

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 9 April 2026 at 7.15pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Nigel Ricketts 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. Three members of the public and one member of the press were present.

04/26/172. Apologies for absence: Cllr Jane Gould and Cllr Peter Watterson sent their apologies which were accepted.

04/26/173. 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 7.20pm.

04/26/174. Open forum: Martin Yallop from Greening Westbourne thanked the Parish Council for the grant issued to support the recent wildlife campaign and said the leaflet had been sent to all residents in the Parish.

The Chairman reconvened the meeting at 7.23pm.

04/26/175. County Councillor's comments and questions: County Councillor Andrew Kerry-Bedell said that as he was not standing as a candidate in the County Council elections on 7 May, this would be his last meeting. Cllr Kerry-Bedell thanked members for their support in delivering multiple benefits to residents over the last five years, including road safety, highways improvements and speed reductions. Cllr Kerry-Bedell said that a lasting legacy was the Bourne Community Bus which made 400 resident journeys a month across 30 stops in Bourne, four days a week covering areas that no longer had public transport. Members thanked Cllr Andrew Kerry-Bedell for his contribution to the Parish and his hard work to achieve so much during his term of office.

Members thanked Cllr Kerry-Bedell for the report sent before the meeting which was **NOTED**. In summary, Cllr Kerry-Bedell said that he was handing over the remaining traffic regulation orders for the new county councillor to resolve. This included the parking lines outside the primary school which could be progressed as an active

Minutes

travel scheme, as well as a 20mph zone on Monk's Hill and repainting the white lines in the centre of Westbourne. The application for Woodmancote would need to be resubmitted as a traffic regulation order. Cllr Kerry-Bedell said that following the change of speed limit on Whitechimney Row, the community speedwatch group had logged 33 speeding offenders who would all receive a letter from Sussex Police. Cllr Kerry-Bedell said he would be continuing to work on the solar meadow project and was waiting to hear from the land agent about where it could be sited. Cllr Kerry-Bedell said that Southern Water's Woodmancote sewer investigations had begun and a date would be issued shortly as to when the works would be carried out to repair pipes. Cllr Kerry-Bedell said the County Council had been successful in getting money from the Government for bus service improvements and whereas other authorities had lost many services, West Sussex had kept many and had even added new services and supported community buses. Cllr Kerry-Bedell said that the government had issued an alternative proposal for the reorganisation of local government in West Sussex and a decision was expected to be made the summer following a short consultation period.

04/26/176. District Councillor's comments and questions: District Councillor Roy Briscoe said the government had proposed that Chichester District was included in a unitary authority with Crawley Borough Council, Horsham District Council and Mid Sussex District Council. Leaving a second unitary in West Sussex comprising Arun District Council, Adur District Council and Worthing Borough Council. Cllr Briscoe said that this suggestion meant that Chichester would be placed with similar authorities with less impact on any increases to council tax which was welcomed. Cllr Briscoe said that from 1 May, landlords needed to be aware of the new renters act which gave tenants more protection. Cllr Briscoe said he was waiting for a meeting with the Head of Planning at Chichester to discuss issues relating to Gypsy/Traveller planning applications. Cllr Briscoe said that Portsmouth Water was complaint with its licence for abstraction of water from the River Ems but work needed to be maintained to get them to reduce the amount they abstracted to protect the rare chalk stream. The roll out of smart meters would help but an increase in new housing development locally would reduce the impact of any savings that were made.

04/26/177. Minutes of the Full Council meeting held on 12 March 2026: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

04/26/178. Clerk's report: Members **NOTED** the report which outlined key activities undertaken since the last Full Council meeting. Members discussed the revised application from The Meeting Place for grant funding which was deferred from the meeting on 12 March 2026. Members were in favour, proposed by Cllr Ricketts, seconded by Cllr Briscoe with all in favour, of the proposed replacement of the floor in the back room and new storage facilities in the front and back rooms. Members **AGREED** to give a grant of £4,000 towards the renovations.

The Clerk reported that the Spring Clean Day had gone well with 16 people in attendance which was not as many as in previous years. The Clerk collected and returned the equipment, bought and served refreshments and arranged for the District Council to collect the bags of litter. The newsletter had been designed, printed, collected and distributed and the Clerk asked members to let her know if

Minutes

anyone had not received it. It was also available on the website and promoted on Facebook. The Foxbury Lane SID had been repaired and new batteries had been ordered for the SID in Aldsworth. The Clerk was now working on a number of HR actions following the appointment of an Assistant Clerk, and she informed members that the two council employees represented 30 hours per week which was still not equivalent to a full time role.

04/26/179. Neighbourhood Plan: Members **NOTED** the minutes of the meeting held on 26 March 2026 with no further comments. The Clerk informed members that 60 residents had completed the questionnaire online and that the closing date was 8 May. A meeting had been arranged in mid-May with Dave Chapman to discuss the next steps for reviewing the Plan following the consultation.

