

Minutes



Westbourne

Parish Council

PO Box 143
Emsworth
PO10 9DX

07775 654483

clerk@westbourne-pc.gov.uk

Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 11 September 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Nigel Ricketts Cllr Jennie Scott, and Cllr Michael White (joined at 7.45pm).

In attendance: 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.

09/25/41. Apologies for absence: Cllr Peter Watterson gave his apologies due to a work commitment.

09/25/42. Declarations of members interest:

- a. Cllr Briscoe declared an interest in agenda item 09/25/51a regarding the transfer of assets as the Chairman of the Scouts and did not take part in the decision.
- b. There were no requests for dispensations.

The Chairman adjourned the meeting at 7.16pm

09/25/43. Open forum: There were no comments or questions.

The Chairman reconvened the meeting at 7.16pm.

09/25/44. County Councillor's comments and questions: County Councillor Andrew Kerry-Bedell gave his apologies for the meeting and sent a report which the Council **NOTED**. In summary, the County Council had implemented the lower speed limit of 40mph on Foxbury Lane and was now considering implementing the 20mph limit for the whole of Whitechimney Row. Cllr Kerry-Bedell said that Bourne Bus restructuring was complete with In Our Area taking on the management of it. 92% of passengers used some form of bus pass and continued to travel free, with all others paying £3 per journey in line with the Government's policy. A grant from the County Council meant it had enough funding to operate until June 2026 and they were looking into other funding opportunities. Cllr Kerry-Bedell said that despite many meetings and an intervention by Jess Brown-Fuller MP, Emsworth Medical Practice closed its surgery in Westbourne in July. The Parish had fought a strong campaign, however partners could not be persuaded that transport was their concern in terms of access to healthcare but had contributed £1,500 to the Bourne Bus as a one-off. The bus has already seen an increase in passengers from Westbourne to the Medical Practice and they had added two additional stops. It had been revealed that two senior partners who owned Westbourne Surgery building had set up a company in October 2024 and had also sold off the deeds of the property. There were suspicions

Minutes

that they might set up a small separate private practice in Westbourne. Cllr Kerry-Bedell said the disabled parking areas outside were now non-compliant with WSCC policy and the Parish Council apply for a traffic regulation order to change them back to general parking use. Cllr Kerry-Bedell said that Southern Water were investigating local sewers and sealing them to prevent storm water from going directly into the waste water system. Cllr Kerry-Bedell had also been on a visit with Southern Water to Lavant Sewage Works and upgrades had meant that there had been no discharges into the River Lavant, but this would be tested during the winter. Cllr Kerry-Bedell said the path section and bridge at the east gate on at Thorney Island were once more in full use.

09/25/45. District Councillor's comments and questions: District Councillor Roy Briscoe said that the District Council was close to deciding how local government should be reshaped with a proposal for two unitary authorities serving West Sussex and an East West split, with the Adur area joining the West. This would give four seats on the mayor's executive board and would benefit local communities with over 100 local councillors. Cllr Briscoe said the District Council's local plan had been approved and would deliver 575 houses per year, rising to 1328 per year by the end of the plan period. It was important that the District Council could show a five-year land housing supply otherwise it would be open to speculative planning applications from developers. Cllr Briscoe urged members of the public to report all crimes, no matter how small, so that the police had an accurate record of incidents and could deploy resources as required. Cllr Briscoe said that some of the new affordable homes at Mill Road had been damaged by ball bearings and that it had been reported to the police. There were also similar damage to a property on Kingfisher Way as well as youths riding motorbikes on pavements and alleyways. Cllr Briscoe said that the police had spoken to the people concerned.

09/25/46. Minutes of the Parish Council meeting held on 19 June 2025: Members **AGREED** to **APPROVE** the minutes as a true record which were signed by the Chairman.

09/25/47. Clerk's report: Members **NOTED** the report from the Clerk which outlined activities undertaken since the meeting held on 19 June 2025. The Clerk thanked members for supporting her with recent training as she had been able to gain continued professional development points to upgrade her membership of the Society of Local Council Clerks to a principal member. It was **AGREED** to hold the HR Committee on 1 October at 7pm.

