

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 18:30 ON TUESDAY 8th OCTOBER 2024.**

**Present:** Cllrs J. Barrett, B. Bellhouse, K. Greenway, M. Lury, G. Markwell, A. Van Koolbergen, and J. Warr-Chapman.

Mrs D. Holcombe (Clerk/RFO) and Mrs S O'Connell (Deputy Clerk).

In attendance: 1 Member of the public.

The Clerk informed Members at the beginning of the meeting that because the Chair and Vice Chair had sent their apologies, Members needed to vote for a member to Chair the meeting as stated in standing orders 3p. In line with standing orders 3p, Cllr Lury was proposed and seconded and agreed by Members to Chair the meeting and Cllr Van Koolbergen was proposed and seconded and agreed by Members as Vice Chair.

**24232 Apologies for Absence**

Bersted Cllrs: Kapp, Ralph, Smith, Spencer, Wells, Woodall and Yeates.  
C. Cllr Oppler. Community Clerk J. Milson.

**24233 Declarations of Interests**

Cllr Lury declared an interest as Leader of Arun DC and as a Member of Arun DC Planning Committee. Cllr Greenway and Cllr Warr-Chapman also declared an interest as Members of Arun DC. Cllr Markwell declared an interest as a Member of WSCC.

**24234 Minutes of the Council of 10<sup>th</sup> September 2024**

**RESOLVED** that the Minutes of the Council of 10<sup>th</sup> September 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**24235 Matters Arising from the Minutes-None.**

**24236 Reports from County & District Councillors**

C. Cllr Greenway gave a verbal report and invited any questions.  
Cllr Lury praised the contractors that have resurfaced Hawthorn Road.  
C. Cllr Oppler had sent his apologies.

**District Councillors**

D. Cllr Greenway gave a verbal report.  
D. Cllr Lury had sent to Council a copy of the Arun DC letter sent to MP Angela Rayner regarding Arun DC concerns with the proposed changes to the National Planning Policy (NPPF) and gave a verbal report to Members. Cllr Lury invited questions and accepted a question from a member of the public. A resident asked questions regarding the infrastructure related to new development, are there any regulations that the developers must adhere to? Cllr Lury explained in detail and offered to discuss further with the resident.  
D. Cllr Yeates had sent her apologies, but her report was circulated to Members.

**Written reports received are appended to these minutes.**

**24237 Committee Minutes**

To note the Minutes of the following Meetings.

- a) Community Action Committee held on 17 September 2024

Minute 24205-Cllr Greenway asked Cllr Lury if the new CEO of Arun DC had attended the Trees Estate area yet? Cllr Lury confirmed he is waiting for a date to be confirmed.

- b) Finance Committee held on 24 September 2024.

Cllr Greenway & Clerk/RFO confirmed they have reviewed and agreed an amendment to the CC50 Operation Watershed element of the Income & Expenditure report template as referred to in Finance minute 24222 to show not just the 3,000 from this financial year budget in the actual spend but the whole total spend which included funds from reserves and contributions received which were in the note column of the report.

## 24238

### Planning Applications

Members considered the following applications.

- a) App. No. BE/63/24/PL  
 Site Acopia Group Ltd, 229 Oldlands Way, Bognor Regis  
 Application Erection of approximately 160 linear metres of 2.4m high galvanised palisade along the north and west boundaries, 2 no. new access gates on the western boundary, the insertion of a set of 6m articulated vehicle gates and the erection of 104 linear metres of 2.4m high chain-link fencing to enclose the triangular area of land.  
*No Objections received and no objection from WSCC Highways*  
**RESOLVED** to make No Objection.
- b) App. No. BE/70/24/PL  
 Site Land adjacent to 21 Greencourt Drive, Bersted  
 Application 2 No 2 bed detached bungalows with associated car parking and bin and bike storage. This application is CIL Zone 4 and liable as new dwellings.  
*2 objections from residents, no objection from highways. Environmental Health recommend a condition for hours of work Mon to Fri 8am to 6pm, Sat 8am to 1pm, nothing Sundays or Bank Holidays. Previous application went to appeal in 2017 and was upheld in favour of the applicant. There are 2 parking spaces per dwelling now.*  
**RESOLVED** to making no comment on this application.
- c) App. No. BE/77/24/PL  
 Site Land to the north and west of Shripney Lane, Bersted  
 Application Change of use of agricultural land to use for exercising of dogs including perimeter fence, pathway, shelter and associated parking.  
*No Objections received, condition from highways should it be approved is for the car park to be constructed before occupation. Environmental Health no objection if kept to the limit of 4 dogs.*  
**RESOLVED** to make No Objection.
- d) App. No. BE/84/24/PL  
 Site New Era House, 8 Oldlands Way, Bersted  
 Application Demolition of existing single storey sprinkler pump house and erection of a new single storey sprinkler pump house.  
*No Objections received.*  
**RESOLVED** to make No Objection.
- e) App. No. BE/88/24/HH  
 Site 4 Central Avenue, Bersted  
 Application Installation of air source heat pump.  
*Info from - Environmental Health re noise levels they want assessment for background noise especially at night, until this is received, they are recommending refusal of this app.*

