

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 18:30 ON TUESDAY 10 DECEMBER 2024.**

Present: Cllrs J. Barrett, B. Bellhouse, K. Greenway, W. Kapp, M. Lury, P. Ralph, J. Spencer (Chair), J. Warr-Chapman, A. Van Koolbergen and G. Yeates (Vice Chair). Mrs S. O'Connell (Deputy Clerk) and Ms J. Milson (Community Clerk).

In attendance: 0 members of the public.

Notice to all in attendance, this meeting is recorded for the Clerks use only, for the purpose of accuracy of minutes, once minutes are ratified the recording will be deleted.

- 24314 Apologies for Absence.**
Cllr Smith, Wells and Mrs D. Holcombe (Clerk/RFO).
- 24315 Declarations of Interests.**
Cllr Lury declared an interest as a member of Arun DC Planning Committee.
Cllr Greenway declared an interest in item 10, Operation Watershed, as a member of WSCC and Arun DC
- 24316 Minutes of the Council Meeting 12 November 2024.**
RESOLVED that the Minutes of the Council Meeting 12 November 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 24317 Matters Arising from the Minutes.**
None.
- 24318 Reports from County & District Councillors.**
C.Cllr Greenway's report was given verbally.
WSCC are looking at the annual budget and no major changes have been proposed. He has seen draft plans for the Shripney and West Meads County Highways Schemes, that will hopefully be implemented in 2025.
No report or apologies were received from C. Cllr Oppler.
- District Councillors.**
Cllr Greenway's report was given verbally.
Following on from the litter pick at the Trees' Estate in October, questions and photographs were put to Arun about the concerns of litter, fly tipping, bin storage areas and maintenance of roofing over resident storage areas. A good response has been received from Cllr Lury and Arun DC.
D.Cllr Lury's report was circulated to Members.
Chief Executive of Arun attended a walk around the Trees' Estate accompanied by Cllr Lury. Fly tipping, litter and the general appearance of the Estate and the re-opening of the Hub were discussed.
D.Cllr Yeates' report was circulated to Members.
Written reports received are appended to these minutes.
- 24319 Public Session** None.

24320

Committee Minutes.

To note the Minutes of the following Meetings. – **Noted.**

- a) Community Action Committee 19th November. – **Noted.**
- b) Finance Committee 26th November. – **Noted.**
- c) Planning Committee 3rd December. **Noted.**

Cllr Lury Left the meeting at 18.52 regarding his declaration of interest and returned at 18.53.

24321

Financial Matters.

To approve the Income and Expenditure Report for November 2024.

The November Income and Expenditure Report had previously been circulated to all Members by the Clerk/RFO. Chair invited any questions. Members having no questions, voted to approve the Income and Expenditure report for November 2024.

RESOLVED to approve the Income and Expenditure for November 2024.

24322

Finance Committee Recommendations.

- a) To approve the Community Infrastructure Levy (CIL) spend for a new bin for Jubilee Fields. Chair invited Deputy Clerk to explain further. Members then voted to approve. Cllr Greenway requested it was noted that future CIL monies might be considered for allocation to other projects within the Parish.

RESOLVED to approve the CIL spend.

ACTION – Deputy Clerk to contact Arun District Council to arrange purchase.

ACTION – Clerk/RFO to organise payment and update CIL spend record sheet.

- b) To approve the I.T provider from 01.04.25.

Clerk/RFO had previously circulated a memo along with all correspondence and quotations received from both companies for Council to review. Members noted the contents of Memo, correspondence and quotations and compared the costs and services offered.

Members voted for a change of I.T provider with effect from 01/04/2025.

RESOLVED to approve Device Doctors Ltd to provide their I.T support with effect 01/04/25.

ACTION – Clerk/RFO to inform current providers and new providers and oversee the arrangements.

24323

Operation Watershed.

To approve up to an additional 5k contingency due to unforeseen costs for application supporting documents required by Arun DC. Chair invited Deputy Clerk to explain further. Cllr Yeates advised that she had made enquiries within Arun about the further requirements to the Planning Application and the additional costs required to achieve this. Cllr Yeates is finding it very difficult to get definitive advice. Cllr Yeates feels that some monies can be re-couped. Cllr Greenway added how disappointed he feels that whilst the Parish Council are fulfilling their requirements to assist with the flooding issues for the environment and the residents the total cost in trying to achieve this is spiralling. He requested a letter is written to the Chief Executive of Arun DC to bring the matters to their attention. It was agreed that Cllrs Lury and Greenway would assist the Deputy Clerk in producing a letter to the Chief Executive of Arun DC. Members then voted to approve and produce a letter to the Chief Executive of Arun DC.

RESOLVED to approve and produce a letter to the Chief Executive of Arun DC.

