

## Minutes



**Westbourne**

Parish Council

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**Minutes of Westbourne Parish Council's Full Council meeting which took place on Thursday 13 February 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould (arrived at 7.49pm) 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

Meeting chaired by Cllr Ricketts. No members of the public and one member of the press were present.

184. Apologies for absence: Cllr Laura Veltom.

185. Declarations of interest: Cllr Briscoe declared an interest in planning application 24/02997/DOM as a member of Chichester District Council's planning committee and did not take part in the discussion. Members discussed that they also knew the applicant of planning application 24/02997/DOM as a fellow resident of the Parish but there were no pecuniary interests to declare and as such the Clerk said that the application could be considered.

186. Minutes of the Parish Council meeting held on 9 January 2025: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chair.

187. Updates and issues from the minutes of 9 January 2025:

**Minute 117:** The Clerk had circulated the updated posters and social media graphics to councillors. The Clerk would display the poster in the noticeboards and in local businesses and would post the graphics on Facebook.

**Minute 153:** The Clerk had bought the no parking sign which Cllr Kerry-Bedell had installed outside the garage. The Clerk had also bought two pedestrian crossing warning signs and clips for the post in the churchyard opposite footpath 245 and two no cycling signs and clips for footpath 245. Cllr Ricketts agreed to install them.

**Minute 171:** The Clerk said that an article on the proposed community highway schemes could be included in the spring edition of the newsletter to consult with residents.

188. Open forum: There were no comments.

189. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report circulated before the meeting. In summary, Cllr Kerry-Bedell said that the government had accepted proposals from the local authorities in West Sussex to create three unitary authorities – WSCC,

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ESCC and Brighton and Hove. This would see devolution to a new mayoral system with elections planned for May 2026. There would be public and stakeholder consultation in March. Cllr Kerry-Bedell said he had downloaded data from the speed indicator devices in Westbourne. For Foxbury Lane, 30% of all vehicles (25,000) travelled at over the 30mph speed limit. 6,447 were over WSCC speed policy and the police speeding action point of 35mph and 159 vehicles went over 50mph, with one at 60mph. Problem days were Saturday and Sunday and between 5-6am, 6-8am and 11-12pm at 35-38mph. For Monk's Hill, 14% of all vehicles were over 30mph (7,100) and 1,536 vehicles were over 35mph, the point at which police prosecution normally occurred. 66 were over 50mph and two were over 60mph. The problem day was Sunday and times were 6-8am, 10-12pm and 12-2am at 35-36mph. Cllr Kerry-Bedell said this data showed the need for the Speedwatch Group and he had met Kevan Pegley to review all of the locations. Some discrepancies were identified and Cllr Kerry-Bedell had sent details of safe locations to the police to update their database. The four new sites were Monk's Hill car park, Whitechimney Row at the southern end, Foxbury Lane near Lingfield Close and Westbourne Road near the Parish Hall. Cllr Kerry-Bedell has arranged a meeting with Highways on 4 March from 9-12 to discuss the proposed community highway scheme applications. There is also a pre-meeting on 12 February. Cllr Kerry-Bedell said he had installed the 'no parking' sign bought by the Clerk on the wall outside the garage. He had also spoken to a few people about the highway code and double yellow lines. Cllr Kerry-Bedell said the Community Bus travelled 18,000 miles a year and residents had never been charged as drivers were volunteers. External funding had supported the initiative but increases to operational costs had an impact. A more sustainable funding model had been researched with running the service through the newly created In Our Area charity to reduce costs by £2k per year. A decision to change to a Section 22 licence, which enabled it to take passenger fees, had also been made. A charge of £3 was considered acceptable by passengers to help maintain the service and to allow it to receive funding from the government. This meant the service would break even next financial year with no change to contributions from parishes.

Cllr Ricketts commented that there was no one-way sign at the entrance to the one-way section of The Square.

