

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Parish Council's Full Council meeting which took place on Thursday 10 April 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Jane Gould, Cllr Nigel Ricketts and Cllr Laura Velton.

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

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

1. Apologies for absence: Cllr Roy Briscoe.

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

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

4. Updates and issues from the minutes of 13 March 2025:

Item 196: The Clerk informed members that the newsletter had been designed and was now with the printer and would be collected for delivery on 17 April to be distributed to residents the following week.

Item 219: Cllr Ricketts said the Spring Clean Day had been successful with around 20 people in attendance who collected many bags of litter which had been lining the pavements, roads and verges. Cllr Ricketts thanked the Final Straw Foundation Greening Westbourne, Chichester District Council and Westbourne Community Hall for their support and thanked the residents who gave up their Sunday afternoon. It was **NOTED** that there had not been as much litter in the village as in previous years and that was because of the hard work of residents who regularly picked up litter. Cllr Ricketts thanked those residents on behalf of the Council for their contribution to the Parish.

Item 223: Members **NOTED** that the speed indicator device had been collected by Westcotec for repair and they thanked Paul Tweedale for his support.

5. Open forum: A member of the public said that turning right at the junction from Monk's Hill to Emsworth Common Road was very dangerous as there was an iron fence and a thick hedge which severely limited visibility. Members explained that the Council had written to the landowner previously about cutting back the hedges but no response had been received. It was discussed that West Sussex County Council did not have responsibility for it as it was owned privately. It was **AGREED** to speak to the landowner in person and also send another letter to ask if the hedge could be cut back after nesting season and if the fencing could be moved back.

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Two members of the public expressed their interest in joining the Council and said they would be able to attend the Full Council meeting in June to be considered for co-option.

6. To welcome Chichester District Council's Gypsy Traveller Liaison Officer to the meeting and receive an update on her work. The Council welcomed Debbie Kimpton to the meeting who said her role was to liaise with the Gypsy and Traveller community to support with any issues. Her role was not about enforcement but to help mediate and link in with the police and other agencies and authorities. She did not get involved with private Gypsy and Traveller sites as there were in private ownership. Debbie Kimpton said she worked with headteachers at local schools and had recently visited all the pubs in the area to build a relationship with landlords. Debbie Kimpton said that her role was to open up a dialogue and try and reach a compromise. In terms of unauthorised camps, her role was to offer support and oversee any welfare issues. Members thanked Debbie Kimpton for attending and said it was useful to find out more about her role and would contact her if they were aware of any issues in the future.

7. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report circulated before the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said local government devolution discussions were ongoing with a decision as to whether Crawley would want to join a West Sussex unitary, Brighton and Hove being permitted becoming a unitary with a population of just 280,000, and debates about the name of the Mayoral area. Cllr Kerry-Bedell said Southern Water bills were increasing to improve sewage infrastructure. The latest data showed reduced sewage capacity at the Chichester works due to increased housing development. Cllr Kerry-Bedell said he and Cllr Ricketts had met doctors from Emsworth Medical Practice to discuss the closure of Westbourne Surgery. They said Westbourne was being used less as they now dealt with more telephone and online consultations and there was the very latest equipment and a full range of services and specialisms available at the Emsworth practice. Cllr Kerry-Bedell encouraged members of the public to sign the petition to save the surgery at www.westbourne-pc.gov.uk

8. District Councillor's comments and questions: District Councillor Roy Briscoe sent his apologies for the meeting and did not send a report.

9. Westbourne Surgery closure: Members considered the draft letter prepared by the Clerk and **AGREED** that it should be sent to Emsworth Medical Practice at the end of the month. The Clerk would include the final number of petition signatures which currently stood at 359 online with many more written signatures on the petitions the Clerk had distributed to local businesses. It was **AGREED** to invite Emsworth Medical Practice to attend the Annual Parish Assembly on Wednesday 23 April at 7pm for the first part of the meeting so that they could speak to residents about the proposed closure and hear comments from the local community.

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

25/00429/DOM: Single storey front extension with 1 no. rooflight, including new hipped roof. New rear elevation 1 no. window, new pitched-roof canopy and replacement garage doors with glazed top lights. Replacement 6 no. roof windows. With enlarged patio within courtyard. The Granary, Whitechimney Row, Westbourne.

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Members **AGREED** to have no objection as long as the roof light did not encroach on the neighbouring property. It was **AGREED** to comment that The Granary was listed as a non-designated built heritage asset in the Westbourne Neighbourhood Plan and that any development should preserve or enhance the special interest character of the building and appearance of the conservation area.

25/00542/DOM: Demolition of existing lean-to, and, new single-storey rear extension. 4 Sydenham Terrace, Covington Road, Westbourne. Members **AGREED** to have no objection.

25/00529/DOM: Single-storey rear extension. Small Street Cottage, New Road, Westbourne. Members **AGREED** to have no objection.

25/00549/PLD: Proposed first floor rear box dormer. 26 Mill Road, Westbourne. Members **AGREED** to have no objection.

25/00189/TCA: Notification of intention to reduce height down to approx 4.6m (above ground level) on 11 no. sycamore trees (T4-T14) and 4 no. yew trees (T1-T3 & T18). Re-pollard (back to old wound points) on 2 no. sycamore trees (T15 & T16). Pollard down to 4m (above ground level) on 1 no. eucalyptus tree (T17). Cedar Lodge, River Street, Westbourne. Members **AGREED** to have no objection.

