**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL**

**HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED**

**AT 19:00 ON TUESDAY 12th APRIL 2022.**

**Present:** Cllrs K. Greenway, P. Hastings, W. Kapp, D. Lainchbury, M. Lury, J. Spencer (Chairman), D. Thompson (Vice Chairman), A. Van Koolbergen, J. Warr-Chapman and M. Warr-Chapman.

Mrs D. Holcombe (Clerk/RFO)

Mrs S. O’Connell (Deputy Clerk)

Mrs K. Harding (Admin Assistant)

In attendance: 0 members of the public.

**21428 Apologies for Absence**

 Cllrs A. Collins and G. Yeates

**21429 Declarations of Interests**

Cllr Greenway declared a personal interest in Minute 21438c with regards to planning application WSCC/07/22 – Elbridge Farm, as County Councillor for Bersted.

 Cllr Van Koolbergen declared a personal interest in Minute 21438c with regards to planning application WSCC/07/22 – Elbridge Farm.

**21430 Public Session**

None.

**21431 Minutes of the Council of 8th March 2022**

 **RESOLVED** that the Minutes of the Council of 8th March 2022, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**21432** **Matters Arising from the Minutes**

Minute 21401- Cllr Hastings enquired about letters sent to MP’s. The Deputy Clerk informed him that no response had been received.

**21434 Reports from County & District Councillors**

 **County Councillors**

C.Cllr Greenway’s report had previously been circulated to members. Cllr Greenway added to his report that he had met with the new Chief Inspector of Arun & Chichester where they discussed vehicle crime, as there had been 18 reports to police regarding thefts of wing mirrors from cars in and around Bersted. He updated members with the Highways repsonse to the inspectors appeal decision for BE/148/20/OUT - Nursery Fields on why a contribution was not allocated for Improvements to the A259, between Bersted and Drayton.

 He also informed members the electrical work had been completed on the A29 footpath between Lidl and McDonalds and the footpath was due to be tarmacked on 25th April.

 C. Cllr Oppler did not attend.

 **District Councillors**

D. Cllr K. Batley did not attend.

 D. Cllr M. Lury’s report was circulated to members. He was also very disappointed with the Nursery Fields appeal result.

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

**21435** **Ukraine-NALC briefing**

 **Members were asked to approve that Bersted PC has demonstrated its support by completing the statement of the CEMR.**

Members discussed the NALC briefing and agreed that a practical approach to help in association with local churches/organisations through the Community Resources Committee would be of more benefit than a statement of support.

 **RESOLVED** tooffer practical help in association with local churches/organisations through the Community Resources Committee.

**21436**  **Financial Matters**

 **a) To approve the Income and Expenditure Report for March 2022**

The March Income and Expenditure Report had previously been circulated to all members. The Clerk reported that at year end she would not be moving any money into the reserves as this was needed for the garage conversion costs. Cllr Greenway asked why the water costs had increased. The Clerk explained that the Council had been in credit but now the direct debit had increased but figures were based on actuals and meter readings.

 **RESOLVED** to approve the Income and Expenditure for March 2022. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes

 **b) To approve the March 2022 Income & Expenditure Report for the Community Projects Account (HSBC)**

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

 **c) To approve the Forward Plan Committees recommendation of chosen contractor to install kitchenette in the new meeting room.**

Cllr Lainchbury explained to members that costs to provide a separate toilet and the work involved meant it was unrealistic to proceed with this now. However, a kitchenette was essential, quotes had been obtained from Reilly’s and Holcombe Contractors and the Forward Plan Committee were recommending Holcombe Contractors were commissioned to install the kitchenette for £900. Members agreed.

 **RESOLVED** to appoint Holcombe Contractors to install the kitchenette for the new meeting room at a cost of £900.

**21437 Reports**

 **a)** **Chairman**

Cllr Spencer’s summary had 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’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) Reports from other Councillors**

None

**21438 Committee Minutes- To note the Minutes and reports and receive any questions from members.**

1. **To note the Minutes to the Community Resources Committee held on 15th March 2022.**

Cllr Lury gave a brief overview of the meeting. No questions were raised.

