

**MINUTES OF THE MONTHLY MEETING OF BERSTED COUNCIL  
HELD AT BERSTED JUBILEE HALL, CHALCRAFT LANE, BERSTED  
AT 19:00 ON TUESDAY 11 JUNE 2024.**

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

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

In attendance: 3 members of the public including Co-option candidates.

**24067**            **Apologies for Absence** -Cllr Greenway.

**24068**            **Declarations of Interests**-Cllr Wells-Item 11b, Finance minute 24036.

**24069**            **Councillor Co-option**

Cllr Spencer welcomed the applicants Gary Markwell and Jeanette Warr Chapman. The first applicant Gary Markwell was invited to say why he wanted to become a Bersted Parish Councillor and took questions from Members.

The second applicant Jeanette Warr Chapman was invited to say why she wanted to become a Bersted Parish Councillor and took questions from Members.

Members then voted and agreed to co-opt Gary Markwell and Jeanette Warr Chapman.

Gary Markwell and Jeanette Warr Chapman signed the declaration of acceptance of office and joined the meeting.

**24070**            **Public Session at 19.30**

Resident from Bersted Park enquired:

1. Is there any progress with the clearing of the stream behind Ashbee Gardens?  
Deputy Clerk confirmed she reported this along with the photographs but has received no reply, she will chase this.
2. Is there was any progress with the disabled parking arrangements here?  
Clerk/RFO confirmed this is work in progress and she met with a contractor this morning.
3. Are there any plans for disabled play equipment here?  
Clerk/RFO confirmed there are no current plans as this is dependent on available funds, currently there isn't any forthcoming from S106, and CIL monies are nominal. That said this will be noted for future consideration should we find ourselves with available funds, obviously it is a fine budget balance as we are reliant on our hall income and our precept income, so difficult choices have to be made.
4. Parking issues in Bersted park -can anything be done?  
Cllr Wells commented this has been looked at before, and a report was done to ascertain if anymore can be done, enquiries will need to be made.  
Cllr Lury confirmed when this site was being designed that the Parish Council raised these issues and unfortunately these were ignored. Going forward it is hoped that the Arun DC amended parking standards will prevent this happening again.

**Public session closed at 19:42.**

- 24071 Minutes of the Council of 14<sup>th</sup> May 2024**  
**RESOLVED** that the Minutes of the Council of 14<sup>th</sup> May 2024, having been circulated in advance, be taken as read and signed by the Chairman as a true record.
- 24072 Matters Arising from the Minutes-None.**
- 24073 Reports from County & District Councillors**  
 C. Cllr Greenways -apologies and no report.  
 C. Cllr Oppler attended and invited questions, Cllr Wells raised his concerns with the Ashgrove junction on to Rowan Way, Cllr Oppler confirmed the concerns with this area have been raised with WSCC and he is happy to enquire again.  
 The Hawthorn Road surface was raised by Cllr Lury as a concern, Cllr Oppler confirmed this has been raised and he will make enquiries. Cllr Oppler then left the meeting.
- District Councillors**  
 D. Cllr Greenways -apologies and no report.  
 D. Cllr Lury had sent in a report which was circulated to Members, no further questions from Members.  
 D. Cllr Yeates had sent a report which was circulated to Members, no further questions from Members.  
**Written reports received are appended to these minutes.**
- 24074 Financial Matters**  
**To approve the Income and Expenditure Report for May 2024.**  
 The May Income and Expenditure Report had previously been circulated to all Members. Clerk/RFO advised members that progress is being made with concluding the current H&S actions i.e entrance doors, parking, trees and riparian responsibility.  
**RESOLVED** to approve the Income and Expenditure for May 2024.
- 24075 Committee Minutes**  
 To note the Minutes of the following Meetings.  
 a) Community Action held on 21st May 2024  
 b) Finance & General Purposes Committee held on 21st May 2024  
 c) Planning Committee held on 4th June 2024  
 Members noted the above minutes and noted there were no planning applications at this meeting. Cllr Wells inquired if there was any reply from Southern Water. Deputy Clerk confirmed the visit to Ford Wastewater treatment centre was going ahead on Monday 17 June 10.30am-12.30pm. The Shripney residents meeting at the Robin Hood for 21 June has yet to be confirmed by Southern Water. Cllr Yeates will make enquiries.
- 24076 Finance Committee Recommendations**  
 a) **To review/approve the Business Parish Plan (BPP) objectives**  
 Clerk/RFO directed members to her memo and explained this is a live document, and the purpose of this item is to receive initial feedback from whole Council so this can be updated and returned to all committees to review in July and form part of budget draft discussions which all Councillors are invited to. This will return to Council in August.  
 Cllr Kapp would like the planning committee slide to be updated to reflect the Parish Councils role they play in planning. Cllr Lury commented that it is important to note that if the Parish Council object this does go for further scrutiny. Cllr Wells enquired if the Speed Indicator

Device plans are included. Clerk/RFO confirmed it was and Deputy Clerk confirmed that she is waiting on WSCC and will chase them. Cllr Yeates suggested some wording for the Planning slide, this will be picked up as a planning committee item. Members reviewed and proposed minor amendments and approved committees to review in July.

