

Westbourne Parish Council, 11 June 2026

Item 43: 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. Clerk's update on current projects

- 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 bank signatories.
- Updated the website.
- Induction meeting with the Assistant Clerk.

2. Assistant Clerk's update on current projects

- Ordered defibrillator batteries and changed both over to the new batteries with Peter
- Ordered fireproof cabinet and co-ordinated delivery, now in situ at the lock up
- Ordered extra bin for Hitchcock Close waiting on delivery
- Produced draft agenda for Bournes Forum
- Reported overgrown vegetation in River Elms at the start of Mill lane and at the bridge where Commonside meets River street
- Ordered signage for hot slide, temporary signage on noticeboard
- Ordered signage for dog waste to put on signposts and play and recreation areas
- Set up and attended Wicksteed meeting for equipment and basketball area at Monks Hill, followed up for next steps
- In the process of inputting paper copies of survey onto Survey Monkey
- Put up Facebook posts trying to increase engagement
- Attended 4 hour new Clerks training online
- Helped Clare move equipment from Meeting Place to lock up at Hitchcock Close

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[Commercial Shelving Solutions - Rapid Racking](#)

**ORDER QUOTATION**

Value Products Ltd, First Floor Fleetsbridge House,
Fleets Corner Business Park, Nuffield Road, Poole, BH17 0LA.
Freephone: 0800 1699 147 Freefax: 0800 1777 119
Email: sales@safetysigns4less.co.uk Website: www.safetysigns4less.co.uk

Quote Number: 162998
Quote Date: 02/07/2026
Customer Account: 1001742651
Customer Contact: Karen Hassan
Customer Ref: QUOTE - 8398PO
30 Days Net
VAT Number: GB 927 480 112

INVOICE TO:

Karen Hassan
Westbourne Parish Council
PO Box 143

DELIVER TO:

Westbourne Parish Council
2 Cornflower Meadow

Hampshire
Emsworth

Emsworth
Hampshire
PO10 9DX

PO10 7FR

Product Code	Description	Qty	Unit	Unit Price (GBP)	Total Price (GBP)
XX-AC/C	3mm Aluminium Composite - Circular - SLIDE GETS HOT!, PLEASE USE WITH CAUTION 260 x 260mm	1	EACH	37.2500	37.25
XY15827	Round Sign Post - 76mm x L2500mm - Triplex PC with Fixing Clips - Umbra Grey	1	EACH	93.5000	93.50

Goods(GBP)	130.75
VAT	26.15
Total(GBP)	156.90

Account VALUE PRODUCTS LIMITED
Sort Code 15-10-00
Account Number 23131660
Please quote reference(162998) or account number (1001742651) on payments



Westbourne
Parish Council

PO Box 143
Emsworth
PO10 9DX

07775 654483
clerk@westbourne-pc.gov.uk

**BOURNES FORUM MEETING
AGENDA**

7pm Monday 27th July 2026

**Westbourne Parish Hall, Westbourne Road, Westbourne, Emsworth PO10 8UL
(parking in front)**

1. Welcome from Cllr Nigel Ricketts, Chairman of Westbourne Parish Council
2. Apologies for absence.
3. To approve the Minutes of the meeting held on 26th April 2026 held at St Johns Parish Hall, Southbourne
4. Presentation from David Bennett, Director, Stansted Park Foundation
5. Updates from County and CDC Cllrs.
6. Updates and concerns from Parish Cllrs.
7. Date, location, topic of next meeting:
 - a. Monday 27 July 2026. 7.00pm
 - b. Parish: Westbourne

*Clare Kennett
Parish Clerk
Westbourne Parish Council*

20th July 2026

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
	Microshade cloud storage and email			
BACS	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
	GM Support playground inspections July			
BACS	26	200.00	200.00	0.00
	Reimbursement N Ricketts Screwfix			
BACS	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
	Dave Champman Triformis Ltd NP			
BACS	review	3,000.00	2,500.00	500.00
BACS				
		8,786.50	7,591.10	560.22
Payments for retrospective approval				
BACS	Medisol defib batteries x 2	476.16	396.80	79.36
	Westbourne Community Hall room			
BACS	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

0.00	0.00	0.00
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Westbourne Parish Council, 9 July 2026

Agenda item 47: Correspondence list

- To arrange a meeting with Stg Faal, Chichester Neighbourhood Policing Team, to discuss ongoing ASB at Hitchcock Close playground.
- To arrange a meeting for discussions around a solar meadow
- Email from the WCT about parking in the approach road to Hitchcock Clos
- Email security software update from Microshade
- Overgrown vegetation reported to the Environment Agency, reference 0251 8076
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