

Minutes



Westbourne

Parish Council

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Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 11 June 2026 at 7.15pm at Westbourne Community Hall, River Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Nigel Ricketts and Cllr Pete Watterson.

In attendance: Cllr Tracie Bangert, West Sussex County Council
Cllr Roy Briscoe, Chichester District Council
Clare Kennett, Clerk to the Council
Karen Hassan, Assistant Clerk to the Council

The meeting was chaired by Cllr Ricketts. Two members of the public and one member of the press were present.

06/26/19. Apologies for absence: Cllr Michael White sent his apologies which were accepted.

06/26/20. Declarations of members interest:

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

06/26/21. Open forum: John Barker, Mill Meadows Farm, said that public footpath 245 which runs from Westbourne Road to Mill Lane had become very overgrown once again and the farm had paid for it to be cut back. Brambles, nettles and weeds were preventing people from safely using the footpath and there was a concern that this was dangerous with it being so close to the River. It was also preventing people from accessing the Farm and as they had received so many complaints they had made the decision to cut it back. It was also discussed that the trees that overhung the footpath from the adjacent land needed to be cut back, and the reeds in the river had become too thick and needed thinning instead of cutting. The Clerk said she would report the issue to WSCC Highways to see if a more regular cutting schedule could be put in place, and that she would also contact the landowner to find out about what maintenance they could do, as well as report the reeds to the Environment Agency.

06/26/22. County Councillor's comments and questions: Members welcomed County Councillor Tracie Bangert to the meeting and thanked her for the report circulated before the meeting which was **NOTED**. In summary, Cllr Bangert said that following the local election on 7 May, there was 'no overall control' at the County Council and a 'rainbow coalition' had been formed of Liberal Democrats, Greens, Labour and the Independent, with 36 members constituting a majority. Reform UK was the official opposition. Cllr Bangert said she had been appointed Cabinet member for

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Community Support, Fire and Rescue, which included responsibility for fire and rescue services; emergency planning and resilience; community safety and police liaison; trading standards; libraries and archives; registration services; refugees Gypsy, Roma and Traveller matters; community engagement and support; liaison with parish and town councils; and voluntary sector engagement. Cllr Bangert had spoken to Police District Commander for Chichester and Arum, Chief Inspector Adam McCraig to discuss concerns about anti-social behaviour and violence against women and girls, which were two of his priorities. Cllr Bangert reminded the Council had all incidents must be reported to the police for action and reporting may be anonymous. Cllr Bangert said she had represented Chichester District in the West Sussex Civilian Military Partnership since 2019, as Southbourne Ward was home to the only army base in the county. Cllr Bangert said she had now been appointed as Chair of the Partnership for the whole of West Sussex. Cllr Bangert said she had met the Fire Chief of West Sussex, who lived locally and may be interested in giving a presentation to local councils. Cllr Bangert said she was aware that there traffic regulation orders had been submitted for Westbourne and a request for the lines outside the primary school to be extended. Cllr Bangert said she would be happy to discuss these further with members to support their implementation. Cllr Bangert thanked Andrew Kerry-Bedell for his five years of service as a councillor for the Bourne Division.

06/26/23. District Councillor's comments and questions: District Councillor Roy Briscoe said the government were consulting on proposals for local government review of the county and district councils and he urged members to make a positive comment to joining with Horsham, Mid Sussex and Crawley. The alternative proposal would increase council tax considerably more. Elections for the new unitary authority would take place in May 2027 with county and district councils ceasing to exist from 2028. Each unitary would have two representatives sitting on the mayoral authority, although the mayor would not be elected until May 2028. Cllr Briscoe said there had been a few teething problems with the new food waste recycling with caddies not being delivered. To date, approx. 44ton of food waste had been collected. The District Council were also reassessing litter bin locations, installing new bins in highly used areas and devising a behaviour change campaign aimed at encouraging people to take their litter home. There were around 600 litter bins and 250 dog bins which were emptied 134,000 times per year. The government have required the District Council to start a new local plan which is expected to be completed within 30 months. Cllr Briscoe said this was a challenging expectation when the unitary had not yet been formed and the National Planning Policy Framework had not been adopted. An extra £565k was being used towards developing the plan and Cllr Briscoe said the proposed figures of 1335 new homes per year did not work for the area, so there would never be a five-year housing land supply. Cllr Briscoe said a dry start to the summer had massively reduced the flow in the River Ems, although it was hoped recent rainfall would re-charge the aquifer. Cllr Briscoe had been on an electro fishing day to monitor and record the fish in the river, organised by the Western Sussex Rivers Trust. Data is compared to other years to see how badly the river is suffering. As it turned out, lots of trout, eels and bullheads were found, including two sea trout. A number of fly-tips had happened and Cllr Briscoe urged members to report incidents to the District Council and police. The District Council had approved over £1m to replace the white pavilion in Priory Park which was welcome to the city, but Cllr Briscoe was disappointed that

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Westbourne had not received the full grant allocation in relation to new equipment at Monk's Hill. Cllr Briscoe said that it felt like funding was city-centric.

06/26/24. Minutes of the Full Council meeting held on 14 May 2026: Members
APPROVED minutes as a correct record which were signed by the Chairman.

