

**APPROVED Minutes of the Zoom Parish Council Meeting held at 7pm on  
Wednesday 18<sup>th</sup> November 2020**

<p><b>Present:</b> Cllr John McDonald (JMCD) (Chairman); Cllr Adrian Taylor (AT); Cllr Jane Mayhew(JM); Cllr Graham Zacharias (GZ); Cllr Tony Marshall; Cllr Terry Edwards (TE); Cllr Robert Mayne (RM)</p> <p>Cllr Jeremy Hunt (JH WSCC); Cll Henry Potter (HP CDC) and 4 members of the public also attended.</p>																												
<p><b>Agenda Item 1 – Apologies for Absence</b> – Deborah Harwood, on sabbatical.</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: John McDonald – Trustee and Treasurer of Singleton Playschool</p> <p>There were no further 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 Parish Council Meeting held on 16th September 2020. It was <b>Resolved</b> that the minutes were agreed and signed by JMCD. The vote was proposed by JMCD and seconded by TE, the vote was unanimous.</p>																												
<p><b>Agenda Item 4 – Chairman’s Report</b> = Report Submitted. JMCD thanked Liz Jasper for organizing the repair to the flag pole and Deborah Harwood for repairing the flag.</p>																												
<p><b>Agenda Item 5 - County Councillor Report</b> – Mr Jeremy Hunt, Chichester North Division – WSCC</p> <p><b>West Sussex COVID Update – as at Wednesday 11<sup>th</sup> November 2020</b></p> <p><b>Recorded Cases</b></p> <p>The <b>seven-day</b> incidence rate is the number of cases per 100,000 population and varies in the county. In the period 29<sup>th</sup> October to 4<sup>th</sup> November, Adur had the lowest rate at 73.1 per 100,000 population, and Crawley the highest rate with 129.0 per 100,000 population. The overall West Sussex seven-day incidence rate over this period was 100.8 per 100,000 population. All districts in West Sussex have an incidence rate below that of England (243.3 per 100,000) and the South East rate (130.5 per 100,000).</p> <table border="1" data-bbox="148 1357 987 1821"> <thead> <tr> <th>Area</th> <th>Cases in the 7 Days between 29th October to 4th November</th> <th>Rate per 100,000</th> </tr> </thead> <tbody> <tr> <td>Adur</td> <td>47</td> <td>73.1</td> </tr> <tr> <td>Arun</td> <td>158</td> <td>98.3</td> </tr> <tr> <td>Chichester</td> <td>147</td> <td>121.4</td> </tr> <tr> <td>Crawley</td> <td>146</td> <td>129.9</td> </tr> <tr> <td>Horsham</td> <td>145</td> <td>100.8</td> </tr> <tr> <td>Mid Sussex</td> <td>133</td> <td>88.1</td> </tr> <tr> <td>Worthing</td> <td>97</td> <td>87.7</td> </tr> <tr> <td><b>West Sussex</b></td> <td><b>873</b></td> <td><b>101.0</b></td> </tr> </tbody> </table>	Area	Cases in the 7 Days between 29th October to 4th November	Rate per 100,000	Adur	47	73.1	Arun	158	98.3	Chichester	147	121.4	Crawley	146	129.9	Horsham	145	100.8	Mid Sussex	133	88.1	Worthing	97	87.7	<b>West Sussex</b>	<b>873</b>	<b>101.0</b>	
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<p>Of the people testing positive over the seven-day period, 50% were aged under 40 years. Young adults had the highest age-specific incidence rate, although rates are growing in older age groups. The overall 60+ years rate for West Sussex is 70.7 per 100,000, compared with 90.6 in the South East.</p> <p><b>Care homes</b></p>																												

There are 235 care homes for older people in West Sussex. The care homes provide around 8,608 beds. A third of these are commissioned by the County Council with the remainder commissioned through other local authorities, health or funded directly by residents. The number of older people's care homes with a confirmed case of COVID-19 is 14 (staff and/or resident). Learning disability and mental health services have four services with confirmed cases.

