

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:01 ON TUESDAY 14TH MARCH 2023.**

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

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

In attendance: 1 member of the public.

22387 Apologies for Absence
Mrs S. O'Connell (Deputy Clerk)
Cllr M. Warr-Chapman.

22388 Declarations of Interests
None.

22389 Public Session
None.

22390 Minutes of the Council of 14th February 2023
RESOLVED that the Minutes of the Council of 14th February, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

22391 Matters Arising from the Minutes
C. Cllr Greenway enquired about an update on the purchase of a telephone box.
Clerk/RFO advised she had made enquiries with the Clerk networking group and would update once received.

Written reports received are appended to these minutes.

22392 Reports from County & District Councillors
C.Cllr Greenway's report was circulated to Members. C.Cllr Greenway asked Members to have a look at the consultation and respond to the changes to stroke services on the West Sussex Coastal Strip. C.Cllr Greenway reported he is delighted that the County Council has agreed to grant a lease to the United Learning Trust (the trust encompassing The Regis School and Southway Primary). This will have a focus, as expected, on the youth of today and they will work with partners to provide a wide range of services. He also reported that Tree planting is taking place at Bersted Brooks on 19th March 1.30-3pm and all are welcome. See report appended to these minutes. No questions from Members.

C.Cllr Oppler did not attend.

District Councillors

D.Cllr Bately did not attend.

D.Cllr Lury had sent in a report which was circulated to members.

D.Cllr Yeates verbally reported her activity, written report subsequently received which is appended to these minutes.



LOTTERY FUNDED

22393

Financial Matters

- a) To approve the Income and Expenditure Report for March 2023.
The January Income and Expenditure report had previously been circulated to all members. Clerk/RFO drew members attention to the notes column in the 22/23 budget, and also advised that hall income was higher than expected due to the increase in hall hire for both the main hall and meeting room. Clerk/RFO is hopeful this will continue to increase in the next financial year.
D. Cllr Lury praised the Clerk/RFO on the good rate obtained for Telephone and Broadband during this present financial climate. Also queried the amount for refuge collection. Clerk/RFO advised, as we were not yet at the end of the financial year this figure will be updated by the next meeting.
D. Cllr Lainchbury enquired what would happen to the 10k balance at the end of this financial year, can this be carried over? Clerk/RFO confirmed no this is not within the Councils Financial Regulations and also confirmed there are further bills yet to be paid, so she does not anticipate the balance at year end to be a 10k surplus. Councils Financial Regulations do however allow a transfer of any staffing budget remaining into reserves for emergency staffing funds. Clerk/RFO advised she would encourage members to have a Staff Reserve to cover the unforeseen event of a Clerk/RFO having to take a significant amount of time off due to ill health. In this case a locum maybe required, current rate believed to be £40 per hour. Cllr Hastings enquired where locums are sourced. Clerk/RFO advised that NALC hold a pool of names used as locums. Clerk/RFO advised that the forecast for hall income was raised last year, and she will be looking at this further for the next forecast. Cllr Yeates advised her concern about the distribution of the parish magazine and how this does not seem to be reaching all Bersted residents. Clerk/RFO advised that this is on the agenda for the after the next AGM. Clerk/RFO is making enquiries with other Parish Councils to ascertain if they use another way of circulating their parish magazines. Cllr Yeates commented she was surprised at the low income from the solar panels at the hall. Clerk/RFO explained that we are due another quarterly payment which should arrive before year end.
RESOLVED to approve the Income and Expenditure report for March 2023.
- b) To approve the March 2023 Community Projects Income & Expenditure report.
The January Community Projects Income & Expenditure had previously been circulated to members. Clerk/RFO explained that the figures are looking low as we are coming to the end of our financial year. Cllr Lury advised how pleased he was at the support being given to families through local schools in the difficult financial climate.
RESOLVED to approve the March 2023 Community Projects Income and Expenditure report for Community Projects Account.

