

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 19:00 ON TUESDAY 12 DECEMBER 2023.**

**1 minute silence held for Jim Heaton, former Councillor.**

**Present:** Cllrs B. Bellhouse, K. Greenway, W. Kapp, M. Lury, P. Ralph, A. Smith, J. Spencer (Chair), P. Wells, and G. Yeates (Vice Chair).

Mrs D. Holcombe (Clerk/RFO), Mrs S. O'Connell (Deputy Clerk) and Ms J. Milson (Community Clerk)

In attendance: 0 members of the public.

**Notice to all in attendance, this meeting is recorded for the Clerks use only, for the purpose of accuracy of minutes, once minutes are ratified the recording will be deleted.**

**23312 Apologies for Absence**

Cllr Van Koolbergen.

**23313 Declarations of Interests**

Cllr Lury declared an interest as a member of Arun DC Planning Committee.

**23314 Councillor Co Option**

No applications received.

**23315 Public Session**

None.

**23316 Minutes of the Council Meeting 14 November 2023**

**RESOLVED** that the Minutes of the Council Meeting 14 November 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**23317 Matters Arising from the Minutes**

**Cllr Lury left the meeting and returned after this topic.**

**Minute 23269 Aldingbourne Rife Motion** – Cllr Greenway enquired if a response had been received from the Environment Agency (EA) and requested a copy of the letter to be circulated to Councillors. Clerk/RFO confirmed a letter was sent immediately after the Council Meeting on 14<sup>th</sup> November. No response had been received to date. Clerk agreed to chase for a response and circulate the letter sent to EA to members.

**ACTION** Clerk to chase EA for a response and circulate a copy of the letter sent to EA to members.

**23318 Reports from County & District Councillors**

C.Cllr Greenways report was given verbally.

Meeting with MP Nick Gibb to discuss issues of flooding in Shripney and Addison Way.

Attended WSCC Planning Meeting where the Eldridge Application has sadly been approved. He was disappointed at the lack of members of public present. He urged BPC to be proactive in ensuring enforcements take place.

Emergency repair works were reported to WSCC Highways for Rowan Way and carried out. Cllr Greenway thanked Cllr Wells for assisting in this matter.

Cllr Yeates enquired if there was any update on A29 – Cllr Greenway advised he had nothing he was able to report other than to confirm the Cabinet Member was very interested in the issues and concerns raised. Members suggested a letter was sent to Cabinet Member Joy Dennis advising strong support from Bersted PC, Cllr Greenway agreed with the suggestion. Cllr Wells enquired when meetings are arranged with agencies such as MPs, Southern Water etc could other Cllrs be advised of these meetings giving them the opportunity to attend also.

**ACTION** Clerk/RFO to arrange a letter to be sent to Cabinet Member Cllr Joy Dennis.

No report or apologies were received from C. Cllr Oppler.

### **District Councillors**

Cllr Greenways report was given verbally.

ADC Environment Meeting in November. Discussion was held about Regis Centre and Brewers Fayre. Bersted Park was removed from the agenda by the chairperson, Cllr Greenway did not know why this was the case. Parking charges have increased by 10% across Bognor Regis Town.

D.Cllr Lury's report was circulated to Members.

Cllr Wells commented about the Constitutional Working Party. He advised that this was difficult for the public to attend and put questions to Full Council. A discussion was held around this.

D.Cllr Yeates report was circulated to Members.

### **Written reports received are appended to these minutes.**

**23319**

#### **Financial Matters**

To approve the Income and Expenditure Report for November 2023.

The November Income and Expenditure Report had previously been circulated to all Members. Clerk/RFO advised Members that this was updated regularly, and she currently has no concerns. Income is doing well. Health and Safety (H&S) remedial work is required at the Spinney. Quotes have been received for tree works to be carried out for £800. This cannot take place until January as a winch is required in this instance. Clerk/RFO visited the site and reports it does require work. Despite this it is still very much used by locals. Attention was drawn to Members that these works will incur a cost to the budget now and going forward to maintain H&S.

Cllr Wells enquired if any money had been put aside. Clerk/RFO advised that some had which was allocated to Cost Centre (CC) 44 which will be used, however long-term planning would be required.

**RESOLVED** to approve the Income and Expenditure for November 2023.

**23320**

#### **Committee Minutes**

To note the Minutes of the following Meetings.

- a) Community Action Committee 21 November.
- b) Finance Committee 27 November-
- c) Planning Committee 5 December. -

Cllr Lury Left the meeting at 19.45 regarding his declaration of interest and returned at 19.50.

23321

**Planning Committee Emergency Resilience Plan**

Members are requested to read through the plan and feedback any comments. Clerk/RFO enquired if Members would like to be listed on the Plan. Cllr Greenway advised he was happy with this. Cllr Wells suggested that perhaps residents may like to be involved. The Plan will be reviewed at January Planning Committee. Cllr Wells will assist Deputy Clerk in preparing this plan and will join the Planning Committee but will unfortunately have to come off the Finance Committee to do so.

