

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 18:30 ON TUESDAY 14 JANUARY 2025.**

Present: Cllrs B. Bellhouse, K. Greenway, W. Kapp, G. Markwell, P. Ralph, J. Spencer (Chair), P. Wells, P. Woodall and A. Van Koolbergen and G. Yeates, along with Mrs D. Holcombe (Clerk/RFO), Mrs S. O’Connell (Deputy Clerk) and Ms J. Milson (Community Clerk).

In attendance: 1 member of the public.

24314 Apologies for Absence

Cllrs Barrett, Lury, Smith and Warr-Chapman and C. Cllr Oppler.

24315 Declarations of Interests

None.

24316 Public Session – 19:37

The member of the public in attendance wished to let Councillors know he appreciated the effort the Council makes for residents. He then asked Cllr Greenway if he could explain what a unitary authority would mean for Sussex. Cllr Greenway went on to explain that East Sussex, West Sussex and Brighton & Hove would become one authority, with a member from each making up the higher level with a Mayor & Deputy Mayor. It would mean Parishes had a bigger role to play, as there would no longer be a District or County Council. The member of public thanked him for explaining.

Public session ended at 19:42

24317 Minutes of the Council Meeting 10 December 2024

RESOLVED that the Minutes of the Council Meeting 10 December 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

Cllr Spencer expressed he was unhappy with the minutes regarding the protocol item minute 24325 as he didn’t feel these were a true reflection of what was said.

Clerk/RFO explained that the wording and timing put forward for this item was a recommendation from WSALC, and though she was absent from this meeting, she has listened to the recording and believes the minutes accurately reflected the vote that took place. In addition, there would be the opportunity to review this again when the standing orders are reviewed. Members expressed their views and confirmed they agreed these minutes were a true reflection of the meeting and voted for these minutes to be signed. Chair then signed the minutes.

Cllr Woodall left the meeting at 18:40.

24318 Matters Arising from the Minutes

24325-Cllr Spencer requested that protocol procedures are looked at again at the next review of Standing Orders. The Clerk informed him this will take place in June 2025. Clerk/RFO confirmed this item will go through the Finance Committee first and then to Council.

24319 Reports from County & District Councillors

C. Cllr Greenway gave a verbal report which briefly explained the County Councils decision on 9 January to accelerate the process of a review for a Unitary Authority in

Sussex in line with the Governments timetable. He had also attended a meeting on Flood Risk Management Strategy.

Cllr Wells expressed he was disappointed at the lack of public consultation on devolution. Cllr Wells asked if any reply had been received regarding Bersted Park Management Company, Cllr Greenway confirmed no reply had been received so he would chase for a reply.

C. Cllr Oppler had sent his apologies.

District Councillors

D. Cllr Greenway gave a verbal report. He had attended the Arun DC briefing on West Bersted application, that will be considered by Arun on 29 January. He highlighted two things from the meeting – the developer’s reduction in providing affordable housing of 30% down to 10% and that the NHS had now made the decision that a health centre was needed.

Cllr Wells commented he hoped officers would be diligent when considering this application.

D. Cllr Lury report was circulated to Members.

D. Cllr Yeates gave a verbal report. She had attended the West Bersted briefing and was also surprised that a health centre was now included in the plans. She had attended Aruns Conservation Advisory Panel meeting and was pleased with the good work they do in their efforts to look after the conservation areas in Arun, the Electoral review briefing and a special Housing and Wellbeing meeting where Arun DC are bidding to get match funding for decarbonising its housing stock. Planning Policy will be meeting and looking at the NPPF new policies, she is concerned that housing targets will be worse and harder to challenge.

Written reports received are appended to these minutes.

24320

Financial Matters

To approve the Income and Expenditure Report for December 2024.

The December 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 December 2024.

24321

Final Budget/Precept request for 25/26

To approve the final budget/precept request for 25/26 as recommended by the Finance Committee on 26 November 2024. A copy of the budget had been circulated to Members.

Members agreed to approve the Budget/Precept request for 25/26.

RESOLVED to approve the Budget/Precept request for 25/26.

ACTION Clerk/RFO to inform Arun DC of the Budget/Precept request of Bersted Parish Council for 25/26.

24321

Committee Minutes

To note the Minutes of the Planning Committee 7 January 2025.

Members agreed to note the Minutes of the Planning Committee.

24322

Parish Reports

- a) **Chair** – Report by Cllr Spencer as circulated.

- b) **Vice Chair** – Cllr Yeates gave a verbal report. She had visited the Samaritans, attended Bognor Regis Band charity event. High Sheriff has visited Bognor regarding issues around the town centre.
 - c) **Clerk/RFO** – Report by Clerk/RFO as circulated.
 - d) **Deputy Clerk** – Deputy Clerk gave a verbal report. She had been involved with Operation Watershed asking Arun DC for some extra money to support the biodiversity surveys needed, preparation of the quarterly newsletter, queries from residents, in house training and website training via zoom. Cllr Greenway asked if data from the Speed Indicator is available. The Deputy Clerk replied it is, but she hasn't extracted the data into one spreadsheet yet, as there is a lot of information. Cllr Greenway offered to help. Cllr Wells asked if the information will be available to Councillors and the public. The Deputy Clerk replied it would be.
 - e) **Community Clerk** – Report by Community Clerk as circulated.
 - f) **Councillor Reports** – Cllr Van Koolbergen circulated her report.
- Written reports received are appended to these minutes.**

Cllr Wells left the meeting at 19:25

24323 Bersted Litter Pick Schedule-Lead Cllr Greenway

Saturdays, 11am

- a) Trees Estate, 15.03.25.
- b) Stroud Green, 19.04.25. (approved to change to 26.04.25)
- c) Central Avenue, 17.05.25.
- d) Shripney, 21.06.25.
- e) Bersted Park, 19.07.25.
- f) Bersted Green, 16.08.25.
- g) Jubilee Field, 20.09.25.
- h) Trees Estate, 18.10.25.

24324 Meetings & Reminders

- a) Health & Safety Meeting 10am, 20.01.25.
- b) Tea & Coffee Club 2pm, 20.01.25.
- c) Community Action 6.30pm, 21.01.25.
- d) Finance Committee 6.30pm, 28.01.25.
- e) Planning Committee 6.30pm, 04.02.25.
- f) Council 6.30pm, 11.02.25.
- g) Personnel Committee, after Council, 11.02.25.
- h) Infrastructure 11am, 13.02.25.
- i) Tea & Coffee Club 2pm, 17.02.25.
- j) Finance Committee 6.30pm, 25.02.25.
- k) Planning Committee 6.30pm, 04.03.25.
- l) Council 6.30pm, 11.03.25.
- m) Tea & Coffee Club 2pm, 17.03.25.
- n) Community Action 6.30pm, 18.03.25.
- o) Finance Committee 6.30pm, 25.03.25.

24325 Correspondence

The Clerk informed Members that WSALC had issued a training schedule that was available for members to attend. She thought that the Planning Committee might be

interested in one on how to respond to Planning applications. All training sessions are online. She asked if members are interested that they contact her.
She had also received an email from Sussex Heart Charity, they can be booked to give defib training. Members thought this might be useful for the Tea & Coffee club or for the Electors' meeting.

24326

Urgent Matters

Cllr Greenway asked if there are plans to replace the dead tree on Rowan Way and could this be looked at through the Planning Committee.

Cllr Spencer asked for the start time of meetings to be considered again as he is struggling to make 6.30pm because of work.

There being no further business the Chairman closed the meeting at 19:42

Signed Chairman Date