

## **AGREED Minutes of the Full Parish Council Meeting and Annual Parish Meeting held at 7pm on Wednesday 21<sup>st</sup> July 2021**

<p><b>Present:</b> Cllr Deborah Harwood (Chairman) (DH); Cllr Tony Marshall (Vice Chairman) (TM); Cllr Graham Zacharias (GZ); Cllr Rebecca Trowell (RT) Cllr Jane Mayhew (JM), Cllr Peter Williams (PW), Cllr Barry Shrimpton (BS)</p> <p>25 members of the public also attended.</p>	
<p><b>Agenda Item 1 - Apologies for Absence – RM</b></p>	
<p><b>Agenda Item 2 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</b></p> <p>To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.</p> <p>To consider any Dispensation Requests received by the Clerk not previously considered.</p> <p>Regular declarations – Members Interests:</p> <p>There were no declarations of interest or dispensation requests.</p>	
<p><b>Agenda Item 3 -Minutes of the last Parish Council Meeting –</b> to approve as a correct record the Minutes of the Extraordinary Parish Council Meeting held on 9th June 2021. The vote was proposed by JM and seconded by GZ; the vote was unanimous. It was <b>Resolved</b> that the minutes were agreed and signed by DH</p>	
<p><b>Agenda Item 4 – Chairman’s Report</b></p> <p>Well, what a year, well to be precise two years since our last Annual Parish Meeting. Firstly, I would like to look back at how incredibly well our community came together through the worst times of the pandemic. I know the vulnerable in our community hugely appreciated the efforts of all the volunteers and I also know that new friendships have been made and sustained. Although many may feel that the pandemic has passed, I do feel that there may be a bit more to come and I know now that we will be able to get through that. I would like us to just pause a moment and remember those who died due to covid both in our parish and across the world.</p> <p>Thank you.</p> <p>This parish council is a group of doers and doing they are!</p> <p>As you will hear during the meeting the major projects are moving forward swiftly and money is being raised so that they can be implemented.</p> <p>Apart from the major projects the council is fighting very hard for Southern Water to step up and sort out the infrastructure through the valley. We know that it is a disgrace that signage should have to go up saying the water is not safe in the river. I can promise that we will continue to fight until they spend the money to fix the problem.</p> <p>I would also like to take this opportunity to thank this group of councillors who volunteer their endless time to get all this done. Also, to Viv for her hard work as our brilliant clerk. We have set up a number of working parties for various projects and would very much like more members of the parish to come and be involved. Please do contact Viv if you can spare some time to help us to get all this done.</p>	
<p><b>Presentation = Jason Lemm PCSO</b></p> <p>Jason reported on crimes since January, Chichester North has a very low crime rate (4 Anti-Social Behaviours, 1 theft, 1 violent crime). He commented on the fantastic work being carried out by Speedwatch groups and confirmed that these would continue to be supported. Chichester District is being affected by thefts from beauty spots, all local carparks have been hit. Scams and Frauds amount to 50% of calls to the Police. Very few of the perpetrators are caught. Please log any information on scams with Action Fraud.</p>	

**Agenda Item 5 - County Councillor Report – Mr Jeremy Hunt, Chichester North Division – WSCC**

- First of all, although it has been just over two months since the CC elections, I haven't had the opportunity to say how delighted I am to be representing you once again as your Cllr, and to thank you all for supporting me - well almost all, I'm sure!! But that doesn't matter because whether you supported me or not, it is my pleasure to support all of you in my division. That is what I have done since I was first elected in 2013, and it is something that intend to continue to do over the next four years. Finally, I am very pleased to say that I am continuing in my role as Cabinet Member for Finance.
- Despite us having now 'officially' passed 'release day', we are still facing a number of challenges across the county, particularly around the economy. This will be especially critical as furlough winds down and we could well see unemployment increase. Supporting the economy is one of the key pillars of our new Council Plan, which are:

- **Keeping people safe from vulnerable situations.**
- **A sustainable and prosperous economy.**
- **Helping people and communities to fulfil their potential.**
- **Making the best use of resources.**

