

Minutes



Westbourne
Parish Council

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Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 12 February 2026 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Roy Briscoe, Cllr Jane Gould, Cllr Nigel Ricketts, Cllr Peter Watterson and Cllr Michael White.

In attendance: 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.

02/26/131. Apologies for absence: Cllr Lade Barker.

02/26/132. Declarations of members interest:

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

The Chairman adjourned the meeting at 19.25pm.

02/26/133. Open forum: A councillor asked on behalf of a resident if anything could be done about water running down the roads due to the recent amount of rainfall. It was discussed that West Sussex County Council was responsible for flooding and highways issues and matters should be reported to them.

The Chairman reconvened the meeting at 19.29pm

02/26/134. County Councillor's comments and questions: County Councillor Andrew Kerry-Bedell sent his apologies to the meeting. Members thanked him for the report circulated before the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said that discussions were ongoing to see if a solar meadow in Westbourne would be viable. Members discussed that the benefit to the local community was that it would provide electricity back to the grid so the village could consider itself as being carbon neutral, as well as offer residents the opportunity to invest in a local initiative. The Council could also benefit as they would likely receive funding for local community projects. It was discussed that the Council had not agreed a position on this yet and that a consultation was needed with residents to see what interest there was. Cllr Kerry-Bedell said that the sheer amount of rainfall meant that no highways draining system could cope with the amount of water and that drivers should be careful during wet weather and floods. Cllr Kerry-Bedell said there had been a dramatic increase in storm sewage overflows going into the sea. Chichester had the highest number of releases at 48 so far this year, but Thornham had the highest number of hours at 541. Cllr Kerry-Bedell said that a group was working on a Bourne village active travel scheme along the A259. Cllr Kerry-Bedell said that a grant had been given to the

Minutes

Bourne Community Bus from the National Lottery Communities Fund which would secure the service for the next 18 months. Cllr Kerry-Bedell said that the County Council had managed to balance the budget for 2026/27 and had found savings of £30.4m without reducing any obvious resident services.

02/26/135. District Councillor's comments and questions: District Councillor Roy Briscoe said that the District Council had set its budget and that residents would pay an additional 11p per week for the services they received. Cllr Briscoe that a new food waste service was being introduced which would be collected weekly. Cllr Briscoe said that the government had reduced funding to the District but it was being expected to take on extra duties around enforcing housing tenancies. Cllr Briscoe said that new laws were coming into place about parking on pavements which would no longer be permitted. Cllr Briscoe said that the District Council was trying to spend its reserves on local projects but they tended to be Chichester-centric and he was trying to get them to give more to parishes. Cllr Briscoe said that in a recent survey there were now nine rough sleepers in Chichester, whereas there used to be only four and this could be a sign of the times. The Supporting You service would be run for a further year which helped people in difficulty. Cllr Briscoe said the government had asked the District to take a further 20% more housing on what had previously been agreed and changes to the planning framework meant that it had become a developers charter. There seemed to be a lack of materials, labour and demand which meant that new housing was not selling. Cllr Briscoe said that he had attended a meeting in Havant where the proposed development of 2,000 houses at Southleigh was discussed but he was unable to ask any questions as he was not a local councillor there. It seemed that due to changes in government policy a entrance onto the A27 was no longer required despite the fact that it would cause gridlock on local roads. Cllr Briscoe said that active travel (cycling and walking routes) as well as a bus service had been proposed instead to deal with the traffic it would cause but that was unrealistic as people would have to travel to commercial centres for employment. The only good news was that a large environmental park had been proposed which would separate the development from Westbourne.

02/26/136. Minutes of the Full Council meeting held on 8 January 2026: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

02/26/137. Clerk's report: Members **NOTED** the report which outlined activities undertaken since the last Full Council meeting. The Clerk informed members that the Council was entering its busiest time of year and she was also preparing for the audit. In addition to the items for discussion on the agenda, the Clerk reported that she had been working on the recruitment for an assistant clerk and had arranged a HR Committee to discuss it further which members of the Committee **AGREED** to hold on Wednesday 4 March at 7pm.

02/26/138. Co-option: Members **NOTED** that the Clerk had informed Chichester District Council of the recent vacancy and displayed a notice to advertise it. Members thanked Jennie Scott for her contribution and the Clerk said she had sent a letter of thanks. The Clerk informed members that there were now three councillor places available on the Council.

02/26/139. Minutes of the Westbourne Neighbourhood Plan Steering Group: Members **NOTED** the minutes of the meeting held on 15 January 2026. Members

Minutes

APPROVED unanimously (proposed by Cllr Briscoe, seconded by Cllr Ricketts with all in favour) the quote received for planning consultancy. The Clerk said she would contact Dave Chapman to inform him of the decision to proceed. The Clerk said that Cllr Briscoe had written a survey which would be available for public consultation from 23 March for six weeks and she would put this into Survey Monkey and promote it, including a double page spread in the newsletter. There would also be an exhibition before the Annual Parish Assembly which members of the public could attend.

02/26/140. Community Chest Grant: Members **APPROVED** the application from Greening Westbourne for funding of £300 (+VAT) to deliver a flyer to all properties in Westbourne to encourage people to respond to a biodiversity survey on bugs, bees and beetles.

02/26/141. Spring Clean Day: Members **AGREED** to hold the event at 2pm on Sunday 29 March 2026. The Clerk had arranged to borrow the litter picking equipment from the Final Straw Foundation, and would promote the event to residents to meet at 2pm in The Square. The Clerk asked members to be in attendance as it was important to have councillors present to help with the running of the event.

