

**MINUTES OF THE ANNUAL MEETING
OF BERSTED COUNCIL
HELD AT 19:00 ON TUESDAY 8th MAY 2018
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs C. Barratt, H. Carey, R. Dear, K. Greenway, J. Heaton, Miss W. Kapp, B.D. Knight, D. Lainchbury, M.D. Lury, D. Meagher, J.R.W. Spencer and Mrs G Yeates.

In attendance: 2 members of the public.

Mrs D. Holcombe (Clerk/RFO) and Mrs S. O'Connell (Deputy Clerk).

D. Cllr Mrs S Bence.

C. Cllr D. Edwards

Cllr Knight, the current Chairman, welcomed everyone to the meeting.

The election for Chairman then took place.

18001 To Elect the Chairman of Council

The Clerk informed the meeting that she had received two nominations for Cllr Knight as Chairman. No other nominations were put forward.

Cllr Knight was elected unopposed as the Chairman of the Council.

The Clerk duly announced that Cllr Knight was elected Chairman.

RESOLVED that Cllr Knight was duly elected Chairman of Bersted Parish Council.

Cllr Knight thanked members for selecting him.

18002 Declaration of Acceptance of Office

Cllr Knight signed the Acceptance of Office Declaration.

18003 To Elect a Vice Chairman of Council

The Clerk informed the meeting that she had received one nomination for Cllr Spencer.

Cllr Mrs Yeates seconded the nominations for Cllr Spencer.

Cllr Spencer was elected unopposed as Vice Chairman of the Council.

The Chairman duly announced that Cllr Spencer was elected Vice Chairman.

RESOLVED that Cllr Spencer was duly elected Vice Chairman of Bersted Parish Council.

18004 Declaration of Acceptance of Office

Cllr Spencer signed the Acceptance of Office Declaration.

18005 Apologies for Absence

Cllr C. Heaton

D. Cllrs Mrs J Pendleton

C. Cllr F Oppler

18006 Declarations of Interests

None



**This concluded the business of the Annual Meeting of the Council.
The business of the monthly Council followed at 19:20**

- 18011 Public Session**
None
- 18012 Minutes of the Council of 10th April 2018**
RESOLVED that the Minutes of the Council of 10th April 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 18013 Matters Arising from the Minutes**
None
- 18014 Reports from County & District Councillors**
- a) **West Sussex County Council**
C. Cllr F Oppler had sent his apologies.
C. Cllr D Edwards congratulated Cllr Knight on his appointment as Chairman. He reported to members that the biggest issue is JWAAC and AWAAC committees, there are discussions as to whether it should go back to the 3 committees as suggested by Arun DC. Arun DC feel they should have more say at the meetings. He has spoken with a resident in Chalcraft Lane regarding parking near the garage being an issue with cars waiting for MOT's or servicing. He has spoken with the garage owner and the solution may be to have double yellow lines opposite. Highways are looking at this and the parking issues down Durlston Drive. He has also spoken with Stagecoach regarding the withdrawn bus service for Stroud Green, but the company say the service was not used enough and is not viable. C. Cllr Edwards informed members that the "Love West Sussex" site on the WSCC website was the best place to report potholes.
- b) **Arun District Council**
D. Cllr Mrs Bence did not have anything to report but was happy to take any questions members may have.
D. Cllr Mrs Pendleton sent her apologies.
D. Cllr Mrs Rapnik did not attend.
- 18015 Financial Matters relating to 2017-2018**
- a) **To note the Internal Auditor's report on the 2017-2018 Accounts**
The Clerk had previously circulated R.S. Hall's report where she expressed assurance of the financial systems operating at the Council in respect to the 2017-2018 Accounts.
- b) **To approve the Annual Governance Statement**
The Clerk had previously circulated the Annual Governance Statement to members and explained that members must understand that the Governance Statement is the internal and external mechanisms that are required to ensure the Accounts are transparent and a true record of all the transactions in 2017-2018. The Clerk advised members that after scrutinising it, if members agreed with all the statements, then it could be approved.