**RESOLVED** to make minor amendments and for committees to review in July.

**ACTION** Clerk/RFO to make minor amendments and agenda for committees to review in July and Council in August.

b) **To approve the parish magazine arrangements**

Clerk/RFO drew members attention to her memo and explained how the current arrangements work with current providers and how the arrangements will work with a new provider should Council wish to change providers. Cllr Wells preferred the option of a single leaflet. Cllr Yeates agreed with Cllr Wells and confirmed that Shripney also does not receive the current magazines. Cllr Spencer also agreed. Cllr Smith confirmed he does receive the Sussex Views but also receives most newsletters electronically. Clerk/RFO confirmed that historically this Councils wishes were to provide the newsletter in paper form as well as electronic, she will be making enquiries at the next Clerk networking hosted here as to options via the website for residents to subscribe to an automatic mailing list. Cllr Wells suggested that we could also look at an annual newsletter and change the format.

Members voted and approved to change to a new provider for this financial year with a quarterly A4 issue and for this item to be reviewed again with the next budget.

**RESOLVED** to approve a change for this financial year to a new provider.

**ACTION** Clerk/RFO to contact the providers and confirm arrangements.

**24077 Finance Committee Requests**

a) **To review/approve a change to meeting times**

Clerk/RFO directed members to her memo.

Cllr Lury confirmed he would be against the Community Action meeting being back-to-back and moving to 7.30 in consideration for community representative attendees. Cllr Yeates and Clerk/RFO suggested that just the Finance and Personnel meetings be combined. Members voted and approved to combine the Finance and Personnel meetings but leave the other committees as stand alone. Cllr Wells suggested the public session be moved further down the agenda. Members discussed and approved all meetings with effect from July 2024 to commence at 6.30pm.

**RESOLVED** to schedule Finance meetings at 6.30pm, followed by the Personnel meeting at approximately 7.30pm, and all other committee meetings including Council at 6.30pm with effect from July.

**ACTION** All agenda times to be updated and advertised.

**Cllr Wells left the room for this item.**

b) **To approve a sew on badge for Councillors**

Clerk/RFO directed members to her memo, after a full discussion of options by members and Clerk/RFO providing further information. Cllr Markwell suggested a lanyard, Cllr Spencer expressed his preference for sweatshirts with an embroidered badge. Cllr Yeates expressed her preference. Cllr Woodall asked if Clerk/RFO could obtain costings for how much it would be for Cllrs to provide their own clothing. Cllr Kapp, Chapman and Cllr Lury expressed their views. Cllr Members were still undecided and agreed to defer this item.

**RESOLVED** to approve to defer this item.

**ACTION** Clerk/RFO to agenda this item for next Council.

- 24078 Parish Bin Review**  
To review/approve the installation of a litter bin.  
**RESOLVED** to approve to defer this item to next Council due to the time.
- 24079 Parish Reports**
- (a) **Chair**  
Cllr Spencer's report was circulated and are appended to these minutes.
  - (b) **Vice Chair**  
Cllr Yeates's report was circulated and are appended to these minutes.
  - (c) **Clerk/RFO**  
The Clerk's report was circulated and are appended to these minutes.
  - (d) **Deputy Clerk**  
The Deputy Clerk's report was circulated and are appended to these minutes.
  - (e) **Community Clerk**  
The Community Clerk's report was circulated and are appended to these minutes.
  - (f) **Councillor Reports**  
Cllrs Smith, Van Koolbergen and Yeates were circulated and are appended to these minutes.
- 24080 Reminders-meeting times change to 6.30pm from July - see minute 24077**
- a) Tea & Coffee Club 2pm, 17.6.24.
  - b) Finance Committee, 7pm, 25.6.24
  - c) Personnel Committee, 8pm, 25.6.24.
  - d) Planning Committee 6.30pm, 2.7.24.
  - e) Council, 6.30pm, 9.7.24.
  - f) H&S Meeting, 10.30, 15.7.24.
  - g) Tea & Coffee Club, 2pm, 15.7.24.
  - h) Community Action Meeting, 6.30pm, 16.7.24.
  - i) Infrastructure Committee, 11am, 25.7.24.
  - j) Cllr Stand Bognor Hospital Fete, 11-4, Saturday 27.7.24
  - k) Bersted PC Playscheme, w/c 29.7.24, (see schedule) Here from Friday 2.8.24.
  - l) Cllr Stand-Bersted Hub, 11-3 tbc, 7.8.24.
- 24081 Parish Litter picks-Saturdays 11am**
- a) Shripney, June 15<sup>th</sup>
  - b) Bersted Park, July 20<sup>th</sup>
  - c) Bersted Green, August 17<sup>th</sup>
- Cllr Wells asked if next year these can be scheduled for Sundays as he works on Saturdays.
- 24082 Correspondence**
1. Tesco grant received of 1,000.
  2. A reply from MP Nick Gibb reference local flooding.
- 24083 Urgent Matters -none.**

**There being no further business the Chairman closed the meeting at 21.10.**

Signed .....Chairman

Date .....