

**MINUTES OF THE MONTHLY MEETING
OF BERSTED PARISH COUNCIL
HELD AT 19:00 ON TUESDAY 13th FEBRUARY 2018
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs H. Carey, K. Greenway, J. Heaton, B. Knight (Chairman),
D. Lainchbury, M. Lury, T. Marshall, J.R.W. Spencer (Vice Chairman) and Mrs G.
Yeates.

In attendance: 0 member of the public.

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

D. Cllrs Mrs S. Bence and Mrs A. Rapnik

Kevin Smith – Bognor Post

17348 Apologies for Absence

Cllrs C. Barratt, C. Heaton and D. Meagher

D. Cllr Mrs J. Pendleton

C. Cllr D. Edwards

17349 Declarations of Interests

None

17350 Public Session

None

17351 Minutes of the Council of 9th January 2018

RESOLVED that the Minutes of the Council of 9th January 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

17352 Matters Arising from the Minutes

None

17353 Reports from County & District Councillors

a) West Sussex County Council

C. Cllr D. Edwards sent his apologies and a report, which is appended to these minutes.

C. Cllr F. Oppler did not attend.

b) Arun District Council

D. Cllr Mrs Pendleton sent her apologies

D. Cllr Mrs S Bence had previously sent a report, which is appended to these minutes and invited questions.

D. Cllr Mrs Rapnik had previously sent a report, which is appended to these minutes. Mrs Rapnik also reported that she was actively looking at getting a bus service back for Stroud



Green. She had spoken with Stagecoach and Nick Gibb MP and was in talks with Sammy Transport.

17354

Committee Reports

Community Resources Committee 16th January 2018.

Cllr Carey gave a verbal report from the meeting.

RESOLVED to adopt the Minutes of the Community Resources Committee of 16th January 2018.

Forward Plan Group, 18th January 2018

RESOLVED to adopt the report of the Forward Plan Group of 18th January 2018.

Personnel Committee, 18th January 2018

RESOLVED to adopt the report of the Personnel Committee of 18th January 2018.

F&GP Committee 23rd January 2018

Cllr Lainchbury gave a verbal report from the meeting.

RESOLVED to adopt the minutes of the F&GP Committee of 23rd January 2018.

Planning, Amenities and Environment Committee 6th February 2018

Cllr Mrs Yeates gave a verbal report from the meeting. Cllr Mrs Yeates will finalise the comments to be submitted by the Council and meet with the Clerk/Deputy Clerk next week.

RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 6th February 2018.

17355

Financial Matters

a) **To approve the Income and Expenditure Report for January 2018**

The January Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that there were no unusual variances and there is a slight underspend. **RESOLVED** to approve the Income and Expenditure for January 2018. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.

b) **To approve the third bonus for TP & TJ Reed of £268.67**

RESOLVED to approve the third bonus for TP & TJ Reed of £268.67.

c) **To approve the Forward Plan Groups recommendation to use Tim Large to redecorate the changing rooms at a cost of £1080 from next year's budget.**

RESOLVED to approve that Tim Large redecorates the changing rooms at a cost of £1080 from next year's budget.

ACTION the Clerk to arrange the work with Tim Large.

d) **To approve the Forward Plan Committee's recommendation for works to replace (£1,754) and extend the existing front parking bay (£2,232) at a total cost of £3,986 from next year's budget, using contractor AJS.**

RESOLVED to approve the replacement and extension of the front parking bays at a total cost of £3986 from next year's budget, using contractor AJS.

ACTION the Clerk to arrange the work with AJS.

e) **Completion of forms from Co-op Bank Review, all non-bank signatory Councillors to complete verification forms for the Clerk to return. The Clerk is not sending on this**



information yet until she receives clarification from the Co-op Bank that this information is mandatory.

17356

Silent Soldiers

- a) To consider and, if agreed, approve sponsorship at a cost of £250, for a silhouette to mark respect to those who fell in the first world war, sponsorship funds raised by The Royal British Legion go towards support and care for Veterans.
- b) Proposed location Chichester Rd/Central Avenue by Parish Notice Board at Bersted Shops.

Cllr Lury declared an interest as a member of the British Legion.

RESOLVED not to participate in sponsoring a Silent Soldier.

17357

Council Policies – Bereavement

To consider and, if agreed, approve the Personnel Sub Committee's recommendation to adopt the standard ACAS Bereavement Policy and update both Clerks contracts accordingly.

