

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED
AT 19:00 ON TUESDAY 12 MARCH 2024.**

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

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

In attendance: 0 members of the public.

23440 Apologies for Absence

Cllrs Bellhouse, Greenway, Smith and Woodall.
Community Clerk, June Milson.

23441 Declarations of Interests

23442 Councillor Co Option

No applications received.

23443 Public Session

None.

23444 Minutes of the Council Meeting 13 February 2024

RESOLVED that the Minutes of the Council Meeting 13 February 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.

23445 Matters Arising from the Minutes

Minute 23408 Cllr Kapp asked for clarification on the litter pick schedule set out. The Deputy Clerk replied that members had agreed the same schedule as last year so had included it in the minutes with the correct dates.

23446 Reports from County & District Councillors

C. Cllr Greenway had sent his apologies.

C. Cllr Oppler did not attend.

District Councillors

D. Cllr Greenway had sent his apologies.

D. Cllr Lury's report was circulated to Members. He emphasised the cleansing contracts for weekly food waste collection will come in from 1st April 2026 and Arun DC will be providing bins. Arun will be looking at the size of bin required for this and the residual and recycling collections, and he will be suggesting the smaller size. The Arun Flood Forum at Bersted Park was successful with agencies talking to each other. Cllr Wells asked what was hoped to be achieved from these meetings, what steps will be taken. Cllr Lury replied the meetings were to get the agencies talking to each other to find a solution.

D. Cllr Yeates report was circulated to Members. She had also attended the Arun Flood Forum and in advance of the meeting put forward 10 questions, she had received replies, but these had just prompted more questions. Her concerns are that the situation at Shripney along A29 can't go on and agencies need to be responsible for rectifying it.

Written reports received are appended to these minutes.

- 23447 Financial Matters**
- a) To approve the Income and Expenditure Report for March 2024.
The March Income and Expenditure Report had previously been circulated to all Members. Clerk/RFO advised Members that this was updated regularly, and she currently has no concerns. Income is doing well.
RESOLVED to approve the Income and Expenditure for March 2024.
- 23448 Committee Minutes**
- To note the Minutes of the following Meetings.
- a) Infrastructure Meeting 15 February 2024
b) Finance & General Purposes Committee 27 February 2024
c) Planning Committee 5 March 2024. Cllr Lury left the meeting at 19:30 and returned at 19:33
Members agreed to note the Minutes of the above Committee Meetings.
- 23449 Finance Committee Recommendations**
- The Clerk gave a brief overview to members regarding the Finance Committee recommendations.
- a) To approve the proposed Risk Management & Emergency Procedures for Jubilee Hall.
RESOLVED to approve the Risk Management & Emergency Procedures for Jubilee Hall.
- b) To approve the adoption of the recommended NALC/JPAG Financial Risk Management Record.
RESOLVED to approve the adoption of the recommended NALC/JPAG Financial Risk Management Record.
- c) To approve the proposed Investment Strategy Policy.
RESOLVED to approve the proposed Investment Strategy Policy.
- d) To approve the 2024 proposed precept statement.
RESOLVED to approve the precept statement for 2024.
ACTION The Deputy Clerk to put the statement on the Parish website.
- 23450 Planning Committee Recommendations**
- a) To approve as part of the Emergency Resilience Plan that Jubilee Hall is used as a short-term rest centre. The Deputy Clerk informed members if Council agreed the Parish Council will enter into an agreement with Arun DC which sets out the terms for using the hall as a rest centre. Members agreed.
RESOLVED to agree as part of the Emergency Resilience Plan that Jubilee Hall is used as a short-term rest centre.
ACTION The Deputy Clerk to contact Arun DC to inform them of the Parish Council's decision.
- b) To approve and agree the recommendations regarding CIL projects to be given to Arun DC. The Deputy Clerk listed the projects agreed by the Planning Committee. Members agreed and had no further projects to add.
RESOLVED to agree the recommendations of the Planning Committee regarding CIL projects to be given to Arun DC.
ACTION The Deputy Clerk to complete the CIL forms and return to Arun DC.
- c) To approve and agree the proposed Biodiversity Policy for Bersted, a copy was previously circulated. Members agreed but asked for a couple of amendments and an annual review with the possibility of offering Biodiversity Opportunity Areas.
RESOLVED to agree the proposed Biodiversity Policy for Bersted.

