

**MINUTES OF THE ANNUAL MEETING OF BERSTED COUNCIL
AT 19:00 ON TUESDAY 10th MAY 2022
AT BERSTED JUBILEE HALL, CHALCRAFT LANE**

Present: Cllrs A. Collins, R. Dear, K. Greenway, W. Kapp, D. Lainchbury, M. Lury, R. Outen, J. Spencer, D. Thompson, A. Van Koolbergen, J. Warr-Chapman, M. Warr-Chapman and G Yeates.
Mrs D. Holcombe (Clerk/RFO), Mrs S. O'Connell (Deputy Clerk) and Kath Harding (Administrative Assistant).
C. Cllr Francis Oppler

In attendance: 1 member of the public.

Cllr Spencer, the current Chairman, welcomed everyone to the meeting.

22001 Signed Ballot for Election of Chairman and Vice Chairman

To approve a signed ballot for the election of the Chairman and Vice Chairman. If not approved; voting will be by a show of hands.

RESERVED to agree voting by ballot.

22002 To Elect the Chairman of Council

The Clerk informed members she had received nominations for Cllr Spencer only. Members voted by ballot and Cllr Spencer was announced as Chairman of Bersted Parish Council

RESOLVED that Cllr Spencer was duly elected Chairman of Bersted Parish Council.

22003 Declaration of Acceptance of Office

Cllr Spencer signed the Acceptance of Office Declaration.

22004 To Elect a Vice Chairman of Council

The Clerk informed members she had received nominations for Cllr Thompson and Cllr Greenway. Members voted ballot and Cllr Thompson received the majority vote.

RESOLVED that Cllr Thompson was duly elected Vice Chairman of Bersted Parish Council.

22005 Declaration of Acceptance of Office

Cllr Thompson signed the Acceptance of Office Declaration.

22006 Apologies for Absence

Cllr. Hastings

22007 Declarations of Interests

Cllr Greenway declared a personal interest in minute 22017 b) as C. Cllr for Bersted.

22008 Public Session was opened at 19:14

The member of the public in attendance had no matters to raise.

22009

Reports from County & District Councillors

C. Cllr Greenway's report had previously been circulated to members and is appended to these minutes. Cllr Greenway added that he had met with two PCSO's at West Meads Drive to discuss speeding and having slow down signs and possibly a speed indicator device. On Mulberry Fields there had been an incident with a dirt bike.

Cllr Outen asked if there had been any update from the police on stolen wing mirrors from cars in and around Bersted. Cllr Greenway informed him there was no further information and encouraged all to continue to report all incidents to the police.

C. Cllr Francis Oppler gave a verbal report. He congratulated the Chairman and Vice Chairman on their appointments for the next year. Cllr Oppler informed members that as County Councillor he covered areas at the Trees Estate, Stoneage Close, Bronze Close and Hazel Road and had been dealing with casework in some of those areas. He reported that Place St Maur is nearing completion and West Sussex County Council are investing money in regenerating the Bognor Promenade. He also informed members that he was meeting with Michael Gove MP and others at Bognor Golf Club with regards proposed housing.

District Councillors

D. Cllr Batley did not attend.

D. Cllr Lury's report had previously been circulated to members and is appended to these minutes. He expanded on the meeting with the Clinical Commission Group (CCG) that he was disappointed no further consideration was being made for provision of extra satellite healthcare when large housing developments were built.

D. Cllr Mrs Yeates' report had previously been circulated and is appended to these minutes. She reported to members that the Planning Advisory Groups for strategic development in Arun have had a change of staff, so they will need time to settle into their roles. Cllr Greenway asked why Bersted is not invited to the Pagham Advisory Group meetings as they and Aldwick have representatives on the Bersted Advisory Group. Cllr Lury informed him he sat on both groups.

The Clerk informed members that Arun DC have been in touch confirming they plan to re-establish a link with the Parishes.

22010

To appoint Representatives to represent

- a) Joint Western Arun Area Committee (JWAAC): No longer exists.
- b) Bognor & Bersted Charities - Chairman and Vice Chairman
- c) Bognor Regis Chamber of Commerce - Cllrs Collins, Dear and Yeates
- d) West Sussex Association of Local Councils (WSALC) – Cllrs Hastings and Collins
- e) Action in Rural Sussex (AiRS) – Cllrs Dear and Yeates
- f) Council for the Protection of Rural England – Cllrs Kapp and Yeates
- g) Arun District Association of Local Councils: - Cllr Hastings and Yeates

22011

To appoint Councillors for Committees

- a) Finance & General Purposes: Cllrs Dear, Greenway, Hastings, Kapp, Lainchbury, Outen, Spencer, Thompson and Van Koolbergen.



