

**MINUTES OF THE MONTHLY MEETING  
OF BERSTED PARISH COUNCIL  
HELD AT 19:00 ON TUESDAY 9<sup>th</sup> OCTOBER 2018  
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

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

In attendance: 0 members of the public.  
Mrs D. Holcombe (Clerk/RFO)  
D.Cllr Rapnik

**18215 Apologies for Absence**  
Cllr C. Barratt,  
Cllr P. Woodall  
Mrs S O'Connell (Deputy Clerk)  
D. Cllr Bence  
C. Cllr Edwards

**18216 Declarations of Interests**  
None

**18217 Public Session**  
None

**18218 Minutes of the Council of 11<sup>th</sup> September 2018**  
**RESOLVED** that the Minutes of the Council of 11<sup>th</sup> September 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**18219 Matters Arising from the Minutes**  
None

**18220 Reports from County & District Councillors**

a) **West Sussex County Council**

C. Cllr. D. Edwards sent his apologies and had nothing to report.

b) **Arun District Council**

D. Cllr Ann Rapnik reported that she has made enquiries with Arun DC as to what replacement service they have planned for the current Bersted warden assisted flats that have no wardens, she awaits a reply and will report back once known.

D. Cllr Mrs Bence sent her apologies and had nothing to report.

**18221 Committee Meetings**

Due to the recent resignation of two Councillors there is a shortage of members for the Community Resources Committee and the Finance & General Purposes Committee.

Cllr Greenway agreed to join the Community Resources Committee,

Cllrs Heaton and Yeates agreed to join the Finance & General Purposes Committee.

**RESOLVED** Cllrs Greenway, Heaton and Yeates would join the Committees until April 2019.

**18222 Committee Reports****a) Finance & General Purposes Committee 25<sup>th</sup> September 2018**

Cllr Greenway proposed the minutes, Cllr Spencer seconded the minutes.

**RESOLVED** to adopt the minutes to the Finance & General Purposes Committee of 25<sup>th</sup> September 2018.

**b) Planning, Amenities and Environment Committee 4<sup>th</sup> September 2018**

Cllr Mrs Yeates proposed the minutes, Cllr Spencer seconded the minutes.

**RESOLVED** to adopt the minutes of the Planning Amenities and Environmental Committee of 4<sup>th</sup> September 2018.

**18223 SharePoint and website Councillor login****a) To receive and if agreed, approve the removal of the Councillor login option on the website.**

**RESOLVED** to approve removal of the Councillor login on the website, as no longer required. Clerk to contact e-mango and arrange.

**b) SharePoint**

The Clerk explained the value of SharePoint and the benefits to the Council for **all** Councillors to be using it. J&R have offered any assistance required.

**18224 Financial Matters****To approve the Income and Expenditure report for September 2018****a) The September Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that the overall spend was running at roughly 49%, within Budget.**

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

**b) To receive and, if agreed, approve the F&GP Committee's recommendation for Council to offer £40 discount to Arun Sounds in aid of Arun Angels.**

**RESOLVED** to approve that Arun Sounds receive a £40 discount for their event in aid of Arun Angels.

**c) To receive and, if agreed, approve the F&GP Committee's recommendation for Council to donate surplus PF drinks to Create.**

**RESOLVED** to approve that CREATE will be donated the surplus drinks from the Parish Festival.

- d) To receive and, if agreed, approve the F&GP Committee's recommendation for Council to offer support to Create, with disclaimer (see minutes).  
**RESOLVED** to approve that the Parish Council will offer support to CREATE with a disclaimer.
- e) To receive and, if agreed, approve the F&GP Committee's recommendation out of next year's budget (43) to instruct an architect to draw up plans for an extension in line with the parish plan. This would enable Council to achieve a clear vision of the viability of the project and assist any applications for S106 money and grant funding.  
**RESOLVED** to approve that an architect is instructed to draw up plans for an extension in line with the parish plan. Clerk/RFO to arrange accordingly.

