

Westbourne Parish Council, 9 April 2026

Item 178: Clerk's report

The purpose of this report is to provide the Council with an overview of activities since the last Full Council meeting.

1. Update on current projects

- Spring Clean Day went well with 15 people in attendance. Refreshments served after the event. Posted on Facebook and a thank you sent to attendees.
- Liaised with the solicitors regarding the Hitchcock Close playground and the Allotment Association contract.
- WNPSG communications underway for the consultation running until 8 May.
- Newsletter written, designed, collected and distributed.
- HR Committee offered the role of assistant clerk to the applicant. Now working on setting up contract/email/pension/payroll/computer etc.
- Still to liaise with The Meeting Place about their grant application.

2. Actions from the last meeting not otherwise on the agenda

- Written agendas, supporting papers and minutes for Full Council and Planning Committee.
- Submitted planning responses following the last Planning Committee meeting.
- Circulated correspondence to councillors.
- Entered all invoices to the Rialtas software and reconciled the income and expenditure against the bank statements each month to be signed at meetings.
- Set up all payments on Lloyds Bank for payment.
- Recorded paper copies for all expenditure and invoices in a file to be kept for seven years.
- Updated the website.

Minutes



Westbourne

Parish Council

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Minutes of Westbourne Neighbourhood Plan Steering Group which took place on Thursday 26 March 2026 at 7pm at The Meeting Place, North Street, Westbourne.

Present: Cllr Nigel Ricketts and Cllr Michael White, and co-opted non-council members Stephen Arkle, Andrew Gordon Lennox, Paul Kefford, Marjorie Kipling, Kevan Pegley, County Councillor Andrew Kerry-Bedell and Diana Steely.

In attendance: Clare Kennett, Clerk to the Council

Meeting chaired by Cllr Ricketts. No members of the public or press were present.

03/26/23. Apologies for absence: Cllr Lade Barker, Cllr Roy Briscoe and co-opted non-council member Peter Dale.

03/26/24. Declaration of members interest:

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

03/26/25. Minutes of the meeting held on 15 January 2026: Members **AGREED** to **APPROVE** the minutes as a correct record which were signed by the Chairman.

03/26/26. Meeting with Dave Chapman, Triformis Limited, held on 17 March 2026: Members **NOTED** that Dave Chapman said he would run a mid-year Census report to give up to date information for the reviewed Plan. Dave Chapman had said that no authority in the south east was able to achieve a five-year housing land supply which meant that many were vulnerable to speculative applications. Local government reorganisation and the creation of unitaries would see this situation worsen. It was discussed that the sites previously discussed were suitable sites for possible development and one other had been identified in the centre of the village which meant it was sustainable. Dave Chapman had advised that it was important to inform residents of these sites as part of the consultation so they had the opportunity to influence any decisions. It was discussed that the community balance policy would need to be reviewed to plan better for allocations. It was discussed that as Chichester's local plan did not have an allocations policy, it left Westbourne vulnerable to ad hoc development. Members discussed that the Plan could not cover issues that were in the new national planning policy framework to avoid duplication.

03/26/27. Consultation: The Clerk informed members that the questionnaire had been published at www.westbourne-pc.gov.uk, opening on 23 March for a six week period to 8 May 2026. It had been created using Survey Monkey which had been promoted on the Parish Council's website and Facebook page. A printed version of the questionnaire had been published in the spring edition of the Parish Council's

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newsletter which would be delivered to all properties in early April. Printed questionnaires could be returned to Westbourne Café. A poster had also been put in the noticeboards and an article had been included in the Westbourne Magazine. The Clerk encourage members to complete the questionnaire and to encourage friends and family to do the same. The Clerk had booked Westbourne Community Hall on Thursday 23 April for the exhibition which would take place from 6-7pm before the Annual Parish Assembly started at 7pm. This had been publicised widely to the public and local organisations and groups invited to attend.

03/26/28. To discuss actions to be undertaken to develop the following new policies:

- a. Extend wildlife corridor behind Whitechimney Row. There were no further actions but members discussed how the wildlife corridor to the west of Whitechimney Row could be better protected and increased.
- b. Protection of water catchment for the River Ems: There were no further actions but members discussed the location of land to the east of Monk's Hill.
- c. Solar meadow/renewables policy: Cllr Kerry-Bedell said that he would be attending a meeting the following week with the land agent to discuss a possible site. Work was still underway to consider the viability of the site and also connection to Emsworth substation.

03/26/29: Draft plan: There were no further comments

03/26/30. Items to be included on the next agenda: There were no additional items.

03/26/31. Date of next meeting: The Clerk would circulate a date for the next meeting.