190. District Councillor's comments and questions: District Councillor Roy Briscoe said he reiterated his support for farmers over the family farm tax being implemented by the government which would damage rural communities and that he had attended a recent demonstration in Chichester. Cllr Briscoe said that local government devolution had meant that the county council elections were cancelled in 2025 and meant a busy time working out how county, district and boroughs would make up the new unitary authority. Cllr Briscoe said that the issue had been forced on councils and that it was a Treasury decision to save money at the cost of democratic accountability. Cllr Briscoe advised the Council that devolution may enable the transfer of some assets to the Parish, although not those that generated an income. Cllr Briscoe said that the District Council budget for 2025-26 was over £20m, with the District Council element going up by £5.58 for a Band D Council Tax property. Cllr Briscoe said that the District Council would not be reimbursed by the government for the rise in employer national insurance contributions, as previously stated. Costs had gone up £545k but only £110k would be compensated which meant additional financial burden. In addition, the government had withdrawn the rural grant given to

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support rural services. Cllr Briscoe said the local plan submission was progressing and the examiners had made some recommendations for amendments. Cllr Briscoe said the new national planning policy framework removed some of the safeguards which had offered protection against housing development. Cllr Briscoe said the planning application for 25 new Gypsy and Traveller pitches on Cemetery Lane had been refused with good reasons and in its current format would not win at appeal. Cllr Briscoe said he was arranging a meeting with farmers and the police rural crime unit. Cllr Briscoe said he had attended a meeting with Portsmouth Water about water vulnerability. Those on a household income less than £21k could apply for financial support.

*Cllr Briscoe left the meeting at 8pm*

191. Planning applications: Members **RESOLVED** to make the following decision:

**24/02997/DOM:** Two-storey glazed front extension. Willow Barn, Mill Lane, Westbourne. Members had **NO OBJECTION** and commented that it complied with policy LD2, Heritage 4.7.3 of the Westbourne Neighbourhood Plan.

*Cllr Briscoe re-joined the meeting at 8pm*

192. Committee membership: Members **AGREED** to continue to suspend all committees due to there still being four councillor vacancies, with the exception of the Westbourne Neighbourhood Plan Steering Group (WNPSG). Cllr Briscoe would suggest a date for the next meeting. All other matters would be discussed by Full Council until further notice.

193. Spring Clean Day: It was **AGREED** to hold the event on Sunday 6 April 2025 from 2-4pm. As the Meeting Place was not available, the Clerk would look at another venue for refreshments after the event. The Clerk would promote this to residents.

194. Annual Parish Assembly: It was **AGREED** to hold the event on Wednesday 23 April 2025 if the room was not available on Thursday 24 April. The Clerk said she would contact Neil Attewell to find out who to contact about room bookings now. It was **AGREED** to invite Maddy Matthews from the District Council as the guest speaker to give a presentation on the wildlife corridors. It was discussed this would be useful for the WNPSG and link in with the work promoted by Greening Westbourne which offer financial support to residents for improvements to gardens within the corridor to encourage more wildlife.

195. VE Day 80: Members discussed commemorations for the national event on Thursday 8 May 2025 <https://www.veday80.org.uk/>. It was discussed that a beacon event could be held at Monk's Hill recreation ground and that the Scouts could be invited to build a large bonfire. The Clerk would research this further (whether the existing beacon would be suitable vs the cost of a permanent beacon) and Cllr Ricketts would speak to the landlord at the Stags Head to see if they would like to be involved.

196. Newsletter: Members **AGREED** to produce a spring edition of the newsletter and agreed the circulated list of articles.

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197. SDNPA Community Infrastructure Levy funding: Members **NOTED** that applications were being received by the SDNPA for CIL funding until 25 April 2025 with no further comments.

198. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £3,090.06 and due immediately (to be paid before 13 March 2025 and required advance authorisation). There were payments totalling £1,199.19 made since 9 January 2025 which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

199. Correspondence: Members **NOTED** the list of correspondence. Councillors discussed that they had no further comments to submit to WSCC regarding the proposed highways work on Monk's Hill following the new housing development. Members **NOTED** that traffic lights were in operation on Whitechimney Row following a recent collision which damaged the wall. It was discussed that WSCC should reconsider the TRO application to reduce the speed limit on this section of road to avoid further incidents.

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

201. 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.

202. Insurance claim: Members considered the response from the insurance company following vandalism to the multi-use games court surface. It was **AGREED** to write a letter of complaint to Clear Councils regarding the handling of the complaint and the outcome, as the repair that had been offered would not return the surface to the previous good condition. It was discussed that if the insurance company would not reconsider and fund full resurfacing, the Council may need to cover the additional cost as a repair would not be adequate in terms of durability and aesthetics. The Clerk would also research insurance companies for the renewal of the policy for 2025/26 to make sure the Council had the right level of insurance in place for any future claims.

203. Westbourne Community Trust: Members consider the circulated information regarding the surface for the new pump track and to permit access rights for the Portsmouth Water easement order at the entrance to Mill Road. It was **AGREED** to proceed with the recommended tarmac surface for the pump track and to allow Portsmouth Water access for the required works.

204. Pension Discretion Policy: Members considered the circulated draft policy written by the Clerk. Cllr Gould said she would review it before the next Full Council meeting so that it could be recommended it for approval.

205. Village website: Members discussed the village website following correspondence from a resident <https://westbournevillage.org/> Cllr Ricketts said he would speak to the resident to discuss this further.

206. To discuss the transfer of assets from Chichester District Council: On a proposal by Cllr Briscoe, seconded by Cllr Ricketts and with all in favour, it was

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**AGREED** that the Clerk would register an interest with the District Council on the transfer of assets to the Parish.

207. To discuss the land behind the Parish Hall: Members discussed the land with no agreed actions.

208. Date of next meeting: The next meeting was scheduled to be held on Thursday 13 March 2025 at 7.15pm.

Meeting closed at 9.30pm

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### Appendix 1

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#### Agenda item 15: Payments for approval

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

<b>Payments for approval July</b>		<b>Total</b>	<b>Net</b>	<b>VAT</b>
DD	O2 mobile phone Feb 25	15.00	12.50	2.50
BACS	Confidential payments Feb 25	1,750.23	1,750.23	0.00
BACS	WSCC LGPS Jan 25	514.80	514.80	0.00
BACS	Microshade cloud storage and email accounts Feb 2025	131.21	109.34	21.87
BACS	MS 365 Feb 2025	9.72	8.10	1.62
BACS	Dor-2-Dor delivery of leaflet for Greening Westbourne, Community Chest grant	330.00	275.00	55.00
BACS	The Meeting Place, room bookings to July 2025	140.00	140.00	0.00
BACS	Monster Creative updating councilor recruitment materials	102.00	85.00	17.00
BACS	Viking ink cartridges	97.10	80.92	16.18
		<b>3,090.06</b>	<b>2,975.89</b>	<b>114.17</b>
<b>Payments for retrospective approval</b>				
BACS	M Read & Co Ltd branch removal Covington Rd	72.00	60.00	12.00
BACS	Defib Warehouse 3 x adult defib pads	187.19	155.99	31.20
BACS	Wicksteed 2 x flat swing seats & 2 x cradle swing seats	511.69	426.41	85.28
BACS	GM Support playground inspection M Hill Jan 25	100.00	100.00	0.00
Debit card	2 x no cycling sign & clips for footpath 245	36.06	30.05	6.01
Debit card	2 x beware pedestrian crossing sign & clips for churchyard	257.40	214.50	42.90
Debit card	No parking sign for East Street	34.85	26.09	5.81
		<b>1,199.19</b>	<b>1,013.04</b>	<b>183.20</b>