

Minutes



Westbourne

Parish Council

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Minutes of the Annual General Meeting of Westbourne Parish Council which took place on Thursday 14 May 2026 at 7.15pm at Westbourne Community Hall, River Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Jane Gould, Cllr Nigel Ricketts, Cllr Pete Watterson and Cllr Michael White.

In attendance: Cllr Roy Briscoe, Chichester District Council
Clare Kennett, Clerk to the Council
Karen Hassan, Assistant Clerk to the Council

Meeting chaired by Cllr Ricketts. No members of the public and one member of the press were present.

05/26/01. Election of the Chairman of the Council: Nominations were received from Cllr Ricketts (proposed by Cllr Briscoe and seconded by Cllr Watterson, with all in favour). Cllr Ricketts was **ELECTED** as **CHAIRMAN** who signed a declaration of acceptance of office form.

05/26/02. Apologies for absence: There were no apologies for absence.

Cllr Gould said that after the meeting she would be resigning from the Parish Council due to work commitments. Members thanked Cllr Gould for serving on the Parish Council for over four years and the contribution she had made to the Parish. The Clerk would inform Chichester District Council of the vacancy.

05/26/03. Election of the Vice-Chairman of the Council: Nominations were received for Cllr Briscoe (proposed by Cllr Gould and seconded by Cllr Barker, with all in favour). Cllr Briscoe was **ELECTED** as **VICE-CHAIRMAN** who signed a declaration of acceptance of office form.

05/26/04. Declarations of members interest:

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

The meeting was adjourned by the Chairman at 7.20pm

05/26/05. Open forum: There were no representations, questions and statements from members of the public.

The meeting was reconvened by the Chairman at 7.20pm

05/26/06. County Councillor's comments and questions: Members **NOTED** that County Cllr Tracy Bangert had been elected to the County Council on 7 May for the Bourne Division. <https://www.westsussex.gov.uk/find-my->

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[nearest/councillor/details/api/type/councillor/view/councillor-tracie-bangert](#) The Clerk had sent the meeting agenda to Cllr Bangert who was unable to attend due to a prior engagement.

05/26/07. District Councillor's comments and questions: District Councillor Roy Briscoe said there was no further update since the report given to the Annual Parish Meeting on the 23 April 2026. However, Cllr Briscoe wanted to alert the Council to the District Council's Public Space Protection Order which included the two recreation grounds in Westbourne. The consultation proposed that dogs would need to be kept on leads at the Common on Monk's Hill. The Clerk said this would be promoted to residents so they were aware of the consultation and could comment.

05/26/08. Minutes of the Full Council meeting held on 9 April 2026: Members **APPROVED** the circulated minutes as a correct record which were signed by the Chairman.

05/26/09. Clerk's report: Members **NOTED** the report which outlined activities undertaken since the last Full Council meeting. The Clerk reported that the Annual Parish Meeting had been well attended with many people coming to the Neighbourhood Plan exhibition and over 55 people in attendance for the Assembly part of the evening. The presentation from Chichester Harbour Conservancy had been well received and members thanked Lily Whittaker. The Clerk had worked with the accountant to close down Rialtas for financial year 2025/26 and merge the Joint Burial Committee accounts with the Council's so that the figures could be prepared for the external audit. The Clerk had also met Andy Beams, Mulberry & Co, who had completed the internal audit with no comments and the report would be available for members to approve at the next meeting. The Clerk had also worked with the solicitor on concluding the purchase of the playground at Hitchcock Close and had held induction meetings with the Assistant Clerk.

The Assistant Clerk said that she had been researching quotes for civic regalia, a fireproof cupboard for the new storage building, and new batteries for the defibrillators. Quotes for all of these would be brought for members consideration at the next meeting.

05/26/10. Neighbourhood Plan: Members **NOTED** that the consultation which closed on Friday 8 May 2026 had been well received with over 170 responses, and the exhibition at the Annual Parish Meeting received a good turnout of people. The feedback received would be considered as part of the review of the Neighbourhood Plan. A meeting had also been held with Dave Chapman, Triformis Ltd, who had advised on new environmental policies. It was discussed that the Neighbourhood Plan Steering Group were editing the existing plan to make it more concise and easier to read and use.