Local data on care homes reports admissions are currently restricted in:

14 care homes for older people,  
2 extra care setting,  
10 care homes for mental health/learning disability,  
0 domiciliary care providers, and  
2 supported living settings.

93 care homes for older people are now open to visitors. Healthwatch hosted a Sussex wide meeting on 10 November 2020 for families and friends of care homes residents, supported by the Council, Public Health, the Clinical Commissioning Group and care providers to explore rules, challenges and solutions to maintain contact during COVID-19.

Latest national guidance on residential care, supported living and home care guidance is available at <https://www.gov.uk/government/collections/coronavirus-covid-19-social-care-guidance>

#### **Infection Control Fund**

On 17th September 2020, the Government announced a further £546m [infection control fund](#) for adult social care providers. The West Sussex allocation of this money is £10.958m. We will passport 80% of this money directly to registered care home providers and other CQC regulated community care providers. The remaining 20% is allocated to the care sector, to support COVID-19 infection control measures, based on local discretion. On 27th October 2020 the County Council [published a decision](#) setting out the allocation and distribution of the grant in West Sussex and funding has since started to be distributed

#### **Hospitals**

At the present time there is adequate acute hospital and community bed capacity in West Sussex, although hospitals are facing increasing pressures with rising numbers of Covid-19 positive cases across the county. Business continuity plans will be invoked this weekend for teams supporting hospital discharge, due to the impact of the Council's planned IT system shut down.

#### **Community Hub**

New [National Restrictions Guidance](#) was published by Government in advance of the national lockdown. This included guidance on protecting those who have been deemed to be Clinically Extremely Vulnerable (CEV), meaning they face the highest risk of serious illness if they contract COVID-19. Residents who are in this group should have received a letter from the NHS or direct from their GP advising them that they are assessed as CEV.

The Community Hub is fully prepared to provide a range of support and practical assistance for the more than 34,000 residents classed as CEV in West Sussex and we will be proactively communicating the support available via the WSCC communications channels. Telephone lines are open from 8am to 8pm, seven days a week, supported by website content and a series of e-forms to provide digital access. CEV individuals, or their friends and family, are encouraged to contact the Community Hub or use the new online [national registration service](#) to identify any support they may require. They will be asked for their NHS number which can be found on any letter from the NHS, or on a prescription.

The [Community Hub](#) will be able to help complete registration by phone and residents are encouraged to get in touch directly if they have an urgent need or have any questions.

For full details go to the following website: <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/covid-19-alert-level-weekly-data-and-outbreak-control-plan/>

The Community Hub phone number is: **033 022 27980**

#### **Communities updates**

#### **Libraries**

It was confirmed by publication of guidance, that we could no longer remain open for browsing but could offer Select and Collect – from the front door, essential doorstep deliveries to vulnerable customers, limited and essential PC access and we could host some support services with partners. We have been operating in this way since Thursday November 5<sup>th</sup>. Customers are very pleased we have been able to maintain access to these services and have lots of positive comments.

#### **Record Office**

The Record Office reopened to the public on August 18<sup>th</sup> for two days a week. However, in line with the latest government guidelines the public search room will be closed again as from November 5<sup>th</sup> for the duration of the current lockdown. Staff, mainly working from home, will provide a remote service for enquiries and research requests as far as possible. The Covid-19 Archive will continue with a new chapter now being added to the collection in partnership with Screen Archive South East (SASE) and The Novium Museum in Chichester.

#### **Registration of Births and Deaths**

Our new way of working continues in registrations, we have opened up some additional death appointment availability in anticipation of seasonal death increases, but we have flexibility to balance this with birth needs and can move from one to the other. Appointment availability is being constantly monitored.

#### **Ceremonies**

Due to the latest lockdown measures, we have moved all 150 ceremonies that were booked to take place during this time.