**RESOLVED** to make No Objection, subject to Environmental Health receiving further noise assessments and information.

**24239 Public Session-None.**

**24240 Financial Matters**

**To approve the Income and Expenditure Report for September 2024.**

- a) The September Income and Expenditure Report had previously been circulated to all Members. The Clerk/RFO informed Members that Income and Expenditure was where she expected, Cllr Markwell requested if Clerk/RFO could add in a formula to show percentages of where Income & expenditure is expected to be to date, so this could be compared to actual percentages. Clerk/RFO agreed to add in a formula to show percentages.

Members agreed to approve the Income and Expenditure report for September.

**RESOLVED** to approve the Income and Expenditure for September 2024.

- b) **To Review the Conclusion of Audit Notice 23/24.**

The Clerk/RFO informed Members that the comments on the conclusion of notice confirm there are no material concerns with accounting practices here. The notice highlights an error caused by the Internal Auditor in box 4 (Staff costs), which the Clerk/RFO has rectified and as requested returned to External Auditors. The advisory from the External Auditors is for Council to note for future years to thoroughly scrutinise the Annual Return (AGAR) before signing and returning to ensure there are no errors.

**24241 25-26 Hall & Field Charges.**

To approve the Hall & Field Charges as recommended by the Finance Committee.

The Deputy Clerk gave an overview, and Members approved the proposed rates.

Deputy Clerk as requested by The Finance Committee will contact Committee Members to arrange a working group to look at ways the football income could be improved.

**RESOLVED** to approve the Hall & Field Charges for 25-26.

**ACTION** Deputy Clerk to arrange a working group to look at football arrangements.

**24242 Deferred Item-Parish Bin Review**

- a) To consider/approve a bin for Chichester Road.  
b) To consider/approve a bin for Durlston Drive.  
c) To consider/approve a dog bin for Stroud Green.

Deputy Clerk updated Members with the replies received from Stagecoach, ASDA and Arun DC regarding these bin proposals. Clerk/RFO advised Members to defer this item until a site meeting is held with Arun DC and a conclusion is reached. Members agreed to defer approval for a bin at Chichester Road until a meeting is held, but felt that Durlston Drive and Stroud Green Drive should be monitored.

**RESOLVED** to defer the item until further information is received for Chichester Road as this item may not be required and monitor Durlston Drive and Stroud Green Drive.

**ACTION** Clerk/RFO to defer until a conclusion is established and it is clear if this item is required.

**24243 Operation Watershed**

- a) To approve a contingency of funds to cover additional costs ie planning application fees £316. as recommended by the Finance Committee. Cllr Greenway proposed a contingency is given of a £1,000 to save the Clerk/RFO the need to keep coming back to Council for approval for



unexpected small amounts, so the application process would not be unnecessarily held up. Cllr Van Koolbergen seconded this proposal and all Members present approved.

**RESOLVED** to set a contingency of a further 1,000 to enable the application process to be completed and an application to be submitted to WSCC without any further delay.

**ACTION** Deputy Clerk to submit the necessary planning applications required by Arun DC.

- b) Members to consider and recommend to Council a Contractor to carry out the works.  
A contractor needs to be chosen before an application can be submitted for Operation Watershed. The Deputy Clerk Informed Members that 3 contractors had been approached, Landbuild, CJ Thorne and KJB, out of the 3 only Landbuild had responded and met with French Engineering on site. It is recommended that Landbuild are the contractor to submit costs and carry out the works. They have worked with parishes before on Operation Watershed applications. The Contractor needs to be chosen by the Parish Council before the application is made to WSCC. Members approved Landbuild as the contractor for Operation Watershed.  
**RESOLVED** to approve that Landbuild are chosen to be the contractor to submit quotations, and carryout works for Operation Watershed.  
**ACTION** Deputy Clerk to advise Landbuild and French Engineering.

19:22 - Cllr Markwell left this meeting as he had other commitments.

