

**MINUTES OF THE MONTHLY MEETING
OF BERSTED PARISH COUNCIL
HELD AT 19:00 ON TUESDAY 8th AUGUST 2017
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs C. Barratt, H. Carey, K. Greenway, J. Heaton, Miss W. Kapp, B.D. Knight (Chairman), D. Lainchbury, T. Marshall, D. Meagher, P. Ralph, J.R.W. Spencer (Vice Chairman) and Mrs G Yeates.

In attendance: 1 member of the public.

Mrs D. Holcombe (Clerk) and Mrs S. O'Connell (Deputy Clerk).
Kevin Smith (Bognor Regis Post)

Before the meeting Cllr Knight issued grants cheques from Bersted Parish Council to the following successful grant recipients: -

2351 (Bognor Regis) Squadron ATC, The Base Skate Park, Victim Support, Kent, Surrey and Sussex Air Ambulance Trust and The 39 Club.

Each recipient gave a short speech on how the grant money would be spent.

Carole Groves representing Arun & Chichester CAB could not attend and sent her apologies.

Cllr Knight thanked them all for attending.

- 17129 Apologies for Absence**
Cllrs C. Heaton and M. Lury (holiday)
D. Cllr Mrs S. Bence (holiday)
C. Cllrs D. Edwards and F. Oppler (holiday)

- 17130 Declarations of Interests**
None

- 17131 Public Session**
None

- 17132 Minutes of the Council of 11th July 2017**
RESOLVED that the Minutes of the Council of 11th July 2017, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

- 17133 Matters Arising from the Minutes**
None

- 17134 Committee Reports**
- a) **Community Resources Committee 18th July 2017**
Cllr Carey gave a brief verbal report from the meeting.
RESOLVED to adopt the Minutes of the Community Resources Committee of the 18th July 2017.
 - b) **Planning, Amenities and Environment Committee 1st August 2017**



Cllr Mrs Yeates gave a brief verbal report from the meeting
RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 1st August 2017.

17135

Purchase of Council Land requested – Re-siting of mobile phone mast

The Clerk has received a request from Britannia Towers to purchase a 10msq piece of land at the top left-hand side of Jubilee Field, with a right of access, to re-site its phone mast from the adjacent farmers field. Their offer was to purchase the land for £20,000 and pay £1,000 plus VAT towards legal fees. The request had been made because the farmer has given the company 2 years to find another site for its mast.

Members discussed the request and agreed that Jubilee Field was an asset used by the community and the loss of some greenspace on Jubilee Field was not acceptable. Gym equipment would need to be moved, rights of way for access would have to be granted and that once it was sold it would be difficult to buy back, if at all.

RESOLVED not to take up the offer of Britannia Towers to purchase a 10msq part of Jubilee Field.

ACTION the Deputy Clerk to inform Britannia Towers of the Council's decision.

17136

Financial Matters

a) **To approve the Income and Expenditure report for July 2017**

The July Income and Expenditure Report was circulated at the meeting to all members. The clerk explained that the overall spend should be running at roughly 31% and there were no unusual variances.

RESOLVED to approve the Income and Expenditure for July 2017. 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 bonus for the Caretaker – TP Reed of £268.67.**

RESOLVED to approve the bonus of £268.67 to the Caretaker - TP Reed.

c) **To receive and if agreed, approve the payment for the Trees Estate Residents' Association insurance of £117.60.**

RESOLVED to approve the payment of the Trees Estate Residents' Association insurance of £117.60.

d) **To receive and if agreed, approve the order for 20 additional chairs for the main hall.**

The Deputy Clerk had previously circulated quotes from three companies and recommended Office Furniture at a cost of £264 inc. VAT and free delivery. Members agreed.

RESOLVED to approve the purchase of £20 chairs at a cost of £264 from Office Furniture.

17137

To receive and, if agreed, approve the Forward Plan Committee recommendation, held on 26th July, to revisit the Additional Parking options:

- a) To receive and, if agreed, approve the plastic matting and drop kerb for the "Quiet Area" goes ahead from this year's Budget. The Clerk explained that provision had been made in this year's budget for additional parking but earlier in the year it had been put on hold. Members discussed the options and other alternatives and voted, 8 for, 2 against and 2 abstentions, to approve option b A.J.S. Groundworks to drop the kerb, council to buy the grass matting and the groundsman to fit the matting at a cost of £6805.00.