**ACTION – Clerk/RFO to remove Cllr Wells from the Finance Committee and add him to Planning Committee. Plan to be reviewed at Planning Committee in January 2024.**

23322

**Finance Committee Recommendations**

a) Approve the changes to the 23/24 Reserves Tractor Fund (Finance Item 6, proposed amendment 1). Proposed by Cllr Greenway and Seconded by Cllr Lury

**RESOLVED to APPROVE** changes to the 23/24 Reserve.

b) Approve the spend of up to 4k from CC43/23/24 Reserves for a purchase of a mobile Speed Indicator Device (S.I.D) and extra's required (Finance Item 7). Proposed Cllr Spencer, Seconded Cllr Greenway.

**RESOLVED to APPROVE** Spend of 4k from CC43/23/24 Reserves.

c) Approve a new website provider from CC19 23/24 budget (Finance Item 9). Proposed Cllr Greenway, Seconded Cllr Lury.

**RESOLVED to APPROVE** New website provider Aubergine from CC19 23/24 budget.

d) Approve the increases proposed to the 24/25 Hall Hire charges, with effect 01/04/25 (Finance Item 10). Proposed Cllr Greenway, Seconded Cllr Wells.

**RESOLVED to APPROVE** Hall Hire increases.

23323

**Budget 24/25**

Members noted the budget for 2024/2025 which will be confirmed at the January Council Meeting. Chairman advised Members this was to be noted only and not for discussion.

Members noted the Budget 24/25. Clerk/RFO requested Members to ensure they review the budget in detail if they have not already done so and advise her if they wish to have any further discussions with her and she will diary accordingly before 16<sup>th</sup> January 2024.

23324

**Reserves 23/24 - Operation Watershed**

Approve a change to the 23/24 Reserves Operation Watershed (Finance Item 6, proposed amendment 2). A minimum of 10k is required to pay for a FRAP Permit and carry out survey works. Discussions were held around this and the responsibility of landowners. Clerk/RFO asked Members to note this decision does have a future Budget/Precept implication. It was agreed for now 3k would be added to the 24/25 Budget Reserves of 2k making a total of 5k. A request would be made to ADC to contribute 5k and landowners would be contacted. Deputy Clerk confirmed that letters granting consent have been received by landowners. Cllr Greenway suggested a letter from Bersted PC be composed to him and he will take this forward to WSCC. Proposed Cllr Yeates, Seconded Cllr Greenway

**RESOLVED TO APPROVE** additional 3k to be added to budget/reserves.

**ACTION** Deputy Clerk to contact ADC to confirm their contribution and then contact landowners.

**23325 Reserves 4-year Plan**

Approve a 4-year plan to increase the Reserves as requested by the External Auditors (Finance Item 6, proposed amendment 3 and Council Memo). A discussion was held around this to increase to 10k per year and Members agreed this was necessary. Proposed by Cllr Greenway, Seconded by Cllr Lury.

**RESOLVED to APPROVE** 10k each year for 4 years to form part of the budget/precept request.

**ACTION** Clerk/RFO.

**23326 Bersted Litter Pick Schedule for 2024**

Cllr Greenway advised this would commence in March 2024. Invites will be sent.

**23327 Parish Reports****a) Chair**

Cllr Spencer's report was circulated.

**b) Vice Chair** Cllr Yeates' report was circulated.**c) Clerk/RFO**

The Clerk/RFO's report was circulated.

**d) Deputy Clerk,** The Deputy Clerk's report was circulated.**e) Community Clerk,** The Community Clerk's report was circulated.**f) Councillor Reports,** Cllrs Smith, and Van Koolbergen's reports were circulated.

**Written reports received are appended to these minutes.**

**23328**

**Meetings & Reminders** -Chairman asked Members to note all meetings were 1 week later for the month of January.

- a) Tea & Coffee Club 2pm, 18.12.23.
- b) Planning Committee 7pm, 09.01.24.
- c) Tea & Coffee Club 2pm, 15.01.24.
- d) Council 7pm, 16.01.24.
- e) Meet the builder (BDW) 4-7pm, 18.01.24.
- f) Community Action 7pm, 23.01.24.
- g) Finance Committee 7pm, 30.01.24.
- h) Planning Committee 7pm, 06.02.24.
- i) Infrastructure Committee 11am, 15.02.24.
- j) Personnel Committee 7pm, 20.02.24.

**23329 Correspondence**

Clerk/RFO confirmed she has just received notification that the application she sent in has been approved to go instore. Clerk/RFO has notified Schools and other local supporters to encourage everyone to put in the Tesco blue tokens for Bersted PC Mid-January to end of March. Any grant received will go towards the Playscheme 2024 which is provided by Council as free entry to local families.

**23330 Urgent Matters**

None.

**There being no further business the Chairman closed the meeting at 20:52**

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

DRAFT