#### 24244 **Questions for the Bersted Advisory Meeting via Teams on 17 October.**

Clerk/RFO asked Members to consider any questions they may have for the Advisory Meeting. Members asked the Clerk/RFO to put forward questions regarding the phasing of development and the phasing of the spine road and health facilities and allotments.

The Deputy Clerk had received a resident request for Swift bricks to be included in houses to support wildlife.

Cllr Lury confirmed that he and Cllr Yeates have already raised their concerns regarding the phasing of the spinal road and health care facilities.

Cllr Greenway asked Clerk/RFO to confirm attendees for this meeting.

**RESOLVED** Clerk/RFO to note the above and raise on behalf on Council when she attends.

**ACTION** Clerk/RFO to raise on behalf on Council.

#### 24245 **Business Parish Plan Objectives (BPP)**

Clerk/RFO confirmed that objectives ST1-4 are complete or in progress.

Members reviewed the proposed objectives ST5 onwards as recommended by the Finance Committee.

##### **Short-term objectives:**

- Objective ST5, Emergency Resilience/Climate Change, FY 25/26.
- Objective ST6, Environment-additional solar panels, FY 25/26.
- Objective ST7, More storage for hall users (with an amendment), FY 26/27.
- Objective ST8, Replacement of fencing at The Spinney (with an amendment), FY 25/26.
- Objective ST9, Active Travel Options, FY 25/26 (proposed by Cllr Greenway and approved by Members present).

Members reviewed the proposed long-term objective LT5 and approved:

##### **Long-term objective:**

Clerk/RFO confirmed that objectives LT1-4 are historic and dependant on sufficient funds. Members agreed a future discussion around the ongoing need for a tractor or outsourcing the grass cutting.

- Objective LT5, Hall improvements for those with disabilities, FY 25/26.

Clerk/RFO confirmed that she is making enquiries to obtain costs for the objectives and will present this at the next Finance Committee meeting in November, which in turn will be itemised for Council review in December.

**RESOLVED** to approve the above objectives.

**ACTION** Clerk/RFO to update the plan.

24246

### 25/26 Budget – First Draft

Clerk/RFO presented the first draft of the 25/26 budget as approved by the Finance Committee. Clerk/RFO confirmed the forecast calculations for hall income are based on the approved rates for 01/04/25 and actuals so far this year. Clerk/RFO also confirmed that CC1 and CC2 are reviewed by the Personnel Committee and CC3 down to CC41 have been reviewed by the Finance Committee. Clerk/RFO answered any questions and then invited Members to consider CC42 onwards in harmony with the proposed BPP objectives. Cllr Greenway asked questions regarding CC10 Utility costs, Clerk/RFO explained her calculations and confirmed actuals. Clerk/RFO also confirmed that she will with Deputy Clerk look at the CIL project approved list. Members having no further questions agreed to approve the first draft of the budget.

**RESOLVED** to approve the first draft of the budget.

**ACTION** Clerk/RFO to update the draft budget for the next review.

24247

### Parish Reports

(a) **Chair**-Cllr Spencer had sent his apologies.

(b) **Vice Chair**

Cllr Yeates had sent her apologies, her report 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. Cllr Greenway asked for an update on the Speed Indicator Device arrangements. Cllr Van Koolbergen confirmed she has not received her copy of the parish magazine via dor2dor.

(e) **Community Clerk**

The Community Clerk had sent her apologies.

(f) **Councillor Reports**

Cllr Van Koolbergen's report was circulated and is appended to these minutes.

24248

### Reminders

a) Personnel Committee 8.10.24 (after Council meeting), b) Infrastructure Committee 17.10.24 at 11am, c) Tea & Coffee Club, 2pm, 21.10.24, d) Emergency Resilience, 6.30pm, 22.10.24. e) Planning Committee 6.30pm, 05.11.24, f) Council 6.30pm, 12.11.24.

24249

**Parish Litter pick schedule-Saturdays 11am**-Cllr Greenway to lead.

Trees Estate-October 26<sup>th</sup>. (Members agreed a Change to the date).

24250

### Correspondence

The Clerk/RFO informed Members she had received a request from Cllr Smith for Councillors to feedback by email to Clerk and Cllr Smith any issues in Bersted they would like raised for when they attend the Sussex Police online meeting on 29/10/24.

24251

**Urgent Matters**

Cllr Greenway informed Deputy Clerk, the treetop has gone from one of the new trees planted in Rowan Way.

**There being no further business the Chairman closed the meeting at 20:10**

Signed .....Chairman

Date .....

Subject to ratification