

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 18:30 ON TUESDAY 9th NOVEMBER 2021.**

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

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

In attendance: 0 members of the public.

21246 Apologies for Absence
Councillor R. Outen

21247 Declarations of Interests
None

21248 Public Session
None

21249 Minutes of the Council of 12th October 2021
RESOLVED that the Minutes of the Council of 12th October 2021, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

21250 Matters Arising from the Minutes
None

21251 Reports from County & District Councillors
County Councillors
Cllr Greenway's report had been circulated to members and is appended to these minutes. Cllr Collins asked if the A259 Chichester to Bersted corridor fits in with the Highways England consultation on the A27. Cllr Greenway hoped it would.
District Councillors
Cllr M. Lury's report was circulated to members and is appended to these minutes.

Cllr Mrs G. Yeates informed members she was between meetings now and had nothing to report.

21252 Financial Matters
a) **To approve the Income and Expenditure report for October 2021**
The October Income and Expenditure Report had previously been circulated to all members. **RESOLVED** to approve the Income and Expenditure for October 2021. A signed copy of the Statement of Receipts and Payments is appended to the signed copy of these Minutes.
b) **To approve the October 2021 Income & Expenditure Report for the Community Projects Account (HSBC)**
RESOLVED to approve the Income & Expenditure Report for the Community Projects Account (HSBC).

- 21253 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/RFO's summary 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 Lainchbury informed members there is petty crime and anti-social behaviour taking place at Bersted Park and Willows Edge. The police are aware and are making more routine patrols on the estate.
- 21254 Correspondence and reminders**
- a) Community Resources 16th November, 7pm
 - b) Tea & Coffee 19th November 10-12am
 - c) Finance Committee 23rd November, 7pm
 - d) Christmas Fayre here Saturday 4th December, 10-2
 - e) Planning 7th December, 7pm
 - f) Council 14th December, 7pm
- 21255 Committee Minutes**
- a) **To note the Report of the Forward Plan Committee held on 19th October 2021.**
No questions were raised by members.
RESOLVED to note the Report of the Forward Plan Committee of 19th October 2021.
 - b) **To note the Minutes to the Planning Amenities and Environment Committee held on 2nd November 2021.**
Cllr Lury declared a personal interest as Vice Chairman of Planning at Arun DC.
Members enquired about the different speed activated devices and the portable devices used in some areas. The Deputy Clerk said she would investigate this as she was aware other parishes had used the portable devices.
RESOLVED to note the Minutes to the Planning Amenities and Environment Committee of 2nd November 2021.
- 21256 To Approve the Planning Committees recommendation to order 15 tree saplings in support of the Queens Green Canopy.**
Orders are through the Woodland Trust and you need to specify where, what species, who is the landowner and do you have permission to plant when submitting your application. Members agreed to support the Queens Green Canopy as part of her Platinum Jubilee celebrations in 2022.
RESOLVED to agree to support the Queens Green Canopy as part of her Platinum Jubilee celebrations in 2022.

21257 Exempt Matters

A resolution was made to exclude public and press. Standing Orders 1.c Staffing Matters.
To approve the recommendation of the Personnel Committee, held on 19th October, to agree the documents for the Admin Assistant post that will be advertised in January 2022.

Members agreed to approve the recommendation of the Personnel Committee regarding the documents for the Admin Assistant post to be advertised in January 2022.

RESOLVED to approve the recommendation of the Personnel Committee regarding the documents for the Admin Assistant post to be advertised in January 2022.

21258 RESERVES

To approve the Forward Plan Committees recommendation to change the Earmarked Reserves as follows.

1. Approve a temporary change to the access road reserves from 10k to 5k.
2. Approve a reserve commitment of 2k for a Container to temporarily store the Tractor.
3. Approve a reserve commitment of up to 3,500 for replacement I.T required.
4. Approve a schedule of works for BE/81/19 (Planning permission granted for an extension and new garage to the community centre) to commence from April 2022.

Members agreed to the changes to the earmarked reserves.

RESOLVED to approve the above items 1 – 4.

21259 Parish Business Plan Objectives Presentation and approval of objectives as presented to the Forward Plan Committee by Cllr Lainchbury.

Cllr Lainchbury presented the objectives to members. Members agreed to approve the short term objectives as set out below.

A Copy of the Business Plan will be made available on the Parish website.

Short Term

1. Objective 1 – playpark surface repairs - achieved
2. Objective 2 – Create a larger meeting room -
3. Objective 3 – Procure and ISO container for the tractor if objective 2 is agreed
4. Objective 4 – Replace fascia boards to the rear of the building
5. Objective 5 – Create a parish plan
6. Objective 6 – Clear ditches at jubilee field and the spinney
7. Objective 7 – Replace old notice boards, some boards have been purchased but need fitting.
8. Objective 8 – Replace old IT equipment in the offices
9. Objective 9 – Connect the fire alarm to intruder alarm
10. Objective 10 – Recruit and Admin Assistant

As this is a live document other Short Term objectives will be added to the Business Plan over time as objectives are achieved. Regular reviews will be scheduled for Councillors to input ideas.

RESOLVED to approve the Short Term objectives 1 – 10 as set out above.

Long Term (majority taken from the Bersted Community Infrastructure Levy (CIL) project list agreed by Council in 2020)

The objectives identified in the Bersted Community Infrastructure Project List are subject to change if Arun DC do not agree they fit the CIL criteria.

1. Objective 1 – Construct new garage – Arun DC have already said this does not fulfil CIL criteria
2. Objective 2 – Extend the car park to facilitate extension to meeting room
3. Objective 3 – Install speed awareness sign on Chalcraft Lane
4. Objective 4 – Install speed device on the A29 in Shripney
5. Objective 5 – Construct extra flood defences in Shripney
6. Objective 6 – Procure and install new outdoor gym/play equipment.

Other Long Term objectives will be added to the Business Plan over time as objectives are achieved.

RESOLVED to approve in principle the Long Term objectives 1 – 6 as set out above.

21260

Urgent Matters

Cllr Spencer announced that Cllr Carey had given him his resignation, which as Chairman he had accepted.

There being no further business the Chairman closed the meeting at 20:33

SignedChairman

Date