- d) To approve and agree the proposed Street Names for the Elivia homes development Shripney. Members agreed the following suggestions Charlie Parson, Byron, Wordsworth, Shelley, Keates, Wheatsheaf, Warren and Forest. Cllrs Wells and Yeates will provide any further names after an historical search and residents suggestions. The Deputy Clerk informed members the names need to be submitted by the end of March.
RESOLVED to agree the above suggestions which may be added to before the end of March.
ACTION Members to forward any further suggestions to the Deputy Clerk before the end of March.
ACTION The Deputy Clerk to forward the suggestions to Elivia Homes.
- e) To approve the Terms of Reference has no further amendments.
RESOLVED to agree the current Terms of Reference for the Planning, Amenities and Environment Committee.
- e) To approve the proposed locations for the Speed Indicator Device.
 Members agreed the locations proposed by the Planning Committee. The Deputy Clerk will contact WSCC Highways for the appropriate licence for the Speed Indicator Device.
RESOLVED to agree the locations proposed by the Planning Committee.
ACTION The Deputy Clerk will contact WSCC Highways for the appropriate licence for the Speed Indicator Device.

23451

Operation Watershed - Shripney

To consider and agree the identified costs to draw up plans to rectify the ditch under Operation Watershed at The Oaks and Garth Cottage in Shripney, after the site visit on 6 March. To agree whether the application for Operation Watershed is taken forward or not. The Deputy Clerk explained the site visit had been useful and French Engineering had sent a detailed report which was circulated to members. A discussion was had that the work benefits the two properties but if their banks fell into the ditch it would have a great affect on the ditch network in Shripney. Members felt that the work was worth doing, but asked that the landowners were contacted to see if they could contribute some more money as there may be a shortfall of £2K and this greatly helps with the Operation Watershed application.

RESOLVED to move forward with the Operation Watershed application by engaging French Engineering to do design and obtain surveys and permits.

ACTION the Deputy Clerk to contact the landowners to consider further contributions to the design stage.

23452

Letter to Nick Gibb MP regarding Flooding

Members to consider and agree that a letter is sent to Nick Gibb MP to put pressure on Government to fund the EA to clear ditches and the Aldingbourne Rife in Bersted.

Members agreed another letter should be sent to Nick Gibb MP, with reference to the previously unanswered letter and also copy in the Flood Minister at Parliament. Also to point out the EA are only acting on flooded homes, not businesses, Tesco have offered money, and a local farmer has also contacted Nick Gibb with cheaper options. It was suggested that Bognor Regis TC is contacted regarding the letter they have recently sent to Nick Gibb.

RESOLVED to agree a letter is sent to Nick Gibb MP highlighting the issues surrounding flooding in Bersted and Shripney.

23453

Parish Reports

- a) **Chair** - Cllr Spencer's report was circulated.

- b) **Vice Chair** - Cllr Yeates' report was circulated.
- c) **Clerk/RFO** - The Clerk/RFO's report was circulated.
- d) **Deputy Clerk** - The Deputy Clerk's report was circulated.
- e) **Community Clerk** - The Community Clerk's report was circulated.
- f) **Councillor Reports** – Cllr Van Koolbergen's report was circulated
Cllr Wells reported he had attended the Lidsey Cluster group meeting and local FACT meeting.

Written reports received are appended to these minutes.

23454 Meetings & Reminders

- a) Tea & Coffee Club, 2pm, 18.03.24.
- b) Community Action Committee, 7pm, 19.03.24.
- c) Finance Committee, 7pm, 26.03.24.
- d) Chairman Reception, 7pm, 28.03.24.

23455 Correspondence

The Clerk reminded members that there is a litter pick on the Trees Estate on Saturday at 11am. Cllrs Spencer and Wells are unable to attend.

23456 Exempt Matters – Personnel Committee

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

Approve the recommendations of the Personnel Committee held on the 20th of February 2024.

The Clerk gave members not on the Committee a review of the recommendations of the Personnel Committee.

- a) Approve the recommendation regarding potential Employer Strain costs.
RESOLVED to agree the recommendation regarding potential Employer Strain costs.
- b) Approve the adoption of the NALC policies; Lone Worker, Home Working, Annual Leave, Sickness, Expenses and Whistle Blowing.
- c) **RESOLVED** to agree the adoption of the NALC policies; Lone Worker, Home Working, Annual Leave, Sickness, Expenses and Whistle Blowing.
- d) Approve the adoption of the new NALC model contract for new employees.
RESOLVED to agree the adoption of the new NALC model contract for new employees.

23457 Urgent Matters

None.

There being no further business the Chairman closed the meeting at 20:53

Signed Chairman Date