

## Minutes



# Westbourne

Parish Council

PO Box 143  
Emsworth  
PO10 9DX

07775 654483  
clerk@westbourne-pc.gov.uk

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**Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 10 September 2026 at 7.15pm at Westbourne Community Hall, River Street, Westbourne.**

Present: Cllr Roy Briscoe, Cllr Nigel Ricketts, Cllr Peter Watterson and Cllr Michael White.

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

Meeting chaired by Cllr Ricketts. One member of the public and one member of the press were present.

09/26/52. Apologies for absence: Cllr Lade Barker sent her apologies which were accepted.

09/26/53. Declarations of members interest:

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

09/26/54. Open forum: A member of the public asked about the County Council's consultation on changes to the bus stop on East Street, Westbourne which would see it being moved from outside her neighbour's house to outside her house. It was discussed that moving the bus stop seemed to be a waste of public money and County Cllr Bangert said she would speak to the department involved.

09/26/55. County Councillor's comments and questions: Members thanked County Cllr Tracie Bangert for the report sent before the meeting which was **NOTED**. In summary, Cllr Bangert said she was working with trading standards on illegal vapes and tobacco products and encouraged residents to report issues to the County Council if they noticed anything untoward in vape shops. Cllr Bangert had attended a meeting with Sussex Police who said there had been a decrease in theft but a rise in violence in public places and most anti-social behaviour was neighbour disputes but there had been a rise in hate crime. Cllr Bangert said the County Council had discussed fairer funding for West Sussex schools and that there was a lack of funding for routine maintenance. Cllr Bangert had attended the armed forces conference and the emergency services, armed forces and community day, and visited the Chichester food bank. Cllr Bangert had attended the West Sussex fire service training facility in Horsham where she thanked the service for the work they had done over the hot summer around wildfires. Cllr Bangert said she was shocked to find that the horse field on Havant Road in Emsworth had been included in Havant

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Borough Council's local plan and that she had been working with an Emsworth councillor to oppose development on the site as it was part of the Chichester Harbour Natural Landscape. Cllr Bangert said the County Council had crisis and resilience funding available to vulnerable people. Cllr Bangert had visited Edes House in Chichester to see the registration service, archives and library. Cllr Bangert said the highways rangers pilot programme was working on vegetation clearance, sign and street furniture cleaning, bus stop cleaning and minor verge and highway environmental improvements and parishes could report issues to them for action. Cllr Bangert said that she would speak to Highways about the residents who were parking on the corner of Westbourne Road near the WOW Clinic as parish councillors were concerned that this was causing a dangerous obstruction along a busy road. Cllr Bangert asked the Council if they were happy with the proposals for improvements to The Square, including introducing parking time limits on the surgery side of the road. It was discussed that around five properties currently parked there but this meant that there was no parking for those using local businesses which placed pressure on other areas of the village. It was discussed that residents would have to find other places to park and that they would be able to park in the evenings or on the other side of the road near Westbourne Café which would not have any restrictions.

09/26/56. District Councillor's comments and questions: District Cllr Roy Briscoe said the local government review had been paused and it was likely that the District Council elections would take place next year. Cllr Briscoe said the recycling project had been a big success with over 80% of households using the service collecting over 400 tons of waste which went to a bio-digester plant. Cllr Briscoe said the District was continuing its warmer homes programme and residents could apply for funding, and they were continuing to support rough sleepers in the city to try and get them into accommodation. Cllr Briscoe said the government required the District to work on a new local plan and they had earmarked £565k to support the process, but it was a difficult task given the lack of information around the new unitary authority. The new national planning policy framework (NPPF) meant that most planning applications would be dealt with by officers instead of referrals to a planning committee for a decision, which meant it was more like a developers charter which took away democratic decisions. Cllr Briscoe said the South Downs National Park new local plan had identified the area between Midhurst and Easebourne for development which had upset many in the north of the District. Cllr Briscoe said that Havant Borough Council had completed their local plan and it was 8390 houses short of the government target and it would be interesting to see how the Planning Inspector would deal with that. Cllr Briscoe said that house building had slowed to its lowest level in years despite over 1.5m planning permissions across the country. Cllr Briscoe had met the Environment Agency (EA) who admitted that the River Ems had been over abstracted for years and that Portsmouth Water had never been near the full amount they were licenced for - about 95% last year and about 80% this year and still the river dries up. Cllr Briscoe said that one of the issues was that Portsmouth Water took part in compiling the reports needed by the EA, and that they had agreed to reduce abstraction to zero but not until 2050. Cllr Briscoe said that fly tipping, off road motorcycles and hare coursing were continuing to be a problem locally and incidents being dealt with by the rural crime team.

