

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 16 JANUARY 2024.**

Present: Cllrs K. Greenway, W. Kapp, P. Ralph, A. Smith, J. Spencer (Chair), P. Wells, P. Woodall and A. Van Koolbergen
Mrs D. Holcombe (Clerk/RFO), Mrs S. O'Connell (Deputy Clerk) and Ms J. Milson (Community Clerk)
C. Cllr F. Oppler

In attendance: 0 members of the public.

23341 Apologies for Absence

Cllr Bellhouse, D. Cllrs Lury & Yeates, Arun DC training course.

23342 Declarations of Interests

C. Cllr Greenway declared a personal interest in Minute 23351 and 23352 as County Councillor for Bersted.

23343 Councillor Co Option

No applications received.

23344 Public Session

None.

23345 Minutes of the Council Meeting 12 December 2023

RESOLVED that the Minutes of the Council Meeting 12 December 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

23346 Matters Arising from the Minutes

None.

23347 Reports from County & District Councillors

C. Cllr Greenways report was circulated to Members. Cllr Wells advised, he felt the whole issue of flooding around A29 and Shripney area needs to be reviewed again by WSCC. KG agreed with this comment.

C. Cllr Oppler gave his report verbally and advised he attended a meeting at WSCC in December to discuss the closure of Durban House because of flooding. He confirmed that no resilience plan is in place for this situation. It is not expected to reopen for another 18-24 months.

Arun D C Full Council Meeting budget processes are underway, and a strategy was adopted. Officers have identified 2.5million in savings, but various committees will be looking at the budget in more detail. He reported that Arun DC are not filling vacant posts. It had come to his attention that the Christmas Lighting Display at Hotham Park finished early in December and felt this was an expensive project which monies could be better spent in the local town centre. The Ice Rink was a success, and this is run by a local family. However, he felt putting the venue in the coach park this year took away the initial idea of bringing more footfall into Bognor Town shops for the Christmas season.

District Councillors

D. Cllr Greenways report was circulated to Members.

D. Cllr Lury had sent his apologies, but his report was circulated to Members.
 D. Cllr Yeates had sent her apologies, but her report was circulated to Members.
Written reports received are appended to these minutes.

23348

Financial Matters

- a) To approve the Income and Expenditure Report for December 2023.
 The December 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. With reference to CC43 Cllr Greenway enquired if members could be emailed to be informed if any maintenance works were going to be carried out so they were informed should residents make enquiries. Deputy Clerk pointed out that this was put into the minutes of the December Council Meeting. Cllr Wells also enquired if the funds were going to be replaced. Clerk advised that a new budget for Health & Safety has been agreed for the new Financial Year.
RESOLVED to approve the Income and Expenditure for December 2023.
- b) To approve a request from My Sisters House -DART service for a reduced rate on hall hire. Members held a discussion and agreed to a 25% reduction in hall hire fees for the first booked 9 weeks to be reviewed again after this time frame.
RESOLVED to approve 25% deduction in hall hire fees for 9 weeks to be reviewed after this time.

23349

Final Budget/Precept request for 2024-2025

To approve the final budget/precept request for 2024-2025 as recommended by the Finance Committee on 28 November 2023. Clerk advised that further to minute 23323 no correspondence had been received from Councillors. Cllr Greenway advised this had been a much better process and had given all Councillors an opportunity to comment. Members agreed to approve the Budget/Precept request for 2024-2025.
RESOLVED to approve the Budget/Precept request for 2024-2025.
ACTION the Clerk to inform Arun DC of the Budget/Precept request of Bersted Parish Council for 2024-2025.

23350

Committee Minutes

To note the Minutes of the following Meetings.
 Planning Committee 9 January 2024.
 Members agreed to note the Minutes of the Planning Committee.

23351

Letter to the Environment Agency

Cllr Wells has been involved with residents in connection with flooding and the Rife. Contact has been made with other parishes to try and gain a better understanding. To better understand the letter lays out the concerns and invites the Environment Agency (EA) to discuss a way forward and present this to all parishes. A discussion was held around this. Cllr Greenway suggested we refer to a previous letter we have sent to EA. Cllr Ralph asked Bersted PC to ensure that a qualified, experienced person will attend a meeting. The Deputy Clerk had produced a draft letter for Members to consider.
RESOLVED to make the following alterations to the letter. Reference will be made to a previous letter from Bersted PC to EA. Confirmation will be made to the addressee.
ACTION – Deputy Clerk to make amendments and circulate to members for their approval prior to sending.

23352

Letter to Nick Gibb MP.

The Deputy Clerk had produced a letter for Members to consider.

Cllr Wells was involved with residents over flooding in Shripney and Bersted and advised residents and Parish need answers.

Cllr Van Koolbergen referred to paragraph 2 and suggested we are more specific about the use of wording 'situation'.

RESOLVED to approve with amendment.

ACTION Deputy Clerk to make amendments and circulate to members for their approval prior to sending.

23353

Request from a Resident

The Deputy Clerk informed members a request had been made from the owner/occupier for written consent to move lamp post 14, outside 81 North Bersted Street to allow greater access in and out of the driveway. This post is part of the 21 lamp posts in Parish the Parish Council pays WSCC to maintain. The electricity company had informed the resident that written consent from the Parish Council was needed, as they could not move the lamp post without it.

Members reviewed the request which asked for the lamp post to be moved 5-6 metres and a discussion was held around this request. Members agreed to written consent to move the lamp post 2-3 metres only and make clear at no cost to Bersted PC.

RESOLVED to approve written consent to 2 metres only at no cost to Bersted PC.

ACTION Deputy Clerk to prepare written consent letter.

23354

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. Cllr Greenway enquired about if we have First Aiders and Fire Wardens. Deputy Clerk advised we have all had First Aid Training and Our Groundsman is the Fire Warden.
- e) **Community Clerk** - The Community Clerk's report given verbally. Dealing with Hall Hire email enquiries, sending relevant paperwork. Showing prospective hirers around the hall facilities. T&C. Meetings with Clerk around Community Action. Preparing agenda for CA.
- f) **Councillor Reports** - Cllrs Smith, and Van Koolbergen's reports were circulated.
Written reports received are appended to these minutes.

23355

Meetings & Reminders

- a) Meet the builders (BDW) 4pm, 18.01.24.
- b) Community Action 7pm, 23.01.24.
- c) NPPF Training at Angmering 7pm, 24.01.24.
- d) Finance Committee 7pm, 30.01.24.
- e) Planning Committee 7pm, 06.02.24.
- f) Council 7pm, 13.02.24.
- g) Tea & Coffee Club 2pm, 19.02.24.
- h) Personnel, 7pm, 20.02.24.
- i) Infrastructure 11am, 22.02.24.
- j) Finance Committee 7pm, 27.02.24.
- k) Planning Committee 7pm, 05.03.24.

- l) Council 7pm, 12.03.24.
- m) Tea & Coffee Club 2pm, 18.03.24.
- n) Community Action 7pm, 19.03.24.
- o) Finance Committee 7pm, 26.03.24.

23356 Correspondence

Thank you letter from Brian Knight MBE for the use of our Hall for Bognor & Bersted United Charties.

23357 Urgent Matters

None.

There being no further business the Chairman closed the meeting at 20:25

Signed Chairman Date