Meeting closed at 8.30pm.

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1076 Precept	141,473	141,473	0			100.0%	
1080 Bank Interest	2,366	0	(2,366)			0.0%	
1090 Misc Income	2,685	0	(2,685)			0.0%	
1110 Access licence - Sydenham Terr	200	200	0			100.0%	
1120 Rent - Allotment Association	0	500	500			0.0%	
1130 CIL Received	36,740	0	(36,740)			0.0%	32,773
Income :- Receipts	183,464	142,173	(41,291)			129.0%	32,773
Net Receipts	183,464	142,173	(41,291)				
6001 less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	150,691	142,173	(8,518)				
<u>110</u> <u>General Admin & Disbursements</u>							
4000 Clerk's Salary - Gross	27,170	27,000	(170)		(170)	100.6%	
4010 Employer National Insurance	3,326	4,000	674		674	83.1%	
4030 Employers Pension	4,924	5,500	576		576	89.5%	
4060 Travelling (Clerk)	104	75	(29)		(29)	138.8%	
4065 Home Used as Office	312	320	8		8	97.5%	
4070 Chairman's Expenses	167	200	33		33	83.6%	
4075 Councillor's Expenses	63	200	137		137	31.6%	
4080 Courses & Publications	320	500	180		180	64.0%	
4085 External Audit	630	450	(180)		(180)	140.0%	
4090 Internal Audit	353	500	147		147	70.6%	
4095 Legal Advice & Professional	1,181	1,500	319		319	78.7%	
4105 Information Commissioner Office	47	35	(12)		(12)	134.3%	
4110 Insurance	4,790	1,500	(3,290)		(3,290)	319.3%	
4115 Rialtas Financial Software	768	1,000	232		232	76.8%	
4120 Cloud Doc Storage/MS 365	1,613	1,700	87		87	94.9%	
4125 Hall Hire /Zoom Meeting Expens	511	700	189		189	73.0%	22
4130 Stationery / Printing	205	250	45		45	82.1%	
4135 Postage / Po Box Address	372	370	(2)		(2)	100.4%	
4140 Mobile Phone	195	240	45		45	81.1%	
4145 Payroll Services	600	500	(100)		(100)	120.0%	
General Admin & Disbursements :- Indirect Payments	47,650	46,540	(1,110)	0	(1,110)	102.4%	22
Net Payments	(47,650)	(46,540)	1,110				
6000 plus Transfer from EMR	22	0	(22)				
Movement to/(from) Gen Reserve	(47,628)	(46,540)	1,088				

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
120 Running Costs							
4200 Westbourne Cemetery	12,348	12,348	0		0	100.0%	
4205 Ground Maintenance - Monks Hil	7,086	10,000	2,914		2,914	70.9%	
4210 Closed Churchyard Maintenance	0	1,000	1,000		1,000	0.0%	
4215 Ground Maintenance - Mill Road	21,336	10,000	(11,336)		(11,336)	213.4%	10,460
4220 Playground Defib Inspections	2,470	2,500	30		30	98.8%	
4225 Playground Inspections	692	1,000	308		308	69.2%	
4230 Street Light Maintenance	1,600	1,600	0		0	100.0%	
4705 Plant /Soil Flower Troughs	74	100	26		26	74.1%	
Running Costs :- Indirect Payments	45,607	38,548	(7,059)	0	(7,059)	118.3%	10,460
Net Payments	(45,607)	(38,548)	7,059				
6000 plus Transfer from EMR	10,460	0	(10,460)				
Movement to/(from) Gen Reserve	(35,147)	(38,548)	(3,401)				
130 Subscriptions, S137 / S147							
4300 Membership WSALC / NALC	843	800	(43)		(43)	105.4%	
4310 Clerk's Membership SLCC	404	240	(164)		(164)	168.1%	
4315 British Legion Poppy Appeal	65	65	0		0	100.0%	
4320 Westbourne Allotment Associat	50	50	0		0	100.0%	
4325 Closed Churchyard	300	300	0		0	100.0%	
4330 Homestart	250	250	0		0	100.0%	
4335 Citizens Advice	300	300	0		0	100.0%	
4340 Parish Online Subscription	75	80	5		5	93.8%	
4345 Community Chest Grants	810	1,000	190		190	81.0%	
4350 Grants	8,000	12,000	4,000		4,000	66.7%	
4355 Final Straw Foundation	100	100	0		0	100.0%	
Subscriptions, S137 / S147 :- Indirect Payments	11,197	15,185	3,988	0	3,988	73.7%	0
Net Payments	(11,197)	(15,185)	(3,988)				
140 Capital Schemes							
4400 Play Equipment - Monks Hill	0	4,000	4,000		4,000	0.0%	
4405 Play Equipment - Mill Road	0	4,000	4,000		4,000	0.0%	
4410 Churchyard Wall	0	500	500		500	0.0%	
4425 Office Equipment	413	100	(313)		(313)	413.3%	
4430 Tree Survey/Surgery	90	0	(90)		(90)	0.0%	
4435 Speed Indictor Devices/CSW	1,073	0	(1,073)		(1,073)	0.0%	981
4440 Defibrillators	87	200	113		113	43.4%	
4455 Community Bus Service	1,000	1,000	0		0	100.0%	
Capital Schemes :- Indirect Payments	2,663	9,800	7,137	0	7,137	27.2%	981
Net Payments	(2,663)	(9,800)	(7,137)				
6000 plus Transfer from EMR	981	0	(981)				

