

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 19:00 ON TUESDAY 13 JUNE 2023.**

**Present:** Cllrs K. Greenway, D. Lainchbury (Vice Chair), M. Lury, P. Ralph, J. Spencer (Chair), Van Koolbergen, P. Wells and G. Yeates, Mrs S O'Connell (Deputy Clerk) and Ms J. Milson (Trainee Clerk)  
In attendance: 8 members of the public (including Co-option candidate).

- 23063            Apologies for Absence**  
Mrs D Holcombe (Clerk/RFO)  
Cllr W. Kapp
- 23064            Declarations of Interests** None.
- 23065            Councillor Co-option**  
Cllr Spencer welcomed the applicant, Rebecca Bellhouse. The applicant was invited to say why they wanted to become a Bersted Parish Councillor and took questions from Members. Members then voted and agreed to co-opt Rebecca Bellhouse. Rebecca Bellhouse signed the declaration of acceptance of office and joined the meeting.
- 23066            Public Session at 19.17**  
Residents from Babsham Lane, Bersted attended to bring to the Council's attention the issues they are experiencing with the Southern Recycling Centre at Elbridge and their relodged application WSCC/021/23. Dust is a huge issue impacting on the quality of life for the residents and mentioned possible health issues in some cases. Concerns were also raised about the skip storage site they have at Babsham Lane, constant use of generators and grinders and trading is continuous from 8am-5.30pm. Council members advised of the Planning Meeting taking place here on 4<sup>th</sup> July 2023 and invited residents to attend, when the committee will consider the application. Advice was also given to submit letters of their concerns and photographic evidence of the issues of dust and other concerns to WSCC along with information about health issues. A recommendation was also made to contact the Health and Safety Executive.  
Public session closed at 19:43
- 23067            Minutes of the Council of 16<sup>th</sup> May 2023**  
**RESOLVED** that the Minutes of the Council of 16<sup>th</sup> May 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 23068            Matters Arising from the Minutes**  
None.
- 23069            Reports from County & District Councillors**  
C. Cllr Greenways report was circulated to Members.  
  
C. Cllr Oppler – did not attend.

**District Councillors**

D. Cllr Greenways report was circulated to Members.

D. Cllr Lury had sent in a report which was circulated to Members.

D. Cllr Yeates had sent a report which was circulated to Members.

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

23070

**Recording of Public Meetings Policy**

Members were asked to consider an additional point for the Clerks to make audio recordings of meetings for the purpose of accuracy of writing up minutes. They will not be available to the public and will be disposed of once minutes have been ratified.

Members voted and agreed with a change of one word from will to may.

**RESOLVED** to approve the additional clause in the Recording of Public Meetings Policy.

23071

**Financial Matters**a) **To approve the Income and Expenditure Report for May 2023.**

The May Income and Expenditure Report had previously been circulated to all members. Deputy Clerk advised members that the cost Street Lighting had increased this year by £300 which will take us over Budget allocated for cost centre 23 Maintenance Contracts. Cllr Greenway advised he was aware of a project WSCC were encouraging all lighting bulbs were being changed to LED, he wondered how this was prioritised with PFI lighting.

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

**ACTION** – Deputy Clerk to make enquiries with WSCC.

b) **To receive and, if agreed, approve the design and proposal to purchase Dog Bin stickers.**

Cllr Greenway informed members he had requested a quote for the Dog Bin stickers, but this hasn't been received to date. A request to defer this to the next Council Meeting in July.

**RESOLVED** to defer this item to the next Council Meeting in July.

23072

**Finance Committee Recommendations**a) **To approve the purchase of an interior sign from GP Products at the cost of £475.**

Cllr Lainchbury informed members that this sign would be situated in the foyer of the hall, to replace the old. Cllr Greenway abstained from voting as he felt there was nothing wrong with the original signage, and this was an unnecessary cost to Bersted PC. Members voted and approved.

**RESOLVED** to approve the purchase of a sign for the interior of the hall at a cost of £475.

b) **To approve the purchase of 2 replacement outside wall mounted notice boards which will blue framed to match our new BPC signage at the entrance to the hall at a cost of £1661.67 from Greenbarnes Ltd. Cllr Greenway enquired if we were going to keep the original ones to perhaps reuse elsewhere in the future, this was agreed. Members voted and approved.**

**RESOLVED** to approve the purchase of new wall mounted boards and retain original boards for future use.

c) **To approve the installation of a litter bin in Chalcraft Lane using Community Infrastructure Levy (CIL) money. Deputy Clerk advised we have £487 remaining in CIL monies. With the purchase of this bin we will still have £197 remaining to be spent by 2026. Members voted and agreed.**

- RESOLVED** to approve the purchase of a litter bin for Chalcraft Lane using CIL money.
- d) To approve an addition to the Terms of Reference of the Finance Committee to include the Standing Orders are reviewed by this Committee. Cllr Ralph enquired if the Finance Committee would still be referring decisions back to Full Council Meetings. This was confirmed. Members voted and approved.

**RESOLVED** to approve the Standing Orders are reviewed by the Finance Committee and referred to Full Council for final approval.

### 23073 Letter of Support for Holy Cross Church Access Project

Members were asked to agree to send a letter of support for the Churches plans to improve access as this would help towards the Church applying for funding to complete the work. Cllr Bellhouse advised Changing Places could possibly support this application along with Independent Trust Funds. Cllr Greenway enquired if Bersted PC would consider a grant for Holy Cross Church.

Members agreed to write a letter of support.

**RESOLVED** to agree to write a letter of support for Holy Cross Church Access Project.

**ACTION** – Deputy Clerk to bring to Reverend Kings attention to Changing Places, Independent Trust Funds and suggest Holy Cross Church apply to Bersted PC for a grant.

