

## Minutes



**Westbourne**

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775 654483

clerk@westbourne-pc.gov.uk

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

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Nigel Ricketts and Cllr Laura Veltom.

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.

209. Apologies for absence: Cllr Jane Gould.

210. Declarations of interest: Cllr Briscoe declared an interest in all planning applications (minute 216) as a member of Chichester District Council's planning committee and did not take part in the discussions.

211. Minutes of the Parish Council meeting held on 13 February 2025: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chair.

212. Updates and issues from the minutes of 13 February 2025:

**Minute 192:** The Clerk informed members that she had promoted the Annual Parish Assembly (Wednesday 23 April) on the website, Facebook, noticeboards and article in the Westbourne Magazine. She had also sent an invitation to all community organisations/groups in the Parish. The guest speaker and room booking were both confirmed and she would buy refreshments nearer the date.

**Minute 196:** The Clerk informed members that the spring edition of the newsletter was underway and was booked in with the designer, printer and distributor to be delivered to residents in mid-April.

213. Open forum: There were no comments.

214. 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 in light of local government devolution, he had raised questions at WSCC about the importance of continuing with the District Council's Local Plan wildlife corridors and funding of the wildlife officers for the next five years from developer CIL contributions. Cllr Kerry-Bedell said the government was consulting on the WSCC/WSCC/Brighton and Hove devolution until 13 April <https://www.gov.uk/government/consultations/sussex-and-brighton-devolution> Cllr Kerry-Bedell said that WSCC has offered a school place requested by parents for

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every child in West Sussex. Bourne Community College has 180 places and 174 had been filled for academic year 2025-26. Cllr Kerry-Bedell said he had attended a meeting with Highways to discuss a community highways scheme for central Westbourne. This would include parking improvements in The Square with a pavement triangle near the Window Box, parking restrictions on the one-way road with pavement bollards and improved signage. There would also be an application for speed reductions in Woodmancote and Old Farm Lane. This needed to be submitted to WSCC by 31 July including any consultation. The Clerk reminded Cllr Kerry-Bedell that an article could be included in the next edition of the newsletter. Cllr Kerry-Bedell said he had made a decision to leave the Liberal Democrat party and become an Independent councillor on WSCC. This was because he had never been into party politics and with devolution on the horizon, party politics would come even more into play, even at a local parish level. Cllr Kerry-Bedell said there were a many things he still wanted to achieve during the rest of his term of office (See the report at [www.westbourne-pc.gov.uk](http://www.westbourne-pc.gov.uk) for further details) Cllr Kerry-Bedell said WSCC was consulting on its local flood risk management strategy, he was lobbying for Sussex Police to better report and respond to local anti-social behaviour and that the West Sussex Library Service was celebrating its 100th birthday.

215. District Councillor's comments and questions: District Councillor Roy Briscoe said much time had been spent at the District Council on devolution and local government reorganisation. Leaders and officers of local authorities were working to get the best deal possible and any amalgamation would not affect service delivery. Cllr Briscoe said the Parish should consider if any assets could be transferred from the District Council as part of the reorganisation. The District Council was able to spend money on things it would normally have delivered but would have to refrain from spending reserves before the new unitary authority was formed. Cllr Briscoe said the District Council had approved a budget for 2025/26 of over £20m with an increase on the average District Council tax element going up by £5.58 on a Band D property. The government had reduced the rural services grant by £235k in addition to increasing national insurance which had created some financial pressure. Cllr Briscoe said a second homes premium would apply for a property left empty and unfurnished for 12 months, with a 100% levy that rose to 200% if left empty for five years, and 300% if left empty for 10 years or more. Cllr Briscoe said the District Council was applying to the Climate Action Fund to set up a climate action network. Cllr Briscoe said that the governments changes to the national planning policy framework had made it easier for developers to gain approvals, and that the District Council would be making training available to inform stakeholders of the changes. Cllr Briscoe said that grants were available for projects that supported economic growth, community infrastructure, people and skills. A corporate plan had been refreshed and would be looking at the Westhampnet Depot and arrangements for handing food waste. The District Council would also be working with the County Council on pavement improvements in the city centre. Cllr Briscoe said the application for 25 Gypsy and Traveller plots on Cemetery Lane had been refused and in its current format would not win at appeal. Cllr Briscoe said a group of hare coursers had been caught by the police who had seized vehicles and impounded dogs which would send a strong message to those involved. Cllr Briscoe said the Friends of the Ems had started water sampling again at Walderton. Figures recently released showed that Portsmouth Water took more water from the River Ems than in any previous year despite their promise to reduce abstraction. Last year, they took

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24 mega litres per day, up from 21 mega litres. Cllr Briscoe said he intended to submit a motion to the District Council to ask for funding to take a court case against the Environment Agency for failing in their duty to ensure Portsmouth Water had a sustainable supply of water.

