

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 19:00 ON TUESDAY 8<sup>th</sup> FEBRUARY 2022.**

**Present:** Cllrs R. Dear, K. Greenway, D. Lainchbury, J. Spencer (Chairman), D. Thompson (Vice Chairman), A. Van Koolbergen, J. Warr-Chapman, M. Warr-Chapman and G. Yeates.

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

C. Cllr Oppler

In attendance: 0 members of the public.

- 21369 Apologies for Absence**  
Cllrs Hastings, Kapp, Lury and Outen
- 21370 Declarations of Interests - None.**
- 21371 Public Session - None.**
- 21372 Minutes of the Council of 11<sup>th</sup> January 2022**  
**RESOLVED** that the Minutes of the Council of 11<sup>th</sup> January 2022, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 21373 Matters Arising from the Minutes - None**
- 21374 Reports from County & District Councillors**  
**County Councillors**  
C. Cllr Greenway's report had previously been circulated and is appended to these minutes. He informed members he was pleased that he was able to host a meeting with Katy Bourne (West Sussex Police & Crime Commissioner) and Nick Gibb MP, regarding anti-social behaviour around Bognor Regis. C. Cllr Oppler requested to be invited to any future meetings.  
C. Cllr Greenway has also had complaints about the use of E Scooters around Bersted Park and has contacted the local PCSO to join him in a tour of Bersted Park.  
  
C. Cllr Oppler reported he has been receiving requests for supporting double yellow lines in parts of Bersted. There are growing concerns about the sale of Bognor Regis Golf club for houses and hopes the Parish Council will support any objections raised. The re development of Place St Maur will be an asset to Bognor Regis and the Regis Centre has received funding for refurbishment through the Government's Levelling Up.  
**District Councillors**  
D. Cllr Batley did not attend.  
  
D. Cllr M. Lury had sent his apologies. His report had previously been circulated and is appended to these minutes.

D. Cllr Mrs G. Yeates reported she had attended several committee meetings at Arun DC, including the Economy Committee where expenditure had been agreed for areas in Bognor Regis.

Planning Policy committee – the latest HELAA report had nothing new for possible development in Bersted, although she is worried that due to the lack of housing supply in Arun DC there is a presumption in favour of development outside the strategic sites in the Local Plan.

Constitution working party have been looking at protocol.

Bersted Advisory Group – as Chairman she was hoping to arrange a meeting but developers for West Bersted are not ready to bring forward any new plans yet and Chalcraft Nursery site applications are at appeal. The Clinical Commissioning Group (CCG) may attend a Planning Policy meeting at Arun to review the health provision for Bersted and the surrounding parishes that will be affected by new development.

Cllr Mrs Yeates informed members that Shripney was getting fibre broadband and that the pumping station was hopefully having new pumps fitted.

Cllr Greenway also mentioned that Arun DC will be making Bersted Brooks a Country Park and spending to make these improvements. Also, the Arun DC were planting thousands of trees around the District.

21375

### **Financial Matters**

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

The January Income and Expenditure Report had previously been circulated to all members. The Clerk reported expenditure was where it should be and income was up.

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

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

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

**c) To approve the purchase of an ISO Container at a cost of 4,175. (This will be facilitated by Earmarked Reserves, Emergency Resilience 2k along with the 2k Container Reserves, and in addition the unspent 1k CC26 Vehicle maintenance from FY 21/22).**

The Finance Chairman, Cllr Lainchbury, explained to members that his previous calculation had not taken into account that ISO containers are not supplied at 30ft and need to have a 40ft container spliced and welded to size and that a side door needed to be fitted for the groundsman to have access without moving the tractor each time. Also, it was not possible to accommodate a 40ft container as it would obstruct a drain. Cllr Lainchbury said the container needed to be purchased and in place before the extension work began so that the grounds equipment and tractor could be moved out of the garage.

The Clerk/RFO explained the additional funds would be taken from earmarked reserves, emergency resilience fund, container reserves and unspent vehicle maintenance from the financial year 2021 – 2022. Cllr Greenway asked if there was likely to be other expenditure related to the extension of the meeting room not previously accounted for, Cllr Lainchbury informed him that there were, and the Clerk/RFO would be informing members at Finance and Council what the costs were once known. The Clerk/RFO explained that there were funds available in the reserves, but it would be Councils' decision as to whether they agreed

to the additional expenditure. Members were asked to agree the purchase of the ISO container for £4,175. Members agreed.