06/26/25. Clerk's report:

- a. Members **NOTED** report prepared by the Clerk which outlines activities undertaken since the last Full Council meeting. Key activities included preparing for the internal and external audits, opening the new financial year on the finance software and a meeting with Highways to discuss improvements to The Square.
- b. Members consider the quotes prepared by the Assistant Clerk in relation to the fitness trail at Monk's Hill, fingerpost signs, civic regalia, defibrillator batteries, a storage cupboard and dog mess stickers and signs.
 - An updated quote had been provided by Wicksteed for the fitness trail of six items of calisthenics equipment and a basketball hoop and surface at Monk's Hill, as the quote received for the CDC grant application had expired. The revised quote was £17,728 for the fitness trail and £14,726.21 for the basketball hoop and surface. Members **AGREED** to proceed with the quote which would be paid for with grant funding from CDC and CIL monies. It was also **AGREED** to proceed with the quote for the brazier beacon as originally quoted which would be used to celebrate national commemorations and celebrations as a focal point at the highest part of the village. It was **AGREED** not to proceed with the additional item of playground equipment or the flagpole, to make up the shortfall in the higher quote from Wicksteed, as originally outlined in the grant application and the Clerk would inform CDC of the change to the original plan.
 - The Assistant Clerk had arranged for Lonmeadows to collect the damaged Aldsworth fingerpost from Ralph Restorations so that an alternative contractor could repair it.
 - Members discussed a quote of £400 received from Vaughtons for an item of civic regalia to be held by the Chairman and used at events. It was discussed that this was expensive and that Cllr Briscoe would investigate alternative options.
 - The Assistant Clerk had received a quote of £182.94 from Monster Creative for the design and print of 40 stickers and 10 Correx signs encouraging people to pick up after their dogs. These would be placed at Monk's Hill and in key locations in the Parish. Members **AGREED** to proceed with the quote.
 - The Assistant Clerk had found three quotes for fireproof drawers to be used at the storage building at the allotment site to be used for the storage of non-important council files. It was **AGREED** to buy a 3-drawer cabinet at a cost of £889.
 - The Assistant Clerk had received a quote of £329.16 from Glasdon for a litter bin as a second bin at Hitchcock Close playground that is identical to the bin already located at there as per the terms and conditions of CDC. Members **AGREED** to proceed with the quote.
 - The Assistant Clerk had received quotes for replacement batteries for the two defibrillators as the existing ones were around 10 years old. It was **AGREED** to proceed with 2 batteries at a cost of £189.90 each.

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06/26/26. South Downs National Park: It was **AGREED** to defer this item to the next meeting as Cllr White had requested the item but was unable to attend the meeting.

06/26/27. Internal audit for financial year 2025/26: Members **NOTED** the final internal audit report for 2025/26 following, a meeting with the Clerk on 21 May, and **NOTED** the recommendations from the internal auditor which the Clerk would action. Members **REVIEWED** the effectiveness of the system of internal control and approve the Annual Governance Statements, Section 1 of the 2025/26 Annual Governance and Accountability Return (AGAR). Cllr Ricketts and the Clerk signed Section 1 of the AGAR.

06/26/28. Receipts and payments 2025/26 and statement of reserves: Members **NOTED** the circulated budget report to 31 March 2026 and statement of earmarked reserves with no further comment.

06/26/29. Accounting statements, Section 2 of the 2025/26 AGAR: Members **APPROVED** the Accounting Statements by resolution and Cllr Ricketts signed Section 2 of the AGAR. Members **AGREED** to set the period of public rights for the inspection of the unaudited AGAR, to be published on 12 June, commencing on 16 June and ending on 24 July 2026.

06/26/30. Finance:

- a. Members **NOTED** the budget report to 31 May 2026 which outlined that income was 49.8% of the budget and payments were 10.5% of the budget.
- b. Members **NOTED** the earmarked reserves and bank reconciliations to 31 May 2026 which were signed by Cllr Watterson. The Lloyds account closed with a balance of £42,859.45, the Lloyds instant access saver closed with a balance of £120,693.52, and the Unity account closed with a balance of £92,618.68.
- c. Members **APPROVED** list of payments. See Appendix 1.

06/26/31. Correspondence: Members **NOTED** the list of correspondence.

06/26/32. Items to be included on the next agenda: There were no additional items.

06/26/33. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 9 July 2026 at 7.15pm.

06/26/34. 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.

06/26/35. To discuss any outstanding matters relating to the lease agreement with the Allotment Association: It was **NOTED** that the Allotment Association had signed the lease and paid the rent of £650 which had been backdated to October 2025 as per the original lease agreement. The Clerk was in discussion with the Council's solicitor to receive a copy for the Council to sign as well as complete the registration with the Land Registration.

Meeting closed at 8.55pm

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Appendix 1

Westbourne Parish Council, 11 June 2026

Agenda item 30c: 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 June 26	21.31	17.76	3.55
BACS	Confidential payments June 26	2,436.29	1,882.00	0.00
BACS	WSCC LGPS June 26	624.44	543.55	0.00
BACS	Microsoft 365 June 26	11.52	9.60	1.92
	Microshade cloud storage and			
BACS	email accounts June 26	299.88	249.90	49.98
BACS	MS 365 June 26	9.72	8.10	1.62
BACS	Lloyds bank service charge June 26	4.25	4.25	0.00
	GM Support playground			
BACS	inspections June 26	200.00	200.00	0.00
	E Blower reimbursement flower			
BACS	trough plants	71.40	71.40	0.00
	Westbourne Community Hall hire			
BACS	May 26 to March 27	405.00	405.00	0.00
	Longmeadows path around storage			
BACS	building Hitchcock Close	2,000.00	2,000.00	0.00
BACS				
		6,083.81	5,391.56	57.07
Payments for retrospective approval				
BACS	Mulberry & Co internal audit 25-26	210.06	175.05	35.01
	Greensleeves weed spraying			
BACS	Monk's Hill playground	162.00	162.00	0.00
	Westbourne Community Hall hire			
BACS	14 April	37.50	37.50	0.00
BACS	Kompan playground inspections	358.94	299.13	59.81
BACS	Parish Online subscription 25-26	90.00	75.00	15.00
		858.50	748.68	109.82