

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 19:00 ON TUESDAY 11<sup>TH</sup> APRIL 2023.**

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

Mrs D. Holcombe (Clerk/RFO), Mrs S. O'Connell (Deputy Clerk) and J. Milson (Trainee Clerk).

In attendance: 0 member of the public.

**22426 Apologies for Absence**

None.

**22427 Declarations of Interests**

Cllr Spencer declared a personal interest in Minute 22432.

**22428 Public Session**

None.

**22429 Minutes of the Council of 14<sup>th</sup> March 2023**

**RESOLVED** that the Minutes of the Council of 14<sup>th</sup> March, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

**22430 Matters Arising from the Minutes**

None.

**22431 Financial Matters**

- a) To approve the Income and Expenditure Report for March 2023.  
The March Income and Expenditure Report had previously been circulated to all Members. Cllr Greenway enquired about cost centre 39 Election Costs. As this fund will not be used will it go into reserve? Clerk/RFO advised this was a decision for Council.  
**RESOLVED** to approve the Income and Expenditure Report for March 2023.
- b) To approve the March 2023 Community Projects Income & Expenditure Report.  
The March Community Projects Income & Expenditure had previously been circulated to Members.  
**RESOLVED** to approve the March 2023 Community Projects Income and Expenditure report for Community Projects Account.

**22432 B2 Restriction on 84 North Bersted Street**

The Deputy Clerk informed Members that Solicitors acting on the sale of 84 North Bersted Street have contacted the office as there is a restriction on their title deeds in favour of Bersted Parish Council, which means they cannot sell without the consent of the Parish Council. The property borders the Spinney and was put on the property registers of 82 and 84 North Bersted Street, when the Parish Council bought the Spinney. They need a letter of consent signed by the Chairman. Members noted the sale is to TPJ developments Ltd and

requested more information from the seller's solicitor to enable them to make an informative decision. Clerk/RFO pointed out further legal requirements may result in costs to the Council and significant time delays. Cllr Greenway enquired if this could be delegated to F&GP if necessary.

**RESOLVED** to object to giving their consent in accordance with the B2 restriction on the sale of 84 North Bersted Street until more information is received.

**ACTION** Deputy Clerk to contact seller's solicitors and report back to Council.

#### 22433 **Bersted Jubilee Hall Signage**

- a) Approve the final detail of the Bersted Parish Council sign and the location on the building. **RESOLVED** to agree the location and to proceed with attachment 1 subject to a final tweak with the design, 9 Cllrs voted for and 2 abstained.
- b) Approve the design and location of a Bersted Jubilee Hall sign and the location on the building. Cllr Greenway suggested this item be deferred to the F&GP Committee rather than Full Council. Clerk/RFO advised the reason it was brought to full Council was that there is an absence of clear signage for Bersted Jubilee Hall after historic vandalism of the original signage. Members agreed this could be deferred to F&GP and then return to Council for final approval.

**RESOLVED** to defer to the April F&GP Committee and then Council.

**ACTION** Clerk/RFO to agenda for April F&GP.

#### 22434 **Reports**

- a) Chairmans report had previously been circulated and is appended to these minutes.
- b) Clerk/RFO's report had previously been circulated and is appended to these minutes.
- c) Deputy Clerk's report had previously been circulated and is appended to these minutes.
- d) Trainee Clerk gave a verbal report, confirming she is continuing her training with Clerk/RFO and Deputy Clerk, she has also issued the new contracts to regular hall users, taken new bookings and issued relevant paperwork. She has also liaised with Harvest UK and Age UK inviting them to give talks at our monthly Tea and Coffee afternoons.

#### 22435 **Committee Minutes**

**To note the Minutes of the following Committees.**

- a) Community Action Committee, 21.03.23, Members noted the minutes and had no questions.
- b) Planning Committee 04.04.23, Members noted the minutes and had no questions. Cllr Lury declared an interest as a member of Arun DC Planning and left the room at 19.57 while the minutes were signed and returned to the meeting 19.58.

#### 22436 **Planning Committee recommendations**

- a) Approve the Planning Committees recommendation to form a working group for Operation Watershed application. Cllrs Greenway, Spencer & Yeates have volunteered, and other members of the Council may join. Cllr Lainchbury opted to join. Members agreed. **RESOLVED** to approve the recommendation of the Planning Committee to form a working group for Operation Watershed applications and hold a meeting after the May elections.
- b) Approve the Planning Committees recommendation to form a working group for climate change/crisis. The working group will look at how the Parish Council can contribute to

reducing its carbon footprint and inform and engage with residents of ways they can do the same. Volunteers to join were, Cllrs Yeates, Kapp, Van Koolbergen and Chairman. The first meeting will be after the May election. Members agreed.

**RESOLVED** to approve a working group to look at ways the Parish Council can contribute to reducing its carbon footprint and inform and encourage residents to do the same.

22437

**Reminders**

- a) Infrastructure Committee, 13.04.23, at 11am. Clerk/RFO also advised of a presentation taking place by Lichfields on 13.04.23 at **6pm**.
- b) Finance Committee, 25.04.23 at 7pm.
- c) Planning Committee 7pm, 02.05.23.
- d) **Polling Day 04.05.23.**
- e) Tea & Coffee Club, Monday 2pm, 15.05.23.
- f) **Council AGM 16.05.23 at 7pm.**
- g) Community Action Meeting, 23.05.23 at **6pm**.
- h) Finance Meeting, 23.05.23, at **7.30pm**.
- i) Forward Plan/Personnel Meeting 30.05.23 at 7pm.

22438

**Tea & Coffee Club Reminders**

- a) Monday 17.4.23 at 2pm.
- b) Monday 15.5.23 at 2pm.

22439

**Urgent Matters**

Cllr Lainchbury informed members that a resident has recently questioned via local social media why Bersted Parish Council have no allotments. Although he wrote that Bersted Parish Council has neither the land or cash to purchase land, other social media users subsequently joined in the debate, accusing Bersted Parish Council of failing in its statutory duties. The Small Holdings and Allotments Act 1908 covers the statutory duty. Deputy Clerk advised members of the process for requesting an allotment and which must be submitted in writing, if 6 or more residents put in a request then the Parish Council has a duty to start the process. Chairman thanked Cllr Lainchbury for bringing this to the attention of the Council.

Cllr Hastings is stepping down from the Council and thanked members for engaging with the community especially mentioning the donations for hampers.

Members thanked Cllr Hasting for his long service and contribution to Bersted.

**There being no further business the Chairman closed the meeting at 20:14.**

Signed .....Chairman

Date .....