

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 9 APRIL 2024.**

Present: Cllrs B. Bellhouse, W. Kapp, M. Lury, P. Ralph, J. Spencer (Chair), P. Woodall and G. Yeates (Vice Chair).

Mrs D. Holcombe (Clerk/RFO), Mrs S. O’Connell (Deputy Clerk) and Ms J. Milson (Community Clerk)
In attendance: 1 members of the public.

23494 Apologies for Absence, Cllrs Van Koolbergen, P. Wells, K. Greenway, A. Smith,
23495 Declarations of Interests, None.

23496 Councillor Co Option

Cllr Spencer welcomed the applicant. 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 not to accept the application at this time. The applicant agreed to stay on for the Public Session

Cllr Woodall left the meeting at 19.20.

23497 Public Session

Member of the public confirmed that it was felt there was a lack of communication from the resident association groups there with the Social Housing residents within Bersted Park, some residents are not aware of planned events and are missing out.

23498 Minutes of the Council Meeting 12 March 2024

RESOLVED that the Minutes of the Council Meeting 13 March 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

23499 Matters Arising from the Minutes

Minute 23450 – Cllr G Yeates advised that a road name suggestion put forward of Charlie Parsons, should be Charles Parsons. Deputy Clerk advised this had been brought to her attention and this has been revised.

23500 Reports from County & District Councillors

C. Cllr Greenway had sent his apologies. No report was available.

C. Cllr Oppler did not attend. No report was available.

District Councillors

D. Cllr Greenway had sent his apologies. No report was available.

D. Cllr Lury’s report was circulated to Members. He added that the river Arun had burst its banks and West Sussex County Council were working together with Arun DC to try and resolve.

Cllr P Ralph enquired if Cllr Lury was aware of the numbers of homeless people within the Bersted area. Cllr Lury advised he would make enquiries and report back to the next Meeting in May.

D. Cllr Yeates report was circulated to Members.

Grants have been made available to subsidise the purchase of around ten 3-bedroom houses, in the past year, from developers to be used as temporary accommodation in the Arun area.

Written reports received are appended to these minutes.**23501****Financial Matters**

To approve the Income and Expenditure Report for March 2024.

The March Income and Expenditure Report had previously been circulated to all Members. Clerk/RFO advised Members she is finalising all accounts in readiness to send to the Internal Auditor. Clerk/RFO advised she is pleased with the yearend figures, and these will be fed into the budgeting for the new Financial Year.

RESOLVED to approve the Income and Expenditure for March 2024.

23502**Finance Committee Recommendations**

The Clerk gave a brief overview to members regarding the Finance Committee recommendations.

- a) To approve the Finance Committees Terms of Reference. Minute Number 23476.
RESOLVED to approve the Finance Committees Terms of Reference.
- b) To approve the recommended Financial Regulations. Minute Number 23477.
RESOLVED to approve recommended Financial Regulations.
- c) To approve the recommended Internal Auditor appointment for 24-25 Minute Number 23477.
RESOLVED to approve the recommended Internal Auditor appointment for 24-25.
- d) To approve an additional £2,000 to be added to the reserve commitment for Operation Watershed application in Shripney. Minute Number 23478.
Cllr Yeates enquired if this was a buffer. Deputy Clerk confirmed that landowners had agreed to contribute more to the fund than they had originally agreed and therefore the additional amount of £2,000 was confirmed as a buffer to cover unforeseen costs.
RESOLVED to approve an additional £2,000 to be added to the reserve commitment for Operation Watershed application in Shripney.

23503**Members Allowance 2024**

To approve the Arun DC recommended 10% allowance to be applied to Parish Members Allowance, with effect from 2024. Clerk/RFO advised this had been applied to the Budget for 2024/25.

RESOLVED to approve 10% to Parish Members Allowance.

23504**Committee Minutes**

To note the Minutes of the following Meetings.

Community Action Committee 19 March 2024 Cllr Lury gave an overview. Deputy Clerk advised that a thank you email had been received from Bartons School advising the Council the donation given to them for Fresh Food for Families and helped 2 families over the Easter period who needed assistance.

- b) Finance & General Purposes Committee 26 March 2024
- c) Planning Committee 2 April 2024. Cllr Lury left the meeting at 20.02 and returned at 20.05. Members agreed to note the Minutes of the above Committee Meetings.

23505**Parish Reports**

- a) **Chair** - Cllr Spencer's report was circulated. The Chair advised March had been a busy month. Cllr Spencer thanked all the Councillors who attended the Chairman's Reception. Cllr Yeates advised she was very pleased to hear from the Charities who attended and had been approved for Grants giving a brief outline of their intentions of using the monies for their Charities.

- b) **Vice Chair** - Cllr Yeates' report was circulated.
- c) **Clerk/RFO** - The Clerk/RFO's report was circulated.
- d) **Deputy Clerk** – Gave a verbal report – She had dealt with Planning issues at Nursery Fields and Marigolds Caravan Park. Chaired the Clerks Networking Meeting. Attended the Chairman's Reception. Taking Hall Bookings and Enquires from the Public about flooding and grass cutting. Working on Quick Books to Assist the Clerk/RFO to prepare Finance matters for the Internal Auditor. Teams Meeting – Overview of Arun District Council Direction of Travel for the Local Plan.
- e) **Community Clerk** - The Community Clerk's report was given verbally. She had attended a meeting at Bersted Hub to discuss the Playscheme in August. Prepared for Community Action Meeting with the Clerk/RFO. Community Clerk thanked the Clerk/RFO for her assistance. Clerked the Community Action Meeting. Assisted with Hall enquiries and bookings. Training on Quick Books with Deputy Clerk. Attended the Chairman's Reception. Community Clerk agreed with Cllr Yeates that having the Charities attend gave a very good opportunity to network. New regular Hall Hire Agreements have been produced and sent to our Regular Hall users for the new Financial Year. An additional paragraph included in the welcome letter to advise that invoices would be raised and emailed in the future saving time and money on stamps. If this was not convenient, we would continue with a hardcopy.
- f) **Councillor Reports** – Cllr Van Koolbergen's report was circulated
Written reports received are appended to these minutes.

23506

Meetings & Reminders

- a) Tea & Coffee Club 2pm, 15.04.24.
- b) Infrastructure 11am, 25.04.24.
- c) Finance Committee 7pm, 23.04.24.
- d) Personnel, 7pm, 30.04.24.
- e) Planning Committee 7pm, 07.05.24.
- f) Council AGM 7pm, 14.05.24.
- g) Council Stand, location tbc, 9am, 18.05.24. Community Clerk advised that the venue of the Royal Oak Pink Pub has been confirmed.
- h) Electors (APM) 7pm, 24.05.24.

23507

Parish Litter pick schedule-Saturdays 11am

Cllr Spencer advised he would be available to take the lead if necessary.

April 20th Stroud Green, May 18th Central Avenue

Clerk/RFO advised that Arun Dc had been notified and expressed interest in attending, Sean Harvey and Philip Young have confirmed their attendance.

23508

Correspondence

Clerk/RFO read out a response to our letter of March 14th received from MP Nick Gibb on the flooding issues in and around Shripney and Bersted.

23509

Urgent Matters, None.

There being no further business the Chairman closed the meeting at 20:21

Signed **Chairman** **Date**