

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's Full Council meeting which took place on Thursday 12 September 2024 at 7.15pm at The Meeting Place, North Street, Westbourne.

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

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

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

Cllr Ricketts opened the meeting by expressing his sincere condolences on behalf of the Parish Council to the family of Richard Hitchcock following his passing in August. Cllr Ricketts said that Cllr Hitchcock had worked tirelessly for the Council and had been involved in many community organisations in the Parish. He was a committed chairman who was always enthusiastic and willing to help, worked well with all people, and would be missed by many. The Council held a minute's silence in his memory.

81. Election of the Chairman of the Council: Two nominations were received for Cllr Ricketts, two were received for Cllr Briscoe and one was received for Cllr Attewell. Cllr Briscoe thanked members for the nomination but said he was unable to take on additional responsibilities due to other commitments and as he had recently taken on chairmanship of the Westbourne Neighbourhood Plan Steering Group.

Cllr Briscoe proposed Cllr Ricketts which was seconded by Cllr Barker. Cllr Ricketts was **ELECTED** as Chairman which he accepted. Cllr Ricketts to sign a Declaration of Acceptance of Office form.

The Clerk said that the election of the Vice-Chairman would take place at the next Full Council meeting in October.

82. Apologies for absence: There were no apologies for absence.

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

84. Minutes of the Parish Council meeting held on 11 July 2024: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

85. Updates and issues from the minutes of 11 July 2024:

- **Item 71:** The Clerk had an update on banking arrangements which the Chairman agreed could be discussed at the confidential session under the item on the WCT.

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- **Item 79:** The Clerk informed members that the letter had been sent to Longmeadows to give them an update on the progress of the building work at Mill Road, and that she would arrange a meeting with them and Cllr Ricketts to discuss a review of the grounds maintenance contract in October.

The Chairman adjourned the meeting at 7.30pm.

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

The Chairman reconvened the meeting at 7.30pm.

87. County Councillor's comments and questions: Cllr Andrew Kerry-Bedell had sent his apologies. Members thanked him for the report circulated before the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell was continuing to work with WSCC about placing blue advisory 'road unsuitable for HGV' signs at the five entrances to Westbourne and was in discussion with Hampshire County Councillor Lulu Bowerman to discuss signage on Westbourne Road. Cllr Kerry-Bedell reported that there were a number of outstanding decisions on traffic regulation orders and the Clerk confirmed that she had submitted applications for Monk's Hill, Whitechimney Row and Foxbury Lane. Cllr Kerry-Bedell reported that the Speedwatch Group was still in operation but was seeking new members to help monitor the speed of passing vehicles to be reported to the police. Cllr Kerry-Bedell reported that illegal parking could be reported at <https://operationcrackdown.org/> (The full report is included in the meeting's supporting papers at http://www.westbourne-pc.gov.uk/Full_Council_24554.aspx).

88. District Councillor's comments and questions: Members thanked District Councillor Roy Briscoe for the report circulated before the meeting which was **NOTED**. In summary, Cllr Briscoe said it was important that the Council updated its Neighbourhood Plan as the government would be increasing housing targets. It had been expected that the District would take 575 new homes a year but a recent proposal put that figure nearer to 1206, which would be difficult to complete with not being able to build in the SDNPA area. Cllr Briscoe understood there was an application being prepared for a further 25 Gypsy and Traveller pitches at the Old Army Camp and another three at Ten Acres. This could affect community cohesion. Cllr Briscoe encouraged people to report crime, including poaching and hare coursing, to the police. Cllr Briscoe said he attended a Portsmouth Water Scrutiny Panel and he has raised concerns about over extraction of water in the River Ems to the new chairman. Cllr Briscoe said Portsmouth Water's licence needed to be reviewed which had not been updated since it was issued in the 1960s. Cllr Briscoe did not think a roll out of smart meters would make a difference to reducing water use. (The full report is included in the meeting's supporting papers at http://www.westbourne-pc.gov.uk/Full_Council_24554.aspx).

89. Street naming consultation: Members discussed two new street names for the new development of nine houses on Monk's Hill to be put forward to Chichester District Council as part of their consultation. The Clerk informed members that she had put a post on Facebook to consult with residents who had suggested Hitchcock Drive and Peake View. It was discussed that naming a road after Richard Hitchcock would be best for Westbourne Community Trust to consider for the new affordable housing development near Mill Road as he had been heavily involved in the project. It was also discussed that the Council had already planted a tree for Tim Peake who

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had also opened the renovated playground on Monk's Hill in 2018. Members discussed the names of two other local families, the Todd's and the Lashley's. Cllr Briscoe proposed Rule Road after Margaret Rule, who was involved in the raising of the Mary Rose, and Nick Rule, who passed away in 2023 and operated the sluices where he lived at the Mill to prevent the village from being flooded and did a lot of environmental work to protect the River Ems. Cllr Briscoe also proposed Randall Way after Brian Randall who lived in Woodmancote, passed away in 2018, had served in the RAF and was involved in a youth organisation and football club for local young people. It was discussed that Rule Road and Randall Way worked well together as names. A vote was carried out with all in favour of Rule Road and Randall Way. The Clerk said she would add a post to Facebook to thank residents and to explain why the names were chosen.