The full plan can be viewed at [www.westsussex.gov.uk/media/15919/our\\_council\\_plan.pdf](http://www.westsussex.gov.uk/media/15919/our_council_plan.pdf)

- We are currently reviewing the future of the CLC's as obviously we haven't been able to hold them in person during the pandemic. So in June we held a 'Talk with us and meet your Local Councillor' virtual meeting, details of which were quite widely circulated. Whether that is the way forward will be reviewed once this round of meetings is completed across the county. Obviously, you will be updated with any further developments. Also, just to confirm that we no longer have our Community Infrastructure fund (CIF) so unfortunately no further grants are available.
- I'm sure your Clerk is circulating our monthly on-line **Town and Parish Newsletter**, which contains a lot of useful information. But just to pick up on a few points from our latest issue which might be of interest to your residents:
- **Solar Together -**

Spread the word that a county council-supported scheme to help residents install high quality solar panels and battery systems will re-open in the autumn. Through [Solar Together Sussex](http://SolarTogetherSussex.org), residents can get a high quality system installed to generate and store clean electricity and reduce their carbon emissions.

The scheme is run by Sussex councils in partnership with [iChoosr](http://iChoosr.com), who use a 'group buying' approach to ensure that prices are competitive and systems are fitted by reputable, accredited installers. The previous Solar Together Sussex scheme, which opened in autumn 2020, is on course to install more than 500 solar PV systems by the end of this summer.
- **Help us to shape the future of transport in West Sussex**

Now is the time for you and your residents to have your say on the future shape of transport in West Sussex. The West Sussex Transport Plan (WSTP) is being reviewed to set out the county council's approach to managing and investing in the transport network from 2022 to 2036.

We are hosting two webinars to introduce the Draft Plan and officers will be available to respond to questions. These will be on 22 July, 10am to 11.30am, and on 8 September, 2pm to 3.30pm, via Microsoft Teams. If you would like to attend one of these webinars, please email [htp@westsussex.gov.uk](mailto:htp@westsussex.gov.uk).

Anyone without internet access, or wanting more information about the consultation, can phone 01243 642105, leaving their name, telephone number/email address and interest (for

example, whether they are a resident, business owner, transport operator and so on) or email [lt@westsussex.gov.uk](mailto:lt@westsussex.gov.uk).

The consultation runs until Friday 08 October 2021. Take part [here](#).

- **Safe against scams**

Join us to find out about useful information and resources to help keep your residents and yourself safe from scams. More than ever before, we have been relying on technology to enable us to work, learn and connect with each other. Inevitably, criminals have exploited and used our increased digital lives to their advantage. The pandemic has seen a rise in scams including: telephone, courier and romance fraud which have all become an increased concern in West Sussex. Not only is there the financial impact on victims but the emotional impact can be even more significant.

To help raise awareness of these different types of scams, how to spot them, and what to do if you become a victim, the West Sussex Community Safety & Wellbeing Team alongside Trading Standards are running free monthly scams awareness webinars for you to attend.

Tuesday 27 July 2021: 10.00 – 11:30am - book [here](#).

Tuesday 27 July 2021: 18.00: – 19:30pm - book [here](#).

**Just a couple of local updates:**

- With regard to the land issue at the Leys, despite not receiving final, final confirmation from Hyde that they accept that the first half of the grass area is under highways control, I spoke to our legal team last week and I can say with a high degree of confidence that they now accept that the plans we have of the 'highway area' are essentially correct. I would suggest therefore that, if you want to move forward with you parking plans, the best approach would be to set up a site meeting with the Area Highways Manager to discuss how to proceed. The grass cutting will now be carried out by WSCC, however, it will be less frequent.
- Secondly, I see from the minutes of your extraordinary meeting that your various road safety plans are moving forward and of course please keep me updated so that I can help promote the scheme at my end. If there is anything else I can do, please let me know.
- Thirdly, I understand that the suspect drains in the middle of the village were attended to earlier this month. I hope that helped in the recent heavy rain, although I did note that the run-off from Goodwood land down North Lane looked pretty bad. Meetings have been held with Southern Water, however it is very difficult to get a meaningful response from them.
- And finally, a reminder to keep with all our news and campaigns which can be found at: [www.westsussex.gov.uk/about-the-council/news-and-campaigns/](http://www.westsussex.gov.uk/about-the-council/news-and-campaigns/)

JH thanked the Parish Council and volunteers for all the support that was given during lockdown.