04/26/180. Annual Parish Assembly: The Clerk reminded members that the Assembly would be held at Westbourne Community Hall on 23 April and that she would arrange to set up the room in the afternoon. The Assembly had been widely publicised and that she would buy the refreshments. Members **AGREED** to award Frank Campbell with the Freedom of the Parish at the Assembly and to launch a new volunteer award programme to announce at next year's meeting. It was discussed that recognition was better than awarding anything with a monetary value this could outstrip the award unless it was significant.

04/26/181. Disabled parking bays: Members discussed the disabled parking bays in Westbourne and that the bays outside the former surgery should be kept in any reorganisation of the Square.

03/26/182. Finance:

- a. Members **NOTED** the budget report to 31 March 2026 which outlined that at year end receipts were 129% of the budget and payments were 98.7% of the budget.
- b. Members **NOTED** the list of earmarked reserves and bank reconciliations to 31 March 2026 which were signed by Cllr Barker. The Lloyds bank account closed with a balance of £14,662.05, the Lloyds instant access saver closed with a balance of £120,568.63, and the Unity bank account closed with a balance of £92,618.68.
- c. Members **RESOLVED** to approve the list of payments, see Appendix 1.

04/26/183. Correspondence: Members **NOTED** the list of correspondence. A resident had requested that the 20mph zone on Monk's Hill was extended to beyond the playground to help prevent speeding that had become a serious issue. It was discussed that highways matters were the responsibility of the County Council and given that the 30mph and 40mph zones had only recently been extended that it was unlikely that the speed limit could be reduced again. It was **AGREED** to submit a TRO to the County Council to see if a speed reduction could be achieved.

04/26/184. Items to be included on the next agenda: There were no additional items.

04/26/185. Date of next meeting: Members **RESOLVED** to hold the Annual General Meeting on Thursday 14 May 2026 at 7.15pm.

04/26/186. Confidential business: Members **RESOLVED** to exclude the public and press, in the view that publicity would prejudice the public interest by reason of the

Minutes

confidential nature of the business or arising out of the business about to be transacted – Public Bodies (Admission to Meetings) Act 1960.

04/26/187. To discuss any outstanding matters relating to:

- a. The lease agreement with the Allotment Association. Members discussed that the schedule proposed by the Allotment Association's solicitor relating to the surrender of any rent should the storage building be unusable was removed. It was **AGREED** that the rent related to the allotment land and not the use of the storage building which had been gifted by Westbourne Community Trust and was intended to be used in addition to the land as an extra benefit to the allotment holders. The Clerk would instruct the solicitor to request that the schedule was removed otherwise the lease agreement would not be signed by the Council. It was recommended that a paragraph could be included to state that the Council would have adequate insurance in place for the storage building and that the Council had given the Association permission to use it.
- b. Purchase of the playground at Hitchcock Close from Westbourne Community Trust. There was no further update.

04/26/188 HR Committee: Members received an update from the Chairman following an interview with a candidate held on 1 April 2026. Members **APPROVED** the appointment of Karen Hassan as Assistant Clerk who would support, and be line managed, by the Clerk with a start date of 1 May 2026.

Meeting closed at 9.10pm

Minutes

Appendix 1: Payments for approval

Westbourne Parish Council, 9 April 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 April 26	21.31	17.76	3.55
BACS	Confidential payments April 26	1,882.00	1,882.00	0.00
BACS	WSCC LGPS March 26	543.55	543.55	0.00
BACS	Microsoft 365 April 26	11.52	9.60	1.92
BACS	Microshade cloud storage and email accounts April 26	147.34	122.78	24.56
BACS	MS 365 April 26	9.72	8.10	1.62
BACS	Lloyds bank service charge April 26	4.25	4.25	0.00
BACS	GM Support playground inspections April 26	200.00	200.00	0.00
BACS	ACCLC Year End Processing and closedown 2025/26	678.00	565.00	113.00
BACS	Rialtas subscription 2026/27	252.00	210.00	42.00
BACS	Printer Graphics newsletter printing	395.00	395.00	0.00
BACS	Westcotec batteries x 2 for SID	210.60	175.50	35.10
BACS	Longmeadows grounds maintenance quarter 4 2025/26	1,763.50	1,763.50	0.00
BACS				
		6,118.79	5,897.04	221.75
Payments for retrospective approval				
BACS	Zurich insurance 2026/27	2,671.20	2,671.70	0.00
Debit card	Refreshments for spring clean day and APA	29.95		
Debit card	Survey Monkey for NP consultation	396.00	330.00	66.00
BACS	Monster Creative spring newsletter design	255.00	212.50	42.50
BACS	Mulberry & Co payroll services quarter 4 2025/26	144.00	120.00	24.00
BACS	Longmeadows fence remaining 50% and matting/soil/seed for pump track middle section	5,460.00	5,460.00	0.00
BACS	Dor-2-Dor newsletter delivery and Greening Westbourne grant	720.00	600.00	120.00

Minutes

	The Meeting Place room hire 1			
BACS	April for interview	15.00	15.00	0.00
BACS	Zoom subscription 2026/27	167.88	139.90	27.98
		<hr/> <hr/>		
		9,859.03	9,549.10	280.48