However, confirmation was received from the General Register Office (GRO) on November 5<sup>th</sup> that Notices and Citizenship ceremonies could continue, so these are going ahead in a COVID secure environment.

**Our current alert level, weekly data, Outbreak Control Plan and other Covid related information, including a link to our Community Hub, can be accessed on the following website:**

<https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/covid-19-alert-level-weekly-data-and-outbreak-control-plan/>

#### **Other Updates**

The County Council continues to work hard to understand the long-term financial implications of Covid 19. Currently we are working on our budget for 2021/22 and our MTFS from 2022 to 2025. This is complicated by not yet knowing the level of government funding beyond the end of the current financial year and we are not likely to know this until the provisional Local Government Finance settlement is announced in early December.

Our proposed re-set and re-boot plans, our Economy Re-set plan and our proposed savings plans will be reviewed at the next Public Cabinet Meeting on Tuesday 24<sup>th</sup> November.

We webcast all our public meetings – which includes the Public Cabinet meeting referred to above – and you can find a list of future meetings on our website @

<https://westsussex.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Household Recycling Sites – just to remind you that our recycling sites are remaining open during this period.

Lastly, we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>). Please check these sites regularly, particularly both our Coronavirus website and the CDC coronavirus website, and for other regular updates.

JH highlighted the Community Hub which is open from 8 to 8. He also mentioned the footpath from Singleton to Cucumber Farm, clearing will be sometime away. The Clerk raised the Leys parking area, having received a call from Jane Taylor from Hyde disputing the ownership. JH said he would get WSCC

legal team to talk to Hyde legal team to try and resolve once and for all. Town Lane Railings, JH will follow up on the WSCC section of the railings. The Clerk will ask RT to follow up on the offer of help from the Museum. Phil Fathers asked JH for the contact details of the Covid Officer, so that he can contact them regarding the Covid outbreak at The Fox Goes Free, it would seem that Track and Trace didn't contact some of the people who were at The Fox just before lockdown, although this could be a timing issue. JH said he would send the Clerk the information. There was a discussion about whether the Parish Council should notify residents if there is an outbreak in the Valley. JH thought this was probably not a good idea because of Data Protection. RM suggested that in the case of The Fox, as the reported cases were members of staff that perhaps the Fox could have let the local people that attend the pub know before the Track and Trace should have kicked in. DH did post a message on WhastApp from The Fox but this was sometime after cases were being confirmed. JMcD thanked JH for the splendid service from the Library. JM asked about the Cycle Lanes and JH reported that the decision has been 'called in', so now has to go before Environment Committee, so this can't move forward until this meeting has taken place. There was a lot of discussion about the fact that the Community Highways Scheme may be withdrawn due to budget constraints. The budget meeting is being held on 12<sup>th</sup> February where any decisions will be made. If funding is withdrawn for this scheme other grants would need to be obtained. JH wished everyone a very happy Christmas and JMcD returned the wishes.

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

**The Revenue and Benefits Teams**

continue administering and distributing the Government Self Isolation payments to that folk who are on low incomes and MUST self isolate. There is also a hardship fund which can give up to £150 to anyone in receipt of Council Tax Benefit and in conjunction with WSCC, the more vulnerable people can receive as much support as possible. Last Tuesday, the Overview and Scrutiny Committee received reports from all Council Departments and the various working groups made up of Members and Officers and it was agreed that there was little more that the District Council could have done. At one time the only homeless people rough sleeping were those who refused help, and plans are in place to increase the number of places for those unfortunate to be homeless and rough sleeping, rather than being in costly B & B accommodation. After Saturdays announcement of a further 4 weeks of Lockdown, there will undoubtedly be renewed pressure on resources but two more Covid Recovery Officers have been appointed working in the Housing Recovery and rough sleepers area. For fuller information on Covid Issues Gary Milne can be reached; [gmilne@chichester.gov.uk](mailto:gmilne@chichester.gov.uk) There is all the information you need regarding Covid 19 issues contained in the recent Initiatives Magazine in circulation to every household in the District now.