09/25/48. Co-option: Michael White, a resident in Westbourne, expressed an interest in being co-opted to the Council. Members carried out a vote and it was **AGREED** unanimously to co-opt Michael to the Council. Michael White was **ELECTED** as a parish councillor and joined the meeting. This meant the Council had filled one of its two vacancies and the Clerk would inform the District Council.

Cllr Michael White joined at 7.45pm

09/25/49. Recreation, Leisure and Amenities Committee: Members **NOTED** the minutes of the meeting held on 26 June 2025. It was **AGREED** to defer a decision on the application for grant funding from Chichester District Council and to hold a meeting of the Committee on 6 November to research options for new equipment at

Minutes

Monk's Hill, including replacement fitness equipment, a basketball net and surface, a permanent beacon and a flag pole.

06/25/50. Joint Burial Committee: Members **NOTED** the minutes of the meeting held on 4 June. The Council did not agree to nominate two councillors to fill vacancies on the Committee and the Clerk reminded members that it was important that there was equal representation on the Committee.

09/25/51. Items for consideration and resolution: Members made the following resolutions

- a. Transfer of assets: It was **AGREED** to prepare a business case for the transfer of the land at Covington Road/Commonside to the Parish Council's ownership from Chichester District Council. It was discussed that the Scout hut was owned by the Scouts but the land was owned by the District Council and could be transferred to the Parish. Members discussed that if the Council owned the land, it could protect it in future and members agreed that this needed to be investigated further before a decision could be made. Members discussed that the land behind the 30 or so properties at Mill Road which was used for extra garden space was currently rented from the District Council to the properties for a nominal rent of £1 per year. It was discussed that it would cost the Council far more to administer the individual leases along with legal costs and it was **AGREED** not to express an interest in this asset. (Local Government Act 1972, ss.124,126, 127 and 139).
- b. Westbourne Surgery: Members **APPROVED** the draft letter prepared by the Clerk in response to the sale of the surgery in October 2024 before the public consultation began, and for the Clerk to send it to Emsworth Medical Practice.
- c. Community Highway Scheme: Members **NOTED** and **APPROVED** retrospectively the submission of the application to WSCC for highways improvements in the Parish.
- d. Dog wash: Members discussed the possible installation of a dog wash at Monk's Hill recreation ground which could generate some income for the Council. It was discussed that more research was required in terms of installation and connection to services, resident research and whether or not the site was vulnerable to vandalism. No final decision was made. (Public Health Act 1875, s.164 Open Spaces Act 1906, ss.9 and 10, and Public Health Act 1936, s.125).
- e. No cycling signs: Members **AGREED** to replace the signs that had been removed from footpath 245 between Westbourne Road and Mill Lane. (Road Traffic Regulation Act, 1984, section 72).
- f. Grants: Members considered the quotes sent by Westbourne Community Hall for the proposed kitchen renovation and **APPROVED** the payment of the grant of £8k of to support the project. (S137 of the Local Government Act 1972).
- g. Grants: Members considered the grant application from St Wilfred's Hospice for S137 funding. Members **AGREED** not to award the grant as the community chest fund had been set up to support small community groups and organisations directly from the Parish, rather than large organisations working across the county and had access to other sources of funding. (S137 of the Local Government Act 1972).

Minutes

- h. Grants: To consider the grant application from Tyler's Trust for S137 funding. Members **AGREED** not to award the grant as the community chest fund had been set up to support small community groups and organisations directly from the Parish, rather than large organisations working across the county and had access to other sources of funding (S137 of the Local Government Act 1972).
- i. Newsletter: Members **AGREED** to send a newsletter to residents in November and discussed that articles could be included on the new playground at Mill Road, the opening of the affordable housing scheme, the review of the neighbourhood plan and any consultation events.
- j. Village website: Members **NOTED** the closure of the website and discussed that village groups could be contacted to see if they would like to be included on the Parish Council's website.
- k. Planning amendment to section 15 of the Standing Orders and Scheme of Delegation: Members **APPROVED** the recommendation of the Planning Committee to amend Section 15 of the Standing Orders and the Scheme of Delegation to delegate to the Clerk the responsibility to respond to minor planning applications in consultation with members of the Planning Committee (or Council) if it was not possible to organise an extraordinary meeting. Large or contentious planning applications would always be discussed at a meeting where the public could attend, and a decision on the nature of the application would be made by the Planning Committee (or Council). This was to support the Council in meeting the 21 day consultation deadline for planning in exceptional circumstances if a meeting could not be arranged at short notice.
- l. Future room bookings: Members discussed the location of Council meetings at both The Meeting Place or Westbourne Community Hall and it was **AGREED** to look into this further.