RESOLVED to adopt the ACAS Bereavement Policy for inclusion in the Clerks contracts.

ACTION the Clerk to update the contracts.

17358

Council Policies - Website

To consider and, if agreed approve the Community Resources Committee's recommendation of 16th January to adopt a policy for Cllrs to follow if requesting website additions.

RESOLVED to adopt the Website policy that incorporates GDPR Regulations.

17359

Council Policies – Complaints Procedure

To consider and, if agreed approve the revised Complaints Policy to comply with GDPR Regulations.

RESOLVED to approve the Complaints Policy to comply with GDPR Regulations.

17360

Council Policies – I.T. Security Policies

To consider and, if agreed, approve the Policies as below. Cllr Marshall informed members of the GDPR Regulations and why these policies are needed.

- a) Information Security Policy
- b) Information Security Incident Policy
- c) Computer & Telephone Policy
- d) Social Media & Electronic Policy
- e) Removable Media Policy

RESOLVED to approve the above policies a to e.

17361

Council Policies – General Data Protection Regulations (GDPR) – Requirements

Cllr Marshall informed members of the GDPR Regulations and why these policies are needed. To consider and, if agreed, approve;

- a) The Data Protection Officer (DPO) to be Cllr Marshall, supported by Cllr Greenway.

RESOLVED to approve that Cllr Marshall will be the DPO for Bersted and Cllr Greenway will be his support.

- b) Public Task Statement
- c) Information Privacy Statement
- d) Consent/Privacy Forms: Councillor, Employees/Job Application, Contact & Email, Hirers and NHP.
- e) Sharepoint for Councillors

RESOLVED to adopt the above policies b to e.

17362

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 that she was also helping with GDPR preparation and that hall bookings were up especially for the meeting room.

17363

Civic Calendar 2018-2019

To consider and, if agreed, approve the new meeting dates.

RESOLVED to approve the Civic Calendar for 2018-2019.

17364

Chairman's Reception 15th March 2018

Cllr Knight informed members that food had been ordered, but could Councillors let the Deputy Clerk know if they would be attending, so that he could have final numbers.

17365

Electors' Meeting 27th March 2018

Cllr Knight informed members that Sussex Police were giving a presentation on "Operation Signature" protecting vulnerable victims of fraud, followed by the usual reports from Committee Chairmen.

17366

Correspondence

- a) Letter received from MP Nick Gibb confirming that the Arun Transport Study deems it un-necessary to include a link road to the current relief road via Salt Box Field, instead other mitigation measures will be in place. Cllr Knight would like to respond to this letter.
- b) Newsletter from Sussex Police on latest Stalking Protection Orders.
- c) Notification from WSCC -proposed changes to streamline grant funding (Big Society Fund, Community Fund, Small Grants Fund) drop in sessions offered.
- d) Email from CPRE confirming meeting dates, next meeting Thursday 15/2 at 7pm at Arundel Football Club.

Correspondence received after agenda circulation:

- a) Invitation to all Parish & Town Councils from WSCC to join in their "Sussex Day" 16 June (see letter circulated) this will be discussed at the next Community Resources Meeting.

b) Invitation to all Parish & Town Councils from South East in Bloom, Seminar & Workshop will be hosted by Tilgate Park, Crawley on the 22nd March. Judges training day also to be held at Tilgate Park, on the 11th April. (see letter circulated) again this will be discussed at the next Community Resources Meeting.

c) Invitation from WSALC to participate in their Annual Spring Conference on Tuesday 6th March 2018, at the Hilton Avisford Park, Yapton Lane, Walberton.

d) SSALC – minutes from the meeting with Sussex Police on 17th November 2017

e) Development Control were meeting on 14th February to discuss Salt Box Field.

f) An email from the Ministry of Housing, Communities & Local Government that the appeal for planning permission on outline planning application, BE/77/16/OUT, for 50 houses at land off New Barn Lane had been granted. The Clerk informed members that Linden Homes were interested in developing this site along with their adjacent site for 90 homes, and they were meeting the Church Commissioners to discuss this.

17367 Urgent Matters

Cllr Lainchbury reminded members there was a Parish Festival Meeting on Tuesday 20th February at 7pm. All were invited.

There being no further business the Chairman closed the meeting at 20:35

SignedChairman Date