the end of the six-month period but it would depend on any further treatment.

209. Annual spring clean day: Members discussed the event on 7 April from 2-4pm and Cllr Attewell, Cllr Lockett and Cllr Ricketts said they would be in attendance. The Clerk was also able to attend and would buy some refreshments. Cllr Ricketts said he would be able to welcome and introduce the event. It was **NOTED** that Cllr Hitchcock had contacted the Final Straw Foundation to borrow their equipment, and had contacted the District Council to ask for more purple bin bags and to arrange their collection after the event. The Clerk said she had displayed posters in the noticeboards and given some to local businesses, had promoted it on Facebook and on the website, sent information to local community groups, and had asked Greening Westbourne to inform their members. The Clerk had also updated the risk assessment and would print off maps and instructions.

210. Annual Parish Assembly: Members discussed options for a guest speaker at the event on 18 April. Cllr Briscoe said he recommended an officer from the Sussex

## Minutes

Wildlife Trust. It was also discussed that John Barker could give a presentation about local environmental issues but members were concerned that it could be too similar to a presentation that Greening Westbourne had organised for an event in May. The Clerk said she had sent invitations to local community groups and organisations.

211. Insurance renewal: Members **APPROVED** the renewal quote of £1,311.14 for financial year 2024/25 and **NOTED** that this was the second year of the three-year contract agreed last year, due to end in March 2026. It was **NOTED** that the Clerk had increased the fidelity guarantee to the next threshold as recommended by the auditor at last interim review.

212. Newsletter: Members considered the list of articles and **AGREED** to send a spring edition of the newsletter. The Clerk said she would book in design and print for distribution for May and asked members to send their contributions by the end of March. It was **NOTED** that Cllr Kerry-Bedell had given the Clerk 1200 copies of the latest Bourne Bus timetable and members **AGREED** that it could be included as an insert to the newsletter. The Clerk said she would also distribute some to local businesses.

213. Budget monitoring: Members **NOTED** the budget report to 29 February 2024 which outlined that total net expenditure was at 64.5% with no further comments. Members **RECEIVED** the bank reconciliations to 29 February 2024 which stated that the closing balance of the Lloyds account was £142,105.89, signed by Cllr Franks, and the Unity Bank account was £87,605.09, also signed by Cllr Franks.

214. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £8,889.51 and due immediately (to be paid before 11 April 2024 and required advance authorisation). There were payments totalling £984 made since 8 February which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

215. Correspondence: Members **NOTED** the list of correspondence. Members discussed that sewage had leaked from a sewer in East Street and had flowed into the River Ems. Southern Water had been quick to respond with a tanker to pump from the sewer. Members discussed the correspondence from a resident about a traffic regulation order for parking restrictions on King Street and noted that Cllr Kerry-Bedell had responded. Members discussed that the school had contacted the Council about parents parking on Mill Road at school drop off and collection times. The Clerk had responded with information about CDC's parking enforcement team, Operation Crackdown and Cllr Kerry-Bedell's contact details.

216. Police incident report: Members **NOTED** the report available at [www.police.uk](http://www.police.uk) which stated that in January 2024, there had been five incidents of vehicle crime, three of violence and sexual offences, two of anti-social behaviour, and two of criminal damage and arson.

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

218. 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.

## Minutes

219. Recreation, Leisure and Amenities Committee: Members **RECEIVED** the recommendations of the committee held on Thursday 22 February 2024. It was **AGREED** to write a letter to Longmeadows to give them an outline of when works were likely to take place at Mill Road, and Cllr Ricketts said he would also speak to them to explain the situation. Members made no decision on the details of the contract with Longmeadows. Members **AGREED** to the request by Westbourne Community Trust (WCT) to remove the play equipment at an estimated cost of £6,666 and members **AGREED** this could be taken from the 2024-25 new initiatives fund earmarked reserve. It was **NOTED** that the WCT's contractor had not recommended that the cobra seesaw was moved to Monk's Hill recreation ground as they had advised that its reinstallation would mean that it did not meet current safety standards, although it was **AGREED** that the picnic tables could be moved from Mill Road to Monk's Hill. Members also **NOTED** that a temporary entrance from Foxbury Lane had been made for construction vehicles and the hedges had been cut back before the bird nesting season.

220. Emsworth Health Alliance: Members **NOTED** the report circulated by Cllr Franks.

221. Date of next meeting: The next meeting was scheduled to be held on Thursday 11 April 2024 at 7.15pm.

Meeting closed at 9.30pm.

## Minutes

### Appendix 1: Payments for approval

Westbourne Parish Council, 14 March  
2024

#### Agenda item 15: 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	O2 mobile phone March 24	21.00	17.50	3.50
BACS	Confidential payments March 2024	1,658.43	1,658.43	0.00
BACS	WSCC LGPS Feb 2024	511.77	511.77	0.00
BACS	HMRC quarter 4 2023/24	1,415.60	1,415.60	0.00
BACS	Microshade cloud storage and email accounts	141.69	118.07	23.62
BACS	MS 365	10.32	8.60	1.72
BACS	GM Support playground inspections	130.00	130.00	0.00
BACS	Remibursement C Kennett, Zoom subscription 2024-25	129.90	108.25	21.65
BACS	Westcotec SID with data download, bracket and padlock for Monk's Hill	4,870.80	4,059.00	811.80
		<b>8,889.51</b>	<b>8,027.22</b>	<b>862.29</b>
<b>Payments for retrospective approval</b>				
BACS	Longmeadows allotment clearance	765.00	765.00	0.00
BACS	Mulberry & Co planning training, R Hitchcock and K Pegley	120.00	100.00	20.00
BACS	The Meeting Place, room hire PSNE committee	15.00	15.00	0.00
BACS	Greening Westbourne Community Chest grant	84.00	84.00	0.00
		<b>984.00</b>	<b>964.00</b>	<b>20.00</b>