

**MINUTES OF THE MONTHLY MEETING
OF BERSTED COUNCIL
HELD AT 19:00 ON TUESDAY 10 DECEMBER 2019
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs K. Greenway, R. Headland, P. Hastings, S. Hearn, J. Heaton, W. Kapp, B.D. Knight (Chairman), M. Lury, R. Outen, J.R.W. Spencer (Vice Chairman), D. Thompson, P. Woodall and G. Yeates.

In attendance: 1 members of the public.

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

19301 Apologies for Absence

Cllr Dear

D. Cllr K. Batley

19302 Declarations of Interests

None

19303 Public Session

None.

19304 Minutes of the Council of 12th November 2019

RESOLVED that the Minutes of the Council of 12th November 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

19305 Matters Arising from the Minutes

Minute 19260- Cllr Hastings asked if there was any further news on climate change discussions at Arun DC. Cllr Lury informed him Cllr Mrs Yeates would report on that later in the meeting.

19306 Reports from County & District Councillors

a) West Sussex County Council

C. Cllr D. Edwards did not attend.

C. Cllr F. Oppler did not attend.

b) Arun District Council

D. Cllr Batley had sent his apologies.

D. Cllr Mrs Yeates reported that a lot was going on at Arun DC. A design guide for all planning applications will be discussed at Planning Policy next week. Climate change policies will hopefully be declared at the January Full Council Meeting and if approved a Climate Change Manager will be appointed to oversee all aspects of the District Councils business. Public Space Protection Orders are also being looked at as the current one is not legal. It does not cover parishes but if it can be proved there is a hot spot in a parish, evidence should be forwarded to Arun DC. Advice on these orders and how they can be implemented in Bognor Regis and Littlehampton will be gained from the Police.

D. Cllr Lury reported the cabinet meeting looked at digital strategy and found that over 83% of 65 – 74 years of age used the internet. Arun are looking at how to get highspeed fibre broadband to everyone, which will help smaller businesses, business rate pooling with other Districts and Arun

Economic Development have found that not enough higher skilled jobs are being created in the District.

19307

Committee Reports

- a) **Bersted Show Committee Report of 19th November 2019.**
Cllr Hearn updated members. A copy of the report was circulated to members.
- b) **Community Resources Committee Report 19th November 2019.**
Cllr Lury gave a verbal report and thanked Cllr Hearn on the success of the Christmas Fayre. **RESOLVED** to adopt the minutes of the Community Resources Committee of 19th November 2019.
- c) **Finance & General Purposes Committee Report 26th November 2019.**
Cllr Heaton gave a verbal report. **RESOLVED** to adopt the Minutes of the Finance & General Purposes Committee of 26th November 2019
- d) **Planning, Amenities and Environment Committee 3rd December 2019**
Cllr Spencer gave a verbal report. **RESOLVED** to adopt the Minutes of the Planning, Amenities & Environment Committee of 3rd December 2019.

19308

Financial Matters

- a) **To approve the Income and Expenditure report for November 2019**
The November Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that casual hire of the hall was up and expenditure was where it should be. **RESOLVED** to approve the Income and Expenditure for November 2019. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.
- b) **To approve the spend for a feather flag and banner for future Councillor Stands (Approx. cost £220).** Members felt costs could be reduced if the base for a previous feather flag was used. **RESOLVED** to approve the spend in principle of £220 for a feather flag and banner for future Councillor Stands. Members to approve design and costs at the Community Resources Meeting on 21st January 2020.
- c) **To approve the spend for a smaller marquee for future Councillor Stands (cost of £52 for 2mx2m)**
RESOLVED to approve the spend in principle of £52 for a small marquee 2mx2m. Members to approve design and costs at the Community Resources Meeting on 21st January 2020.
- d) **To approve spend, within profit of the day of £475.80 for a 2-sided medium feather flag with base at £150 and grotto signage for future Fayres (costs to be confirmed for grotto).**
Members felt costs could be reduced if the base for a previous feather flag was used. **RESOLVED** to approve the spend in principle from the profit made on the Christmas Fayre for a feather flag and signage for Santa's grotto. Members to approve design and costs at the Community Resources Meeting on 21st January 2020.

19309

2020-2021 Budget & Precept

To consider and, if agreed, adopt the 2020-2021 Budget and Precept as proposed by the Finance and General Purposes Committee of 26th November 2019.

RESOLVED to approve 2020-2021 Budget and Precept request.

19310

Youth Representation – 39 Club

- a) **To consider and, if agreed approve a Councillor to represent Bersted Parish Council at the 39 Club.**
Members agreed and Cllr Outen was proposed as the Parish Council representative.

RESOLVED to approve Cllr Outen as the representative of Bersted Parish Council at The 39 Club.

- b) **To consider and, if agreed, approve Cllr Outen to promote Councils youth related events on his own Cllr social media, (with disclaimer).**

Members discussed this and the Deputy Clerk pointed out clauses from the Media and Communications Policy that any new initiatives for posting on Facebook/Twitter, that were not already in the public domain should go through the Clerk or nominated officer for posting or editing. The Deputy Clerk referred members to the fact that the Parish Council already had its own Facebook page and Councillors could forward to her articles for posting on Facebook that were Council related or of public interest. Cllr Outen withdrew his request.

RESOLVED – Cllr Outen withdrew his request.

- 19311 Wreath at Bognor Memorial Hospital.**
To consider and, if agreed, approve an annual laying of a wreath by the Parish Council on Armistice Day.

Members agreed to purchase a wreath to lay at Bognor Memorial Hospital on Armistice Day.

RESOLVED to purchase a wreath to lay at Bognor Memorial Hospital on Armistice Day.