ACTION – Deputy Clerk to oversee correspondence with relevant organisations and produce a letter to the Chief Executive of Arun DC with the assistance of Cllr Yeates and Greenway.

ACTION – Clerk/RFO to organise transfer from reserves and pay invoices due.

23324

Budget 25/26.

Members noted the 25/26 budget which will be approved at the January Council Meeting. Chairman advised Members this was to be noted only and not for discussion. In Clerk/RFO absence, Deputy Clerk requested Members to ensure they review the budget in detail if they have not already done so and advise the Clerk/RFO if they wish to have any further discussions with her, and she will diary accordingly before 14th January 2025. Cllr Greenway noticed an error in the formula for the Tax base and Band D Arun DC Precept calculator sheet. Deputy Clerk will bring this to the attention of the Clerk/RFO for clarification and will report back at the next meeting.

24325

Standing Order - addition of Protocol.

To approve the addition of protocol procedures to the current Standing orders. For clarity purposes the following was proposed to be added *“Invites to the Chair of the Council from external organisations i.e. Town/Parish Councils, that do not already have an agreed representative shall automatically pass to the Vice Chair to attend if the Chair is unavailable. If the Vice Chair is also unavailable, the invitation will be returned to the Chair to invite a Councillor”* Members discussed and agreed to the proposed wording for the Standing Orders and Handbook.

RESOLVED to approve the proposed wording and add to the Standing Orders and Handbook.

ACTION Clerk/RFO to update the Standing Orders and Handbook.

24326

Electoral Review

To consider and approve Councils response to the Arun DC email received on 25/11/24 with a deadline of 16/12/24.

Discussions were held around this. It was agreed to reply to the email received from Arun DC to express an interest. Cllr Lury will make enquiries with Arun to request further clarification.

RESOLVED to express an interest in a Governance Review of Bersted Parish.

ACTION Clerk/RFO to inform Arun DC.

24327

Parish Reportsa) **Chair-Cllr Spencer**

Report as circulated.

Cllr Greenway wanted to thank Cllr Lury for his continued commitment to the Tea & Coffee Club.

b) **Vice Chair-Cllr Yeates**

Report as circulated.

c) **Clerk/RFO**

Report as circulated.

d) **Deputy Clerk**

Report as circulated.

e) **Community Clerk**

Report as circulated.

f) **Councillor Reports:**

Cllr Kapp gave a verbal report.

A Tombola Stall was held at Holy Cross Church on 6th December. It was a very nice day with a lovely atmosphere. £70 was made at the Tombola Stall for Fresh Food for Families.

Cllr Van Koolbergen report as circulated.
Written reports received are appended to these minutes.

- 24328 Meetings & Reminders**
 - a) Planning Committee 6.30pm, 07.01.25.
 - b) Council 6.30pm, 14.01.25.
 - c) Tea & Coffee Club 2pm, 20.01.25.

24329 Correspondence-as circulated.

24330 Exempt Matters-Personnel Committee

Staffing Matters. To approve the recommendations of the Personnel Committee held on the 12th & 26th of November 2024.

- a) **Ill Health Strain Costs Policy**
 Clerk/RFO had explained in a previous memo that this policy was necessary as our current insurance company does not offer this policy, therefore a separate policy with a separate insurance company is required, as explained previously, without insurance an ill health retirement could cost this Council within the region of 100k.
 Members agreed to recommend the adoption of this policy to cover Ill Health Retirement costs.
RESOLVED to approve this policy at a cost to CC30 of 1,168.31.
ACTION Clerk/RFO to inform relevant insurers and include in future budgets at CC30.
- b) **Revised 25/26 Staffing Budget**
 Clerk/RFO had explained in a previous memo that this was necessary to allow some flexibility between hours for current staff, Clerk/RFO also proposed for greater transparency to show the total salaries and on-costs separately on future budgets.
 Members agreed to these revisions and for Clerk/RFO to oversee the arrangements.
RESOLVED to approve the revised staffing budget of 99,700 and to split staffing costs over Cost Centers.
ACTION Clerk/RFO to inform internal auditor and address in future budgets and reports.
- c) **Flexible working requests**
 Members reviewed the flexible working requests of Clerk/RFO of minus 3 hours a week and a increase of 4 hours a week Community Clerk with effect 01/01/25.
 Members agreed to these requests and for Clerk/RFO to oversee the arrangements.
RESOLVED to approve the requests and for Clerk/RFO to oversee the arrangements.
ACTION Clerk/RFO to oversee the arrangements, i.e variation forms to WSCC and contracts etc.

24331 Urgent Matters -None.

There being no further business the Chairman closed the meeting at 19.59

Signed Chairman Date