Westbourne
Parish Council

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Minutes of the Full Council meeting of Westbourne Parish Council which took place on Thursday 8 October 2026 at 7.15pm at Westbourne Community Hall, River Street, Westbourne.

Present: Cllr Lade Barker, Cllr Roy Briscoe, Cllr Andrew Kerry-Bedell (joined at 7.25pm), 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
Karan Hassan, Assistant Clerk to the Council

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

10/26/70. Apologies for absence: Cllr Michael White sent his apologies for the meeting which were accepted. Cllr Dawn Hayter did not send apologies.

10/26/71. Declarations of members interest:
a. There were no declarations of interest,
b. There were no requests for a dispensation.

10/26/72. Co-option: Members considered the co-option of Andrew Kerry-Bedell to the Parish Council. A vote was carried out with all in favour. Cllr Andrew Kerry-Bedell was **ELECTED** to the Council and took part in the rest of the meeting. Cllr Kerry-Bedell 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.

The Chairman adjourned the meeting at 7.35pm

10/26/73. Open forum: There were no comments or questions.

The Chairman reconvened the meeting at 7.35pm

10/26/74. County Councillor's comments and questions: Members thanked County Councillor Tracie Bangert for the report circulated before the meeting which was **NOTED**. In summary, Cllr Bangert said that the government had paused its review on local government and no timetable had been given, and there was a concern now about the impact on staff with the uncertainty this had caused. Cllr Bangert said that the overgrown vegetation on footpath 245 would be strimmed in October and officers would see if it could be added to the summer programme of works. The County Council was only responsible for the first few centimetres of surface as they did not own or maintain the structure, but only to protect and maintain that right of use.

However, the path did run over it and the County Council had a duty towards safety. A land registry search had confirmed that the retaining wall and area under the footpath was unregistered land and an enquiry had been sent to the Environment Agency to find out more. Cllr Bangert said that there had been a number of road closures and diversions recently for essential works. A meeting had been organised with officers to discuss improvements to The Square. Cllr Bangert said that funding was available from the County Council for those experiencing financial hardship for help with one off payments for white goods or emergency funding. Cllr Bangert said that she was due to visit all 36 libraries in West Sussex and had recently visited Southwick which was the furthest east in the County. Cllr Bangert said she had attended the first planning session for Chichester Harbour Conservancy and one of the major topics of discussion was the inclusion of the horse field in Emsworth in the Havant Borough Local Plan which had caused much consternation. Cllr Bangert had attended a safe and wellbeing visit with the Fire Service, organised through social services, to conduct checks on vulnerable people. Cllr Bangert highly recommended contacting the County Council if anyone could benefit from a check. Cllr Bangert said there had been less incursions from gypsy and travellers this year which seemed to be due to the extreme heat of summer. Cllr Bangert had attended the fire and rescue scrutiny service where they discussed wildfires, procurement of new equipment, budgets and staffing levels. There were six new recruits but nationally it was difficult to get the number they would like. Cllr Bangert said that councils in West Sussex were delivering a new project to tackle poor mobile signal in Chichester city centre.

10/26/75. District Councillor's comments and questions: District Councillor Roy Briscoe said

10/26/76. 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.

10/26/77. Clerk's report: Members **NOTED** the report which outlined activities undertaken since the last Full Council meeting. In summary, the Clerk informed members that the path had been installed at Monk's Hill recreation ground and the amphitheatre was near completion. The Clerk had put a post on Facebook which had received 95 likes and no negative comments, although there had been one email from a resident with a complaint about the loss of open space. Members discussed that someone had posted on Nextdoor that dogs were to be banned from Monk's Hill recreation ground, and Cllr Ricketts assured members of the public that dogs were welcome at the park and there had never been any intention to ban them. The Clerk said there had been enquiries from three members of the public who were considering joining the Council and were in attendance at the meeting. The Clerk asked members to send her ideas for any new initiatives to be sent to her as soon as possible to be included in the draft budget for 2027/28. Members agreed to look at the budget at an online meeting on 22 October so that it could be discussed in detail before the next Full Council meeting in November. The Clerk said that the website invoice to the current provider was due to be paid for the following year in December and that she would like to see if a new website could be developed before then. The Clerk had received quotes from other companies which would be discussed in detail November's Full Council meeting. Members discussed that funding could be put aside to buy land in the Parish as it became available to enhance local community facilities, and to put on activities for elderly parishioners, such as day trips.

The Assistant Clerk said that she was continuing to research the dog wash facility including contacting utility companies to find out how much it would be to connect electricity, water and drainage. The Assistant Clerk had ordered spare defibrillator pads and would fix the cabinet outside the Village Stores as the door was not closing properly. The Assistant Clerk had contacted Longmeadows to ask for a quote for varnishing the noticeboards and maintaining the fingerposts. The Assistant Clerk had carried out a survey of all the blocked drains in Westbourne with Cllr Ricketts and would submit the report to Highways for resolution.

