

**MINUTES OF THE MONTHLY MEETING
OF BERSTED PARISH COUNCIL
HELD AT 19:00 ON TUESDAY 12th MARCH 2019
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs K. Greenway, S. Hearn, J. Heaton, Miss W. Kapp, B.D. Knight (Chairman), M.D. Lury, D. Meagher, J. Sorensen, J.R.W. Spencer (Vice Chairman) and Mrs G. Yeates.

In attendance: 0 members of the public.
Mrs S O'Connell (Deputy Clerk)
Kevin Smith Bognor Post

18404 Apologies for Absence
Mrs D Holcombe (Clerk)
Cllr P. Woodall
D. Cllrs Mrs S Bence and Mrs J Pendleton

18405 Declarations of Interests
None

18406 Public Session
None

18407 Minutes of the Council of 12th February 2019
RESOLVED that the Minutes of the Council of 12th February 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

18408 Matters Arising from the Minutes
None

18409 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 Mrs Bence could not attend but her report was circulated to members.
D. Cllr Mrs Pendleton could not attend and sent her apologies.
D. Cllr Mrs Rapnik did not attend.

18410 Committee Reports

- a) **Planning, Amenities and Environment Committee 5th March 2019**
Cllr Mrs Yeates gave a verbal report from the meeting.
Minute 18403 – Cllr Mrs Yeates informed members that Arun DC had acted quickly in getting Tree Preservation Orders (TPO) for some of the remaining trees.
RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 5th March 2019.



- 18411 Financial Matters**
- a) **To approve the Income and Expenditure report for February 2019**
The February Income and Expenditure Report was circulated at the meeting to all members. The Deputy Clerk explained that the overall spend was where it should be at this time of year.
RESOLVED to approve the Income and Expenditure for February 2019. 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 adoption of the benchmark NALC pay scales for 2019-20 which include an increase of just under 1%. Information had previously been circulated to members. Members agreed to approve the adoption of the NALC benchmark pay scales for 2019-2020.
RESOLVED to approve the adoption of the benchmark NALC pay scales for 2019-2020.
- 18412 Council Policies**
- a) **Representation on Outside Bodies**
To consider and adopt the latest NALC model policy for Representation on Outside Bodies.
Members agreed to adopt the policy for Representation on Outside Bodies.
RESOLVED to adopt the policy for Representation on Outside Bodies.
- b) **I.T Security Policy – Sharepoint**
To consider and, adopt the proposed I.T Security & Sharepoint policy.
Members agreed to adopt the I. T Security & Sharepoint policy.
RESOLVED to adopt the I. T Security & Sharepoint policy.
- 18413 Purdah and Election**
The Deputy Clerk explained to members purdah in the Arun district starts on 18th March until the election on 2nd May and the restrictions during this period. She also informed members that information regarding the elections can be found on Arun’s website.
- 18414 Reports**
- a) **Chairman**
Cllr Knights report was circulated at the meeting and is appended to these minutes.
Cllr Lury paid his respects to the late Ray Radmall for all the work he had done on behalf of Pagham Parish Council.
- b) **Clerk**
The Clerks report was presented to members and is appended to these minutes.
- c) **Deputy Clerk**
The Deputy Clerk reported she had attended the Tea & Coffee Club in February, attended two meetings with SSALC and Arun DC regarding elections and the March Clerks Networking. The planter for Stroud Green has been delivered and sited.
- 18415 The 39 Club Request**
To receive and approve the request from the 39 Club to use Council logo on their website and documents. Members agreed.
RESOLVED to approve the use of the Parish Council logo on their website & documents.

18416

Correspondence the Clerk has received the following: -

- a) Sussex police - vital role of PCSO's and Fraud notice.
- b) WSCC regarding re-schedule of Velo South to 2020.
- c) Email from District Councillor: Sue Bence confirming Linden Homes have met the conditions required by Arun DC regarding New Barn Lane Mulberry Homes site.
- d) Email from District Councillor: Jacky Pendleton clarifying the Rolls Royce SUDS provision is to the east of Lidsey Rife north of the A259 and so not within the HELAA site identified of 96 houses.
- e) County Councillor David Edwards – confirming parking issues at Newtown Avenue will be looked into.
- f) Email from Internal auditor – confirming an upgrade of Quickbooks for VAT purposes is required by October 19 monthly subscription £9 first 6 months and thereafter £18.
- g) Email from VAAC -confirming their assistance with funding applications is available to Council.
- h) Email from WSCC Pensions – confirming completion of annual return deadline is 30th April 19.
- i) Pagham PC –funeral of Ray Radmall to be held on 7th March 2019 at 10.45am at St Thomas Becket church in Pagham.
- j) Email from NHS/CCG regarding upcoming events. To be held in Worthing, Chichester and Midhurst.
- k) Email from WSCC PRoW team regarding planned works. Comments/requests to be received by 29th March.
- l) Email from WSCC Highways & Transport – confirming dates, times and locations for the A29 realignment “Have your say” consultation, response deadline is 26th April 19.
- m) Email from SSALC with Purdah and Election information (See Sharepoint).

Correspondence received after the agenda.

- n) Email from Jackie Follis at Arun DC clarifying nomination forms (email circulated to members)
- o) An email from Trevor Leggo (SSALC) asking if any parish or town councils were planning any events to mark 75th Anniversary of D Day (6th June) or 80th Anniversary of the start of WWII (3rd September). If so, and they wanted a uniformed military presence, please let him know as WSALC have a seat on the West Sussex Civilian and Military Partnership Board.
- p) An email from Kevin Owen at Arun DC with an update from the meeting held on 30th January regarding the preparation of the Non-Strategic Sites DPD. More work is needed on the sustainability appraisal, so this will be presented to the Planning Policy Sub-Committee meeting in June with a view to consultation on Regulations 18 (part 1) Issues and Options in July 2019.

18417

Urgent Matters

Cllr Mrs Yeates reminded members to look at the A29 re alignment consultation, which will be discussed at the April Planning Meeting.

Cllr Knight informed members of the death of Sylvia Olliver. Cllr Lury wished to note his thanks for the work she had done over the years representing Bersted at Arun DC.

There being no further business the Chairman closed the meeting at 19:20

Signed

Chairman

Date



LOTTERY FUNDED