

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

Present: Cllrs P. Hastings, S. Hearn, J. Heaton, Miss W. Kapp,
B.D. Knight (Chairman), M.D. Lury, J.R.W. Spencer (Vice Chairman),
P. Woodall and Mrs G Yeates.

In attendance: 0 members of the public.
Mrs D. Holcombe (Clerk/RFO) and Mrs S. O'Connell (Deputy Clerk).
Kevin Smith – Bognor Post

19075 Apologies for Absence

Cllr Dear
D. Cllr Batley

19076 Declarations of Interests

None

19077 Councillor Co-Option Policy

The revised Councillor Co-Option Policy had previously been circulated to members. Members agreed to adopt the revised Councillor Co-Option Policy.
RESOLVED to adopt the revised Councillor Co-Option Policy.

19078 Councillor Co -option

Cllr Knight welcomed the 4 candidates and went on to explain the co-option process. All candidates were invited to talk, about why they wanted to be a Bersted Parish Councillor, which was followed by questions from the Chairman and other Councillors. The Council then voted. Members agreed to Co-opt: -
Mr Greenway, Mr Headland, Mr Outen and Mr Thompson
The newly Co-opted members signed their declaration of acceptance to office and took their seats at the meeting.

19079 Public Session

None

19080 Minutes of the Council of 14th May 2019

RESOLVED that the Minutes of the Council of 14th May 2019, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

19081 Matters Arising from the Minutes

None

19082 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 Batley sent his apologies.

D. Cllr Lury reported he had attended a development control meeting at Arun DC, where Salt Box Field was deferred for more information on flooding. He had also been busy attending a lot of training at Arun DC as a new District Councillor.

D. Cllr Mrs Yeates reported she had also been at the development control meeting but was not allowed to be in the room while Salt Box Field was discussed, due to her role as Planning Chairman for Bersted PC before the May elections. She had also attended a lot of training sessions at Arun DC.

19083 Committee Reports

a) Community Resources Committee 21st May 2019

Cllr Lury gave a verbal report from the meeting.

RESOLVED to adopt the Minutes of the Community Resources Committee of the 21st May 2019.

b) Finance & General Purposes Committee 28th May 2019.

Cllr Heaton gave a brief verbal report from the meeting.

RESOLVED to adopt the Minutes of the Finance & General Purposes Committee of 28th May 2019.

c) Planning, Amenities and Environment Committee 21st May and 4th June 2019

Cllr Woodall gave a verbal report from the meetings.

RESOLVED to adopt the Minutes of the Planning, Amenities & Environment Committee of 21st May and 4th June 2019.

19084 General Power of Competence

The Clerk informed members that as there are 10 elected members and a qualified Clerk the Council is eligible to fulfil the criteria for the General Power of Competence.

(Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

RESOLVED to adopt the General Power of Competence for Bersted Parish Council.

19085 Financial Matters

a) To approve the Income and Expenditure report for May 2019

The May Income and Expenditure Report was circulated at the meeting to all members. The Clerk explained that the overall spend was where it should be at this time of year and income was up.

RESOLVED to approve the Income and Expenditure for May 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 request of a reduction cost of hall charges for Arun A Cappella fund-raising event on 13th July for Bognor Food Bank.

The Finance Committee had recommended that they have the hall for no charge. Members agreed.

RESOLVED to approve the recommendation of the Finance Committee that Arun A Cappella would not be charged for their charity event on 13th July.

ACTION the Deputy Clerk to inform Arun A Cappella of the Councils decision.

- 19086 “Do you know Bersted” Public Session on 16th July**
The Clerk asked Councillors to support this event that will be split between the Tea & Coffee Club (2 – 4pm) and the evening from 7pm. Sylvia Endacott will attend both sessions. Members of the public will be invited to come along and bring their memories of Bersted so that the Parish Council can build an historical picture of Bersted through the ages. This can then be displayed in the hall as permanent record.
- 19087 Proposal of a time limit on Agenda Items from Cllr Heaton – (Standing Order 1t of Rules of Debate at Meetings)**
Members considered the proposal for a time limit of 15 minutes maximum per item without the consent of the Chairman, to be inline with the principle applied to the public session. Members debated the proposal and agreed that they did not want to change standing order 1t.
RESOLVED to agree that the standing order 1t remains unchanged.
- 19088 Annual Review of Dog Bins in the Parish**
Members discussed the issue and the costs involved (£296.55 to install a bin and £290.22 for the annual charge from Arun DC to empty a bin). Members acknowledge more bins are required in places, but the costs are too high. Members asked that the District Councillors raise the issue of supplying dog bins at Arun DC.
- 19089 Councillor Details**
Members to confirm their addresses for the Handbook that will be circulated at the July Council Meeting.
- 19090 Councillors Sharepoint**
The Clerk asked if any members needed training for using sharepoint and to let her know.
- 19091 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.
Cllr Outen asked if members had thought about having Councillor Surgeries to encourage the electors to find out what the Parish does. Cllr Knight informed him that this had been done before at other venues in the past. Members asked for this to be put as an item at the next Community Resources Meeting in July.
ACTION the Clerk to add as an item to the July Community Resources Meeting.
 - Deputy Clerk**
The Deputy Clerk informed members that she had attended the RAFA celebrations on 18 May at Jubilee Field, the May Tea & Coffee Club, the Clerks Networking, Data Protection training session on 4th June and had her appraisal.
 - d) **Reports from outside bodies**
None

19092 Correspondence the Clerk has received the following: -

- a) Email -police newsletters:
- b) Email – CPRE, AGM 5th July at Arlington, BN26 6SH.
- c) Thank you letter from Barton’s School for their grant.
- d) Apology letter from Bersted Post office and donation to the T&C Club.
- e) 10 x Emails -acceptance from various Parish Councils to join us here for planning presentation on 8th August at 7pm.

Reminder:

To all new Councillors to attend the Chichester Park Hotel on Tuesday 18th June at 9.15am for their induction training.

19093 Urgent Matters

None

There being no further business the Chairman closed the meeting at 20:58

SignedChairman Date

Subject to Ratification