10/26/78. Items for consideration and resolution:

a. Newsletter: Members **AGREED** the articles for the next edition. The Clerk showed members the progress with the newsletter to date, which included articles from village organisations, and said that she had booked it in to design, print and distribution to be sent to all properties at the end of November. A proof would be sent to councillors for their sign off before going to print.

b. Summer event: Members discussed holding a village fete on either Saturday 12 or 19 June 2027, still to be decided, to mark Sussex Day which was also the 1550 anniversary of the creation of Sussex as a county. The event would be held at The Common on Monk's Hill and activities could possibly include food and drinks stalls, a dog show, a Punch and Judy show, welly wanging, tug of war, competitions, fairground rides. The Clerk had contacted Westbourne Weekend to consult with them as to whether another village event would be welcomed in addition to the successful events they already organise and they had given the Council their full support and offered to help. It was discussed that a budget would be needed and this would be discussed as part of the Precept requirements for 2027/28. It was **NOTED** that the clerks would write a project plan for discussion at a future meeting.

c. Remembrance Day: It was **AGREED** that Cllr Ricketts would lay the wreath at the war memorial and that the Assistant Clerk would order the wreath.

d. Chichester District Council's draft infrastructure business plan: Members **NOTED** the list of existing projects on the plan and **AGREED** to also include community renewable energy.

10/26/79. Finance:

a. Members **NOTED** the budget report, earmarked reserves and bank reconciliations to 30 September 2026 which were signed by Cllr Kerry-Bedell. The Lloyds account closed with a balance of £87,591.94, the Lloyds savings account closed with a balance of £110,927.85, and the Unity account closed with a balance of £93,526.40.
b. Members **RESOLVED** to **APPROVE** the list of payments. (See Appendix 1)

10/26/80. Correspondence: Members **NOTED** the list of correspondence. Members discussed that Westbourne Community Trust (WCT) had proposed that the playground at Hitchcock Close could be closed at nighttime to prevent anti-social behaviour. Cllr Ricketts said that the police had increased their patrols and along with the end of the school summer holidays the situation had improved and it was hoped that it was not necessary at the moment to close the playground, but this would be kept under review. It was **NOTED** that the WCT had recommended that the

gates were changed for self-closing gates. Members also commented that ASB was continuing outside the Church which had been reported to the police. The overgrown vegetation and the new fence on the boundary along footpath 245 had been reported to the County Council and an officer was going to survey the issue. The County Council had also advised that the wall along the river was the responsibility of the riparian owner who would need to be identified. A resident had complained about the overgrown vegetation between the fence at Hitchcock Close playground at the rear of the properties on Mill Road. The Assistant Clerk had received a quote of £250 to clear the area and lay it down to mulch which members **APPROVED**. It was discussed that the area would need weed spraying in the spring to prevent the brambles from growing back again.

10/26/81. Items to be included on the next agenda: There were no additional items.

10/26/82. Date of next meeting: Members **RESOLVED** to hold the next meeting on Thursday 12 November 2026 at 7.15pm.

Meeting closed at 9pm

Appendix 1: Payments for approval

Westbourne Parish Council, 8 October 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 Oct 26	21.31	17.76	3.55
BACS	Confidential payments Oct 26	2,508.99	2,508.99	0.00
BACS	WSCC LGPS Sept 26	743.51	743.51	0.00
BACS	Microsoft 365 Oct 26	11.52	9.60	1.92
BACS	Microshade cloud storage and email accounts Oct 26	299.88	249.90	49.98
BACS	MS 365 Oct 26	9.72	8.10	1.62
BACS	Lloyds bank service charge Oct 26	4.25	4.25	0.00
BACS	GM Support playground inspections Oct 26	200.00	200.00	0.00
BACS	HMRC quarter 2 2026-27	2,299.81	2,299.81	0.00
BACS	JBC precent contribution 2026/27	12,842.00	12,842.00	0.00
BACS	Longmeadows path Monk's Hill second instalment	5,000.00	5,000.00	0.00
BACS	Longmeadows amphitheatre at Monk's Hill	3,200.00	3,200.00	0.00
BACS	Longmeadows grounds maintenance quarter 2 2026-27	2,397.20	2,397.20	0.00
BACS	BBQ signs and slide sign	293.34	244.45	48.89
BACS	Mulberry payroll services quarrter 2 2026/27	44.00	44.00	0.00
BACS				
		29,875.53	**29,769.57**	**105.96**
Payments for retrospective approval				
BACS	Reimbursement K Hassan meeting refreshments	14.97	14.80	0.17
BACS	Royal mail fee to pay as postage not paid by sender	1.50	1.50	0.00
		16.47	**16.30**	**0.17**