09/25/52. External audit 2024/25: Members **NOTED** and **ACCEPTED** the report from Moore, with no further comments, which concluded the audit for financial year 2024/25. The Clerk said she had published the notice of conclusion of the annual audit on the website and noticeboard, along with the final audit papers.

09/25/53. Finance

- a. Member **NOTED** the budget report to 31 August 2025 which outlined that receipts were 77.1% of the budget and payments were 33% of the budget.
- b. Members **RECEIVED** the bank reconciliations to 31 August 2025 and **NOTED** that the Lloyds bank account closed with a balance of £107,848, the Lloyds Instant Access Saver account with a balance of £40,365.80, and the Unity bank account with a balance of £91,121.66.
- c. Members **RESOLVED** to approve the list of payments. (See appendix 1)

09/25/54. Correspondence: Members **NOTED** the list of correspondence. Cllr Briscoe said he had spoken to the registered housing provider about the youths who were riding motorbikes along the alleyway between Mill Road and Kingfisher Drive and had spoken to the County Council about installing railings to prevent further incidents. Members **AGREED** that the Clerk would write a letter to Merlin Homes

Minutes

about the trees that had been removed from the boundary hedge and the damaged caused to the playground warning sign.

09/25/55. Items to be included on the next agenda There were no additional items.

09/25/56. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 9 October 2025 at 7.15pm.

09/25/57. 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.

09/25/58. Local government pay claim 2025/26: Members **RESOLVED** to implement the National Joint Council for Local Government Services agreement as per the Clerk's contract.

09/25/59. Mill Road playground: Members **RESOLVED** the following:

- a. Members **AGREED** to the new signage for the children's playground at Mill Road drafted by the Clerk. It was **AGREED** that the Council would need two of each for each entrance, and to instruct Monster Creative to design them, Printer Graphics to print them and Longmeadows to install them. It was **AGREED** to buy two noticeboards for the playgrounds at Monk's Hill and Mill Road) so that the Clerk could display posters without them being torn down. The Clerk had found three quotes and it was **AGREED** to buy two A1 poster cases in green with a pinboard interior from the Parish Notice Board Company at a cost of £750 each.
- b. Members discussed that Westbourne Community Trust had brought to the Council's attention that the storm road gully drainage on the access road to Mill Road allotments needed to be cleaned as it was blocked. Members **AGREED** to it in principle but wanted to see a quote first from the Trust before proceeding.
- c. Members **NOTED** the District Council's response to the broken wire fence at the rear of the properties with Mill Road playground. It was **AGREED** that the Council did not have the funding to repair it, and that the Clerk would write to the District Council to restate that the upkeep of the fence to prevent access onto the playground was their responsibility with their tenants.
- d. Members **AGREED** to appoint a ND Law Solicitors to support the Council with agreeing licences with Westbourne Community Trust, about managing and maintaining the playground, and Westbourne Allotment Association, for the updated lease to include use of the new storage building. It was **NOTED** that standard leases were £500 per lease agreement, plus any disbursements such as registering it with the Land Registry. A discounted rate of £250 had been offered for the lease renewal relating to the allotment land and storage building.
- e. It was **AGREED** to appoint J Brotherton & Partners to survey the Council's access road to the allotment at Mill Road to ensure there were accurate records for future use. Three surveyors had been approached for a quote and they offered the best price at £600. Members also **AGREED** to include the land at the allotments to improve the Council's records.

