

**MINUTES OF THE MONTHLY MEETING  
OF BERSTED PARISH COUNCIL  
HELD AT 19:00 ON TUESDAY 9<sup>th</sup> JANUARY 2018  
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

**Present:** Cllrs C. Barratt, H. Carey, K. Greenway, C. Heaton, J. Heaton, D. Lainchbury, T. Marshall, D. Meagher, P. Ralph, 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)

C.Cllr D. Edwards

D.Cllr Mrs J. Pendleton

Kevin Smith – Bognor Post

**17305 Apologies for Absence**

Cllrs B. Knight and M. Lury

D. Cllrs Mrs Bence and Mrs Rapnik

C. Cllr F. Oppler

**17306 Declarations of Interests**

None

**17307 Public Session**

None

**17308 Minutes of the Council of 12<sup>th</sup> December 2017**

**RESOLVED** that the Minutes of the Council of 12<sup>th</sup> December 2017, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**17309 Matters Arising from the Minutes**

Minute 17288 – Cllr Lainchbury asked if there had been any feedback regarding future liaison meetings with Arun DC. The clerk informed nothing had been received yet from Arun DC.

**17310 Reports from County & District Councillors**

**a) West Sussex County Council**

C. Cllr D. Edwards informed members that he had attended the Development Control meeting where Salt Box Field (BE/102/17/OUT) had been approved and the Shripney Cottage (BE/63/17/OUT) development for 20 dwellings was deferred, due to Highways being unavailable at a site visit. This will now take place on 11<sup>th</sup> January. He is also involved with parking issues at the doctor's surgery in Durlston Drive, although not classed as a safety issue by Highways there will be little done. Members addressed him with questions regarding highway matters.

C. Cllr F. Oppler sent his apologies

**b) Arun District Council**

D. Cllr Mrs Pendleton reiterated C. Cllr Edwards comments on highways and informed members that Arun DC can deal with enforcement issues regarding parking if they are deemed to be obstructive or illegal. She also informed members that Arun DC had summoned PCC Katy Bourne to a meeting at the Civic Offices on 23 January, to address concerns the District Council has over the new policing arrangements.

D. Cllr Mrs S Bence sent her apologies.

D. Cllr Mrs Rapnik sent her apologies.

**17311**

**Committee Reports**

**Planning, Amenities and Environment Committee 2<sup>nd</sup> January 2018**

Cllr Mrs Yeates gave a verbal report from the meeting.

**RESOLVED** to adopt the Minutes of the Planning, Amenities & Environment Committee of 2<sup>nd</sup> January 2018.

**17312**

**Financial Matters**

**a) To approve the Income and Expenditure Report for December 2017**

The December 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 December 2017. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.

**b) To receive the Balance Sheet up to 31<sup>st</sup> December 2017.**

**RESOLVED** to approve the Balance Sheet up to 31<sup>st</sup> December 2017.

**c) To approve the annual membership fee to ADALC at a cost of £15.**

Members agreed, with one no vote, to pay the annual fee of £15 for membership to ADALC.

**RESOLVED** to approve the annual membership fee of £15 to ADALC.

**17313**

**Co-Option Policy**

Members had previously received copies of the Co-option Policy for consideration.

The Deputy Clerk explained the reason for members to adopt this policy. Members agreed with two amendments to sections 3 and 6. Members also asked that the person specification should be included on the website for general information purposes only for any potential candidates.

**RESOLVED** to adopt the co-option policy for Bersted PC with the agreed amendments at sections 3 and 6.

**ACTION** the Deputy Clerk to make the agreed amendments at sections 3 and 6 of the policy.

**17314**

**Health & Wellbeing Opportunity from SSALC**

Request from SSALC for Parish Councils to take part in next years proposed Wellbeing Programme, Council are required to indicate their agreement. Members looked at the

proposed items for Council involvement and agreed that it should be looked at more thoroughly at Community Resources and to consider if it had any financial implications or obligations to the Council and report back to Full Council. Members asked the Clerk to reply to SSALC that they needed more time before making a decision.

**RESOLVED** that the Community Resources Committee would look at this in more depth and report back to Council.

**ACTION** the Clerk to reply to SSALC that members required more time before making a decision.

17315

**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**

Informed members it had been quiet in December and that she was receiving training on Parish Online mapping system on Monday 15<sup>th</sup> January and members were welcome to attend.

17316

**Correspondence**

The following has been received by the Clerk: -

Email from Arun DC regarding their disappointment that Bersted have not adopted their Code of Conduct.

Email from Process Matters, GDPR training for all Councillors is to be held at Aldwick PC on Wednesday 24/1 at 7pm.

**Correspondence received after agenda circulation:**

Email from Arun DC, Community Safety Officer inviting all parishes to record any drug litter info for them to target.

Email from SSALC – Council tax referendums confirmed have not been extended to Parish Councils for 18/19.

Email from Arun DC, confirming a 6-week consultation on main modifications to the Local Plan 2011-31 to take place between Friday 12/1 to Friday 23/2 5pm. (**comments** must be in by 5pm 23/2)

**Drop in sessions** have also been arranged for Tuesdays 1pm on the 16/1, 30/1 and 13/2 - slots must be booked in advance.

Email from D. Cllr Mrs Bence regarding the Flint Wall in North Bersted Street and the reply from the Senior Planning Officer set out below: -

“Following your enquiry below, I can inform you that my investigation confirmed a breach of planning control had indeed taken place at 119 North Bersted Street.

It is noted that the property sits within the North Bersted Conservation Area. The property and wall in question are neither Listed or Locally Listed.



A site visit revealed that a section of walling comprising a mix of stone and brick had been demolished in the process of laying a block paving driveway. The walling was intended to remain, however became unsteady and therefore unsafe. A decision was then taken to demolish the wall. Investigation determined that demolition of the wall was compliant with The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), Schedule 2 Permitted development rights, Part 11 Heritage and demolition, Class C - demolition of gates, fences, walls etc.

Despite demolition of the wall being classed as permitted development, the driveway itself was found to be a technical breach of planning control. This is due to paving forward of the wall (part demolished, part remaining) being located outside the curtilage of the above property (this often differs from land ownership).

The power for a local planning authority to take enforcement action is discretionary, and such action should only be taken where it is clear that significant harm is likely to result. Although a technical breach of planning control under the above Act has occurred, it is not considered to be of sufficient significance in this case to justify formal enforcement action. Following full investigation, I can advise you that it has been decided that no further action will be taken in this instance, and the Enforcement Case is now closed”

17317

**Urgent Matters**

Cllr Lainchbury reminded members the Parish Festival was taking place on Sunday 15<sup>th</sup> July. He also reported that after two years of reporting the street lights on Willows Edge were now working.

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

Signed .....Chairman                      Date .....