

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 14 NOVEMBER 2023.**

Present: Cllrs B. Bellhouse, K. Greenway, W. Kapp, M. Lury, P. Ralph, A. Smith, J. Spencer (Chair), A. Van Koolbergen, P. Wells, P. Woodall and G. Yeates (Vice Chair).

Mrs D. Holcombe (Clerk/RFO), and Ms J. Milson (Community Clerk)

In attendance: 2 members of the public.

Notice to all in attendance, this meeting is recorded for the Clerks use only, for the purpose of accuracy of minutes, once minutes are ratified the recording will be deleted.

- 23258 Apologies for Absence**
Mrs S. O'Connell (Deputy Clerk)
- 23259 Declarations of Interests**
Cllr Lury declared an interest as a member of Arun DC Planning Committee.
- 23260 Councillor Co Option**
No applications received.
- 23261 Public Session opened at 19.01.**
Resident of Addison Way outlined his concerns during the recent flooding events that have taken place. He thanked Cllr Greenway, Cllr Lury and Chairman for being in attendance to witness the event first hand and assist. A Flood Avoidance Community Task Force (FACT) has been set up. A working relationship with agencies and Bersted PC is hoped for to tackle this situation. A self-funded leaflet drop is taking place 15/1/23. Cllr Wells thanked the resident and agreed this was a community problem, he offered his assistance. Chair advised that the Bersted Flood Group had widened to include Addison Way and he and Cllr Greenway had hand posted letters in Addison Way inviting them to join.
Public Session closed at 19.15.
- 23262 Minutes of the Council Meeting 10 October 2023**
RESOLVED that the Minutes of the Council Meeting 10 October 2023, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 23263 Matters Arising from the Minutes, None.**
- 23264 Reports from County & District Councillors**
C. Cllr Greenway's report was circulated to Members. Apologies given for not presenting his usual report explaining he had been very involved with residents with flooding related concerns and corresponding with relevant agencies. A more comprehensive report would be submitted at the next meeting in December. C.Cllr Greenway reiterated the importance that everyone needs to work together to find a solution.
C. Cllr F. Opler's report was circulated to Members. C.Cllr Opler highlighted the ongoing issues with speeding along Ash Grove. It has been identified as a Police issue but due to lack of resources this has not been enforced. Cllr Wells highlighted a problem turning right out of Ashgrove onto Rowan Way causing delays especially in peak times of the day. He enquired if a 'no right turn' could be introduced directing traffic to the

roundabout and rejoining Orchard Way. Clerk/RFO advised that she raised her concerns a few years ago but was told by previous WSCC representative that this would be a no. Cllr Oppler would bring this to the attention of Mike Thomas.

District Councillors

D. Cllr Greenway's report was circulated to Members. Cllr Greenway confirmed he would present a more detailed report next month, as he has been very busy with flood related issues.

D. Cllr Lury's report was circulated to Members.

D. Cllr Yeates report was circulated to Members. In Cllr Yeates opinion, this present flooding had been worse than 2012. Driving standards during this time have been appalling which have caused issues with grass/mud being washed away. During the Full Council Meeting at Arun DC, flooding emergency was debated, and it was agreed to set up a Forum to call in authorities and agencies. Cllr Wells was concerned that Shripney Road had taken a long time to be closed and enquired if the County could improve their communication with the residents to enable the closure of the road when they can see the need to do so during times of flooding. Cllr Greenway confirmed that anyone can close the road during this time and agreed the speed in which the road was closed was too slow, Cllr Greenway reminded all that we have here at the Parish Council office an Emergency Resilience pack given to us by WSCC when they attended to give a presentation a few years ago which includes a Road Closure sign.

Written reports received are appended to these minutes.

23265

Financial Matters

To approve the Income and Expenditure Report for October 2023.

The October Income and Expenditure Report had previously been circulated to all Members. Clerk/RFO advised members that this was updated monthly. Due to recent flooding of the car park at Jubilee Hall affecting our hall users and being a potential health and safety issue, a pump and hose was purchased for £61.98 and reflected in the report. Income & Expenditure is where she would expect them to be at this stage of the financial year. Members had no questions and approved the statement.

RESOLVED to approve the Income and Expenditure for October 2023.

23266

Financial Regulations 2.2

Clerk/RFO informed Members that the quarterly review took place on 10th October, all was found to be satisfactory. Clerk/RFO invited questions from Members. There were no questions from Members.

23267

Committee Minutes

To note the Minutes of the following Meetings.

- a) Infrastructure Committee 12 October. – It is hoped that Environmental Agency (EA) will attend the next meeting. Cllr Greenway suggested that questions are prepared in advance for EA. Cllr Wells enquired if this was a meeting anyone could attend.

Clerk/RFO explained this was an informal meeting of agencies allowing conversations to be freely exchanged and not open to the public. This is now delegated to the Deputy Clerk to Clerk as she Clerks the Planning. Cllr Greenway suggested that questions are prepared in advance also for WSCC and Cllr Yeates suggested a change to the agenda order to enable attendees to attend only part of the meeting if relevant. Cllr Yeates also explained further.

