

Minutes



Westbourne

Parish Council

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

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Nigel Ricketts, Cllr Peter Watterson, and Cllr Michael White.

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. Two members of the public and one member of the press were present.

03/26/154. Apologies for absence: Cllr Jane Gould sent her apologies which were accepted.

03/26/155. 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 7.16pm.

03/26/156. Open forum: There were no comments or questions from members of the public.

The Chairman reconvened the meeting at 7.16pm.

03/26/157. County Councillor's comments and questions: Members thanked County Councillor Andrew Kerry-Bedell for the report sent before the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said that the County Council had passed the community highways scheme for Westbourne Square. It was programmed for design in financial year 2026/27 and would be delivered as part of the highways programme in 2027/28. The proposed highways improvements for Woodmancote had to be removed from the scheme and Highways had recommended reapplying as a traffic regulation order. The County Council was also reconsidering the traffic regular order for River Street outside the primary school and it may be possible to deliver the change in parking lines as part of an active travel scheme. Cllr Kerry-Bedell said that the County Council had approved plans for all residential roads in Southbourne to be 20mph. However, an application to reduce the A259 in Nutbourne to 30mph had been turned down due to the total cost and the need for an extensive highways road safety audit. Cllr Kerry-Bedell said that finances for the Bourne Bus were very healthy and the service was continuing to be a success with an increase in passengers, journeys and volunteers, with the most popular stop being Havant

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Tesco. Cllr Kerry-Bedell said discussions were still ongoing about a solar farm and whether it would be viable. Cllr Kerry-Bedell said that the County Council had delivered a balanced budget for 2026/27 and had found savings of £30.4m which meant an increase of 4.99% to council tax. There would be an expected spend of £2.3bn on schools, education, children's social care and support; caring for adults and keeping people healthy; protecting the environment, recycling and waste disposal; maintaining roads and providing transport; fire and rescue services; and financing capital programme and other corporate items. .

03/26/158. District Councillor's comments and questions: District Councillor Roy Briscoe said the District Council's budget was being agreed and would see an increase to council tax of 3% which was £5.78 per month for a Band D property. Significant reserves had been saved through previous administrations which Cllr Briscoe said would be transferred to the unitary authority when it was formed to pay off the debt of other councils. Cllr Briscoe said he was trying to find a way to protect funds for Chichester District. There would be a surplus of £145k at the end of the financial year and Cllr Briscoe was trying to find ways for it to be spent but free car parking a rural car parks and more money to support the River Ems had not been supported. Cllr Briscoe said food recycling was starting imminently and was being rolled out to residents. Cllr Briscoe said he had attended the District's planning committee where he was unable to speak, although his statement was read out on his behalf. Approval was granted for seven new Gypsy/Traveller pitches on Marlpit Lane which Cllr Briscoe said should not have been allowed as the site, once a landfill site and recently used without permission for glamping, was within a wildlife corridor and it involved the felling of 132 trees which had a tree protection order on them. Cllr Briscoe said that the River was flowing well and that Portsmouth Water were working on a plan to see how they could reduce water consumption to 2035. Cllr Briscoe said this would be a difficult task given all the new housing development and any individual water reduction would have little collective impact. Cllr Briscoe said that the River Lavant was classified as being dead as there were no fish in it, but that was due to Roman architecture which diverted water courses underneath the City of Chichester.

03/26/159. Minutes of the Full Council meeting held on 12 February 2026: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

03/26/160. Clerk's report: Members **NOTED** the report which outlined activities undertaken since the last Full Council meeting. The Clerk informed members that the District Council had agreed to reinstate the second bin at Hitchcock Close playground and that the Clerk needed to provide them with the What3Words location. The District Council had recommended that the Council bought the bin and installed it. The Clerk said she had been working closely with Longmeadows to install the new fence along the boundary line at Hitchcock Close, and Longmeadows had also laid a permeable layer and top soil over the stones in the middle of the pump track as the stones were being used as projectiles which was a safety and maintenance concern. The Clerk had written the spring newsletter which was now with the graphic designer and would be distributed to residents in early April. The Clerk had contacted the tree surveyor, Gale Tree Consultancy, for a quote of £660 for the trees at Monk's Hill recreation ground at the allotment site, and a quote of £450 for the trees at the closed churchyard which members **APPROVED**. Members

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AGREED to subscribe to Survey Monkey at a cost of £39 per month, cancel anytime, to be used for the Neighbourhood Plan consultation. Members **APPROVED** a quote from the auditor, Mulberry & Co, of £80 per hour plus mileage. The Clerk informed members that the speed indicator device on Foxbury Lane was faulty and had been returned to the manufacturer for repair.

