

**MINUTES OF THE ANNUAL AND MONTHLY MEETING  
OF BERSTED COUNCIL  
HELD AT 19:00 ON TUESDAY 9<sup>th</sup> MAY 2017  
AT THE COMMUNITY CENTRE, CHALCRAFT LANE**

**Present:** Cllrs H. Carey, C. Heaton, Miss W. Kapp, B.D. Knight, D. Lainchbury, M.D. Lury, J.R.W. Spencer and Mrs G Yeates.

In attendance: 2 members of the public.

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

D. Cllr Mrs Rapnik arrived at 19.15 and left at 19.30.

Cllr Knight, the current Chairman, welcomed everyone to the meeting.

The election for Chairman then took place.

**17001 To Elect the Chairman of Council**

The clerk informed the meeting that she had received two nominations for Cllr Knight as Chairman. No other nominations were put forward.

Cllr Spencer seconded the nominations for Cllr Knight.

Cllr Knight was elected unopposed as the Chairman of the Council.

The Clerk duly announced that Cllr Knight was elected Chairman.

**RESOLVED** that Cllr Knight was duly elected Chairman of Bersted Parish Council.

Cllr Knight thanked members for selecting him.

**17002 Declaration of Acceptance of Office**

Cllr Knight signed the Acceptance of Office Declaration.

**17003 To Elect a Vice Chairman of Council**

The clerk informed the meeting that she had received two nominations for Cllr Spencer as Vice Chairman. No other nominations were put forward.

Cllr Carey seconded the nominations for Cllr Spencer.

Cllr Spencer was elected unopposed as Vice Chairman of the Council.

The Chairman duly announced that Cllr Spencer was elected Vice Chairman.

**RESOLVED** that Cllr Spencer was duly elected Vice Chairman of Bersted Parish Council.

**17004 Declaration of Acceptance of Office**

Cllr Spencer signed the Acceptance of Office Declaration.

**17005 Apologies for Absence**

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

D. Cllrs Mrs S Bence and Mrs J Pendleton

**17006 Declarations of Interests**

None



- 17011 Public Session**  
None
- 17012 Minutes of the Council of 11<sup>th</sup> April 2017**  
**RESOLVED** that the Minutes of the Council of 11<sup>th</sup> April 2017, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 17013 Matters Arising from the Minutes**  
Minute 16424c – Cllr Lury remarked that the Hi Viz Jackets were very good.
- 17014 Financial Matters relating to 2016-2017**
- a) **To note the Internal Auditor’s report on the 2016-17 Accounts**  
The Clerk had previously circulated R.S. Hall’s report where she expressed assurance of the financial systems operating at the Council in respect to the 2016-17 Accounts.
  - b) **To approve the Annual Governance Statement**  
The clerk had previously circulated the Annual Governance Statement to members and explained that members must understand that the Governance Statement is the internal and external mechanisms that are required to ensure the Accounts are transparent and a true record of all the transactions in 2016-17. The clerk advised members that after scrutinising it, if members agreed with all the statements, then it could be approved.  
**RESOLVED** to approve the Annual Governance Statement.  
The Chairman signed and dated the Annual Governance Statement.
  - c) **To consider the 2016-2017 Accounting Statements**  
The clerk had previously circulated the Accounting Statement to members and members were asked if they had any questions relating to the accounts.  
There were none
  - d) **To approve the Accounting Statements**  
**RESOLVED** to approve the Accounting Standards.
  - e) **Declaration of Acceptance of the 2016-2017 Accounts**  
The Chairman signed and dated the 2016-2017 Annual Return.
- 17015 Financial Matters relating to 2017-2018**
- a) **To approve the Income and Expenditure report for April 2017**  
The April Income and Expenditure Report was circulated at the meeting to all members. The clerk explained that the overall spend was running at roughly 6%, although this did not account for salaries as the invoice had not yet been received. The first tranche of the precept had been received.  
**RESOLVED** to approve the Income and Expenditure for April 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 recommendations of the F&GP Committee to increase/decrease cost centres within the 2017-2018 budget.**  
The Clerk and Cllr Lainchbury explained the reasons for the changes and confirmed that it would not change the total of the 2017 -2018 budget.  
**RESOLVED** to approve the recommendations of the F&GP Committee to increase or decrease some of the cost centres in the 2017 -2018 budget.

**17016 Reports from County & District Councillors****a) West Sussex County Council**

C. Cllr F Oppler did not attend.  
C. Cllr D Edwards did not attend.

**b) Arun District Council**

D. Cllr Mrs Bence was unable to attend

D. Cllr Mrs Pendleton was unable to attend

D. Cllr Mrs Rapnik informed members it was very quiet at district apart from work with the Local Plan. Councillors have been told they must vote for the changes to the Local Plan so that it will be passed by the examiner. But she is not happy with what is happening locally.

Michael Warden informed members that CPRE are taking issue with the lack of publicity from Arun with regards to the Local Plan consultation.

Cllr Knight thanked D. Cllr Mrs Rapnik for her work as the outgoing County Councillor representing Bersted.

**17017 Committee Reports****a) Finance & General Purposes Committee 25th April 2017**

Cllr Lainchbury gave a verbal report from the meeting.

**RESOLVED** to adopt the Minutes of the Finance & General Purposes Committee of the 25th April 2017.

**b) Planning, Amenities and Environment Committee 2nd May 2017**

Cllr Mrs Yeates gave a verbal report from the meeting and informed members she would be doing a summary of points to consider for a response to the Local Plan for people to follow for the public meeting on 12 May and drop in session on 13 May.

The Assistant Clerk asked members to consider Planning Application BE/52/17/HH – 16 *Hawkes Place, Bersted. Garage extension to form granny flat.*

**RESOLVED** – to make the following comment – No Objection

**RESOLVED** to adopt the Minutes of the Planning, Amenities & Environment Committee of 2<sup>nd</sup> May 2017.

**17018 Reports****a) Chairman**

Cllr Knights report was circulated at the meeting and is appended to these minutes.  
Cllr Lury thanked Cllr Lainchbury for his work over the last year as Vice Chairman.

**b) Clerk**

The Clerk presented her written report which is appended to these minutes.

**c) Assistant Clerk**

The Assistant Clerk reported that she had completed her CiLCA and was awaiting the results.

**d) Reports from outside bodies**

None