### 23074 2023 Summer Playscheme

The Trainee Clerk gave members an update on the arrangements and asked for volunteers to assist with the Play Scheme. Cllr Greenway advised he would like us to re-consider holding the Playscheme next year at Bersted Green. He acknowledged this was not well attended last year and wondered if this might have been to lack of advertising. Cllr Lainchbury suggested a schedule/chart be prepared and put up in the office with the names of Cllrs volunteering.

**RESOLVED** - the following councillors advised of their availability.

Cllrs Van Koolbergen agreed to assist 28<sup>th</sup> July and 25<sup>th</sup> August.

Cllrs Bellhouse, Yeates, Greenway, Wells and Ralph to confirm dates they are available.

**ACTION** – **Councillors** to confirm to the Trainee Clerk by email their availability.

**Trainee Clerk** to prepare schedule/chart for the office.

### 23075 Committee Minutes

To note the Minutes of the following Meetings.

- a) Community Action held on 25 May 2023

Cllr Lury advised members that a Tombola Stall was being held at the Craft Fayre at Jubilee Hall to boost the funds for Community Action.

- b) Finance & General Purposes Committee held on 23 May 2023

- c) Forward Plan Committee held on 30 May 2023

Cllr Wells advised he was aware of comments about allotment availability. Had BPC enquired from Arun if there was any available land. Cllr Greenway enquired of the members if this should go as an agenda item at the July Planning Meeting in July.

**ACTION** the Deputy Clerk to place Allotments as an agenda item for the July Planning Meeting.

- d) Planning Committee held on 6 June 2023

Cllr Lury declared an interest as a member of ADC Planning Committee and left the meeting at 20:20



Members noted the above minutes.  
Cllr Lury returned to the meeting at 20:23

### 23076 **Proposal from Cllr Greenway**

A proposal had been received from Cllr Greenway, seconded by Cllr Lainchbury to abolish the Forward Plan Committee, and move business to the Finance Committee.

Cllr Greenway outlined his views for the above proposal stating that many agenda topics could and are picked up by Finance Committee and by abolishing this committee would make better use of councillor and staff time. Cllr Yeates advised she would like to see projects forwarded to relevant committees and not just to Finance Committee. Members agreed.

**RESOLVED** to abolish Forward Plan Committee and forward agenda topics to relevant committees to address.

### 23077 **Parish Reports**

#### (a) **Chair**

Cllr Spencer's report was circulated and are appended to these minutes.

Cllr Greenway advised that he has great difficulty in communicating with the Local Police as they do not respond to emails. Cllr Spencer advised he did bring this up at the recent Police Meeting

#### (b) **Vice Chair**

Cllr Lainchbury's report was circulated and are appended to these minutes.

Discussion held around the Bersted Brooks/Park proposal. Cllr Greenway stated clearly that he does not know what the detailed plans are for this proposal. Cllr Wells advised that due to Arun DC not communicating with the public this has caused speculation.

#### (c) **Clerk/RFO**

The Clerk's report was circulated and are appended to these minutes.

#### (d) **Deputy Clerk**

The Deputy Clerk's report was circulated and are appended to these minutes.

#### (e) **Trainee Clerk**

The Trainee Clerk's report was circulated and are appended to these minutes.

#### (f) **Councillor Reports**

Cllrs Greenway and Van Koolbergen were circulated and are appended to these minutes.

### 23078 **Reminders**

a) Saturday, 11am-Litter Pick, Shripney, 17.06.23.

b) Tea & Coffee Club, Monday, 19.06.23, at 2pm.

c) Operation Watershed working group, Monday, 19.06.23, at 1.30pm.

d) **Climate Change working group, 19.06.23, at 5.30pm.**

**NOW – rescheduled to 25<sup>th</sup> July at 5.30pm**

e) GDPR trainee for all, Thursday, 22.06.23, at 7pm.

f) Finance Committee, 27.06.23, at 7pm.

g) Planning Committee, 04.07.23, at 7pm.

h) Council, 11.07.23, at 7pm.

i) Infrastructure Committee, 13.07.23, 11am.



j) Community Action Committee, 18.07.23, 7pm.

k) Personnel Committee, 25.07.23, at 7pm.

**23079 Correspondence**

The Deputy Clerk informed members she had received a call from Elivia Homes regarding their application for 44 homes at Shripney. They have re lodged their application and are happy to attend the Planning Meeting on 4 July, when their application will be considered by the Planning Committee.

**23080 Exempt Matters-Personnel Committee**

**A resolution may be made to exclude the public and press. Standing Order: 1c. Staffing Matters. Approve the recommendations of the Personnel Committee held on the 30th of May 2023.**

Cllr Lainchbury informed members that the Personnel Committee were recommending members approve the spine point increases for the Clerk/RFO and Deputy Clerk and their requests for flexible working. Members agreed.

- a) Approve a 1 Spt increase for Deputy Clerk & Clerk/RFO following their successful appraisals held on 23.05.23 with effect 01.04.23. Cllr Greenway enquired how many more increases were available until the limit is reached. Deputy Clerk advised there is one more year before the limit is reached.

**RESOLVED** to approve a 1 spine point increase for the Clerk/RFO and Deputy Clerk with effect from 1.4.23.

- b) Approve flexible working requests from Deputy Clerk & Clerk/RFO.

**RESOLVED** to approve the Deputy Clerk and Clerk/RFO flexible working requests.

**23081 Urgent Matters**

Chair advised that it had come to his attention that some notice boards were not being kept updated in a timely manner. He reminded members it was a legal requirement to display agendas at least 3 days before the meeting takes place.

**RESOLVED** - Members to collect Agendas from the office to place in the notice boards they are responsible for.

**There being no further business the Chairman closed the meeting at 21.02.**

Signed .....Chairman

Date .....