

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 18:30 ON TUESDAY 9 JULY 2024.**

Present: Cllrs B. Bellhouse, W. Kapp, A. Smith, J. Spencer (Chair),
A. Van Koolbergen, P. Wells, P. Woodall, G. Yeates (Vice Chair) and J. Warr-Chapman.
S O'Connell (Deputy Clerk) and J. Milson (Community Clerk).

In attendance: 1 member of the public.

24110 **Apologies for Absence** -Cllrs Greenway, Lury (Arun DC business) and Ralph.
D. Holcombe (Clerk) and C. Cllr F Oppler (Arun DC business)

24111 **Declarations of Interests-** None

24112 **Councillor Co-option**

Cllr Spencer welcomed the applicant, John Barrett he was asked to give a brief talk on why he wanted to join the council and he then took questions from members.

Members then voted by ballot and the majority agreed to co-opt John Barrett.

John Barrett signed the declaration of acceptance of office and joined the meeting.

Cllr Wells arrived at 18:44

Cllr Woodall left the meeting at 18:45

24113 **Minutes of the Council of 11th June 2024**

RESOLVED that the Minutes of the Council of 11th June 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record

24114 **Matters Arising from the Minutes**

None.

24115 **Reports from County & District Councillors**

C. Cllr Greenway had sent his apologies.

C. Cllr Oppler had sent his apologies.

District Councillors

D. Cllr Greenway had sent his apologies.

D. Cllr Lury had sent his apologies, but his report was circulated to members.

D. Cllr Yeates had sent a report which was circulated to Members, no further questions from Members. Cllr Yeates informed members that at the Housing and Wellbeing meeting Arun were looking at policies for homelessness and their housing policy. She had also been dealing with residents at Bersted Green Court with regards to tenants having dogs in flats. Cllr Wells asked if Arun DC could do something about the terrible mess that parts of the Trees Estate is in as it is becoming a problem. Cllr Spencer agreed as near a parish notice board is a lot of rubbish (this has been reported to Cleansing at Arun) and an electric cupboard nearby seems to be being used for sleeping in.

Written reports received are appended to these minutes.

24116 Committee Minutes

To note the Minutes of the following Meetings.

- a) Finance & General Purposes Committee held on 25 June 2024
- b) Planning Committee held on 2 July 2024

Members noted the committee minutes.

24117 Deferred Item – Sew on Bersted PC logo badges - options

1. A bulk purchase of 50 sew on badges at cost of £227.50
2. A bulk purchase of sweatshirts with embroidered logo at a cost of £16.51 each
3. Cllrs to arrange with a local supplier at their own cost.

Members agreed to go with option 2 a bulk purchase of embroidered logo sweatshirts.

RESOLVED to agree option 2 and buy a bulk purchase of embroidered logo sweatshirts at a cost of £16.51 each.

Cllr Wells left the meeting while this item was discussed.

24118 Deferred Item – Parish review of bins – requests made for the following locations.

1. Durlston Drive (shops)
2. New Barn Lane (bus stop)
3. Stroud Green (bin already there-dog bin requested-due to rubbish bin being constantly overflowed)

Members discussed the options and felt that as Stroud Green already has a bin the other two locations should be considered. Members agreed that the locations at Durlston Drive and New Barn Lane junction with Chichester Road, litter was caused by shops and garage and they should be asked to make a contribution before making a final decision. Members asked that Euro Garages and the shops in Durlston Drive are written to asking for a contribution towards a litter bin and to defer the item until a response is received.

RESOLVED to write to Euro garages and the shops in Durlston Drive asking for a contribution towards a litter bin and to defer the item until a response is received.

24119 Public Session

None.

24120 Financial Matters**To approve the Income and Expenditure Report for July 2024.**

The July Income and Expenditure Report had previously been circulated to all Members. The Deputy Clerk asked if there were any questions. Cllr Yeates noted that hall lettings appear to have increased. The Deputy Clerk confirmed that was correct requests for more casual bookings has increased.

RESOLVED to approve the Income and Expenditure for July 2024.

24121 Finance Committee Recommendations

- a) **To Approve the adoption of the 2024 NALC Financial Regulations recommendations.**

Members agreed to adopt the revised 2024 NALC Financial Regulations.

RESOLVED to approve the 2024 NALC Financial Regulations.

- b) **To approve the current Business Parish Plan (BPP) objectives**

The Chair of Finance directed members that this is to approve the current objectives, the plan and any new objectives will be on a future agenda as it is a live document that is being worked on within the 25/26 budget. Cllr Yeates asked that the objectives adopt the RAG system (Red, Amber, Green) for objectives completed, part way through or large projects, as this gives a

clearer reflection of where the Parish Council is with the objectives. Members agreed the current objectives and to adopt the RAG system for the Business Parish Plan.

RESOLVED to agree the current objectives and adopt the RAG system for the objectives for the Business Parish Plan. New objectives will be considered at Finance and Budget Meetings.

24122 Speed Indicator Device (SID) – Location

The Deputy Clerk had received a reply from WSCC Highways regarding the siting of the mobile speed indicator device. She informed members she had directions to contact ENERVO for permission to mount it on a lamp post, the SID can only be in a location for 2 weeks and cannot go back to that location within 3 months and there is a requirement to submit a plan to WSCC Highways with the location once known. Risk Assessments must be done and at least 2 people to mount the SID. Members to decide where the SID should first be located. Locations given, Chichester Road on the corner with New Barn Lane, Shripney - Flint Cottage and near Garth Cottage, Chalcraft Lane, Rowan Way, Chichester Road near Tesco Express going towards Bognor and Central Avenue. The Chair advised that more brackets will be required for mounting the SID.

The Deputy Clerk and Chair will go out and gather lamp post numbers for each location

RESOLVED to agree the above locations and for the Deputy Clerk and Chair

24123 Bognor Hospital Fete – 27 July

The Community Clerk updated members. She thanked Cllr Kapp for her hard work in preparing the Tombola prizes. The table will be available to set up from 8.30am and volunteers will be required. Cllrs Kapp, Spencer, Van Koolbergen, Yeates, Wells and Warr-Chapman volunteered. The Community Clerk will confirm the time the fete starts and prepare a rota on people's availability during the day.

24124 Bersted Hub event Wednesday 7 August

The Community Clerk updated members that the Parish Council have a table at this event which is a good opportunity for members to let people know what the Parish Council does. There will be several stalls there.

24125 Summer Playscheme – from 1 August for 5 weeks

The Community Clerk updated members that Pre-Loved school uniforms would be attending each week at Jubilee Hall and fruit for the children's goodie bags will be supplied by Chalcraft Nursery. Volunteers will be needed to help with packing the goodie bags.

24126 Parish Reports

(a) Chair

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

(b) Vice Chair

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

(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) Community Clerk