LOTTERY FUNDED

- b) Community Resources: Cllrs Collins, Lury, Outen, Spencer, Thompson and M. Warr-Chapman
- c) Planning, Amenities & Environment: Cllrs Collins, Dear, Kapp, Spencer, Thompson, Van Koolbergen and Yeates
- d) Planning Sub Committee: Cllrs Collins, Dear, Greenway, Hastings, Kapp, Spencer and Thompson
- e) Forward Plan and Personnel Committees – Chairman and Vice Chairman of Council and Chairmen and Vice Chairmen of Committees
- f) Infrastructure Committee – Chairman and Cllrs Greenway and Yeates

22012 Minutes of the Council of 12th April 2022

RESOLVED that the Minutes of the Council of 12th April 2022, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

22013 Matters Arising from the Minutes

None.

22014 Deeds and Assets and Insurance

- a) Members noted the Asset Register 2022 which was previously circulated.
- b) Members noted the Insurance Premium for 2022 from Zurich which was previously circulated.
- c) Members reviewed the annual subscriptions. A list had previously been circulated.
- d) Council agreed to continue to appoint Messrs Wannops LLP as Solicitors to the Council and holder of the Deeds.
RESOLVED to appoint Messrs Wannops LLP as Solicitors and holder of the Deeds.
- e) To continue to appoint R. Hall as Internal auditor.
RESOLVED to appoint R Hall as Internal Auditor.

22015 Financial Matters

- a) To receive and approve the Income & Expenditure Reports for April 2022.
The April Income and Expenditure Reports were previously circulated to all members.
RESOLVED to approve the Income and Expenditure Reports for April 2022.
- b) **To note the Internal Auditor's report on the 2021-2022 Accounts**
The Clerk/RFO had previously circulated R.S. Hall's report
The Clerk thanked the Deputy Clerk for helping prepare for year end. Members thanked the Clerk and Deputy Clerk for their work.
- c) **To approve Section 1 of the Annual Governance & Accounting Return (AGAR)**
The Clerk/RFO had previously circulated the Annual Governance & Accounting Return to members and explained that members must understand that the Governance Statement is the internal and external mechanisms that are required to ensure the Accounts are transparent and a true record of all the transactions in 2021-2022. The Clerk/RFO read out the required statement to members.
RESOLVED to approve Section 1 of the Annual Governance & Accounting Return.
The Chairman and Clerk to sign and date the Annual Governance & Accounting Return..

- d) **To approve Section 2 of the Annual Governance & Accounting Return (AGAR), Declaration of Acceptance of the 2021-2022 Accounts.**

The Clerk/RFO read out the required statement to members.

RESOLVED to approve Section 2 of the Annual Governance & Accounting Return.

The Chairman and RFO to sign and date the Annual Governance & Accounting Return.

22016 Proposal by Cllr Greenway

Motion put forward with regards to the Willow Pond as previously circulated. Members agreed to the motion. The Clerk will use this in the reply to the resident.

RESOLVED to agree the motion put forward by Cllr Greenway.

22017 Committee Minutes

To note the minutes of the following Committees and receive any questions from Members.

- a) **To note the Minutes of the Finance Committee held on 26th April 2022.**

RESOLVED to approve the Minutes of the Community Resources Committee on 26th April 2022.

- b) **To note the Minutes of the Planning Committee held on 3rd May 2022.**

Cllr Greenway reported some residents were disappointed with the Committees objection to the proposed development at the Old Barton School site.

RESOLVED to approve the Minutes of the Planning Committee on 3rd May 2022.

22018 Reports

- a) **Chairman**

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

- b) **Vice Chairman**

The Vice Chairmans report had previously been circulated and is appended to these minutes.

- c) **Clerk/RFO**

The Clerks report had previously been circulated and is appended to these minutes.

- d) **Deputy Clerk**

The Deputy Clerk gave a verbal report that she had been helping the Clerk with preparing the year end documents for the internal auditor and was providing support for the new Admin Assistant, who was settling in very well.

- e) **Reports other Councillors**

Cllr Lury reported he had attended a meeting with SHAW at the Baptist Church, where different organisations were looking at how they could help practically with Ukrainian refugees.

Cllr Lainchbury informed members that Berkeley Homes had now vacated Bersted Park as the site was now completed.

22019 Correspondence and reminders

The Clerk informed members she had received thanks from the grant recipients.

Reminder of the Community Resources Committing Meeting on 17th May.

22020 Urgent Matters

None

There being no further business the Chairman closed the meeting at 20:36

SignedChairman Date

Subject to Ratification