**RESOLVED** to agree the purchase of the ISO container for £4,175.

21376

### **Council Policies**

**To approve the adoption of the following ACAS/NALC policies (contract references in brackets):**

- a) Equality and Diversity policy (2.3)
- b) Employee Sickness policy (8)
- c) Emergency/Dependants Leave policy (9.1)
- d) Flexible Working Requests policy (9.2)
- e) Maternity Leave & Pay policy (9.3-4)
- f) Paternity Leave & Pay policy (9.5)
- g) Performance Improvement policy (13)
- h) Disciplinary policy (13.2)
- i) Grievance policy (13.3)
- j) Anti-Bullying & Harassment policy (13.4)
- k) Lone Worker policy (14.1)

Members agreed to adopt the above policies for Bersted Parish Council.

**RESOLVED** to adopt the above policies for Bersted Parish Council.

21377

### **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 gave a verbal report.

Hampers to the schools have been ordered for 17 and 18 February, casual bookings for the hall have been coming in now that restrictions have lifted, Residents complaining re parking outside schools and on yellow lines at Royal Parade this has been reported to Bersted's PCSO and Arun DC parking enforcement, emails regarding the extension, emails to Arun DC regarding overflowing bins at Mulberry Fields due to the area not being adopted by a management company yet, also a request for a dog poo bin in that location.

**e) Reports from other Councillors**

Cllr Lainchbury informed members there had been incidents on Bersted Park, one being a resident had called for an ambulance, but the ambulance was blocked from reaching the house due to parked cars on the estate road, the second being events booked recently at Bersted Park Community Centre over a weekend resulting in those attending parking their cars on the estate roads blocking driveways and on the field by the skate park. Police were called and the Community Centre management asked to attend. The Community Centre management have since apologised to residents for the inconvenience the events caused and they will look at their procedures for accepting bookings.

**21378 Committee Minutes- To note the Minutes and reports and receive any questions from members.**

- a) **To note the Minutes to the Community Resources Committee held on 18<sup>th</sup> January 2022.**

No questions were raised by members.

**RESOLVED** to note the Minutes to the Community Resources Committee of 18<sup>th</sup> January 2022.

- b) **To note the Minutes to the Finance & General Purposes Committee held on 25<sup>th</sup> January 2022.**

No questions were raised by members.

**RESOLVED** to note the Minutes to the Finance & General Purposes Committee held on 25<sup>th</sup> January 2022.

- c) **To note the Minutes to the Planning Amenities and Environment Committee held on 1<sup>st</sup> February 2022.**

No questions were raised by members.

**RESOLVED** to note the Minutes to the Planning Amenities and Environment Committee of 1<sup>st</sup> February 2022.

**21379 To approve the recommendation of the Planning Committee regarding Barnham and Eastergate Parish Council's letter to Arun DC.**

The Planning Committee recommends that Bersted Parish Council supports the letter sent to Arun DC by Barnham & Eastergate Parish Council regarding the local planning framework and its lack of effectiveness. Members discussed this and the letter from Aldingbourne PC to a local MP along the same lines. They felt that Bersted should be writing to those in government that make planning policy rather than the District Council. Members asked that a letter is drafted for the March meeting of the Planning Committee to consider approving for sending to our local MP's regarding the ineffectiveness of the local planning framework.

**RESOLVED** not to send a letter to Arun DC but for a draft letter to be considered and approved by the Planning Committee when they meet in March to be sent to the local MP's regarding the ineffectiveness of the local planning framework.

**21380 Exempt Matters**

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

To approve the extension of the deadline to 20<sup>th</sup> March 2022 and further advertising for applications for the Admin Assistant post.

**RESOLVED** to approve an extension of the deadline to 20<sup>th</sup> March 2022 and further advertising for applications for the Admin Assistant post.

**21381 Urgent Matters - None.**

**There being no further business the Chairman closed the meeting at 20:59**

**Signed .....Chairman**

**Date .....**