90 Co-option: Members **NOTED** that the Clerk had informed the District Council of the two vacancies and had displayed a notice to inform electors. The District Council had not received a request from members of the public for an election to be held within the 14-day period of the notice being published, so the Council was now able to co-opt members. The Clerk said she would advertise co-option and would include it on the agenda of the next meeting.

91. Committees: Members reviewed the membership of the committees and Cllr Luckett agreed to join the Joint Burial Committee and Planning Committee, and Cllr Veltom agreed to join the Planning Committee.

92. Banking arrangements: Members reviewed arrangements and Cllr Luckett and Cllr Veltom agreed to be added as a signatory to the bank accounts.

93. Village gateway and fingerpost cleaning: Members considered the quotes which the Clerk tabled at the meeting. Members **AGREED** to accept the quote from JD Window and Gutter Cleaning <https://www.checktrade.com/trades/jdwindowcleaning> of £240 ex VAT.

94. Bournes Forum: Members discussed arrangements for the meeting being hosted by the Council on Monday 28 October at 7pm. It was **NOTED** that the Clerk, Cllr Luckett, Cllr Veltom would not be available that evening. Cllr Attewell said he would set up the room before the meeting. The Clerk said she would work with Cllr Ricketts to invite councillors from neighbouring parishes and would ask for questions for Katy Bourne PCC to be submitted by the end of September, so they could be sent to her at the beginning of October in preparation for the meeting.

95. Policing in Westbourne: **Members NOTED** the report available at www.police.uk for July 2024 which stated that there had been three incidents of anti-social behaviour, three of theft, two of public order and two of violence and sexual offences.

96. Budget monitoring: Members **NOTED** the budget report to 31 August 2024 with no further comments which outlined that total net expenditure was at 25.4%. Members **RECEIVED** the bank reconciliations to 31 August 2024 which stated that the Lloyds account closed with a balance of £123,734.77, the Lloyds instant access savings account closed with a balance of £40,000 and Unity Bank closed with a balance of £88,810.47. The statements were signed by Cllr Attewell.

97. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £4,039.94 and due immediately (to be paid before 10 October and required

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advance authorisation). There were payments totalling £2,879.42 made since 11 July which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

98. Correspondence: Members **NOTED** the list of correspondence. Cllr Ricketts said he would attend the All Parishes meeting on 23 September at East Pallant House.

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

100. 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.

101. Code of Conduct: Councillors considered a matter under the Code of Conduct and Civility and Respect Pledge.

102. Westbourne Community Trust: Members **AGREED** to appoint Cllr Gould as the Parish Council's representative on the WCT. Members **APPROVED** the payment of the agreed grant of £72,666 to Westbourne Community Trust towards the new playground and allotment/council storage building. Members **NOTED** that the building work was due to start on 16 September and that the WCT had sent a letter to residents. The Clerk said she had met Frank Campbell, Chairman of the WCT, to discuss communications and members **NOTED** that the Clerk would share information using the Council's communication channels to inform residents.

103. Date of next meeting: The next meeting was scheduled to be held on Thursday 10 October 2024 at 7.15pm.

Meeting closed at 9pm.

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Appendix 1

Westbourne Parish Council, 12 September 2024

Agenda item 17: Payments for approval

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

Payments for approval July		Total	Net	VAT
DD	O2 mobile phone Sept 2024	22.85	19.04	3.81
BACS	Confidential payments Sept 2024	1,691.01	1,691.01	0.00
BACS	WSCC LGPS Aug 2024	502.32	502.32	0.00
	Microshade cloud storage and email			
BACS	accounts Sept 2024	155.95	129.95	23.62
BACS	MS 365 Sept 2024	10.32	8.60	1.72
	Longmeadows height barrier repair			
BACS	Monk's Hill	110.00	110.00	0.00
	Vision ICT biennial fee for .gov.uk			
BACS	email address	75.00	65.00	13.00
BACS	HMRC quarter 2 2024/25	1,472.49	1,472.49	0.00
		4,039.94	3,998.41	42.15
Payments for retrospective approval				
	Longmeadows Monk's Hill			
BACS	playground gate repair	110.00	110.00	0.00
	Kompan playground inspection July			
BACS	2024	370.39	308.66	61.73
	M Reed & Co Ltd tree surgery			
BACS	Monk's Hill and allotment site	900.00	750.00	150.00
	Longmeadows play bark order and			
BACS	spread Monk's Hill	1,475.19	1,475.19	0.00
	Condolence card and book, R			
DC	Hitchcock	23.84	19.87	3.97
		2,879.42	2,663.72	215.70