The Clerk reported that the drains on the A286 by the bus stop were blocked. JH will report this and asked that they be reported on the Love West Sussex site. RT asked about the broken drains on the path along the A286, they are now covered by yellow covers but nothing has moved forward, JH will follow up.

**Agenda Item 6 - District Councillor Report – Mr Henry Potter, Goodwood Ward**

The District Councils Annual Report has just been published for the year 2020/21 and it shows that the clear priority has been to support our Residents, Businesses and Communities throughout the ongoing Corona 19 restrictions and the recovery stage which, needless to say, isn't over yet! Over the past 16 months CDC has distributed over £70 million of Central Government funding in small business support grants in three phases, the last of which closed on June 30th. Other grants were made to the public by way of a special Hardship Fund for those receiving Council Tax Reduction payments, and arrangements were hastily put in place to provide accommodation to get rough sleepers off the streets. At one stage there was only one rough sleeper who refused any help whatsoever. Although the offices at East Pallant House were closed to the public, the Customer Services team have managed successfully to deal with the

<p>thousands of enquiries either on-line or over the phone. These enquiries were magnified by the questions about safety during the crisis.it has been decided that CDC will continue to observe Covid 19 advice for the foreseeable future within the Offices at East Pallant house. This includes wearing face coverings when not seated and screened separation of attending Members at Meetings A motion has been proposed by a Member to reopen negotiations with Government Departments to address the transport issues around Chichester. This motion has been added to the Agenda for the Full Council Meeting on Tuesday 20th July. It includes a request that the consideration of the northern bypass be added to the list of options for solving the Transport problems which seem to be worsening almost daily and the day when the closure of the Oving Road Traffic lights is ever nearer.</p> <p>The 5 yearly review of the Councils Taxi Licencing Policy and the Entertainment Licencing Policies have been presented to the Cabinet and will be approved and adopted by Full Council at the next meeting. The only major change in the Taxi Licencing Policy is to reduce, in a phased manner, the age of the vehicles used as taxis which will be limited to 10 years old.</p> <p>A few words about the closure of the Centurion Way between Binderton bridge and the West Dean tunnel. This will remain closed off to the public until every Ash tree has been assessed for bat and dormouse habitation, and then safely felled. This will continue until late October when hibernation of these species takes place when the remaining Ash trees will be felled. Access will be restored from Binderton to the West Dean access (north of the School) but NO FURTHER until the bat survey is complete.</p> <p>The extension northwards to the Southdowns Way is unlikely to progress for a good number of years due to certain lack of finance not helped by the impending purchase of the Seven Sisters Park from East Sussex County Council. This is requiring considerable investment in the Visitor Centre, car parking improvements and toilet facilities. This I learnt from my question to the Policy and Resources Committee at the SDNPA on Thursday last week.</p> <p>WSSC have allocated £414, 681 to the District Council towards the Covid Outbreak Management Fund. This money is from Government issued payments to upper tier Authorities and together with a sum of £146,955 paid directly to District or Borough Councils gives a total Budget of £561,636. The purpose of this funding is to support ‘test,trace and contain’ activities, and support for local economies and public health. Any funding not used by end of March 2022 will be returned.</p> <p>And finally,I’m both pleased and sorry to learn of the £90 million fine which has been handed to Southern Water for discharge breeches Pleased that they have been penalised and severely reprimanded, but sorry that this hefty fine, as I’m sure it will,have a major impact on their budget to improve their services elsewhere in the District, so the “mini filtration plant”which has become such a regular feature beside the East Dean Pond and in Charlton may become the ‘norm’ in future years.</p> <p>Please stay aware and be safe!.</p>	
<p><b>Agenda Item 7 – Public Open Forum</b></p> <p>A member of the public asked if there would be a consultation on the Northern Route for the A27. Another member of the public suggested that Highways England were making it more difficult to access Chichester from the manhood peninsular, work being carried out to the East and West of the grey route (Arundel section) is causing more pressure. JH reported that the suggested northern route is unlikely to go ahead as the SDNP will not give permission for any new roads to pass through the National Park. This was demonstrated by the magenta route at Arundel being objected to even though only a small corner affected the National Park, they took Highways England to a judicial review which they won and Highways England had to pay costs. JH reported that the government would be looking at road schemes in the autumn.</p>	
<p><b>Agenda Item 8 - Council Matters</b></p> <p>Emergency Plan – PW proposed that we combine the Emergency Plan and Flood Action Plan into one comprehensive document – this was unanimously agreed. It was also proposed that all Parish Councillors should be issued with High Visibility clothing and also issue regular helpers with at least a High Visibility vest/ waistcoat – this was unanimously agreed.</p>	