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(1,682)	(9,800)	(8,118)				
<u>150 Services</u>							
4500 Street Light Energy	274	600	327		327	45.6%	
4505 Waste Bins & Emptying	1,464	2,000	536		536	73.2%	
Services :- Indirect Payments	1,738	2,600	862	0	862	66.8%	0
Net Payments	(1,738)	(2,600)	(862)				
<u>160 Communications</u>							
4600 Community Consultation	247	0	(247)		(247)	0.0%	247
4605 Newsletter /Printing Communica	2,279	4,000	1,721		1,721	57.0%	
4610 Website Hosting & Email Acc	322	500	178		178	64.4%	
Communications :- Indirect Payments	2,848	4,500	1,652	0	1,652	63.3%	247
Net Payments	(2,848)	(4,500)	(1,652)				
6000 plus Transfer from EMR	247	0	(247)				
Movement to/(from) Gen Reserve	(2,601)	(4,500)	(1,899)				
<u>170 Contingency Fund</u>							
4715 IT Support	134	0	(134)		(134)	0.0%	96
4720 Increase general reserve	17,835	25,000	7,165		7,165	71.3%	4,808
Contingency Fund :- Indirect Payments	17,969	25,000	7,031	0	7,031	71.9%	4,904
Net Payments	(17,969)	(25,000)	(7,031)				
6000 plus Transfer from EMR	4,904	0	(4,904)				
Movement to/(from) Gen Reserve	(13,064)	(25,000)	(11,936)				
<u>999 VAT Data</u>							
515 VAT on Payments	2,368	0	(2,368)		(2,368)	0.0%	
VAT Data :- Indirect Payments	2,368	0	(2,368)	0	(2,368)		0
Net Payments	(2,368)	0	2,368				
Grand Totals:- Receipts	183,464	142,173	(41,291)			129.0%	
Payments	132,039	142,173	10,134	0	10,134	92.9%	
Net Receipts over Payments	51,425	0	(51,425)				
plus Transfer from EMR	16,614	0	(16,614)				
less Transfer to EMR	32,773	0	(32,773)				
Movement to/(from) Gen Reserve	35,266	0	(35,266)				

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	19.34	16.12	3.22
BACS	Confidential payments April 26	1,849.24	1,849.24	0.00
BACS	WSCC LGPS March 26 Microshade cloud storage and email	543.55	543.55	0.00
BACS	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 GM Support playground inspections	4.25	4.25	0.00
BACS	April 26 ACCLC Year End Processing and	200.00	200.00	0.00
BACS	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				
		4,309.04	4,089.54	219.50
Payments for retrospective approval				
BACS	Zurich insurance 2026/27	2,671.20	2,671.70	0.00
	Refreshments for spring clean day and			
Debit c	APA	29.95		
Debit c	Survey Monkey for NP consultation	396.00	330.00	66.00
	Monster Creative spring newsletter			
BACS	design	255.00	212.50	42.50
	Mulberry & Co payroll services quarter 4			
BACS	2025/26	144.00	120.00	24.00
	Longmeadows fence remaining 50% and			
	matting/soil/seed for pump track			
BACS	middle section	5,460.00	5,460.00	0.00
	Dor-2-Dor newsletter delivery and			
BACS	Greening Westbourne grant	720.00	600.00	120.00
	The Meeting Place room hire 1 April for			
BACS	interview	15.00	15.00	0.00
BACS	Zoom subscription 2026/27	167.88	139.90	27.98
		9,859.03	9,549.10	280.48

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Westbourne Parish Council, 9 April 2026
Agenda item 183: Correspondence list

- Updates on Local Government Reorganisation in West Sussex
- Chichester District Council local plan area call for sites consultation which closes on 15 May.
- Invitation to the Chair's reception at Chichester District Council on 14 May.