

**MINUTES OF THE MONTHLY MEETING
OF BERSTED PARISH COUNCIL
HELD AT 19:00 ON TUESDAY 14th NOVEMBER 2017
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

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

In attendance: 3 members of the public.

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

Kevin Smith – Bognor Post

C. Cllr F. Oppler

D. Cllrs Mrs S. Bence, Mrs J. Pendleton and Mrs A. Rapnik

Cllr Knight welcomed Kia Trainor from CPRE. Kia gave a talk to Councillors on the Local Plan hearings, as CPRE had attended most of them. CPRE would like the inspector to ask Arun to update their sustainability and habitat regulations as they feel they are based on old information.

CPRE have said that Arun can allocate land for strategic development but they have no control over what housing is built and if building stalls then the yearly housing targets are not met. Consideration needs to be on what type of housing is needed in the district not housing targets.

CPRE would very much like to work with the parishes and, communities need to support each other. There is a meeting on 27th November 6.30pm at Littlehampton Town Hall. Cllr Knight thanked Kia for coming.

The session ended at 19.12

17229 Apologies for Absence
Cllr C. Barratt

17230 Declarations of Interests
None

17231 Public Session
None

17232 Minutes of the Council of 10th October 2017
RESOLVED that the Minutes of the Council of 10th October 2017, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

17233 Matters Arising from the Minutes
None

17234 Reports from County & District Councillors**a) West Sussex County Council**

C. Cllr D. Edwards did not attend.

C. Cllr F. Oppler did not have much to report and asked if members had any questions.

Cllr Carey asked about public toilet closures. Cllr Oppler replied further discussions were being made about these.

b) Arun District Council

D. Cllr Mrs Rapnik informed members gave a brief report that she had been to a Housing and Customer Service committee meeting where Arun's services in housing were being looked at. A standards committee meeting where new code of conduct was passed along with a faster scheme for dealing with complaints.

D. Cllr Mrs Pendleton had several items to report, such as scheme of delegation changes, letter from ADC re going forward with parishes, SaltBox field road which is unlikely due to S106 money from the site being small, ADC looking at housing families in better properties not B&B's and toilet closures. Further info on toilet closures, Bognor sea front. The temporary toilets will be back in the summer season, as the planned new toilet block will not be ready.

D. Cllr Mrs Bence's report was circulated to members and she happy to answer any queries.

17235 Committee Reports**Planning, Amenities and Environment Committee 7th November 2017**

Cllr Mrs Yeates gave a verbal report from the meeting.

RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 7th November 2017.

17236 To receive and approve the Forward Plan Committee's recommendation, held on 19th October, for Cllrs Spencer and Marshall to be appointed as additional bank signatories. Members agreed.

RESOLVED to approve that Cllrs Spencer and Marshall become additional bank signatories.

17237 Financial Matters**a) To approve the Income and Expenditure Report for October 2017**

The October Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that there were no unusual variances.

RESOLVED to approve the Income and Expenditure for October 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 TP & TJ Reed of £268.67.

Members agreed.

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

17238 Chairman's Course Overview

Cllrs Spencer and Mrs G Yeates recently attended this course they gave some updates for consideration on best practice the Council may want to adopt.

ACTION the Clerk to confirm co-option procedures with SALC

17239 Parish Website update

a) Cllr Marshall gave members an update on the progress so far on the new website and members agreed the content. Cllr Knight thanked him for the work he had put in to help create the new site with e-mango. Members agreed the site should be made live by the beginning of December.

b) To agree that the Clerk, Deputy Clerk and Cllr Marshall can proceed with e-mango creating the website ready for Councils approval.

RESOLVED that the Clerk, Deputy Clerk and Cllr Marshall can proceed with e-mango creating the website ready for Councils approval.

17240 Council Policies – GDPR Regulations

a) To receive from Clerk an overview of the report from Process Matters on work required to bring Council in compliance with the new GDPR Regulations. The Clerk had previously circulated a copy of the report from Process Matters. The Clerk had reviewed this report and made some recommendations.

b) Council to nominate 1-2 Councillors to support the Clerk and Deputy Clerk with a review to bring the Council into compliance. Cllrs Greenway, Marshall and Ralph volunteered. The Clerk asked for Cllrs Marshall and Ralph to help initially, with Cllr Greenway as a reserve.

RESOLVED that Cllrs Marshall and Ralph will support the Clerk and Deputy Clerk with a review of the GDPR Regulations to bring Council into compliance

c) Council to approve costs for Clerk for a small amount of support from Process Matters if required. Members asked for a limit of £100.

RESOLVED to approve the costs up to £100 for support from Process Matters if required.

d) Council to approve training costs of £200, for joint training to be hosted by Aldwick PC for Councillors by Process Matters, date to be confirmed.

RESOLVED to approve the training cost of £200 for joint training for Councillors with Aldwick PC, to be hosted at their office, by Process Matters.

ACTION the Clerk will inform members of the date this training will take place.

17241 First Aid Training

To receive and, if agreed approve the training cost of £245, this includes manuals and certificates from APK. The Clerk informed members the training was taking place on Monday 20 November at 7pm. Members agreed.

RESOLVED to approve the cost of £245 for first aid training provided by APK for Councillors, staff and some hall users.

- 17242 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.
Deputy Clerk
The Deputy Clerk informed members she had been helping with the website, GDPR policies and gathering quotes for internal work at the hall.
 - c) **ADALC**
Cllrs Spencer and Mrs Yeates had attended the conference.
- 17243 Correspondence**
The Clerk circulated a list of correspondence which is appended to these minutes.
- 17244 Urgent Matters**
None

There being no further business the Chairman closed the meeting at 20:36

SignedChairman Date