11. Annual Parish Assembly, Wednesday 23 April at 7pm: It was discussed that the Clerk would buy refreshments and that members would arrive from 6.30pm on Wednesday 23 April to help set up. The Clerk would update the agenda following the invitation to Emsworth Medical Practice.

12. VE Day 80, Thursday 8 May at 8.30pm: Members **AGREED** that the Clerk would ask the Scouts to build the bonfire the day before on 7 May, and not any sooner, due to the anti-social behaviour that had recently taken place at the recreation ground. It was **AGREED** that the Clerk could buy some metal stakes so that the bonfire could be cordoned off, and to also buy fire-lighters, a portable fire extinguisher and a first aid kit. It was discussed that the Clerk would promote the event on Facebook with paid advertising, posters and would include an article in the Westbourne Magazine and on the website. Cllr Barker sent her apologies for the event.

13. Westbourne Community Trust: Members **AGREED** to give a further £10k (inclusive of any amount from the outstanding Aviva insurance claim) towards fully re-surfacing the multi-use games court. The WCT would pay the remaining cost and members thanked them for their contribution which would see an improved court which would be easier to maintain in future. It was discussed that Longmeadows would be asked to cut back the overgrown hedges at Mill Road recreation ground once nesting season was over. Members discussed if the height barrier that had been removed from the entrance to the recreation ground could be placed elsewhere. It was **AGREED** to ask the WCT to look after it for the meantime until a final decision had been made.

14. Playground inspection: Members **NOTED** the recommendations of the inspection report which was carried out on 3 April for Monk's Hill recreation ground. Cllr Ricketts said he would replace the swing seat chains immediately.

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15. Community Chest: Members **AGREED** to **APPROVE** the application from the History Group for funding of £80 for room hire and £80 for a head microphone to support their meetings.

16. Insurance: Members retrospectively **APPROVED** the insurance renewal for 2025-26 of £2,034.14. Members **NOTED** that the increase was as a result of new play equipment at Mill Road and inclusion of the Mill Road entrance road, churchyard wall and Monk's Hill car park on the asset register.

17. Budget monitoring: Members **NOTED** the budget report and received the bank reconciliations to 31 March 2025 with no further comments. The Lloyds Treasurers account closed with a balance of £45,761.03, the Lloyds Instant Access Savings account closed with a balance of £40,229.60, and the Unity Bank account closed with a balance of £90,591.76. It was **NOTED** that as the Council had spent some of its earmarked reserves on the WCT project, the total payments figure was higher than the annual budget. The Clerk said this would need to be explained to the external auditor through the Annual Governance and Accountability Return.

18. Payments for approval: Members **RESOLVED** to approve the list of payments totalling £8,190.82 and due immediately (to be paid before 15 May 2025 and required advance authorisation). There were payments totalling £3,342.63 made since 13 March 2025 which members **RESOLVED** to approve retrospectively. The list of payments is available in Appendix 1.

19. Correspondence: Members **NOTED** the list of correspondence with no further comments.

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

21. 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.

22. Community bus: It was **AGREED** to defer a decision on the proposed increase to the contribution to the next meeting.

23. Date of next meeting: The Annual General Meeting was scheduled to be held on Thursday 15 May 2025 at 7.15pm. Cllr Barker and Cllr Gould sent their apologies for the meeting.

Meeting closed at 8.40pm.

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Appendix 1

Westbourne Parish Council, 10 April 2025

Agenda item 18: 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 April 25	18.00	15.00	3.00
BACS	Confidential payments April 25	1,801.96	1,801.96	0.00
BACS	WSCC LGPS March 25	514.80	514.80	0.00
BACS	Microshade cloud storage and email accounts April 2025	131.21	109.34	21.87
BACS	MS 365 April 2025	9.72	8.10	1.62
BACS	Clear Councils insurance renewal 2025/26	2,034.14	2,034.14	0.00
BACS	Mulberry & Co payroll services quarter 4 2024/25	144.00	120.00	24.00
BACS	WSALC & NALC subscription 2025/26	843.40	843.40	0.00
BACS	Royal Mail PO Box address renewal 2025/26	445.80	371.50	74.30
BACS	Kompan playground inspection M Hill April 2025	185.19	154.33	30.86
BACS	Longmeadows grounds maintenance M Hill quarter 4 2024/25	355.00	355.00	0.00
BACS	Monster Creative newsletter design	234.00	195.00	39.00
BACS	Rialtas 2025/26	243.60	203.00	40.60
BACS	Dor-2-Dor newsletter delivery	330.00	275.00	55.00
BACS	Westbourne Allotment Association 2025/26 flower show contribution	50.00	50.00	0.00
BACS	Homestart S137 donation 2025/26	250.00	250.00	0.00
BACS	Citizens Advice Bureau S137 donation 2025/26	300.00	300.00	0.00
BACS	Closed churchyard grass cutting contribution	300.00	300.00	0.00
		8,190.82	7,900.57	290.25
Payments for retrospective approval				
BACS	Workwear Express - 10 hi-vis vests for Community Speedwatch Group	113.21	94.34	5.79
BACS	Longmeadows installation of picnic tables and seewaw M Hill	1,430.00	1,430.00	0.00

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	Chichester District Council			
BACS	dog/litter bin emptying 2024/25	1,799.42	1,499.52	299.50
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		3,342.63	3,023.86	305.29