03/26/161. Grants: Members considered the application from The Meeting Place for a grant of £4,000 towards renovations. Members discussed that the application should be submitted again to include infrastructure-type items instead of sundries. It was **AGREED** to hold the funding in an earmarked reserve to allow them to apply again in financial year 2026/27.

03/26/162. Spring Clean Day: The Clerk reminded members that the event would be held on Sunday 29 March, meet at The Square at 2pm with refreshments at 4pm at The Meeting Place. The Clerk said that she had booked the litter picking equipment from the Final Straw Foundation, had advertised it widely, updated the risk assessment, printed maps and would buy the refreshments.

03/26/163. Annual Parish Assembly: The Clerk reminded members that the event would take place on Thursday 23 April 2026 at Westbourne Community Hall. Between 6-7pm there would be an exhibition of the Neighbourhood Plan Review, and the Assembly would start at 7pm with a presentation from Chichester Harbour Conservancy. There would be refreshments available at the interval, which the Clerk would buy, and community groups and organisations had been invited to attend. The Clerk had advertised the Assembly to the public.

03/26/164. Insurance renewal: Members considered the three quotes received. It was **AGREED** to go with Zurich who had quoted a three year long-term agreement (LTA) at £2,671.90 for 2026-27. The LTA would freeze the rates applied to sums insured unless the sums insured increased, the level of indemnity increased or the claims history was poor. It was discussed that the quote received from Clear Councils was slightly cheaper at £2,516.84 for a three-year agreement, but due to the recent insurance claim and service received, it was **AGREED** to go with Zurich as a different provider.

03/26/165. Finance:

- a. Members **NOTED** the budget report to 28 February 2026 which outlined that receipts were 129% of the budget and payments were 75% of the budget with no further comments.
- b. Members **NOTED** the list of earmarked reserves and bank reconciliations to 28 February 2026 which were signed by Cllr Barker. The Lloyds bank account closed with a balance of £30,460.05, the Lloyds instant access saver closed with a balance of £120,513.16, and the Unity Bank account closed with a balance of £92,143.45.
- c. Members **RESOLVED** to **APPROVE** the list of payments. See Appendix 1.

03/26/166. Correspondence: Members **NOTED** the list of correspondence. It was discussed that there had been anti-social behaviour at Hitchcock Close playground and the police had been informed and were patrolling regularly. It was discussed that two pieces of land were available to buy in Westbourne and the Clerk said she would contact Trevor Leggo, CEO of West Sussex Association of Local Councils, to find

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out if the Council could buy land and what this would entail without the general power of competence.

03/26/167. Items to be included on the next agenda: It was **AGREED** to include an item on disabled parking bays in the village on the next agenda.

03/26/168. Date of next meeting: Members **AGREED** to hold the next meeting on Thursday 9 April 2026 at 7.15pm.

03/26/169. 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.

03/26/170. To discuss any outstanding matters relating to:

- a. The lease agreement with the Allotment Association. Members **AGREED** to **APPROVE** the comments circulated by the solicitor. This meant that the lease was ready for the Council to sign if the Allotment Association also agreed to the circulated draft. It was **AGREED** that Cllr Ricketts and Cllr Briscoe would sign the document on behalf of the Council if it was received before the next Full Council meeting.
- b. Purchase of the playground at Hitchcock Close from Westbourne Community Trust. Members **AGREED** to **APPROVE** the comments circulated by the solicitor. It was discussed that the Council agreed to the restrictive covenants but would like to make the comment to the solicitor that as it was a public playground, it could not be held responsible for actions of members of the public although it would work with the relevant authorities to prevent and stop that from happening.

03/26/171. HR Committee: Members **NOTED** the minutes of the HR Committee which took place on 4 March 2026. It was **AGREED** to proceed with the recruitment of an Assistant Clerk.

Meeting closed at 9.05pm.

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Appendix 1

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Agenda item 165c: 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 March 26	19.34	16.12	3.22
BACS	Confidential payments March 26	1,849.24	1,849.24	0.00
BACS	WSCC LGPS Feb 25	543.55	543.55	0.00
BACS	Microshade cloud storage and email accounts March 26	147.34	122.78	24.56
BACS	MS 365 March 26	9.72	8.10	1.62
BACS	Lloyds bank service charge March 26	4.25	4.25	0.00
BACS	GM Support playground inspections March 26	200.00	200.00	0.00
BACS	The Meeting Place room bookings Jan- March 26	35.00	35.00	0.00
BACS	HMRC quarter 4 2025-26	1,762.10	1,762.10	1,762.10
		4,570.54	4,541.14	1,791.50
Payments for retrospective approval				
BACS	Longmeadows advance payment for fence at Hitchcock Close of 50% of quote to buy parts	5,000.00	5,000.00	0.00
BACS	Kompan playground inspection Monk's Hill	191.68		
		5,191.68	5,000.00	0.00