

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 8th JUNE 2021.**

Present: Cllrs H. Carey, R. Dear, P. Hastings, Miss W. Kapp, D. Lainchbury, M.D. Lury, R. Outen, J. Spencer and D. Thompson.

In attendance: 0 members of the public.
Mrs D. Holcombe (Clerk/RFO) and Mrs S. O'Connell (Deputy Clerk).

21071 Apologies for Absence

Cllrs Greenway, J. Warr-Chapman, M. Warr-Chapman and Yeates.

21072 Declarations of Interests

None

21073 Police Report

No report had been received.

21074 Public Session

None

21075 Minutes of the Council of 4th May 2021

RESOLVED that the Minutes of the Council of 4th May 2021, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

21076 Matters Arising from the Minutes

None

21077 Committee Minutes

a) To approve the Minutes of the Community Resources Committee held on 18th May 2021.

Cllr Lury asked if members had any questions. None were forthcoming.

RESOLVED to approve the Minutes of the Community Resources Committee on 18th May 2021.

b) To approve the Minutes of the Finance Committee held on 25th May 2021.

Cllr Lainchbury gave a brief review of the meeting.

RESOLVED to approve the Minutes to the Finance Committee on 25th May 2021.

c) To approve the Minutes to the Planning Committee held on 1st June 2021.

Cllr Thompson asked if members had any questions. Members asked that the Minutes gave more details in the Public Session about application BE/59/21.

RESOLVED to approve the Minutes to the Planning Committee on 1st June 2021.

ACTION the Deputy Clerk to expand the Planning Minutes for the public session.

21078 Financial Matters

a) To approve the Income and Expenditure report for May 2021

The May Income and Expenditure Report was circulated at the meeting to all members.

She explained expenditure was where it should be, and income was starting to come in from hall use now that Covid restrictions are lifting.

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

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

The Clerk had previously circulated and explained the report for the Community Projects Account

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

c) To approve the Finance Committees recommendation to approve the Investment Strategy and Reserves, along with the new design of statement for the Reserves.

The Clerk informed members the Investment Strategy was being recommended by the Finance Committee. Cllr Lainchbury explained he and Cllr Greenway had revised the Reserves statement to make it easier for members to understand the balances in each account and what was in the Reserves. Members agreed to approve the recommendation of the Finance Committee for the Investment Strategy and revised layout of the Reserves Statement.

RESOLVED to approve the recommendation of the Finance Committee for the Investment Strategy and Reserves and the revised layout of the Reserves Statement.

d) To approve the Chairman and Vice Chairman of Finance Committee, along with the Vice Chairman of Council become bank signatories.

The Clerk explained that as some signatories were no longer Councillors the Finance Committee recommend that the Chairman and Vice Chairman of Finance along with the Vice Chairman of Council should be bank signatories. Members agreed.

RESOLVED to approve the Chairman and Vice Chairman of Finance Committee, along with the Vice Chairman of Council become bank signatories.

21079

Reports

a) Chairman

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

b) Vice Chairman

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

e) Reports other Councillors

Cllr Lainchbury reported on the Bersted Advisory Group he had attended on 20th May with the Deputy Clerk.

He informed members discussions were had on the phasing of the development as the preferred option from the developers is to start at the North and South ends.

A bus route is proposed by Stagecoach to be diverted through the site with access to Chichester and Bognor Regis.

The site for a war memorial was discussed and Cllr Lainchbury asked that it was not a spitfire or other aircraft design. 2 locations were proposed for a memorial, north or south of the development.

Cllr Lainchbury also asked the developers agents to consider parking on the site and cited Bersted Park and Willows Edge as how not to incorporate parking into a development as it causes huge problems.

Wastewater from the site will be directed to Ford wastewater treatment works.

**21080 Reports from County & District Councillors
County Councillors**

C. Cllr K. Greenway had sent his apologies, but his report had been circulated to members.

C. Cllr F. Oppler did not attend.

District Councillors

D. Cllr K. Batley did not attend.

D. Cllr M. Lury's report was circulated to members. He expanded on the ongoing issues at Babsham Business Centre and Rookery Park regarding enforcement by Arun DC and how he was asking officers to deal with them as a priority.

D. Cllr Mrs G. Yeates had sent her apologies, but her report had been circulated.

21081 Handbook – Annual Review

The Deputy Clerk informed members that the handbook had been updated and is available in sharepoint. If Councillors wish to have a paper copy, please let the office know.

**21082 Dog Bins – Annual Review
Approval of a dog bin in Shripney.**

The Finance Committee reviewed requests and recommended a dog bin for Shripney. The exact location is to be decided and Arun DC contacted for approval of the position.

Members also mentioned a dog bin for West Meads Drive, that falls mainly in Aldwick Parish, as this needs a dog bin. Advised to liaise with Aldwick PC.

RESOLVED to approve a dog bin for Shripney, location to be decided.

21083 Hi Vis Litter Pick Waistcoats

- a) **Approve the concept & design for a hi vis litter pick waistcoat for future use by Council.**

Cllr Lainchbury explained he had bought 3, 1 for himself and 2 other Councillors, while out litter picking it had attracted members of the public to engage with them. He asked if Council would approve the design. Members agreed.

RESOLVED to agree the design and concept of a hi vis litter pick waistcoat for use by Council.

- b) **Approve the purchase of hi vis litter pick waistcoats by the Clerk.**

Members were asked to approve the Clerk purchases 10 hi vis litter pick waistcoats in a range of sizes for members at a cost of £9 plus VAT. Members agreed.

RESOLVED to approve the Clerk to purchase 10 hi vis litter pick waistcoats.



21084 Correspondence and reminders

The Deputy Clerk informed members that Bognor Regis Armed Forces Day planned for June 2021 had been cancelled due to the pandemic, but it had been booked for 18 June 2022.

21085 Urgent Matters

Cllr Outen asked if the Parish could contact WSCC Highways regarding the incidents along Chalcraft Lane and the junction to West Meads Drive, as there have been several accidents lately. The Clerk said she would contact WSCC Highways as they were due to attend an Infrastructure Meeting in July.

There being no further business the Chairman closed the meeting at 20:38

SignedChairman Date