<p><b>Agenda Item 9 - Village Matters</b></p> <p>Signage for Village Gateways – RT reported that the Weald &amp; Downland Museum have offered to donate £2,000 towards the Gateways and have made a request to put forward ideas to have their signage mounted on the Gateways. It was unanimously agreed to investigate this further.</p> <p>Type of SID to be purchased – RT presented the options, a vote was taken and it was agreed to purchase a Speed Indicator Device that displays the message – Thank You or Slow Down depending on the speed of the vehicle.</p> <p>Railings at the bottom of Town Lane – RT – the W&amp;D have offered to replace the metal fencing at the bottom of Town Lane. It was agreed to approach Lady Elizabeth Benson who is responsible for the land to gain permission.</p> <p>Charlton Heritage Board – Richard Pailthorpe, introduced himself and presented a proposal for two Heritage Boards (one in Charlton and one in Singleton) It is proposed that these boards be positioned where the notice board is opposite the Fox Goes Free and near the Village Hall. The cost of the boards would be approximately £1500. The SDNP have indicated that they would help with 50% of the funding. Local business will be approached to ask for support and donations. The application would need to go through the Parish Council. It was unanimously agreed to move forward with this idea.</p>	
<p><b>Agenda Item 10 – Finance</b></p> <p>Balance in Current Account (12/07/21) - £14,899.27 (This includes £6,600 from Henry Smith which will be transferred to the Charity bank account.</p> <p>Balance in Savings Account (12/07/21) – £7,502.58</p> <p>Payment for Consideration – TEEC 12 months website hosting and domain name for 2020 &amp; 2021 - £131.98 – Agreed.</p>	
<p><b>Agenda Item 11 – Planning</b></p> <p>Reports have been circulated, posted on the notice boards and website.</p>	
<p><b>Agenda Item 12 – Speakers</b></p> <p><b>Janet Holt – WI</b></p> <p>The report was read by DH as JH was unable to attend.</p> <p>We were worried after a year of no meetings, and then zoom meetings which only attracted about half of our membership, that many ladies would not renew at the beginning of 2021. But we shouldn't have been too worried as they came back in force and we have added to our number. We currently have 36 paid members and an honorary 100 year old who only comes in the summer!</p> <p>We had our ups and downs with zoom, as did everyone, and opted to buy the package so that we could have longer than the free 45 minutes. We have had a zoom tour of an Alstromeria greenhouse, a powerful talk from My Sisters's House women's' refuge and how the nation was fed throughout the pandemic from East Dean's own Chris Tyas who was at the forefront of the whole operation from his bunker in Manor Barns! We also tried to keep our ladies feeling part of a group by little drop offs of present bags containing chocolate of course, seeds, a plant, a quiz, that sort of thing, which made us all feel part of a whole. Zoom chats are great and we're all learning the rules now, just in case. Our summer party is going ahead next week at East Dean village hall and we are all ready to meet and greet each other in person. We always welcome new members and anyone interested should contact either Kate Shaw or myself, Janet Holt for a joining form.</p> <p><b>Judy Fathers – Village Hall Treasurer</b></p> <p>It was reported that the Village Hall is now open having been closed since 26<sup>th</sup> March 2020 due to Covid restrictions. There were no hirings for 16 months apart from for Polling Day and a birthday party. The village hall was also made available for the Parish Council during Covid for storage and distribution of items to support the vulnerable parishioners. Various grants have been received which has enabled essential maintenance to be carried out. Some of the projects carried out were secondary double glazing, new fire doors, new folding doors, new cooker and new chairs. The committee have agreed to ring fence a sum of money for ongoing maintenance. The Book Shed that was organised by Chris Kelly is proving to be</p>	