09/26/57. Minutes of the Full Council meeting held on 9 July 2026: Members **APPROVED** the minutes as a correct record which were signed by the Chairman.

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09/26/58. Clerk's report: Members **NOTED** the report which outlines activities undertaken since the last Full Council meeting. In summary, the Clerk informed members that the lease agreement with the Allotment Association had been finalised and the final cost was £350 ex VAT which represented good value despite the delay to the project. The Clerk had posted the proposed Foxbury Lane development and the Council's agreed comments on Facebook and there had been little engagement which was encouraging. The Clerk said she would write this up as consultation evidence to be used for the Neighbourhood Plan review. The Clerk had reported the overgrown vegetation on footpath 245 between Westbourne Road and Mill Lane but had not received a response from Highways. The Assistant Clerk said all signage had now been put up around the village, and the Aldsworth fingerpost sign had been collected from Ralph Restorations and was now in the storage building at the allotments. The Assistant Clerk had received a quote of £178.21 ex VAT from Glasdon to replace the bollard near the churchyard wall on the junction with Church Road and The Grove which members **APPROVED**. It was discussed that some of the wooden bollards had been removed on the corner of East Street and Whitechimney Road and that they needed to be replaced with metal bollards or a concrete planter to prevent parking on the verge in this location.

09/26/59. Antisocial behaviour at Hitchcock Close playground: Members **NOTED** that Cllr Ricketts, Cllr Briscoe and the Clerk had attended a meeting with Chief Inspector Dave Lions and Commander Adam McCraig from Sussex Police, Westbourne Community trust and residents on 21 August. Cllr Ricketts thanked the police for their increased patrols at the recreation ground which had reduced incidents of ASB and had reassured residents. It was **AGREED** that the Council would continue to monitor the situation and close the park in the evening if necessary to prevent further disruption. It was also discussed that fencing could be installed between the houses and the recreation ground to provide more security for residents.

09/26/60. Playground inspections: Members **NOTED** the reports of the inspections carried out by Kompan in July 2026 with no further comments. Members considered the quote received from Longmeadows of £3,200 to build an amphitheatre at Monk's Hill recreation ground using the spoil from the path and equipment that was being installed. The amphitheatre would be made using concrete posts, treated sleepers, treated timber and soil and would be a place for people to congregate, play and watch performances. Members **AGREED** unanimously to approve the quote.

09/26/61. External audit 2025/26: Members **NOTED** and **ACCEPTED** the report from Moore, with no further comments, which concluded the audit for financial year 2025/26. The Clerk said she had published the notice of conclusion of the annual audit on the website and noticeboard, along with the final audit papers.

### 09/26/62. Finance:

- a. Members **NOTED** the budget report and list of earmarked reserves to 31 August 2026 with no further comments. Cllr Watterson signed the bank reconciliations which outlined that the Lloyds account closed with a balance of £22,523.52, the Lloyds instant access saver closed with a balance of £110,873.17, and the Unity Bank account closed with a balance of £93,068.96.
- b. Members **RESOLVED** to **APPROVE** the list of payments.

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09/26/63. Correspondence: Members **NOTED** the list of correspondence. The Clerk informed members that a resident had reported that a professional dog training company was using Monk's Hill recreation ground regularly. The Clerk informed members that a resident had reported that a fence had been erected on the boundary with footpath 245 which had sharp edges and was unsightly and that she had reported this to Highways and the landowner. Cllr White said he would attend the SDNPA Parish online meeting on 23 September. Members **NOTED** that Sussex Day on 16 June 2027 will celebrate the 1550 anniversary of Sussex and that parishes are encouraged to hold village fetes and light beacons that day.

