

**MINUTES OF THE MONTHLY MEETING  
OF BERSTED COUNCIL  
HELD AT 19:00 ON TUESDAY 11<sup>th</sup> SEPTEMBER 2018  
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

**Present:** Cllrs H. Carey, R. Dear, K. Greenway, Miss 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) and Mrs S. O'Connell (Deputy Clerk).

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

Kevin Smith – Bognor Post

**18181 Apologies for Absence**

Cllrs C. Barratt, P. Woodall, C. Heaton and J. Heaton,

C. Cllr F Oppler

D. Cllr Mrs Pendleton

**18182 Declarations of Interests**

None

**18183 Public Session**

None

**18184 Minutes of the Council of 14<sup>th</sup> August 2018**

**RESOLVED** that the Minutes of the Council of 14<sup>th</sup> August 2018, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**18185 Matters Arising from the Minutes**

None

**18186 Reports from County & District Councillors**

**a) West Sussex County Council**

C. Cllr. D. Edwards informed members that it had been a quiet month at County. He had attended a meeting regarding Children's Services which he found very informative.

C. Cllr. F Oppler sent his apologies, but had nothing to report.

**b) Arun District Council**

D. Cllr Mrs Rapnik did not attend.

D. Cllr Mrs Pendleton sent her apologies.

D. Cllr Mrs Bence informed members the District had also been quiet and had nothing to report.

**18187 Committee Reports**

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

Cllr Mrs Yeates asked if anyone had any questions regarding the meeting.

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

- 18188 Financial Matters**  
**To approve the Income and Expenditure report for August 2018**  
 The August Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that the overall spend was running at roughly 46%, within Budget. The spend this month had been on H & S with the repair to the roof in the gent's toilets and its re-decoration.  
**RESOLVED** to approve the Income and Expenditure for August 2018. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.
- 18189 To receive and, if agreed, approve the Forward Plan Committees recommendation to adopt the Emergency Procedure Plan created by the Clerk, as requested by Zurich Insurance.**  
**RESOLVED** to agree the Forward Plan Committees recommendation to adopt the Emergency Procedure Plan.
- 18160 Future aspirations to be included in the Parish Plan.**  
**To approve project suggestions: -**  
 1) New roof  
 2) Hall Extension  
 3) History of Bersted dedicated display  
 4) "Heart of Bersted" - Acquire land by Holy Cross Church for a community garden/space  
 Members discussed the above and agreed that the new roof was something that had now become a necessity. The Hall Extension could be looked at in more depth and that the "Heart of Bersted" could include a war memorial.  
 The Clerk explained that the Parish Plan was a working document and that it would be reviewed regularly, and other ideas could be brought forward.  
**RESOLVED** to approve in the Parish Plan a hall extension and the "Heart of Bersted" aspirations.
- 18161 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 informed members she had attended the Tea & Coffee Club on 28<sup>th</sup> August and the Clerks networking held in the hall on 4<sup>th</sup> September. GDPR work on paper files and files on the PC. She will be doing an online GDPR Foundation Course over the next few weeks. Liaising with the groundsman to ensure the field and changing rooms are fit for the new football season.
  - d) **Reports from outside bodies**  
**Friends of Bersted Brooks**

Cllr Miss Kapp reported she was impressed with the help the 2<sup>nd</sup> Bognor Scout Group were giving on the brooks.

**Hotham Park**

Cllr Lury reported he had attended the inauguration of a bench dedicated to the memory of Laurie Barnes at Hotham Park.

**18162 Correspondence**

The Clerk reported that she had received the following correspondence:

- a) The “Big Health and Care Conversation” to be held in Chichester on Tuesday 30<sup>th</sup> October 10-12 at the New Park Centre.
- b) Invite to attend the “Stay safe online” talk on September 20<sup>th</sup> at 9.30am at the Arun DC offices.
- c) Confirmation from Action in Rural Sussex (AIRS) a Community Land Trust (CLT) presentation will be held here for full Council and the public on October 16<sup>th</sup> at 7.00pm.
- d) Confirmation from Sylvia Endacott she will give a presentation here “Did you know?” (facts about Bersted) for the Electors’ Meeting on 26<sup>th</sup> March 2019 at 7.00pm.
- e) Emails from Sussex Police advising a campaign for support for Victims and their families and August Fraud newsletter.
- f) Confirmation from Co-op Bank that personal detail forms are required from all as a legal obligation under Article 6(1)(c) of 2016/679, Article 5 and Articles 15-22.
- g) Confirmation from SSALC, Bersted to hold the Clerks networking here once a month.
- h) Letter received from Wannops Solicitors informing us of Ken Poupart’s retirement.
- i) Thank you received from the 39 club for their grant.
- j) Thank you received from the Create for their agreed regular contribution towards supporting the Youth of Bersted.

**Correspondence received after the agenda went out**

- k) Thank you from the University of Chichester for the grant towards the Heritage Community Garden.
- l) Thank you from Sussex Snowdrop Trust for the Parish Festival donation received by them.

**18163 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.**

The clerk explained that the Pay Policy and Performance Management Scheme were being recommended. Members agreed to this. The second part of the Personnel Sub Committee Agenda needed further discussion by the Committee and will be brought back to next months Council Meeting

**RESOLVED** to approve the Pay Policy and Performance Management Plan.

**18164 Urgent Matters**

None

**There being no further business the Chairman closed the meeting at 19:33**

Signed .....Chairman

Date .....

