

## Minutes



**Westbourne**

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775 654483

clerk@westbourne-pc.gov.uk

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**Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 9 October 2025 at 7.15pm at The Meeting Place, North Street, Westbourne.**

Present: Cllr Lade Barker, Cllr Jane Gould, Cllr Nigel Ricketts and Cllr Peter Watterson.

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

Meeting chaired by Cllr Ricketts. There were two members of the public and one member of the press.

10/25/60. Apologies for absence: Cllr Roy Briscoe, Cllr Michael White and Cllr Jennie Scott.

10/25/61. Declarations of members interest:

- a. There were no declarations of interest.
- b. There were no requests for dispensations.

10/25/62. Open forum: There were no comments or questions.

10/25/63. Westbourne alternative energy: Energise South Downs gave a presentation on proposals for local renewable energy which could be owned by local people, with any revenue generated available for the community to spend on local projects. They had held a workshop with Greening Westbourne to look at options, including solar, wind, house solar and ground/air source heat pumps. Members welcomed proposals and it was discussed that more work was needed to find out if the project was viable, as well as identifying a suitable location and if Emsworth substation could be used to connect to the grid.

10/25/64. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report circulated for the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said that to help residents get to appointments at Emsworth Medical Practice, the Bourne Bus was now making regular trips from three locations in Westbourne to the Church layby in Emsworth opposite the surgery. Cllr Kerry-Bedell said that the County Council had put forward a proposal for a single unitary authority in West Sussex as part of local government reorganisation, and that Brighton and Hove and Crawley had not put forward any alternative useful or consistent approaches. Cllr Kerry-Bedell said the government would have the final say and decisions would likely be based on the financial implications. Cllr Kerry-Bedell said that most of the sewage works in Chichester had a set nitrate limit after processing, but four of the 10 works did not have a set phosphorus limit into Chichester Harbour, including at Thornham, Bosham and

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Lavant. The works being carried out at Thornham meant this would be in place by 2030. Cllr Kerry-Bedell said Southbourne Parish Council had applied for an HGV sign near Park Road. Cllr Kerry-Bedell said he had sent details of proposed changes to the highway outside Westbourne Primary School to the Clerk for submission to WSCC.

10/25/65. District Councillor's comments and questions: District Councillor Roy Briscoe sent his apologies to the meeting and did not send a report to be noted.

10/25/66. Minutes of the Parish Council meeting held on 19 June 2025: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

10/25/67. Clerk's report: Members **NOTED** the report from the Clerk which outlined activities undertaken since the meeting held on 11 September 2025. The Clerk said she had been working with the Allotment Association, solicitor and WCT to write the draft allotment lease agreement, as well as writing the terms and conditions for use of the new storage building. The Clerk had arranged for a survey of the allotment site and access road which would improve the Council's records. The Clerk had written to the District Council about the broken fence behind the properties at Mill Road to ask for it to be replaced, and had ordered the new playground signs and noticeboards. The Clerk was still to write the newsletter but had booked the design, print and distribution.

10/25/68. Items for consideration and resolution:

- a. Members **NOTED** the letter from Emsworth Medical Practice about the consultation on the closure of Westbourne Surgery. The Partners said that the consultation was carried out in good faith and followed guidance, and that the sale of the building in October 2024 had no impact on the focus of the transfer of provision of services from the branch in Westbourne to the main site in Emsworth. Members commented that the Partners did not mention the sale of the surgery during their discussion with members or consultation, and that clear communication and accountability were vital in maintaining trust between medical providers and the community they served.
- b. Members **AGREED** for Cllr Ricketts to lay a wreath on behalf of the Parish Council at the war memorial on Remembrance Sunday.

10/25/69. Finance:

- a. Members **NOTED** the budget report to 30 September 2025 which outlined that receipts were 127% of the budget and payments were 43.7% of the budget with no further comments.
- b. Members **RECEIVED** the bank reconciliations to 30 September 2025 which were signed by Cllr Watterson. Members **NOTED** that the Lloyds account closed with a balance of £164,953.83, the Lloyds Instant Access Savings account closed with a balance of £40,388.14 and the Unity Bank account closed with a balance of £91,638.43.
- c. Members **RESOLVED** to approve the list of payments.

10/25/70. Correspondence: Members **NOTED** the list of correspondence.

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10/25/71. Items to be included on the next agenda: There were no additional items.

10/25/72. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 13 November 2025 at 7.15pm.

10/25/73. 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.

10/25/74. HR Committee: Members **RECEIVED** the minutes of the meeting held on 1 October and **NOTED** the recommendations, agreeing in principal for the Clerk to research the possibility of appointing an assistant to support her role.

10/25/75. Mill Road playground and allotments: Members **RESOLVED** the following:

- a. Members considered the draft allotment lease prepared by the Council's solicitor, ND Law. Members **AGREED** to the amendments put forward by Frank Campbell, Chair of Westbourne Community Trust.
- b. Members **AGREED** to review the rent charged to Westbourne Allotment Association for use of the allotment land and new storage building. Instead of reviewing the rent every five years, as had been done previously, it was **AGREED** to have an annual increase linked to the rate of inflation
- c. Members **REVIEWED** the survey of the access to the allotment and allotment land with no further comments.

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

Meeting closed at 20.35.

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### Appendix 1:

#### Payments for approval

Westbourne Parish Council, 9 October  
2025

#### Agenda item 69: 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 Oct 25	19.34	16.12	3.22
BACS	Confidential payments Oct 25	1,849.04	1,849.04	0.00
BACS	WSCC LGPS Sept 25	628.02	628.02	0.00
BACS	Microshade cloud storage and email accounts Oct 25	142.92	142.92	0.00
BACS	MS 365 Oct 25	9.72	8.10	1.62
BACS	Emscom computer service and upgrade	90.00	75.00	15.00
BACS	Longmeadows grounds maintenance	2,746.70	2,746.70	0.00
BACS	Westcotec SID battery replacement	109.80	91.50	18.30
BACS	NALC training beyond the precept	42.00	35.00	7.00
BACS	The Meeting Place, HR Committee room hire	11.00	11.00	0.00
		<b>5,648.54</b>	<b>5,603.40</b>	<b>45.14</b>
<b>Payments for retrospective approval</b>				
BACS	The Parish Noticeboard Company	1,614.00	1,345.00	269.00
BACS	Emscom - attempted printer repair	45.00	7.50	37.50
BACS	Printerbase - new printer	115.70	96.42	19.28
BACS	The Meeting Place, WNPSG room hire	22.00	22.00	0.00
BACS	Westbourne Community Hall grant for kitchen renovation	8,000.00	8,000.00	0.00
BACS	Viking ink cartridges and paper	108.30	90.25	18.05