

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 11th JANUARY 2022.**

Present: Cllrs A. Collins, R. Dear, P. Hastings, K. Greenway, D. Lainchbury, M. Lury, R. Outen, J. Spencer (Chairman), D. Thompson (Vice Chairman), J. Warr-Chapman, and M. Warr-Chapman.

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

In attendance: 0 members of the public.

21321 Apologies for Absence

Cllrs Kapp and Yeates

21322 Declarations of Interests

None

21323 Councillor Co Option

Cllr Spencer welcomed the candidate, Mrs Van Koolbergen, and went on to explain the co-option process. The applicant was invited to say why they wanted to become a Bersted Parish Councillor and took questions from members.

Members then voted and agreed to co opt Mrs Van Koolbergen.

Mrs Van Koolbergen signed the declaration of acceptance of office and joined the meeting.

21324 Public Session

None.

21325 Minutes of the Council of 14th December 2021

RESOLVED that the Minutes of the Council of 14th December 2021, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

21326 Matters Arising from the Minutes

Minute 21305 - Cllr Collins liked the newly formed residents facebook page Bersted Matters.

21327 Reports from County & District Councillors

County Councillors

C. Cllr Greenway reported it had been quiet month. He had attended a recent Bognor Regis Town Council meeting where the Police Chief Inspector had spoken to the Town Council, and he had been involved with youth provision and the Phoenix Centre.

C. Cllr Oppler did not attend.

District Councillors

D. Cllr Bately did not attend.

D. Cllr M. Lury had nothing to report other than he had attended two meetings at Arun DC, one being an overview of Community Infrastructure Levy (CIL) presented to members.

D. Cllr Mrs G. Yeates had sent her apologies.

Cllr Outen joined the meeting at 19:20

21328 Financial Matters

a) To approve the Income and Expenditure Report for December 2021

The December Income and Expenditure Report had previously been circulated to all members. The Clerk reported expenditure was where it should be at this point and that from January HSBC Bank would be making bank charges.

RESOLVED to approve the Income and Expenditure for December 2021. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes

b) To approve the December 2021 Income & Expenditure Report for the Community Projects Account (HSBC)

RESOLVED to approve the Income & Expenditure Report for the Community Projects Account (HSBC).

21329 Reports

a) Chairman

Cllr Spencer's summary had previously been circulated and is appended to these minutes.

b) Vice Chairman

Cllr Thompson's summary had been circulated and is appended to these minutes.

c) Clerk/RFO

The Clerk gave a verbal report. The Clerk informed members it had been a quiet month, where with the Deputy Clerk they had been clearing the office in preparation for a new Admin Assistant and on return from leave she had Infrastructure, Forward Plan and Personnel meetings.

d) Deputy Clerk

The Deputy Clerk gave a verbal report. Hampers to the schools were well received and Southway School in the future will take bulk deliveries, casual bookings for parties are rising and along with the Clerk was clearing office space for a new Admin Assistant. The Deputy Clerk also attended a WSALC Clerks zoom meeting on 11th January where WSCC Electric Charging Points program was discussed, otherwise a quiet month.

e) Reports from other Councillors

Cllr Dear informed members he had attended the Action in Rural Sussex (AiRS) AGM and that a petition was circulating to stop the proposed Rampion 2 windfarm off the Sussex coast.

Cllr J. Warr-Chapman joined the meeting at 19:35

21330 Committee Minutes- To note the Minutes and reports and receive any questions from members.

a) To note the Minutes to the Planning Amenities and Environment Committee held on 4th January 2022.

No questions were raised by members.

Cllr Lury declared a personal interest as Vice Chairman of Planning at Arun DC.

RESOLVED to note the Minutes to the Planning Amenities and Environment Committee of 4th January 2022.

b) **To note the Report of the Forward Plan Committee held on 7th January 2022.**

RESOLVED to note the Report of the Forward Plan Committee held on 7th January 2022.

21331

To Approve the recommendation of the Planning Committee regarding parking charges proposed for Bersted Brooks in a consultation by Arun District Council.

The Planning Committee recommends that Bersted Brooks carpark should remain free of any charges to use as a leisure/exercise facility which hugely benefits the public. Also, that the proposed charges do not equate to value for money.

RESOLVED to agree the recommendation of the Planning Committee to object to the proposed parking charges for Bersted Brooks and submit those comments to Arun District Council.

21332

Environmental Policy

Members considered the formation of a working group to create an Environmental Policy for Bersted, that reports back to the Planning Committee. Councillors. Members agreed and Councillors Collins, Greenway, Hastings, Van Koolbergen and J. Warr-Chapman would form a working party.

RESOLVED to agree the formation of a working party to create an Environmental Policy for Bersted.

21333

Forward Plan Committee Recommendations

To approve the recommendations of the Forward Plan Committee as follows.

Cllr Lainchbury explained that the original cost of the meeting room extension had increased by £2,000 to £25,000 due to the rising cost of materials, also that additional costs would be incurred for an internal architect and structural engineer for toilets and kitchen. The Clerk and Cllr Lainchbury will be meeting with a designer and will report back to Council. Members agreed to approve the additional cost for materials. Cllr Lainchbury asked for approval of the updated business plan to be deferred until the start of the new financial year. Members agreed.

RESOLVED to approve the additional increase of £2000 to the cost of materials for the meeting room extension.

21334

February Meeting Reminders

- a) Planning Committee 7pm, 01.02.22.
- b) Council 7pm, 08.02.22.
- c) Personnel related meetings 10, 22 and 24

21335

Correspondence

No new correspondence.

21336

Exempt Matters

Standing Order 1c Staffing Matters. A resolution was made to exclude the public and press.

To approve the recommendation of the Personnel Committee held on 7th January 2022 regarding the following,

- a) Request made by the Deputy Clerk to change her working pattern from 14 January 2022.
- b) Increase in employer National Insurance contributions with effect from 1 April 2022.
- c) Increase in National Living Wage with effect from 1 April 2022.

Members agreed to approve the recommendations of the Personnel Committee.

RESOLVED to approve the recommendations of the Personnel Committee regarding a change in the Deputy Clerks working pattern from 14 January and increases in employer National Insurance contributions and the National Living wage with effect from 1 April 2022.

21337

Urgent Matters

None.

There being no further business the Chairman closed the meeting at 20:15

SignedChairman Date