ACTION Deputy Clerk to oversee the above.

- b) Planning Committee 7 October.
Cllr Lury Left the meeting at 19.50 regarding his declaration of interest and returned at 19.54.

23268

Planning Terms of Reference

To approve the Planning Terms of Reference as recommended by the Planning Committee. Cllr Greenway read aloud the paragraph 'Delegated Powers' to clarify his understanding that once quotes had been received the recommendations would be submitted to Full Council. This was confirmed by the Clerk/RFO.

RESOLVED to approve the Planning Terms of Reference.

23269

Aldingbourne Rife Motion-Cllr Greenway, seconded by Cllr Woodall

To approve Cllr Greenways motion for the Council to write to the Environment Agency (EA) to:

- ask for a copy of the Aldingbourne Rife Flood Risk Management Study which concluded in 2017.
- Express our concern over the ongoing maintenance of the rife and its main river attributes and capacity to hold as much water as possible.
- ask the Environment Agency to reconsider its position on work to dredge, or de-silt, the rife.
- This Council believes this work would reduce to the local risk of flooding, including to the village of Shripney, our local highway network and pressures on our foul water system.
- call on the Environment Agency to work with local stakeholders, including Southern Water, Arun District Council and West Sussex County Council to come up with a solution which benefits everyone."

Cllr Greenway informed Members that a meeting with County, Southern Water and other agencies took place in September to look at ways they can work together more efficiently. Chairman invited Clerk/RFO to highlight to Members the FOI information she had received from Felpham PC regarding their request to the Environment Agency. Cllr Greenway declared a personal interest in his capacity as a County & District Councillor. A discussion was held around our concerns over the ongoing maintenance of the rife and main river contributories, Members agreed with a small amendment for Clerk/RFO to write to the Environment Agency.

RESOLVED to approve Clerk/RFO to write to the Environment Agency.

ACTION to approve Clerk/RFO to write to the Environment Agency.

23270

Parish Reports**a) Chair**

Cllr Spencer's report was circulated, he added that after assisting residents in Addison Way, he assisted residents in North Bersted Street.

b) Vice Chair Cllr Yeates' report was circulated.**c) Clerk/RFO**

The Clerk/RFO's report was circulated. Clerk/RFO added she would like to thank Council for their continued support of Bersted hosting the Clerk networking for Arun and Chichester Districts, she has been contacted by WSCC Highways Transport and Planning, Business Assurance Group to assist liaising with Clerks and local Parishes to circulate their wish to improve their connection with Parish Councils, Clerk/RFO will circulate the questionnaire received and this will be itemised at the next Planning meeting and any subsequent meeting arrangements or correspondence will be advised. Clerk/RFO will also circulate to fellow Clerks.

Cllr Wells and Greenway asked Clerk/RFO to feedback to WSCC and Highways that they would appreciate receiving early communication especially in times of threatened flooding.

- d) **Deputy Clerk**, The Deputy Clerk’s report was circulated.
 - e) **Community Clerk**, The Community Clerk’s report was circulated.
 - f) **Councillor Reports**, Cllrs Smith, and Van Koolbergen’s reports were circulated.
- Written reports received are appended to these minutes.**

23271

Meetings & Reminders

- a) Tea & Coffee Club, 2pm, 20.11.23. Town Crier attending.
- b) Community Action Committee 7pm, 21.11.23.
- c) Finance Committee 7pm, 28.11.23.
- d) Planning Committee 7pm, 05.12.23.
- e) Council 7pm, 12.12.23.
- f) Tea & Coffee Club 2pm, 18.12.23.

23272

Correspondence

- a) As circulated.
- b) Thankyou from schools for their donation for families.
- c) Email from Addison Way Resident reference the flooding.
- d) NALC E01-23 Pay Agreement notification (see memo).
- e) Further correspondence from Clerk/RFO:
 - Budget related notifications advising Cyber Security costs CC18 and subscription costs CC16.
 - Thank you to Council from Community Clerk for her local 60th afternoon tea.
 - Resident emails confirming their wish to join the Bersted flood group.

23273

Exempt Matters-Personnel Committee A resolution may be made to exclude the public and press. Standing Order: 1c. Staffing Matters.

- a) Approve the recommendations of the Personnel Committee held on the 24th of October 2023 regarding Contractor tenders for 2024-2028. Clerk/RFO explained only one tender had been received.
 - b) Approve the recommendations of the Personnel Committee held on the 24th of October 2023 regarding an additional £150 Clerk Allowance for 2023-2024. Clerk/RFO gave a summary of this meeting and answered any questions Members had. Members voted and approved.
- RESOLVED** to approve the above.
ACTION Clerk/RFO to oversee the above.

23274

Urgent Matters

Chair requested all Members arrange access to Sharepoint/Teams by January 2024. After this date, no documents will be sent in any other format. If assistance is required Members are invited to contact the office for advice.

There being no further business the Chairman closed the meeting at 20:52

Signed Chairman Date