22394

Bersted Jubilee Hall Signage

Clerk/RFO explained due to the vandalism of the original signage the hall has been without signage for a while and she would like to address this. Clerk/RFO referred Members to memo circulated prior to the meeting. Two design options were then discussed in detail on the pallet colour blue, materials and position of the sign and then voted on. Option 1 and Option 2 had equal votes, requiring the Chairman to vote using his casting vote. Chairman voted for Option 2. Members were still of different opinions as to the detail of the design

and the location so it was agreed that the option 2 design would be deferred to the next meeting so the detail of the design and location could be finalised.

RESOLVED Approve option 2 design, defer this item to the next Council meeting to enable final detail and location to be approved.

22395

Committee Minutes

To note the Minutes of the following Committees.

- a) Forward Plan Committee, 28.02.23, Members noted and had no questions.
D.Cllr Lury Leaves Meeting 17.49 while the Planning Committee minutes are noted.
- b) Planning Committee 07.03.23, Members noted and had no questions.
D.Cllr Lury returns to the meeting 17.50.

22396

Community Highway Scheme Shripney Proposal – C. Cllr Greenway

C.Cllr Greenway relayed his thanks to the Council for supporting the proposal. C. Cllr Yeates thanked C. Cllr Greenway for taking this matter forward.
Voting took place, C Cllr Greenway did not vote.

RESOLVED to approve.

22397

Bin Request – garage, Chichester Road

Cllr Lainchbury advised he has had problems speaking with someone other than an answering service about the bins but he is happy to continue to make enquiries and will visit one of the main Asda Stores. Members approved for Cllr Lainchbury to make enquiries and feedback to Council as to any progress made. Cllr Yeates suggested recycling bins as an option.

22398

Parish Litter pick – schedule Saturdays 11am- Lead Cllr Greenway

- a) Trees Estate 18.03.23
- b) Stroud Green, 15.04.23
- c) Central Avenue/Royal Parade 20.05.23

Cllr Greenway confirmed arrangements are in place for this to go ahead.

22399

Bognor Town Hall (AVC)

Chairman outlined the reason for this request, Members were happy to support this application.

RESOLVED -to approve for Clerk/RFO to send a letter of support to Bognor Town Council.

Parish Reports

(a) Chairman

Cllr Spencer's report was circulated and is appended to these minutes. No questions from Members.

(b) Clerk/RFO

The Clerk/RFO's report was circulated and is appended to these minutes. Cllr Lury commented how frustrating it is when Police Officers are moved around meaning lack of consistency within the Parish.

(c) Deputy Clerk

Prior to annual leave, submitted a written report which is appended to these minutes.



(d) Trainee Clerk

Advised Members that her training was ongoing and going well. Clerk/RFO and Deputy Clerk have been showing her how to do QuickBooks, Minutes and Agendas. She has also been attending various meetings.

(e) Councillor Reports

Cllrs Greenway, Lainchbury and Van Koolbergen gave written reports which are appended to these minutes.

22400**Meeting Reminders**

- a) Community Action Committee, 21.03.23 at 7pm.
- b) Planning Committee, 04.04.23, at 7pm.
- c) Council, 11.04.23 at 7pm.
- d) Infrastructure Committee, 13.04.23, at 11am.
- e) Council 14.04.23, at 7pm.
- f) Tea & Coffee Club, Monday 2pm, 17.04.23.
- g) Finance Committee, 25.04.23 at 7pm.
- h) Planning Committee 7pm, 07.05.23.
- i) **Polling Day 04.05.23.**
- j) Tea & Coffee Club, Monday 2pm, 15.05.23.
- k) **Council AGM 16.05.22 AT 7pm.**
- l) Community Action Meeting, 23.05.23 at **6pm.**
- m) Finance Meeting, 23.05.23, at **7.30pm.**
- n) Forward Plan/Personnel Meeting 30.05.23 at 7pm.

22401**Correspondence**

All correspondence received prior to the meeting has been circulated. Clerk/RFO highlighted further correspondence from ALCC and highlighted the email regarding the upcoming drop in and online sessions for the A259 Consultation, and the WSCC speed limit policy revision.

22402**Urgent Matters**

None.

There being no further business the Chairman closed the meeting at 20:34

SignedChairman

Date