**RESOLVED** to note the Minutes of the Community Resources Committee of 15th March 2022.

1. **To note the reports of the Forward Plan and Personnel Committees held on 5th April 2022.**

The Clerk gave an overview of the Forward Plan and Personnel Committees. No questions were raised.

**RESOLVED** to note the reports of the Forward Plan and Personnel Committees of 5th April 2022.

 **c)** **To note the Minutes to the Planning Amenities and Environment Committee held on 5th April 2022.**

 Cllr Thompson gave an overview of the meeting, highlighting the Elbridge Farm - WSCC/07/22 application where members of the public attended to express their concerns.

 **RESOLVED** to note the Minutes to the PlanningAmenities and Environment Committee of 5th April 2022.

1. **To note the report of the Infrastructure Meeting held on 8th April 2022.**

Operation Watershed for Shripney. The Clerk and Cllr Greenway explained that they would be meeting with WSCC Sue Furlong to gather information with regards to progressing an application and arranging consultants to quote for the work needed at Shripney and costs involved. It would then be brought before Council to agree the initial costs before applying for Operation Watershed money.

**RESOLVED** to note the report of the Infrastructure Meeting of 8th April 2022.

**21439 Meeting Reminders**

a) Finance Committee 26.04.22, at 7pm.

 b) Planning Committee, 03.05.22, at 7pm.

 c) AGM Council, 10.05.22, at 7pm.

**21440 Tea & Coffee Club dates**

a) Friday 22.04.22, at 10am.

 b) Tuesday, 31.05.22, at 10am (Queens Platinum Jubilee theme).

 The Deputy Clerk informed members there would be a quiz based around the Queens 70 years as monarch for the Queens Platinum Jubilee tea & coffee club on 31 May.

**21441 Hotham Park Event – Sunday 19th June 2022**

Approve the recommendations of the Community Resources Committee, to host a stand at this event from 11am to 5pm. The stand will be allowed to have a raffle & tombola and an application will need to be made to the Bognor Rotary Club. Members agreed to have a stand and agree details and volunteers at the next Community Resources Meeting in May.

 **RESOLVED** to approve the recommendation of the Community Resources Committee to have a Bersted Parish Council stand at Hotham Park on 19th June.

 **ACTION** The Clerk to add to the May Community Resources Meeting and item for volunteers and details regarding the stand.

**21442 Parish Business Plan**

Approve the recommendation of the Forward Plan Committee to adopt the proposed live document.

 Cllr Lainchbury informed members of the changes recently made and asked members to approve them, Members agreed. Cllr Lury thanked him for his work in producing the Business Plan.

 **RESOLVED** to adopt the proposed live Business Plan for Bersted Parish Council.

**21443 Exempt Matters**

 **To approve the recommendations of the Personnel Committee held on 5th April 2022.**

1. Approve the Administrative Assistants contract. Members agreed.

**RESOLVED** to approve the Administrative Assistants contract**.**

1. Approve the 2021-2022 NJC Local Government 1.75% increase to be applied to employee salaries with effect from 1 April 2021, as notified by NALC on 3 March 2022.

**RESOLVED** to approve the 2021-2022 NJC Local Government 1.75% increase to be applied to employee salaries with effect from 1 April 2021, as notified by NALC on 3 March 2022.

Cllr Lainchbury and Cllr Spencer thanked members of the interview panel for their professionalism when conducting the interviews for the Administrative Assistants vacancy.

**21444 Urgent Matters**

The Deputy Clerk had previously forwarded a letter to members from a resident in North Bersted Street regarding the Willow Pond and North Bersted Conservation Area. Members noted its content and asked for questions regarding finance to be added to the Finance Committee Agenda for April.

 **ACTION** the Clerk to add an item to the Finance Committee Agenda for consideration.

 Notification of the decision from the appeal made by agents Barton Wilmore regarding application BE/148/20/OUT - Nursery Fields, which was refused by Arun DC. The appeal has been upheld, therefore outline permission is granted for 225 homes. Cllr Hastings asked that when an application for reserved matters on this site are lodged that it is discussed at Full Council for all to have an input.

**There being no further business the Chairman closed the meeting at 20:43**

**Signed …………………………………………Chairman Date ………………….**