- 19312 Code of Conduct Forms (2017)**

Members to complete the forms and return to the Deputy Clerk for forwarding to Arun DC.

- 19313 Health & Safety and Risk Management Review**

The Deputy Clerk and Cllr Thompson had met on 27th November and were looking at Risk Assessments for future events, equipment, PAT Testing and Electrics 5 yearly check.

- 19314 Council Meetings supporting paperwork.**

To consider and, if agreed, approve that less supporting paperwork is printed, instead to be viewed electronically in Sharepoint.

The Clerk explained that Agendas, Minutes and financial information would still be sent out to members in paper format, but large supporting documents would be uploaded to Sharepoint for viewing. If any member required it in paper format, they should make a request to the Clerk or Deputy Clerk. Members agreed with 2 abstentions.

RESOLVED to approve that large supporting paperwork is viewed through Sharepoint for meetings, but members could request that information in paper format.

- 19315 Emergency Resilience joint working with Felpham Parish Council.**

- a) **To consider and, if agreed, approve joint working with Felpham Parish Council.**

RESOLVED to agree to joint working with Felpham Parish Council.

- b) **Approve F&GPs recommendation of a £2,000 reserve.**

RESOLVED to approve the recommendation of £2,000 reserve for Emergency Resilience

- c) **Approve who will form the group to assist Felpham Parish Council.**

Cllrs Headland and Spencer volunteered.

RESOLVED that Cllrs Headland and Spencer will form a group to assist Felpham Parish Council.

- d) **Approve Cllrs Thompson and Spencer to create the Emergency Resilience plan document for Bersted.**

RESOLVED that Cllrs Thompson and Spencer will create the Emergency Resilience Plan for Bersted.

- e) **Emergency Resilience training here by the WSCC ‘What If’ team, Councillors need to attend both sessions: Part 1 at 7pm February 18th, Part 2 at 7pm February 25th.**

- 19316** **Reports**
- a) **Chairman**
Cllr Knight's report was circulated at the meeting and is appended to these minutes.
- b) **Clerk/RFO**
The Clerk/RFO presented her written report which is appended to these minutes.
- c) **Deputy Clerk/DPO**
The Deputy Clerk reported she had helped prepared for the Councillor Stand, Xmas Fayre, helped at the fayre, attended H&S Meeting, Social Media Meeting, Clerks Meeting and Tea & Coffee Club.
- d) **Social Media Report**
The Deputy Clerk had met with Cllrs Greenway, Outen and Spencer, discussions were held on how social media could be improved to ensure local people are informed on what their Parish Council is doing on their behalf and current events are promoted. With the help of the Councillors providing posts more connections are being made and reaching a wider audience.
- e) **Christmas Fayre Event**
Cllr Hearn reported the event had been very successful and he was pleased with the turn out of people. A profit of £475.80 had been made after expenses. He thanked councillors for supporting the event.
- f) **Councillor Stand report**
Cllr Greenway reported the response had been very positive. There were things they could learn for the next one such as, more advertising and not so many Councillors attending at one time.
- g) **Reports from outside bodies**
JWAAC Meeting
Cllr Knight had reported on the meeting earlier.
Business Forum
Cllrs Lury and Outen had attended a meeting at The Regis School with the Principal Mr Mike Garlick following a request from the Business Forum. Mr Garlick assured Cllrs Lury and Outen that students were not allowed out of the premises during school hours. Cllr Lury said it had been a positive meeting and Mr Garlick had given them a lot of his time. Mr Garlick is kindly giving up his time to attend the next Business Forum.
- 19317** **Youth Representatives (Cllrs Outen and Lury)**
To approve the request from The Regis School for two students from their Student Council to join the Community Resources Committee as representatives.
Cllrs Lury and Outen had learned, from their meeting at the school, that there was a Student Council and suggested that representatives from this Council be a part of Community Resources Committee to get input from young people. Cllr Lury suggested that, in the first instance, he and Cllr Outen visit the school and work with the Student Council and then invite 2 students to be a part of the Community Resources Committee. Members agreed.
RESOLVED that Cllrs Lury and Outen visit the school and work with the Student Council and then invite 2 students to be a part of the Community Resources Committee, whether in person or via a report.
- 19318** **Next Councillor Stand** (proposed before Electors' Meeting of 24th March 2020) to approve a or b.
a) approve to support a mid-week stand w/c 16th March.
b) approve to support a Saturday stand 14th March.
RESOLVED to support a midweek stand week commencing 14th and 16th March 2020, details to be agreed by Community Resources.
- 19319** **Electors' Meeting 2021**
To approve a change of date from 23rd March to 20th April.

Cllr Mrs Yeates pointed out the County Council elections would run in 2021, so the date might fall within the purdah period. Members agreed to re look at a date for the Electors' Meeting in 2021. **RESOLVED** to postpone a decision for further information on when the County Council Elections were being held.

19320 Correspondence the Clerk has received the following: -

- a) Sussex Police newsletters
- b) Confirmation from WSCC What If Team
- c) Confirmation from Arun DC PA to Chief Executive -to attend Clerks meeting 7th January 2-3pm.
- d) NALC newsletters

Reminders

Bersted Business Forum here 18th December 9.30am.

Office closed 24th December -1st January inclusive.

19321 Clerks time and Motion Study/Staff Training

Notice to Councillors that from 11th December -Clerks are only available by appointment, due to staff training and catch up on tasks. Clerks team day out 12th December.

19322 Urgent Matters

Cllr Knight brought to members attention the need to replace part of the perimeter fencing on Jubilee Field before the next financial year. The Clerk is sourcing quotes and will bring them to the Forward Plan meeting in January for consideration and approval.

There being no further business the Chairman closed the meeting at 21:10

SignedChairman Date