09/26/64. Items to be included on the next agenda: There were no additional items.

09/26/65. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 8 October 2026 at 7.15pm.

09/26/66. 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.

09/26/67. Joint Burial Committee: Members **RESOLVED** to implement the proposed new terms of reference for the joint committee.

09/26/68. Local government pay agreement 2026/27: Members **RESOLVED** to implement the National Joint Council for Local Government Services agreement as recommended by NALC.

09/26/69. Locum clerk: It was **AGREED** to defer a discussion to a later date.

Meeting closed at 9pm

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### Appendix 1: Payments for approval

Westbourne Parish Council, 10 September 2026

#### Agenda item 62: 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 Sept 26                                | 21.31            | 17.76            | 3.55          |
| BACS                                | Confidential payments Sept 26                          | 2,836.05         | 2,836.05         | 0.00          |
| BACS                                | WSCC LGPS Aug 26                                       | 624.44           | 543.55           | 0.00          |
| BACS                                | Microsoft 365 Sept 26                                  | 11.52            | 9.60             | 1.92          |
| BACS                                | Microshade cloud storage and email accounts Sept 26    | 299.88           | 249.90           | 49.98         |
| BACS                                | MS 365 Sept 26                                         | 9.72             | 8.10             | 1.62          |
| BACS                                | Lloyds bank service charge Sept 26                     | 4.25             | 4.25             | 0.00          |
| BACS                                | GM Support playground inspections Sept 26              | 200.00           | 200.00           | 0.00          |
| BACS                                | Moore external auditor 2025-26                         | 535.50           | 446.25           | 89.25         |
| BACS                                | Vision ICT webstie domain renewal                      | 30.00            | 25.00            | 5.00          |
| BACS                                | Longmeadows Hitchcock Close                            | 370.00           | 370.00           | 0.00          |
| BACS                                | Value Products Ltd, new signs                          | 373.58           |                  |               |
| BACS                                | Longmeadows sign instalation and fingerpost collection | 390.00           | 390.00           | 0.00          |
| BACS                                | Longmeadows interim payment for M Hill path            | 5,000.00         | 5,000.00         | 0.00          |
| BACS                                | Longmeadows height barrier fix and grafitti removal    | 160.00           | 160.00           | 0.00          |
|                                     |                                                        | <b>10,866.25</b> | <b>10,260.46</b> | <b>151.32</b> |
| Payments for retrospective approval |                                                        |                  |                  |               |
| BACS                                | Amazon ink cartridges                                  | 29.97            | 5.00             | 24.97         |
| BACS                                | Flotek Aug 26                                          | 264.95           | 220.79           | 44.16         |
| BACS                                | GM Support playground inspections Aug 26               | 320.00           | 320.00           | 0.00          |
| BACS                                | Westbourne Community Hall room hire Aug 26             | 37.50            | 37.50            | 0.00          |
| BACS                                | Lloyds bank service charge Aug 26                      | 4.25             | 4.25             | 0.00          |
| BACS                                | Confidential payments Aug 26                           | 2,440.09         | 2,440.09         | 0.00          |
| BACS                                | WSCC LGPS July 26                                      | 624.44           | 624.44           | 0.00          |
| BACS                                | Value Products Ltd, round sign post and clips          | 112.20           | 93.50            | 18.70         |
| BACS                                | Churchers Solicitors Allotment lease competion         | 420.00           | 350.00           | 70.00         |
| BACS                                | Londmeadows tree and wooden post removal Monk's Hill   | 320.00           | 320.00           | 0.00          |
| BACS                                | Microsoft 365 Aug 26                                   | 11.52            | 9.60             | 1.92          |

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|------|------------------------------|-----------------|-----------------|---------------|
| BACS | Replacement keys for lock up | 16.85           | 16.85           | 0.00          |
| BACS | M&S flowers for the Todds    | 30.00           | 30.00           | 0.00          |
|      |                              | <b>4,631.77</b> | <b>4,472.02</b> | <b>159.75</b> |