02/26/142. Annual Parish Assembly: Members **AGREED** to hold the event on Thursday 23 April 2026. The Clerk had booked Westbourne Community Hall which they had offered at no cost to the Council and members thanked them for their support. It was **NOTED** that this was St George's Day and that it could be used as a theme for the event. The Clerk had contacted Chichester Harbour Conservancy to see if they could give a presentation on local nature conservation. It was **NOTED** that the Clerk would buy drinks and light refreshments for the interval. The Clerk asked members to be in attendance as it was important to have councillors present to help with the running of the event.

02/26/143. Newsletter: Members discussed the list of articles for a spring 2026 edition and it was **AGREED** to send it to residents at the end of March. It was discussed that Greening Westbourne could include an article on the front page to promote their projects.

02/26/144. Flag policy: Members **APPROVED** the policy prepared by Cllr White with no further comments. The Clerk had contacted the Church to see if a flag pole could be placed by the war memorial but they had said that they did not want one to be placed there. Members **AGREED** to defer the purchase of a flagpole until a suitable location could be found.

02/26/145. Assertion 10: Members **APPROVED** the IT Policy, Model Publication Scheme and Subject Access Request Policy. It was **NOTED** that the Clerk was continuing to work on the Data Protection Roadmap ready for the audit. Members **RESOLVED** that the Parish Council complied with *Assertion 10* requirements <https://www.nalc.gov.uk/resource/assertion-10-hub.html>

02/26/146. Finance:

- a. Members **NOTED** the budget report to 31 January 2026 which outlined that receipts were 129% of the budget and payments were 75% of the budget.

Minutes

- b. Members **NOTED** the list of earmarked reserves and bank reconciliations to 31 January 2026 with no further comments which were signed by Cllr Gould. The Lloyds bank account closed with a balance of £39,823.46, the Lloyds instant access saver closed with a balance of £120,469.20, and the Unity bank account closed with a balance of £92,143.45.
- c. Members **APPROVED** the list of payments, see Appendix 1.
- d. Members **NOTED** the grant of £16,000 awarded by Chichester District Council towards new equipment at Monk's Hill recreation ground. Members thanked the District Council for the grant and discussed that it was less than the amount they had applied for (£23, 943). Members considered the report prepared by the Clerk and decided to use all of the available CIL funding so that the same project could still be delivered. The Clerk would contact the companies to order the equipment.

02/26/147. Correspondence: Members **NOTED** the list of correspondence. It was discussed that the developers had left a gap in the hedgerow on Monk's Hill and members discussed if the Council could apply for free saplings to fill it. It was **NOTED** that there had been reports of dogs being walked both off and on the lead at the playground at Hitchcock Close. The Council advised residents that there was a public space protection order in place to exclude dogs for the safety of the children using the playground and that they should not be allowed.

02/26/148. Items to be included on the next agenda: There were no additional items.

02/26/149. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 12 March 2026 at 7.15pm.

02/26/150. 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.

02/26/151. To discuss any outstanding matters relating to:

- a. There was no further update from the solicitor on the lease agreement with the Allotment Association. The Clerk informed members that she had provided all the information that was required to date.
- b. There was no further update from the solicitor on the purchase of the playground at Hitchcock Close from Westbourne Community Trust. The Clerk informed members that she had provided all the information that was required to date.

02/26/152. Hitchcock Close playground: Members considered the quotes received for the boundary fence. Members **AGREED** unanimously (proposed by Cllr Ricketts, seconded by Cllr White with all in favour) to accept the quote received by Londmeadows at a cost of £10,000. The Clerk would write to the other companies to thank them for providing a quote. Members **AGREED** to proceed with the installation of a path around the new storage building at the allotments at a cost of £2,000 by Longmeadows as this work was needed to be completed as soon as possible.

02/26/153. Business Plan: Members **APPROVED** the updates made by Cllr White.

Meeting closed at 9.34pm.

Minutes

Appendix 1

Westbourne Parish Council, 12 February 2026

Agenda item : 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		Total	Net	VAT
DD	O2 mobile phone Feb 26	19.34	16.12	3.22
BACS	Confidential payments Feb 26	1,849.24	1,849.24	0.00
BACS	WSCC LGPS Jan 25	543.55	543.55	0.00
BACS	Microshade cloud storage and email accounts Feb 26	147.34	122.78	24.56
BACS	MS 365 Feb 26	9.72	8.10	1.62
BACS	Lloyds bank service charge Feb 26	4.25	4.25	0.00
BACS	GM Support playground inspections Feb 26	200.00	200.00	0.00
BACS	Longmeadows play bark spreading Monk's Hill	500.00	500.00	0.00
BACS	L Mortimer reimbursement flower troughs in The Square plants	23.98	20.00	3.98
BACS	J Brotherton & Partners, surveyor Allotment Association lease	240.00	240.00	0.00
BACS	K Pegley planning training 23 Feb	48.00	40.00	8.00
BACS	Kompan playground inspections Monk's Hill Jan 25	167.26	139.39	27.87
BACS	C Kennett reimbursement key cutting storage building			
		3,752.68	3,683.43	69.25
Payments for retrospective approval				
BACS	Churchers Solicitors	1,800.00	1,800.00	0.00
BACS	The Meeting Place, WNPSG room booking 26/03/26	22.00	22.00	
BACS	Key safe for storage building	24.99	20.83	4.16
BACS				
		1,846.99	1,842.83	4.16