

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 19:00 ON TUESDAY 14<sup>th</sup> SEPTEMBER 2021.**

**Present:** Cllrs H. Carey, A. Collins, R. Dear, P. Hastings, K. Greenway, W. Kapp, D. Lainchbury, J. Spencer (Chairman), D. Thompson (Vice Chairman), J. Warr-Chapman and M. Warr-Chapman.

In attendance: 0 members of the public.

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

C. Cllr Oppler

- 21167      Apologies for Absence**  
Cllrs Lury, Outen and Yeates and D. Cllr K. Batley
- 21168      Declarations of Interests**  
None
- 21169      Public Session**  
None
- 21170      Minutes of the Council of 10<sup>th</sup> August 2021**  
**RESOLVED** that the Minutes of the Council of 10<sup>th</sup> August 2021, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 21171      Matters Arising from the Minutes**  
Minute 21152c – Cllr Collins asked about progress with the playpark surface repairs. The Deputy Clerk informed her that they were delays with supplies. The company hoped to take delivery of supplies at the end of the week and will contact the office as soon as possible with a date for the repairs.
- 21172      Committee Minutes**  
a) **To approve the Minutes to the Planning Amenities and Environment Committee held on 7<sup>th</sup> September 2021.**  
Cllr Hastings agreed with Cllr Collins suggestion that the Council look at creating a policy for the environment.  
**RESOLVED** to approve the Minutes to the Planning Amenities and Environment Committee of 7<sup>th</sup> September 2021.
- 21173      Financial Matters**  
a) **To approve the Income and Expenditure report for August 2021**  
The August Income and Expenditure Report had previously been circulated to all members. Cllr Greenway asked the Clerk if payments for Maintenance Contracts were processed in the first half of the year as this cost centre was near its budget limit. The Clerk informed him that was correct.  
**RESOLVED** to approve the Income and Expenditure for August 2021. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.

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

The Clerk had previously circulated and explained the report for the Community Projects Account. Cllr Greenway asked if the Business Forum had been consulted regarding the proposed expenditure on leaflets. The Clerk explained this had been on hold over the last few months and the Community Resources Committee needs to re establish connections with the Business Forum.

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

**21174**

**Parish Business Plan**

Cllr Lainchbury informed members he had created a draft document which will be circulated to all for comments and input. Members were asked to approve the creation of a Business Plan for Bersted. Members Agreed. The Forward Plan Committee would review this and refer to Council for eventual approval. Some members would prefer to have a working group rather than the Forward Plan Committee review and input content into the Business Plan. A vote was taken, a majority voted for the Forward Plan Committee to review the Business Plan.

**RESOLVED** to approve the creation of a Business Plan for Bersted and for the Forward Plan Committee to review and input content and refer to Council for approval.

**21175**

**Social Media**

The Deputy Clerk administers the Facebook page for the Parish Council and requires some input and ideas from members for posting that are objective, informative and represent the Parish Council. Cllrs Collins, Greenway and Spencer agreed to help out where they can as part of a working Group.

**RESOLVED** that Cllrs Collins, Greenway and Spencer will be part of a working group to help the Deputy Clerk with input and ideas for posting on the Parish Council Facebook page.

**21176**

**Reports**

**a) Chairman**

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

**b) Vice Chairman**

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

**c) Clerk**

The Clerks report had previously been circulated and is appended to these minutes.

**d) Deputy Clerk**

The Deputy Clerks report had previously been circulated and is appended to these minutes.

**e) Reports from other Councillors**

Cllr Hastings reported the litter pick on 5<sup>th</sup> September had gone well and thanked Cllrs Greenway and Lainchbury for organising it. He would like to see Council target the Parish with a litter campaign which could involve businesses/shops.

Cllr Collins attended a webinar on the WSCC Transport Plan, she reported that it was just the beginning of what is likely to be a comprehensive plan for West Sussex.

**21177 Reports from County & District Councillors**  
**County Councillors**

C. Cllr K. Greenways report had been circulated to members and is appended to these minutes.

C. Cllr F. Oppler reported that a Traffic Regulation Order was being made on the Southern Cross Trading Estate between B&M and Base Skatepark for double yellow lines to help alleviate the congestion caused by cars parked obstructing heavy goods vehicles making deliveries.

**District Councillors**

D. Cllr K. Batley had sent his apologies.

D. Cllr M. Lury had sent his apologies, but his report was circulated to members and is appended to these minutes.

D. Cllr Mrs G. Yeates had sent her apologies, but her report was circulated to members and is appended to these minutes.

**21178 Correspondence and reminders**

- Advisory email from C.A.B and WSCC regarding cuts to Universal Credit
- Advisory email from AiRS confirming extension to deadline on 10K grant approved
- Community Resources 21<sup>st</sup> September 7pm
- Tea & Coffee 24<sup>th</sup> September 10-12am
- Finance Meeting 28<sup>th</sup> September 7pm
- Planning 5<sup>th</sup> October 7pm
- Council 12<sup>th</sup> October 7pm
- Infrastructure 14<sup>th</sup> October 11am
- Forward Plan/Personnel 19<sup>th</sup> October 11am
- Tea & Coffee 22<sup>nd</sup> October 10-12am

**21179 Urgent Matters**

Other matters considered by the Chairman to be of an urgent nature.

Cllr Lainchbury requested that the General Power of Competence was included on the agenda for October Council.

**ACTION** the Clerk to itemise on the October Council Agenda.

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

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