

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 12th July 2022.**

Present: Cllrs A. Collins, K. Greenway, P. Hastings, W. Kapp, D. Lainchbury, M. Lury, J. Spencer (Chairman), D. Thompson (Vice Chairman), A. Van Koolbergen and G. Yeates.
Mrs D. Holcombe (Clerk/RFO), Mrs S. O'Connell (Deputy Clerk) and Mrs K. Harding (Admin Assistant)
In attendance: 0 members of the public.

22102 Apologies for Absence

Cllrs Dear, M. Warr-Chapman and J. Warr-Chapman
C. Cllr Oppler, D. Cllr Bately

22103 Declarations of Interests - None.

22104 Public Session - None

22105 Minutes of the Council of 14th June 2022

RESOLVED that the Minutes of the Council of 14th June 2022, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

22106 Matters Arising from the Minutes

Minute 22074 – Cllr Greenway asked if the request for a dog bin had been sent to Arun DC. The Deputy Clerk informed members she had sent the request and was waiting for a reply.

22107 Reports from County & District Councillors

C. Cllr Greenway's report was circulated to Members.
C. Cllr Oppler had sent his apologies.

District Councillors

D. Cllr K. Batley did not attend as he is currently on leave.
D. Cllr M Lury's report was circulated to Members.
D. Cllr Mrs G. Yeates' report was circulated to Members.

22108 Committee Minutes - To note the Minutes and reports and receive any questions from members.

(a) To note the minutes of the Finance Committee held on 28th June 2022.

RESOLVED to note the minutes of the Finance Committee of 28th June 2022.

(b) To note the report of the Forward Plan Committee held on 30th June 2022.

RESOLVED to note the report of the Forward Plan Committee of 30th June 2022.

(c) To note the minutes of the Planning Committee held on the 5th July 2022.

RESOLVED to note the minutes of the Planning Committee of 5th July 2022.

22109 Financial Matters

(a) To approve the Income and Expenditure Report for June 2022

The June Income and Expenditure Report had previously been circulated to all members.
RESOLVED to approve the Income and Expenditure for June 2022.

(b) To approve June 2022 Income & Expenditure Report for Community Projects Account.

RESOLVED to approve the June Income & Expenditure Report for the Community Projects Account.

- (c) To approve the Finance Committees recommendation for Clerk to look at the options of recycle bins at Jubilee Hall. Cllr Yeates recommended looking at a company called Big Dug. **RESOLVED** to approve the recommendation by the Finance Committee.

ACTION the Deputy Clerk to research internal recycling bins and the costs.

- (d) To approve the Forward Plan Committees recommendation to approve a 2k commitment out of Reserves towards an Operation Watershed application for Shripney.

RESOLVED to approve the recommendation by the Forward Plan Committee.

- (e) To approve the Finance Committees recommendation to make a maximum match funded contribution of £500 towards a conservation sign for North Bersted Street.

RESOLVED to approve the recommendation by the Finance Committee.

22110 Parish Business Plan (Forward Plan Committee)

Cllr Lainchbury informed members that this will be updated soon once he and the Clerk had looked at how the reserves are presented. He also asked that Councillors bring ideas forward about services the Council can provide, such as Bus Shelters, for inclusion to future projects. Members discussed whether this would be done by a brain storming meeting or use of emails.

22111 Governance Review (Forward Plan Committee)

Cllr Lainchbury informed members that several Parishes have done a Governance Review and felt that Bersted Parish Council should do the same. This involves looking at the way the Parish is divided into its 3 wards, reviewing if the Parish has the correct number of Councillors for its size and changing its name from parish to town or community parish. Members agreed an item should be included on the Agenda to the August Council Meeting to discuss further.

ACTION the Clerk to add an item for Governance Review to the August Council Meeting Agenda.

22112 Bersted Playscheme 2022

The Clerk/RFO informed members the Playscheme had been advertised in the Buzz, Parish website, facebook page and forwarded to the local primary schools. The scheme starts from 25 July through to 26 August. The playscheme is now here on a Friday as Freedom Leisure could not provide their services on a Tuesday due to other commitments. Members are welcome to attend.

22113 Councillor 'Meet and greet' Stand

Councillors to meet residents in Bersted at these locations.

The Clerk asked that Councillors let her know if they are available on those days if they haven't already done so.

- (a) Shripney on the green at the service road near Barn Lane 26th July 5 – 7pm
- (b) Bersted Park at Bersted Park Community Centre on 16th August 5 – 7pm

22114 Bersted Litter Pick 2022 Programme

Cllr Greenway informed members of the following dates and asked that members attend if available.

- (a) Sun 14th Aug - Central Avenue

- (b) Sun 11th Sept - Van Gogh/Romney Garth
 (c) Sun 9th October - Bersted Park

22115 Stroud Green Planter

Volunteers required to maintain. Cllr Greenway informed members he had a contact from a resident in Stroud Green that was interested, and he would also look at it.

22116 Parish Reports

- (a) **Chairman**
Cllr Spencer's report had been circulated and is appended to these minutes.
- (b) **Vice Chairman**
Cllr Thompson's report had been circulated and is appended to these minutes.
- (c) **Clerk/RFO**
The Clerk's report had been circulated and is appended to these minutes.
- (d) **Deputy Clerk**
The Deputy Clerk's report was circulated and is appended to these minutes.
- (e) **Admin Assistant**
The Admin Assistant's report was circulated and is appended to these minutes.
- (f) **Reports from all other Councillors**
Cllr A. Van Koolbergens report was circulated and is appended to these minutes.
Cllr Greenway's Bersted report was circulated and is appended to these minutes.
Cllr Kapp gave a summary of her report to Planning on the Levelling Up and Regeneration Bill as it affects Planning. A copy of her report can be found under the Planning Committee on the Parish website.

22117 Correspondence - None.

22118 Exempt Matters-Personnel Committee

Standing Order: 1c. Staffing Matters - Approve the recommendations of the Personnel Committee held on the 30th of June 2022.

- a) Approve a 1spt increase for Clerks and Admin Assistant following their successful appraisals held on 21.06.22 with effect 01.04.2022.
- b) Approve the Admin Assistant contract to become permanent.
- c) Approve no changes required to the Pension Discretion policy previously approved by Council, (Annual review required).
- d) Approve for any future DLUHC Special Severance Payments to be decided on a case- by- case scenario only.
- e) Approve the Clerk/RFO flexible working request with effect 01.04.2023.
- f) Approve the Staffing budget for FY 23/24.
Cllrs Greenway and Kapp abstained from item f as they had not yet reviewed the staffing budget.

RESOLVED to approve items a) to f).

22119 Urgent Matters - None.

There being no further business the Chairman closed the meeting at 21:17

SignedChairman

Date