

Minutes



Westbourne

Parish Council

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Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 9 July 2026 at 7.15pm at Westbourne Community Hall, River Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Dawn Hayter (joined at 7.20pm), Cllr Nigel Ricketts, Cllr Peter Watterson and Cllr Michael White.

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

Meeting chaired by Cllr Ricketts. One member of the press and no members of the public were present.

07/26/36. Apologies for absence: There were no apologies.

07/26/37. Declarations of members interest:

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

07/26/38. Co-option: Members considered the co-option of a resident to the Parish Council. A vote was carried out and Dawn Hayter was **ELECTED** to the Council, with all in favour, and took part in the rest of the meeting. Cllr Hayter completed a declaration of acceptance of office form, an email permission form and a register of interests form which the Clerk would send to the District Council.

07/26/39. Open forum: The member of the press asked in the Council was considering an application for the whole of the Parish to join the South Downs National Park (SDNP). Members said that a third of the Parish was already in the SDNP and they were considering applying for the whole Parish to be included, but that there was still a lot of work to do to research an application.

07/26/40. County Councillor's comments and questions: County Cllr Tracie Bangert sent her apologies to the meeting. Members thanked Cllr Bangert for the report circulated before the meeting which was **NOTED**. In summary, Cllr Bangert had attended a domestic abuse conference, a meeting of the Reserve Forces & Cadets' Association for the South East, the Armed Forces National Conference, and had visited the Royal British Legion in East Wittering on Armed Forces Day. Cllr Bangert said she was setting down as Chichester's Civilian Military Champion (CMP) after seven years but had been appointed as Chair of the West Sussex CMP. Cllr Bangert said West Sussex Fire and Rescue would transfer to the new Sussex and Brighton strategic authority next year. It had previously been rated as failing, but was now in the good/satisfactory banding and they were continuing to make improvements. Emergency Services Day would be held on 2 August and it was a free event for people to attend. Cllr Bangert had met the head of the Library Service – an important

Minutes

local service in the heart of the community. Cllr Bangert had met with Highways to discuss the community highways scheme for Chidham and Hambrook. Cllr Bangert had attended an event at Tuppenny Barn where the CEO received a British Empire Medal. Cllr Bangert has stepped down as Chair of Trustees for Tuppenny Barn but remains on the Board.

07/26/41. District Councillor's comments and questions: District Cllr Roy Briscoe said parishes who had not already written a neighbourhood plan would do so before the District's local plan was completed. Cllr Briscoe said that the District currently had 420 enforcement cases open of which approx. 20% were related to residential caravan issues. Progress had been made with addressing issues at West Ashling. Cllr Briscoe said the campsite on River Street had not yet submitted a habitat regulation assessment before it could operate and if residents were aware of any use, to contact him or the District Council to bring it to their attention. Cllr Briscoe said a dry start to the summer had massively reduced the flow in the River Ems and it had dried up through Walderton. Cllr Briscoe said that fly tipping had continued and the District was considering covert cameras as well as appointing a subcontractor to issue penalties. Compton Parish Council was holding a monthly police surgery and this was a good model for others to follow. There had been incidents of quad bikes and electric scooters driving through wheat crops and causing damage. There had also been reports of anti-social behaviour at Hitchcock Close playground and Cllr Briscoe had been in contact with the Neighbourhood Policing team to arrange a meeting to discuss prevention further.

07/26/42. Minutes of the Full Council meeting held on 11 June 2026: Members **APPROVED** the circulated minutes as a correct record which were signed by the Chairman.

07/26/43. Clerk's report: Members **NOTED** the report which outlined activities undertaken since the last Full Council meeting. It was **AGREED** to place the order for the sign to warn children that the slides at Monk's Hill became hot in sunny weather at a cost of £166.75, and to place the order for the new fitness equipment and basketball hoop/surface with Wicksteed and the path with Longmeadows using the grant and CIL funding received from the District Council.

07/26/44. South Downs National Park: One of the outcomes of the recent consultation on the Neighbourhood Plan review was that residents had expressed an interest in the whole of the Parish applying to join the SDNP. It was discussed that this would give more protections for the Parish, but it would mean more restrictions for planning and development (although the temporary campsite on River Street had just been approved by the SDNPA). Cllr White had written a paper on the matter and the Clerk would circulate it to all members for their comments.

07/26/45. Bournes Forum: Members **AGREED** to hold the meeting on Monday 27 July and **APPROVED** the draft agenda. It was **NOTED** that the Clerk may not be able to attend.

07/26/46. Finance:

- a. Members **NOTED** the budget report to 30 June 2026 with no further comments.
- b. Members **NOTED** the earmarked reserves and bank reconciliations to 30 June 2026 which were signed by Cllr Watterson. The Lloyds account closed with a

Minutes

balance of £34,739.83, the Lloyds Instant Access Saver closed with a balance of £120,751.06, and the Unity Bank account closed with a balance of £93,068.96.

c. Members **APPROVED** the list of payments. See Appendix 1.

07/26/47. Correspondence: Members **NOTED** the list of correspondence. Cllr Briscoe said he would arrange the meeting with Chichester Police about anti-social behaviour at Hitchcock Close playground. Cllr Briscoe also said he would contact Hyde Housing about the overgrown grass at Covington Road.

07/26/48. Items to be included on the next agenda: There were no further items.

07/26/49. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 10 September 2026 at 7.15pm.

07/26/50. 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.

07/26/51. To discuss any outstanding matters relating to the lease agreement with the Allotment Association: There was no further update.

Meeting closed at 8.45pm

Minutes

Appendix 1

Westbourne Parish Council, 9 July 2026

Agenda item 46c: 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 July 26	21.31	17.76	3.55
BACS	Confidential payments July 26	2,436.29	1,882.00	0.00
BACS	WSCC LGPS June 26	624.44	543.55	0.00
BACS	Microsoft 365 July 26	11.52	9.60	1.92
BACS	Microshade cloud storage and email accounts July 26	299.88	249.90	49.98
BACS	MS 365 July 26	9.72	8.10	1.62
BACS	Lloyds bank service charge July 26	4.25	4.25	0.00
BACS	GM Support playground inspections July 26	200.00	200.00	0.00
BACS	Reimbursement N Ricketts Screwfix socket extension for projector	18.90	15.75	3.15
BACS	HMRC quarter 1 2026-27 payments	2,160.19	2,160.19	0.00
BACS	Dave Champman Triformis Ltd NP review	3,000.00	2,500.00	500.00
BACS	Longmeadows grounds maintenance quarter 1 2026-27	3,583.50	3,583.50	0.00
BACS	Glasdon bin for Hitchcock Close	394.99	329.16	65.83
BACS	Kompan playground inspections July 26	364.69	303.92	60.77
BACS				
		13,129.68	11,807.68	686.82
Payments for retrospective approval				
BACS	Medisol defib batteries x 2	476.16	396.80	79.36
BACS	Westbourne Community Hall room bookings June 26 - March 27	405.00	405.00	0.00
BACS	Safe: fireproof cabinet for storage shed	864.00	720.00	144.00
		1,745.16	1,521.80	223.36