RESOLVED to approve the Forward Plan Committee recommendation to provide Addition Parking at a cost of £6805.00 and approve A.J.S Groundworks to drop the kerb.
ACTION the Deputy Clerk to inform A.J.S Groundworks of the Council's decision.

- b) To receive and, if agreed, approve works and extension to the parking bay and dropped kerb at the front entrance, goes ahead from this year's Reserves.
 Members briefly discussed this option and agreed to revisit the proposal in the next financial year, 2018-2019.
RESOLVED to look at the proposal in the next financial year, 2018-2019.

17138

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) **Assistant Clerk**
 The Assistant Clerk reported that Carpet Bowls charity event had raised £250 for Dementia Awareness. The new signage had arrived for CCTV, Parking, Play Equipment. The football season was starting again in the next couple of weeks. Bersted in Bloom competition had taken place and winners will be presented with their awards at the Community Resources Meeting on 19th September.
- d) **Reports from outside bodies**
 Cllr J. Heaton reported that the play scheme at the Trees Estate was going very well and Cllr Lainchbury reiterated the same for Bersted Park Village Green.

17139

Reports from County & District Councillors

- a) **West Sussex County Council**
 C. Cllrs D Edwards and F Oppler had previously sent their apologies.
- b) **Arun District Council**
 D. Cllr Mrs Pendleton and D. Cllr Mrs Rapnik did not attend.
 D. Cllr Mrs S. Bence had sent her apologies.

17140

To receive and, if agreed, approve the recommendations from the Personnel Sub-Committee, held on 26th July,

- a) to adopt a Discretion Pension Policy, this will enable Council to comply with the statutory duty which came in to force in 2014 for all Parish Councils. This is tailored from the standard WSCC policy and the statutory Discretion list.
- b) to adopt the updated Access to Pension in Retirement LGPS/Flexible Retirement Policy due to a change in regulations only, this is an update only to regulations -no financial changes.
- c) to adopt the Bersted Equal Opportunities Policy, this is a review only which takes place every 2 years or sooner if there are regulation changes, no changes required.
RESOLVED to adopt a Discretions Pension Policy, the updated Access to Pension in Retirement LGPS/Flexible Retirement Policy and Bersted Equal Opportunities Policy as recommended by the Personnel Sub Committee.

17141 Handbook 2017

Members approved their details for entry into the Councillors Handbook. The Deputy Clerk will update the entries and issue the revised Handbook to all Councillors. **ACTION** the Deputy Clerk to update the Handbook and issue to Councillors.

17142 Correspondence

The Clerk reported that she had received the following correspondence: -

An email from Sheila Hodgson at Bognor Regis Town Council informing members that the Town Council will be employing a youth worker for 8 hours a week on a 6-month trial period. It is hoped that the youth worker will engage with the Town Council’s target group while gathering evidence to determine the need going forward.

A newsletter from Sussex Police – Operation Fraud bringing awareness to elderly people of fraudulent calls purporting to be from HMRC.

A reminder that the appeal hearing for BE/77/16/OUT – New Barn Lane 50 houses was taking place at Bognor Regis Town Hall on 26th September, 10am over 2 days.

The Deputy Clerk informed members that Landlink had emailed her asking if the Council were willing to support their proposals for Saltbox Field. Members supported the site up to a point but would prefer more higher-grade employment than B2 and B8 (industrial and distribution) usage to B1 (business). They would also recommend that a link road was put through the site to join up with the North Bersted Relief Road and the new Shripney roundabout, thus alleviating congestion on the A29 and Rowan Way for distribution vehicles.

ACTION the Deputy Clerk to forward the comments to Landlink.

17143 Urgent Matters

Cllr Lainchbury remarked that in the 3 years he had sat on the Council, the Council was busier than ever. He asked if an email regarding a defibrillator was a possibility. Cllr Knight informed him that Linden Homes were willing to pay for one and that he was in talks with the ambulance service.

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

SignedChairman **Date**