05/26/11. Committee and representative appointments: Members **NOTED** the committee terms of reference and **AGREED** to suspend committee meetings, with the exception of the Planning Committee, until more members were co-opted to the Council. This was due to there being just five members and four vacancies and, as there were low numbers, all matters relating to the committees would be discussed at Full Council meetings. It was **NOTED** that there were two vacancies for Westbourne members to sit on the Joint Burial Committee (JBC) and Cllr White and Cllr Watterson said that they would join. The Clerk would inform the JBC manager.

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05/26/12. Review of the Council's constitution: Members **REVIEWED** the Standing Orders, Financial Regulations, Code of Conduct, Data Protection Policy and the Freedom of Information Policy with no further comments.

05/26/13. Finance:

- a. It was **AGREED** to defer the budget report to the next meeting.
- b. It was **AGREED** to defer the earmarked reserves and bank reconciliations to the next meeting.
- c. Members **RESOLVED** to **APPROVE** the list of payments.

05/26/14. Correspondence: Members **NOTED** the list of correspondence. It was discussed that Westbourne had been invited to host the Bournes Forum on 27 July and it was **AGREED** to invite a representative from Stansted Park to present.

05/26/15. Items to be included on the next agenda: It was **AGREED** to include an item on the whole Parish being part of the South Downs National Park.

05/26/16. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 11 June 2026 at 7.15pm.

05/26/17. 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.

05/26/18. To discuss any outstanding matters relating to:

- a. The Clerk reported that the solicitor, ND Law, was no longer able to support the Council with completing the lease agreement with the Allotment Association. The Clerk had contacted Churchers solicitors and they had taken the case on with a view to competing the lease agreement and registration of the and with the Land Registry. Cllr White said he would support the Clerk in concluding the lease agreement. It was **AGREED** that the rent to the Allotment Association should be backdated to October 2025 as it had taken much longer to resolve that first anticipated.
- b. The Clerk reported that she had been working with the solicitor and that the payment of £30k had been sent to the solicitor to purchase the playground at Hitchcock Close from Westbourne Community Trust. Members discussed that this would secure the playground space for the future benefit of residents.

Meeting closed at 9.05pm

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Appendix 1: Payments for approval

Payments for approval		Total	Net	VAT
DD	O2 mobile phone May 26	21.31	17.76	3.55
BACS	Confidential payments May 26	1,882.00	1,882.00	0.00
BACS	WSCC LGPS April 26	543.55	543.55	0.00
BACS	Microsoft 365 May 26	11.52	9.60	1.92
BACS	Microshade cloud storage and email accounts May 26	180.92	150.77	30.15
BACS	MS 365 May 26	9.72	8.10	1.62
BACS	Lloyds bank service charge May 26	4.25	4.25	0.00
BACS	GM Support playground inspections May 26	200.00	200.00	0.00
BACS	Microshade VSM new laptop and set up	946.19	788.49	157.70
BACS	The Meeting Place room booking for induction meeting 05/05/26 and internal audit 21/05/26	33.00	33.00	0.00
BACS	Final Straw Foundation donation 2026/27	100.00	100.00	0.00
BACS	Citizens Advice Bureau donation 2026/27	300.00	300.00	0.00
BACS				
		4,232.46	4,037.52	194.94
Payments for retrospective approval				
BACS	Printer Graphics Neighbourhood Plan printing	105.00	105.00	
BACS	Closed churchyard contribution 2026/27	300.00	300.00	0.00
BACS	Homestart donation 2026/27	250.00	250.00	0.00
BACS	Westbourne Allotment Association flower show grant 2026/27	50.00	50.00	0.00
BACS	WSALC & NALC subscription 2026/27	868.15	868.15	0.00
BACS	Bourne Bus donation 2026/27	1,000.00	1,000.00	0.00
BACS	Wescotec repair to Foxbury Lane SID	214.20	178.50	35.37
BACS	Annual Parish Assembly refreshments	78.55	78.55	0.00
BACS				
		2,865.90	2,830.20	35.37