Minutes

- f. Members **NOTED** that the lease agreement with Westbourne Allotment Association was not due to end until 2029 but it was discussed that it needed to be updated to include the new storage building being built by Westbourne Community Trust which was to be transferred to the Council's ownership; half of which would be leased to the Allotment Association. Members **AGREED** to renew the lease agreement with the Allotment Association and **NOTED** that the Allotment Association had also agreed to it being reviewed before the end of the lease period. Members **REVIEWED** and **ACCEPTED** the updates to the current allotment lease as recommended by the Allotment Association, with the exception of use of the gate on Foxbury Lane on highways grounds as this was not an official entrance to the land. The changes to be made were:
- For the new lease to start from 2025 for a period of 30 years (to note that the previous agreement was for 20 years (2009-2029)).
 - To restrict the number of subtenants to four each plot (previously one per plot).

It was discussed that the Council would need to agree the terms and conditions for the Allotment Associations use of the new storage building and that the rent charged would need to be reviewed to take into account any future maintenance of the building.

(Local Government Act 1972, s.139 and Cleaner Neighbourhoods and Environment Act 2005).

Meeting closed at 9.35pm.

Minutes

Appendix 1: Payments for approval

Westbourne Parish Council, 11 September 2025

Agenda item 53: 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 25	19.34	16.12	3.22
BACS	Confidential payments Sept 25	2,086.24	2,086.24	0.00
BACS	WSCC LGPS Aug 25	526.66	526.66	0.00
	Microshade cloud storage and email			
BACS	accounts Sept 25	142.92	142.92	0.00
BACS	MS 365 Sept 25	9.72	8.10	1.62
BACS	HMRC quarter 2 payments 2025/26	1,850.48	1,850.48	0.00
		4,635.36	4,630.52	4.84
Payments for retrospective approval				
DD	O2 mobile phone July 25	19.34	16.12	3.22
DD	O2 mobile phone Aug 25	19.34	16.12	3.22
SO	Confidential payments July 25	1,801.96	1,801.96	0.00
SO	Confidential payments Aug 25	1,801.96	1,801.96	0.00
SO	WSCC LGPS June 25	526.66	526.66	0.00
SO	WSCC LGPS July 25	526.66	526.66	0.00
	Microshade cloud storage and email			
BACS	accounts July 25	142.92	119.10	23.82
	Microshade cloud storage and email			
BACS	accounts Aug 25	142.92	119.10	23.82
BACS	MS 365 July 25	9.72	8.10	1.62
BACS	MS 365 Aug 25	9.72	8.10	1.62
	WSCC street lighting and			
BACS	maintenance 2024/25	2,248.20	1,873.50	374.70
	WCT contribution to MUGA			
BACS	renovation	3,000.00	3,000.00	0.00
	The Meeting Place room booking			
BACS	26/06/25	15.00	15.00	0.00
	Mulberry & Co payroll services			
BACS	quarter 1 2025/26	144.00	120.00	24.00
	WSALC Limited planning training L			
BACS	Barker and K Pegley	96.00	80.00	16.00
	SLCC principal membership C			
BACS	Kennett	27.50	27.50	0.00
	GM Support playground inspections			
BACS	July 25	200.00	200.00	0.00
	GM Support playground inspections			
BACS	Aug 25	200.00	200.00	0.00

Minutes

	Longmeadows Monk's Hill and Mill Road grounds maintenance quarter			
BACS	1 2025/26 and gateways painting	4,163.50	4,163.50	0.00
BACS	Lloyds Bank service charge July 25	4.25	4.25	0.00
BACS	Lloyds Bank service charge Aug 25	4.25	4.25	0.00
	NHBS bat detector for			
DC	neighbourhood plan evidence	189.50	157.92	31.58
	Greensleeves weed spraying Monk's Hill playground July 25			
BACS		165.00	165.00	0.00
	Longmeadows roundabout repair M Hill			
BACS		40.00	40.00	0.00
BACS	Moore, external audit 2024/25	756.00	360.00	126.00
	Batteries for internet banking card reader x 8			
DC		19.80	16.50	3.50
	The Meeting Place room bookings Sept - Dec			
BACS		150.00	150.00	0.00
	Kompany playground inspections July 25			
BACS		191.68	159.74	31.94
		5,263.20	4,888.50	374.70