

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 8 AUGUST 2023.**

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

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

In attendance: 11 members of the public.

Before the meeting began Sean Harvey and Christine Holyoake, Arun West Community Wardens, gave members an overview of what they do. Sean has worked in Local Government and with a Parish Council for many years and Christine is a retired Police Sgt with 20 years of experience. They cover 12 Parishes from Pagham to Slindon. They are out and about in the parishes and are reactive to any calls regarding anti-social behaviour, graffiti tagging etc. They recently helped identify a youth graffitiing around the Bognor area, with the help of local schools. They are hoping to go into more primary schools to speak to children about graffiti and anti-social behaviour. They have recently given talks on fraud awareness to community groups and are happy to attend a Tea & Coffee Club and speak to residents.

They asked that members report any incidents in the Parish through the Parish office so that the office contacts them directly.

Members thanked them for the work they do.

The Chairman opened the Meeting at 19:19

The Chairman asked that items 4 and 14 were brought forward. Proposed, seconded, and agreed.

23146 Apologies for Absence
None

23147 Declarations of Interests
Cllr Lury declared an interest as a member of Arun DC Planning Committee.
Cllrs Greenway, Kapp and Spencer declared a personal interest in item 14 as members of Friends of Bersted Brooks.
Cllr Lainchbury declared a personal interest in item 14 as a resident of Bersted Park.
Cllr Wells declared a personal interest in item 14 as a resident of Willows Edge.
Cllrs Greenway and Yeates declared an interest as members of Arun DC.

23148 Public Session opened at 19:20
Joanne Hains was the spokesperson for residents attending the meeting and is a part of Bersted Park Steering Group. She brought to the attention of members three land contracts between Berkeley Homes and Arun District Council and covenants in them that protect the open spaces on Bersted Park and the right of owners and occupiers of Bersted Park to say if additions will cause a nuisance or annoyance to their enjoyment of the said open spaces. Many residents of Bersted Park feel that the proposals covered in the Bersted Brooks Park Masterplan will do this.

She also mentioned the 2 sustainable drainage systems at Bersted Park, that are the responsibility of Arun DC and partly fall in the Masterplan and challenged the costs to Arun DC to maintain them as the Parks Dept at Arun DC say lack of funds prevents some works being done. Residents believe the Masterplan will not improve the situation. Residents asked the Parish Council to reject the proposals for the Bersted Brooks Park Masterplan.

Cllr Lainchbury read out his personal perspective of the Bersted Brooks Park Masterplan, a copy of his statement is appended to these minutes.

The Public session closed at 19:40

23149 **Bersted Brooks Park Masterplan**

Members gave their views on the consultation as follows.

Improvements to Bersted Brooks Nature Reserve would be welcome and should have money spent on it. The Reserve is well used and stands on its own. Fields 1 and 2 should be accessible to all and field one developed for carparking and play facilities. The proposed boardwalk in field 2 should be diverted as it spans an area recently planted. The proposed carpark at Shripney Lane needs to be located elsewhere.

Bersted Brooks status as a Nature Reserve should remain.

Joining the sites across the relief road does not seem viable unless improvements such as a bridge are made.

Lack of consultation with residents has been badly managed by Arun DC. The proposals are an incursion into Bersted Park and are unwelcome. Calling the proposals, a Country Park has not helped.

Members had been made aware of Restrictive Covenants in land contracts between Berkeley Homes and Arun DC affecting Bersted Park. They will bring this to the attention of Arun DC with regards their proposals.

ACTION The Deputy Clerk will consolidate the views given by Members at the meeting and circulate them to Members before responding to the Arun DC Consultation. The views will be sent in time for Arun DC Environment Committee to consider regarding the consultation for Bersted Brooks Park. The comments given to Arun DC will be available to view on the Parish website with the minutes.

23150 **Councillor Co-option**

Cllr Spencer welcomed the applicants. The applicants were 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 Alan Smith and Sophie White.

Alan Smith and Sophie White signed their declarations of acceptance of office and joined the meeting.

23152 **Minutes of the Council Meeting 11 July 2023**

RESOLVED that the Minutes of the Council Meeting 11 July 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

23153 Matters Arising from the Minutes

Minute 23119 – Cllr Greenway asked if the co-option advert had been accepted. The Deputy Clerk informed him it had been agreed with some changes, but a further change was needed before it could be used.