**18225 2019-2020 Draft Budget and Precept**

To receive and, if agreed, approve the F&GP Committee's recommendation, held on 25<sup>th</sup> September, to adopt the 2019-20 Draft Budget and Precept amount proposed.

**RESOLVED** to adopt the proposed 2019-2020 Draft Budget and Precept.

**18226 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, along with notification of her correspondence with the EA and Arun DC as to works requested to the "Willow pond" North Bersted, as clarification has been received that this is owned by Arun DC. Copies of land registry documents and reply letter to a resident enquiry were circulated to all Council members.

c) **Deputy Clerk**

No report due to annual leave.

d) **Reports from outside bodies**

Cllr Yeates reported on the recent ADALC meeting attended, Cllr Yeates volunteered to take up the Treasurer role as no other volunteers were forth coming, concern expressed as members are dwindling and no current Chairman in place. Decision will be made in December as to the continuation of this group.

**18227 ADC Planning Meeting, 3<sup>rd</sup> October – Non-Strategic Site Allocation DPD workshop**

The Deputy Clerk's report was circulated to all members. Cllr Yeates who also attended this meeting reported that though Bersted currently have a zero allocation, this could change. Consultants are working with Arun DC on the attached Sustainability appraisal, distributed to all members. Next meeting scheduled for January 2019.

**18228 Pagham Parish Council – Call in for the four proposed sites P/134/16/OUT, P/140/16/OUT, P/6/17/OUT, P/25/17/OUT.**

To receive and, if agreed, approve the request from Pagham Parish Council to send an email to the case officer, Lorraine Gamble at the National Planning Casework Unit (NCPU), in support of their call in for the above sites. to the They are due to be considered at the Development Control meeting on 24<sup>th</sup> October.

**RESOLVED** to approve to support Pagham Parish Council by way of an email to the case officer at the NCPU, Cllr Greenway does not support this.

**18229 Correspondence**

The Clerk reported that she had received the following correspondence:

- a) Royal Mail, campaign against scam mail and information on measurers now in place.
- b) Sussex Police Septembers Fraud newsletter, informing of bank and HMRC recent phone scams.
- c) ADC confirms formal acceptance of the recommendations outlined in Ford Neighbourhood Plan.
- d) Lee Matthews the Anti-Social Behaviour Case Worker for ADC is liaising with Police to include Jubilee Fields in their patrols.
- e) Notification from WSCC regarding all commercial vehicles using any tip, as from 01.10.18 will now require a free permit, available online.
- f) Thank you from Tea & Coffee club attendees.

**18230 Exempt Matters**

**A resolution may be made to exclude the public and press. Standing Order: 1c. Staffing Matters. Members of the public and press left the meeting.**

**To receive and, if agreed, approve the recommendations of the Personnel Sub-Committee to recommend to Council the following Job re-evaluations;**

That the Contractors follow a programme of re-tendering every 3 years, along with the option of notifying the Clerk/RFO every August of any price increases.

That the Clerk/RFO moves to NALC scale point 35 and the Deputy Clerk moves to NALC scale point 28, both backdated to April 2018. This first step in re-evaluation would bring the salaries more in line with local scales, re-evaluation part 2 to be considered after elections next year as part of the June appraisals.

**RESOLVED** to approve the above recommendations of the Personnel Sub-Committee.

**18231 Councillor Photographs**

The Clerk asked members to consider having individual or a group photograph for display in the foyer. Members agreed for this to take place after next Council, in casual dress.

**RESOLVED** to add to next Council agenda.

**18232 Council Notice Boards**

The Clerk asked for volunteers to take over the notice boards on Bersted Park. Cllr Dear volunteered.

**18233 Urgent Matters**

Linden Homes have requested Council to review their objection comments, as no decision can be made under Urgent Matters, this has been scheduled for 16<sup>th</sup> October 2018.

**There being no further business the Chairman closed the meeting at 20:03**

Signed .....Chairman

Date .....

