

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 18:30 ON TUESDAY 11 FEBRUARY 2025.**

**Present:** Cllrs J. Spencer (Chair), G. Yeates (Vice Chair), B. Bellhouse, W. Kapp, P. Ralph, P. Woodall A. Van Koolbergen and Warr-Chapman along with Mrs D. Holcombe (Clerk/RFO), Mrs S. O'Connell (Deputy Clerk) and Ms J. Milson (Community Clerk).

In attendance: 0 members of the public.

**24352**            **Apologies for Absence** (attendance at other meetings & health issues).  
Cllr Smith, Lury, Greenway, Wells, Barrett and Markwell.

**24353**            **Declarations of Interests**-None.

**24354**            **Public Session**-None.

**24355**            **Minutes of the Council Meeting 14 January 2025**  
**RESOLVED** that the Minutes of the Council Meeting 14 January 2025, having been circulated in advance, be taken as read and signed by the Chairman as a true record. Members agreed these minutes were a true reflection of the meeting and voted for these minutes to be signed. Chair then signed the minutes.

**24356**            **Matters Arising from the Minutes**-None.

**24357**            **Reports from County & District Councillors**

C. Cllr Greenway submitted a written report.

C. Cllr Oppler-no apologies or report.

**District Councillors**

D. Cllr Greenway submitted a written report.

D. Cllr Lury submitted a written report.

D. Cllr Yeates gave a written and verbal report.

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

**24358**            **Committee Minutes**

To note the Minutes of the:

- Community Action Committee, 21 January 2025.
- Planning Committee, 4 February 2025.

Members agreed to note the Minutes of the above Committees.

**24359**            **Financial Matters**

To approve the Income and Expenditure Report for January 2025.

The January 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.

**RESOLVED** to approve the Income and Expenditure for January 2025.

24360

**Welcome Pack for New Residents**

To approve the Community Action Committees recommendation for this pack (CC36). The pack had previously been circulated to all Members. Community Clerk advised Members that this template cover illustrates photos of Bersted and would contain A5 inserts provided by this Council, which would have the advantage of always containing current local information, maps and events.

Costs would be covered by the Community Action Committee (CC36).

Members gave suggestions for the inserts and voted for this to be approved.

**RESOLVED** to approve the welcome pack for new residents.

**ACTION** Community Clerk to feedback members comments and oversee the welcome pack for new residents.

24361

**Meeting Times** (proposed by Cllr Spencer, seconded by Cllr Woodall).

To approve the meeting times to revert back to 7pm.

Cllr Spencer explained that he had been approached by members of the public requesting the meeting start times revert back to 7pm. Members discussed, and various comments were aired, Chair then invited all to vote, the votes were 4 in favour and 4 against. Chairman used his casting vote in favour of all meetings reverting back to 7pm, with the proviso that for the next 6 months public attendance would be monitored, if no improvement, then this item will be tabled again. Clerk/RFO confirmed that this would be with effect with March meetings as February meeting agendas have already been circulated.

Members agreed the back-to-back meeting schedule would also need to be reviewed, and they would like a return of refreshments available.

**RESOLVED** to revert meetings back to a 7pm start with effect March 2025 with the proviso that for the next 6 months, public attendance would be monitored and refreshments provided, if no improvement, then this item will be tabled again.

**ACTION** Clerk/RFO to change agenda times with effect March 2025.

24362

**Parish Reports**

- a) **Chair** – Report by Cllr Spencer written/verbal report.
  - b) **Vice Chair** – Cllr Yeates gave a written/verbal report.
  - c) **Clerk/RFO** – Report by Clerk/RFO as circulated.
  - d) **Deputy Clerk** – Deputy Clerk gave a verbal report.
  - e) **Community Clerk** – Report by Community Clerk as circulated.
  - f) **Councillor Reports** – Cllr Bellhouse, Cllr Van Koolbergen circulated her report.
- Written reports received are appended to these minutes.**

24363

**Meetings & Reminders**

- a) Personnel Committee, after Council, 11.02.25.
- b) Infrastructure 11am, 13.02.25.
- c) Tea & Coffee Club 2pm, 17.02.25.
- d) Finance Committee 6.30pm, 18.02.25.
- e) Planning Committee 7pm, 04.03.25.

24364

**Correspondence**

Clerk/RFO informed Members that all correspondence had been circulated, but she wished to highlight correspondence that has recently come in:

- Tree Planting/wildlife hedge event, all welcome -Chalcraft Lane Cemetery, Wednesday 19/2/25, 10.30am-12.30pm. [parks@arun.gov.uk](mailto:parks@arun.gov.uk)

- Various devolution correspondence/meetings.
- West Sussex County Council seeks residents' views on Local Flood Risk Management Strategy -public survey [West Sussex Draft Local Flood Risk Management Strategy Consultation \(2025-2030\) | Your Voice West Sussex](#)

**24365 Exempt Matters**

Members discussed and agreed a way forward.

**24366 Urgent Matters**

Cllr Yeates raised awareness of the difficult situation the Shripney residents are in with the roadworks in place for sewerage & drainage works.

Cllr Bellhouse asked if anyone knew the outcome of the Chichester Road crash as this is currently a hot topic on social media. Members are unaware of the outcome.

**There being no further business the Chairman closed the meeting at 19:47**

Signed ..... Chairman Date .....