23154 Reports from County & District Councillors

C. Cllr Greenway's report was circulated to Members. He added that he had been contacted by residents about the 700-bus service being inconsistent and had contacted stagecoach to find out why. He was also still involved with issues at Babsham Business Centre and asked the Deputy Clerk to contact enforcement at Arun for an update.

C. Cllr Oppler – did not attend or send a report.

District Councillors

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

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

D. Cllr Yeates' report was circulated to Members.

Written reports received are appended to these minutes.

23155 Committee Minutes

To note the Minutes of the following Meetings.

a) Community Action Committee held on 18 July 2023.

Cllr Lury gave a brief overview. Members agreed with Cllr Bellhouse that the playscheme should have a designated first aider and a lost children's area.

b) Planning Committee held on 1 August 2023.

Cllr Spencer asked if members had any questions. Cllr Wells commented on the West Bersted site with regards to proposed traffic calming measures by the developers and a proposed highway scheme C. Cllr Greenway was involved with, had asked if a consultation been done. C. Cllr Greenway informed him that Bognor Town Council and Aldwick PC along with Bersted PC had been consulted on the highway scheme for West Meads Drive and Chalcraft Lane and were in agreement for speed cushions. The proposals are now with WSCC, and a public consultation will happen if WSCC take this forward. Cllr Yeates asked that fencing was included in comments at minute 23141e).

Cllr Lury declared an interest as a member of ADC Planning Committee and left the meeting at 20:40. Cllr Lury returned to the meeting at 20:47

Members noted the above minutes.

23156 Financial Matters

a) To approve the Income and Expenditure Report for July 2023.

The July Income and Expenditure Report had previously been circulated to all members. The Clerk/RFO informed members there were some costs, to be included for the playscheme and Health & Safety tree work at Jubilee Field and ROSPA report for the play equipment.

RESOLVED to approve the Income and Expenditure for July 2023.



- b) To approve the purchase via JNR Computers of a laptop each for the Clerks to enable home working/online meetings at a cost of £609 each from I.T. reserves, they will remain the property of Bersted Parish Council. Members asked that the laptops should be signed in and out, that an identifying mark is added to show it belongs to Bersted PC and that the Clerks take out insurance to cover the use at home and travelling in their cars to and from work.
RESOLVED to approve the purchase of 3 laptops at £609 each.
- c) To approve the policy and recommendations required for the Parish CCTV.
The Deputy Clerk explained that when the GDPR training course had taken place she became aware that the Parish Council did not have a CCTV Policy as required by the ICO. Processmatters were asked to review and provide a CCTV policy. Cllr Lainchbury asked what the cost was, the Deputy Clerk informed him £550. Members agreed to approve the Policy.
RESOLVED to approve the CCTV Policy.
- d) To approve the purchase of signage for the CCTV at a cost of £66 from Scanstation to comply with regulations. Members agreed.
RESOLVED to approve the purchase of CCTV signage at a cost of £66 from Scanstation.
- e) To approve emergency first aid training cost of £250 (valid for 3 years) for all Councillors and Clerks. Members agreed.
RESOLVED to approve the cost of emergency first aid training at a cost of £250.

23157 Annual Handbook

The Deputy Clerk informed members it had now been updated and could be found in Teams.

23158 Bersted Litter Pick

Cllr Greenway informed members the next litter pick was 19th August 11am at Bersted Green and would like support.

23159 Parish Reports

- a) **Chair**
Cllr Spencer's report was circulated.
- b) **Vice Chair**
Cllr Lainchbury's report on Bersted Brooks Park was read out and is appended to these Minutes.
- c) **Clerk/RFO**
The Clerk's report was circulated.
- d) **Deputy Clerk**
The Deputy Clerk's report was circulated.
- e) **Trainee Clerk**
The Trainee Clerk's report was circulated.
- f) **Councillor Reports**
Cllrs Greenway's and Van Koolbergen's reports were circulated.
Written reports received are appended to these minutes.

23160 Correspondence

Thankyou letters received for grant awards:

- a) 4Sight