RESOLVED to approve the Annual Governance Statement.
The Chairman signed and dated the Annual Governance Statement.

c) **Declaration of Acceptance of the 2017-2018 Accounts**

The Chairman signed and dated the 2017-2018 Annual Return.

18016 Financial Matters relating to 2018-2019

a) **To approve the Income and Expenditure report for April 2018**

The April Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that the overall spend was running at roughly 15%, slightly higher but this was because of annual subscriptions and work done on the parking bay. The first tranche of the precept had been received.

RESOLVED to approve the Income and Expenditure for April 2018. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.

18017 Committee Reports

a) **Forward Plan Committee 19th April 2018**

RESOLVED to adopt the minutes from the Forward Plan Committee of 19th April 2018.

b) **Finance & General Purposes Committee 24th April 2018**

Cllr Meagher gave a verbal report from the meeting.

RESOLVED to adopt the Minutes of the Finance & General Purposes Committee of the 24th April 2018.

c) **Planning, Amenities and Environment Committee 1st May 2018**

Cllr Mrs Yeates gave a verbal report from the meeting.

RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 1st May 2018.

18018 Reports

a) **Chairman**

Cllr Knights report was circulated at the meeting and is appended to these minutes.

b) **Clerk**

The Clerk presented her written report which is appended to these minutes.

c) **Deputy Clerk**

The Deputy Clerk reported she had been busy with bookings for the hall for U10 training on the field for 3 sessions a week with Bognor Regis Youth Teams and one to one teaching in the meeting room during the week for an organisation that help to get children back into education.

d) **Reports from outside bodies**

ADALC Meeting

Cllr Mrs Yeates reported the meeting had not been well attended and the main topic had been Community Land Trusts that some parishes were looking into for social housing.

18019 Standing Orders 2018

a) **To review the Standing Orders and adopt the latest NALC Standing Orders.**

RESOLVED to adopt the latest NALC Standing Orders 2018.

18020 Correspondence

The Clerk reported that she had received the following correspondence:

- a) Email received from the police, advising that the week of 13th April is National Stalking Awareness week and latest fraud newsletter.
- b) Invitation from CPRE to attend planning workshop on Saturday May 12th at 10-1, at Haywards Heath. Places need to be booked in advance -see link in email.
- c) Email received from the WSCC “Have your say”, advising of Bus Strategy Consultation - closing date 6th June.
- d) Email received from the WSCC “Have your say”, advising of Fire & Rescue Service Consultation -closing date 28th May.
- e) Email received from Tony Morris with reference to Fire & Rescue Service Consultation – giving further information and requesting all respond, closing date 28th May.
- f) Dates from CPRE to attend the new Arun District Group: Saturday 26/27 May Amberley Museum, Sunday 23rd June Clapham & Patching Village Hall, Here Sunday 15/7 Parish Festival, Saturday 21st July Bognor Market, High Street.
- g) Email received from the WSCC “West Sussex Crowd” new way of Community Initiative funding (CIF) Variable workshops available see email of 24th April.

Reminder for all Councillors to attend sharepoint training here on Tuesday 29th May at 7pm.

18021 Exempt Matters

A resolution may be made to exclude the public and press. Standing Order:

1c. Staffing Matters

To receive and, if agreed, approve the proposal that the Deputy Clerk, receives additional hours to achieve her duties as Data Protection Officer (DPO).

RESOLVED to approve the extra hours for the Deputy Clerk to act as the Data Protection Officer (DPO).

18022 Buzz Newsletter 2018-2019

To review the current situation.

Cllr Lainchbury has been doing the Buzz Newsletter since 2015 and would like to hand it over to others for their contribution. Members were considering how to do this, and the Clerk said she would be happy to put the Newsletter together if members sent her articles for inclusion. Cllr Mrs Yeates suggested that the committees contributed to this with information from the respective committees.

18023 Urgent Matters

Cllr Lainchbury informed members that Berkeley Homes had confirmed they would be sponsoring the stage at the Parish Festival.

There being no further business the Chairman closed the meeting at 20:10

SignedChairman

Date

