

**MINUTES OF THE ANNUAL MEETING
OF BERSTED COUNCIL
HELD AT 19:00 ON TUESDAY 10 JULY 2018
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

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

In attendance: 0 members of the public.

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

C. Cllr F. Oppler and Kevin Smith – Bognor Post

18111 Apologies for Absence

Cllrs C. Heaton, Miss W. Kapp and D. Meagher

D. Cllr Mrs Sue Bence and C. Cllr D. Edwards

18112 Declarations of Interests

None

18113 Public Session

None

18114 Minutes of the Council of 12th June 2018

RESOLVED that the Minutes of the Council of 12th June 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

18115 Matters Arising from the Minutes

None

18116 Reports from County & District Councillors

a) West Sussex County Council

C. Cllr F Oppler informed members that the Planning Inspector has found the Arun Local Plan sound. He is disappointed with this result and considers that Arun DC Council will adopt the Plan at their meeting next week. He feels pressure should still be put on to Arun DC with regards to housing and the road infrastructure. Members agreed.

C. Cllr D. Edwards sent his apologies, but his report was circulated to members and is appended to these minutes.

b) Arun District Council

D. Cllr Mrs Bence had sent her apologies, but her report was circulated to members and is appended to these minutes.

D. Cllr Mrs Pendleton did not attend.

D. Cllr Mrs Rapnik did not attend.



- 18117 Committee Reports**
- a) **Finance Committee 26th June 2018**
Cllr Lainchbury gave a verbal report from the meeting.
RESOLVED to adopt the minutes of the Finance Committee of 26th June 2018.
- b) **Planning, Amenities and Environment Committee 3rd July 2018**
Cllr Mrs Yeates gave a verbal report from the meeting. She also gave out pro forma forms with 2 possible road schemes for members to review, that were discussed at the meeting. Stakeholders were invited to suggest new priorities for consideration in the WSCC Strategic Transport Investment Programme. The Deputy Clerk will email the road schemes to WSCC when members have informed Mrs Yeates they are happy with her proposals.
RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 3rd July 2018.
ACTION Members to let Mrs Yeates know if they are happy with the proposals.
ACTION the Deputy Clerk to email the proforma form to WSCC.
- 18118 Financial Matters**
- a) **To approve the Income and Expenditure report for June 2018**
The May Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that the overall spend was running at roughly 28%, within Budget. Hall lettings are up, and the water bill will be reduced to £29 per month, due to the amount of credit the Parish Council has with the bill.
RESOLVED to approve the Income and Expenditure for June 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 that Arun Sounds are given a 50% reduction (£30) on the hire of the hall to donate to charity.**
RESOLVED to approve that Arun Sounds have a 50% reduction in the hall fees for their Charity Sale on 28th July.
ACTION the Deputy Clerk to inform hall users of the change.
- c) **To receive and, if agreed approve the recommendations by the F&GP Committee for the S137 and S142 grant awards.**
RESOLVED to approve the S137 and S142 grant awards recommended by the F&GP Committee.
- d) **To receive and, if agreed, approve the Investment Strategy recommended by the F&GP Committee.**
RESOLVED to approve the Investment Strategy recommended by the F&GP Committee
- e) **To receive and, if agreed approve the Clerk's HSBC proposal as recommended by the F&GP Committee to use this account for projects in line with our current Financial Regulations.**
RESOLVED to agree that the HSBC account is used for projects.
- 18119 Seafarers Flag Hoisting Ceremony**
Members discussed whether they wanted to participate in the Merchant Navy Day, Monday 3rd September by hoisting a Red Ensign. Members had previously been given the costs. Members agreed to take part and order an Ensign Flag at a cost of £33.50

RESOLVED to take part in the Merchant Navy Day on 3rd September and agree to the cost of a Red Ensign Flag at £33.50.

ACTION the Clerk to order a Red Ensign Flag.

18120 Tea & Coffee Club 17th July 2018

The Clerk asked for volunteers to help with the club. Cllrs Carey, Greenway, Lury and Woodall will be present to help.

18121 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 preparing the Handbook, dealing with bookings for the hall, Parish Festival roundups, Bersted in Bloom competition, preparing the Summer Playscheme Flyer and advertising, taking complaints from residents regarding the building work at Mulberry Fields development and networking with the Clerk's at BR Town Council.

d) Reports from outside bodies

ADALC – Cllr Mrs Yeates reported she had attended the recent meeting and that the turnout had been poor and fears that it would soon be disbanded.

e) Reports from external meetings attended at Arun DC

Arun Peer Review 7 June

Cllr Mrs Yeates gave an overview of the meeting to members.

Small Sites DPD meeting 15 June

Cllr Mrs Yeates gave an overview of the meeting to members.

