

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 13 FEBRUARY 2024.**

Present: Cllrs K. Greenway, W. Kapp, M. Lury, P. Ralph, A. Smith, J. Spencer (Chair), P. Wells, P. Woodall, A. Van Koolbergen and Yeates (Vice Chair).
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.

23394 Apologies for Absence
Cllr Bellhouse.

23395 Declarations of Interests
Cllr Wells personal interest in Minute 23377 Finance and General-Purpose Committee (F&GPC) Bognor Pier Trust.

23396 Councillor Co Option
No applications received.

23397 Public Session
None.

23398 Minutes of the Council Meeting 16 January 2024
RESOLVED that the Minutes of the Council Meeting 16 January 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

23399 Matters Arising from the Minutes
None.

23400 Reports from County & District Councillors
C. Cllr Greenways’ report was circulated to Members. Cllr Wells enquired about the new role within the County Council as Advisor to the Cabinet Member for Environment and Climate Change for Flood Risk Management and how this might assist Bersted Parish Council (BPC). Cllr Greenway advised he will circulate the job role to members and confirmed this does join up with Arun and the role will work well together. He will keep BPC updated.

C. Cllr Oppler’s report was circulated to Members.
Cllr Woodhall enquired if Arun had responded about the lights at Hotham Park with reference to Minute 23347. Cllr Oppler advised that no response had been received to date and he will chase for a response for the next Council Meeting in March. Cllr Wells advised that he had noted fly-tipping appears to be on the increase and had he heard of any reports. Cllr Oppler advised he had not received any reports. Cllr Wells also advised he had heard of delays in the new system of booking slots at the Recycling Facility at Westhampnett. Cllr Oppler confirmed this was the case and was concerned this would cause more fly tipping.

District Councillors

D. Cllr Greenways' report was circulated to Members.

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

Cllr Wells passed on how grateful the Bersted Park Residents are to Cllr Lury and Yeates for everything they have done.

D. Cllr Yeates report was circulated to Members.

With reference to the Carbon Literacy training (6th February) Cllr Yeates advised she now needs to bring the information to members and put things into action. Cllr Lury commented on the Local Plan briefing on the Direction of Travel Document (12th February) Public Transport is a huge issue locally and needs to be looked at if we are to meet the targets required.

Written reports received are appended to these minutes.**23401****Financial Matters**

- a) To approve the Income and Expenditure Report for February 2024. The February 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.
RESOLVED to approve the Income and Expenditure for February 2024.
- b) To note that the quarterly check of the Parish Council accounts as required by Financial Regulation 2.2 took place on 16 January and all was found to have been satisfactory. This was noted by Members.

23402**Finance Committee Recommendations**

- a) To approve the proposed 2024 Football/Field hire charges. As proposed at Finance & General Purpose Committee minute number 23376. Football at Jubilee Fields is to raise from £50 to £55 for Adults teams and £30 to £35 for Juniors (U17). Field hire for other uses to rise from £50 to £55 for half a day.
RESOLVED to approve increase in charges for Football at Jubilee Fields from £50 to £55 for Adults teams and £30 to £35 for Juniors (U17). Field hire for other uses to rise from £50 to £55 for half a day.
- b) To approve the 2024 precept statement. Discussion was held around the wording of the changes to the 24/25 Precept increase which will be advertised. Clerk/RFO will amend and circulate to members for their approval prior to F&GPC and then return to Council.
RESOLVED to amend the wording for circulation to Members for their approval.
ACTION Clerk/RFO to make necessary amendments and circulate to members prior to F&GPC meeting in March.

23403**Committee Minutes**

To note the Minutes of the following Meetings.

Community Resources Committee 23 January 2024- Cllr Kapp advised she would like to hold a Tombola at the April Craft Fayre. Cllr Wells enquired about correspondence re Poppies on Lamposts Minute 23367. Community Clerk explained that permission must be sourced from SSE and an application is in the process of being completed to request permission to do this for Armistice Day. Cllr Greenway referred to minute number 22364

Remembrance activities for annual events such as Armistice Day and was grateful that this was noted.

Finance & General Purposes Committee 30 January 2024

Planning Committee 6 February 2024. Cllr Lury left the meeting at 19.50 and returned at 19.58

Members agreed to note the Minutes of the above Committee Meetings.

23404 Street Names for Nursery Field development of 225 homes.

Discussions were held around the suggestions put forward by members. Chair advised he was in favour of names of flowers. It was proposed this would return to Planning for further discussions.

RESOLVED to agree for this item to return to planning.

ACTION – Deputy Clerk to agenda on Planning Meeting for March.

23405 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. The New Website is now live and up and running. Clerk/RFO thanked Deputy Clerk for all her hard work.
- e) **Community Clerk** - The Community Clerk's report was circulated.
- f) **Councillor Reports** - Cllrs Smith, and Van Koolbergen's reports were circulated
- g) Cllr Wells gave his report verbally and advised he had attended Meet the Builder (18th January) and advised the attendees perhaps had not understood the purpose of the meeting. Litter picking at Bersted Park. Liaising with people over Emergency Resilience Plan.

Written reports received are appended to these minutes.

23406 Community Action Committee Terms of Reference

Members considered the recommended terms of reference for the Community Action Committee. Members agreed the terms of reference for the Community Action Committee.

RESOLVED to agree the terms of reference for the Community Action Committee.

23407 Meetings & Reminders

- a) Council 7pm, 13.02.24.
- b) Tea & Coffee Club, 2pm, 19.02.24.
- c) Personnel, 7pm, 20.02.24. Chair requested Members note this meeting may start slightly later due to the Hall being in use.
- d) Infrastructure, 11am, 15.02.24. Cllr Greenway gave his apologies.
- e) Arun Flood Forum 6pm Bersted Park 26.2.24
- f) Finance Committee, 7pm, 27.02.24.
- h) Planning Committee, 7pm, 05.03.24.
- i) Council, 7pm, 12.03.24.
- j) Tea & Coffee Club, 2pm, 18.03.24.
- k) Community Action, 7pm, 19.03.24.
- l) Finance Committee, 7pm, 26.03.24.
- m) Chairmans Reception, 7pm, Thursday 28.03.24.

23408 Parish Litter pick schedule third Saturday each month at 11am.

To agree locations for March to October. Cllr Greenway suggested same locations as last year and invited members to suggest areas they had noted needed litter picking. Arun Cleansing would like to attend the Trees Estate on a regular basis.

March 16 th	Trees Estate 11am	July 20 th	Bersted Park 11am
April 20 th	Stroud Green 11am	August 17 th	Bersted Green 11am
May 18th	Central Avenue 11am	September 21 st	Jubilee Field 11am
June 15 th	Shripney 11am	October 19 th	Trees Estate 11am

23409 To note that Cllr S. White has not attended a meeting for 6 months, therefore notice will be given to Arun DC of a vacancy. No notification is required to give to Cllr S White and discussion was held around this. It was agreed that a letter would be sent to Cllr S White advising of termination of post.
ACTION Clerk/RFO to produce a letter to be signed by the Chair.

23410 Correspondence

Notice from Arun DC of an appeal to the secretary of state against their decision to refuse planning permission for Land to the rear of Regal House, Shripney Road.

23411 Urgent Matters

None.

There being no further business the Chairman closed the meeting at 20:31

Signed Chairman Date