*Cllr Briscoe left the meeting at 7.50pm*

216. Planning applications: Members **RESOLVED** to make the following decisions.

**25/00349/DOM:** Two storey side extension and new entrance porch. 2 Willow Gardens, Westbourne. Members had **NO OBJECTION**.

**25/00307/LBC:** Relocate gas meter. Manor House, Woodmancote Lane, Woodmancote. Members had **NO OBJECTION**.

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

217. Insurance renewal: The Clerk had not yet received the renewal quote but it was **NOTED** that the next financial year would be the third year of the three-year contract agreed in 2023 and due to end in March 2026. As such, any increase would be in line with inflation. The Clerk had contacted the Westbourne Community Trust to find out what equipment would be installed at Mill Road recreation ground so this could also be included on the asset register. The Clerk would inform the insurance company of any differences to the sums insured. It was **AGREED** to discuss the quote by email and retrospectively approve renewal at the next meeting in April.

218. Playground inspection renewal: It was **AGREED** to renew the contract with Kompan, who had quoted £861.22 for inspections at Monk's Hill recreation ground on a quarterly basis in 2025/26. Members **NOTED** that the Clerk had researched inspection companies earlier in the financial year which the Council had considered at its meeting on 13 June 2024 (minute reference 55) which identified Kompan as the best value and, as such, further quotes were not required at this time.

219. Spring Clean Day: The Clerk informed members that she had promoted the event on Sunday 6 April 2025 on the website, the Facebook page, the notice boards and an article in the Westbourne Magazine. She had also invited local community groups and organisations. The Clerk had organised bin bags from the District Council who would be collecting the rubbish the following day from outside The Meeting Place; arranged to borrow the equipment from the Final Straw Foundation; and booked Westbourne Community Hall for refreshments afterwards at 4pm; updated the risk assessment and maps.

220. VE Day 80: Members discuss commemorations for the national event on Thursday 8 May 2025 and it was resolved to ask the Scouts if they could organise a bonfire at The Common. It was discussed that if they were able to support the event, the portable beacon would not be needed. Cllr Veltom had contacted Pizza at the Park to see if they would like to sell pizzas that evening. The Clerk would promote the event to the community. If the event went ahead, the Clerk would promote the event to the community and it was **AGREED** for the Clerk to buy cloth bunting to go along the fencing at The Common.

221. Budget monitoring: Members **NOTED** the budget report and received the bank reconciliations to 28 February 2025 which were signed by Cllr Barker. The Lloyds

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Treasurers account closed with a balance of £83,300.06, the Lloyds Instant Access Savings account closed with a balance of £40,198.76, and the Unity Bank account closed with a balance of £90,024.97.

222. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £33,936.27 and due immediately (to be paid before 10 April 2025 and required advance authorisation). There were payments totalling £100 made since 13 February 2025 which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

223. Correspondence: Members **NOTED** the list of correspondence. Members **AGREED** to organise a meeting with the Westbourne Community Trust to discuss the overgrowing vegetation at Mill Road recreation ground, along with the outstanding matter of the multi-use games court surface insurance claim. Members **NOTED** the email from a resident requesting horse riding warning signs for Long Copse Lane. It was discussed that as this was mainly related to the Hampshire side of the Lane, that Emsworth councillors were best placed to respond and the Council would support them as required. Members **AGREED** to invite the District Council's Gypsy Traveller Liaison Officer to the next meeting in April. Members **AGREED** to invite the History Group to apply for a community chest grant to help cover the cost of meeting expenses. It was **AGREED** to send the speed indicator located on Foxbury Lane to the supplier to be fixed and it was **NOTED** that as it is no longer under warranty, there would be a charge of £55 for collection, delivery and return, and an assessment would cost £45 with an additional charge for any repairs.

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

225. 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.

226. Pension Discretion Policy: Members **APPROVED** the circulated draft policy which the Clerk would send to WSCC.

227. Date of next meeting: The next meeting was scheduled to be held on Thursday 10 April 2025 at 7.15pm.

Meeting closed at 9.15pm.

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### Appendix 1: Payments for approval

**Westbourne Parish Council, 13 March 2025**

#### **Agenda item 14: 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 March 25	18.00	15.00	3.00
BACS	Confidential payments March 25	1,750.23	1,750.23	0.00
BACS	WSCC LGPS Feb 25	514.80	514.80	0.00
BACS	HMRC quarter 4 2024-25	1,463.31	1,463.31	0.00
BACS	Microshade cloud storage and email accounts March 2025	131.21	109.34	21.87
BACS	MS 365 March 2025	9.72	8.10	1.62
BACS	The Meeting Place room hire for Annual Parish Assembly	49.00	49.00	0.00
BACS	Westbourne Community Trust multi-use games court fencing	30,000.00	30,000.00	0.00
BACS				
		<b>33,936.27</b>	<b>33,909.78</b>	<b>26.49</b>
<b>Payments for retrospective approval</b>				
BACS	GM Support playground inspections	100.00	100.00	0.00
		<b>100.00</b>	<b>100.00</b>	<b>0.00</b>