18122 Handbook 2018

Members were given the new yearly handbook which contains information on Committees, Standing Orders, Financial Regulations, Policies, Terms of Reference for the Committees for approval. Cllr Knight thanked the Deputy Clerk for producing it.

RESOLVED to approve the Councillor Handbook 2018

18123 Correspondence

The Clerk reported that she had received the following correspondence:

- June fraud newsletter from Sussex Police and information on the Victim Support.
- BRTC Youth Provisions Update -Shelia Hodgson, requesting contributions from local Parish Councils.

18124 Urgent Matters

Cllr Knight informed members that Violet Close off Bucksham Avenue still has no road name and the problem is down to the developers not installing one yet.

There being no further business the Chairman closed the meeting at 20:08

SignedChairman

Date



LOTTERY FUNDED

WEST SUSSEX COUNTY COUNCILLOR REPORT FOR BERSTED PARISH COUNCIL MEETING 10 JULY 2018 - D. Edwards

Very little to report from the last WSCC meeting. I did manage to ask a question to the Leader of the Council regarding treatment for our Service Veterans suffering from Post Traumatic Stress Disorder. The Leader gave a considered, supportive and emotional response as someone who has a son currently serving. Indeed, the entire Council Chamber seemed very supportive of what I had to say, and I will continue to champion this cause to ensure that we as a Nation give the best support we can to assist those who need it to combat this terrible condition. Indeed there will a Motion proposed at the next WSCC meeting on the 20th July which I would have presented had I been here. I am on holiday from Tuesday 17th July until Tuesday 31st July.

Response to Questions from Bersted Parish Council Meeting

Q: Pot holes: Poor quality repairs are being done

A: Our contractor Balfour Beatty are instructed to undertake a permanent repair for every pothole they attend. This mechanism of repair can depend on a number of factors including available road space, weather and how urgent the repair is. All repairs include a warranty of a year, and failure before that point would result in us raising a defect against the contractor to undertake the repair again at no cost.

Q: Pot holes: A machine had been seen with the ability to fill po holes very quickly and efficiently. Will WSCC consider getting one?

A: The Cabinet Member can confirm that the new contract will include the use of jet patchers for reactive and small scale planned works.

Q: Who is monitoring the highways infrastructure around the Bersted area particularly as there are already too many cars for the roads to cope?

A: The County Council are a statutory consultee with regards to the impacts of a development on the highway network. We would consider and respond on matters relating to network capacity, car parking and highway safety. It should be noted however, that the District Council as Planning Authority can issue planning consent that goes against our recommendations. Any objections would need to be supported with evidence that the impact of the development would be severe in planning terms. The County Council may request that highway improvements be secured through planning in order to mitigate the impact of any development in the locality. There are numerous examples of this in the Bersted area, including the new Relief Road, cycling facility on Rowan Way and a new signalised crossing on the B2259 close to the new estate.

Q: Is there an update on the footbridge on the A27 at Stockbridge as this will affect residents of Bersted?

A: The A27 is managed by Highways England and the Cabinet Member suggests that the Parish Council make contact with them directly for the latest update. To the best of his knowledge the bridge is structurally sound although the movement would prevent people from using it safely and comfortably. Any solution is likely to take months to design, test and implement.

Q: Given that Bersted and the surrounding area will be getting significantly more housing, are there any plans to move the tip to a larger area?

A: We are reviewing the situation at Bognor Household Waste and Recycling Site and are considering options to relocate this site elsewhere. This project is in its infancy, but the Cabinet Member would be more than willing to provide updates as the project progresses.

Report by Cllr. Susan Bence

Date: 10th July 2018

Linden Homes – New Barn Lane Development

It was brought to my attention by Sue, Deputy Clerk a couple of weeks ago that residents in New Barn Lane were unhappy about the lack of management on the Mulberry Fields development site. I forwarded this complaint straight over to the officers in the planning department at ADC and have had a meeting with David Easton this morning for an update.

There are several conditions which were, part of the original planning permission granted that Linden Homes are currently not complying with, the planning officer is in regular contact with Linden Homes to get these conditions met as soon as practicable. Unfortunately, there are procedures which have to be followed before any action can be taken (evidence gathering for one) but I can assure you these matters are in hand. I have asked to be kept informed of the actions being taken and will let you know accordingly.

The Environmental Officers have already visited the site as there was a problem with the ditch becoming blocked with spoil. They have since visited the site to ensure the ditch has been unblocked and I am told they are now satisfied but have asked for a fence to be erected within 3m of the ditch to ensure this does not happen again and I will be checking to make sure this is enforced.

I have asked for the informal entrance to the eastern side of the site to be investigated as I believe this was not highlighted as an access/egress point on the Construction Management Plan and David Easton assured me that he would visit the site, hopefully this week to have a look.