<p>very successful. The Ploughman's/Cream Teas will take place on every Sunday from the 1<sup>st</sup> August to 29<sup>th</sup> August. With regard to bookings there is one returning customer and an interesting enquiry so there is hope for a brighter 2021/22. The committee are pleased to have Parish Councillor representatives JM and RM on the committee. Thanks was also given to The Clerk for all relevant information concerning Village Halls passed to the committee.</p> <p><b>Rev Sarah Manouch</b></p> <p>I was licenced as House for Duty Priest at the end of September last year, this post carries no income. My sister and I moved into the rectory in Singleton in March this year. I am deputy manager at St Olaves Christian Book Shop in Chichester. I would like to thank Lucy-Ann Ashdown for organising Zoom services throughout lockdown, however we were able to celebrate Christmas and Easter in Church. As from 23<sup>rd</sup> July we are now able to sing during the service and the church will be open every day. Things are difficult financially as there has been a considerable loss of income due to donations from the village fete, Sunday collections, visitor donations and other donations. However, there will be a raffle of prizes donated from a number of local businesses and other sources to contribute to the upkeep of the Church. The windows in Singleton Church will be restored, The Repair Shop will be helping with the stained-glass window and we would also like to restore the organ. It was suggested that perhaps Tim Weeks could help with advice on this project. Going forward I will be getting more involved in the villages and meeting more parishioners.</p> <p><b>Rebecca Trowell – Community Highways Scheme</b></p> <p>The Parish Council are working on a major traffic calming project. We have identified five funds to help with this project. The major one is the Community Highways Scheme, to apply for this scheme an enormous amount of groundwork needs to be carried out. We have circulated a questionnaire to consult with local residents. This has been very successful with 136 responses, the next stage is to adapt the questionnaire for visitors to our villages. We have successfully secured funding from IGas as a contribution to the Speed Indicator Device (SID) and the Gateways. We will be holding a Village Forum to discuss the results of the questionnaire and our proposed solutions on Saturday 2<sup>nd</sup> September at 2pm in the Village Hall. It is important to understand that WSCC Highways have to approve any suggested traffic calming measures. We are intending to submit our application to the Communities Highways Scheme (CHS) by Spring 2020. The Gateways on the A286 and Town Lane have been approved by Highways and also the position of the 7 posts for the SID, which are spread across Singleton and Charlton. With regard to the SID, this is portable and will be moved to a different position every three weeks. It is important to show that we are making progress with traffic calming projects to support the CHS application. Gateways for Charlton will form part of the CHS application.</p> <p><b>Jane Mayhew – Playground Project</b></p> <p>The Parish Council recognise that there is a need for a safe place for the older children to meet. At the Village Forum held in 2019 it was requested that we extend the playground. We are working on a project to add 6-8 new pieces of equipment. Singleton School set the children a project to draw a picture of what they would like to see in the playground and we have used some of these ideas. We are hoping to add a basket swing, roundabout, adventure trail, trampoline, in the fenced playground. On the Glebe Field we are looking to add a football goal, basketball post, a larger climbing apparatus (this is being donated by a parishioner but needs some repair work and updating), picnic benches, a willow house and a cycle/skateboard/scooter track around three sides of the site. All these plans are dependent on obtaining funds and permission from the Diocese. The approximate cost of this project is £37,000. The project will be delivered in two phases, Glebe Field first and then the updating of the existing playground. We will also need to look at the fence surrounding the existing playground as it is getting very worn. The aim is to create a vibrant, social meeting place with a rural feel. Providing a safer place for families and the community to meet. The councillors voted unanimously to move forward with this project.</p>	
<p><b>Meeting Closed – 8.25</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting</b>  Signed: DEBORAH HARWOOD  Name &amp; Position: CHAIRMAN  Date: 15<sup>th</sup> September 2021</p>	