The Council have responded to the consultation on the Government White Paper and the proposed changes to the current Planning Process which Boris Johnson feels is in need of radical update. Some of the proposals lead me to believe that there must have been strong lobbying from the Housebuilding Industry. As an example, the payment of CIL contributions by developers is expected to be relaxed with greater opportunities to stage pay them or even more ridiculously, defer payment until occupation!! Generally, certain aspects of Infrastructue is required before, or as a development takes place, who is going to fund this until occupations take place and CIL monies appear??? The SDNPA have responded In a similar vein. CIL money has become such an important part of budgeting, any interference in its collection will have a profound effect on all tiers of local Government.

On a local issue, several Councillors are moving a motion to Full Council to have Southern Water attend a meeting of the CDC Overview & Scrutiny Committee. This has resulted from the continued inadequacy of SW to carry out their commitments, not just the continuing problems in The Lavant Valley but in Westhampnett, West Wittering and in Loxwood, where incidences of sewage emanating from manholes is worsening. Their record of discharging sewage into Chichester Harbour is a absolute disgrace! Usually, at a O&S meeting it is allowable for other representations from others including PC's to be heard. I shall keep you up to date as this proposal progresses.

Reading through your Councillor Reports I note in Cllr. Trowell's comments on a Community Highways Safety Scheme. Regretfully having just had sight of WSCC's Draft Budget, funding for any CHS's is to be stopped, the money being needed and diverted for Highways Maintenance. Maybe Jeremy Hunt will

<p>mention this in his report. It has come as quite a shock because Boxgrove may lose part funding for a CHS Scheme planned for three years now in Halnaker on the A 285 at the Windmill Trail parking area. Meanwhile, CDC CIL funding is accessible on a fairly large scale but not so with the SDNPA who have committed to the purchase and future investment of the Seven Sisters Country Park over in East Sussex. There are substantial improvements needed here for the Visitor Centre, toilets and car parking facilities and there is uncertainty regarding the Annual funding for the Park from the Government.</p> <p>I have forwarded the contact details for the Portfolio Holder for Council Grants and Concessions, Cllr. Roy Briscoe, to Terry with regard to funding for your children's Play Area. There is a CDC Small Grants scheme where the grants fund projects up to £2000, HP suggested we could apply for the leaf machine. RM asked about additional Covid grants, HP said there was a new grant available and those who are entitled to it should be contacted within the next 10 days.</p>	
<p><b>Agenda Item 7 - Council Matters</b>  <b>Council Matters</b></p> <p>Village Design Statement – Discuss points raised in TM's report. Four questions in TM's report. Question 1 – Check OS Map for monuments and archaeological sites. TE asked about War Memorials in Singleton and Charlton, TM will investigate. Question 2 – it was agreed that we would not list all listed buildings, however, these buildings should be mentioned in relation to road safety and it was agreed to insert a map of the listed buildings. Question 3 – regarding the oil well, JM said it should be mentioned as an industry within the parish and the impact on our roads. GG suggested TM could contact Chris Patterson about Goodwood Estate Plan to ensure that we are all 'singing from the same hymn book'. Question 4 – all agreed that they would like to see the design guidelines ahead of the full design statement.</p> <p>IGas Grant – Top up funds for purchase of SID – It was agreed that we would use money from our reserves to enable the purchase of a SID.</p> <p>Dog Waste Bin – A parishioner has requested that a bin is positioned at Charlton end of the new plantation – the Clerk has contact CDC waste collections, they are no longer installing any new dog bins and are not introducing any more collections. Therefore, it was agreed that it was not possible to install a new bin. JM put official signs on the gate at each end of the plantation and the one at the end Charlton has been removed. All councillors were horrified at this action. TM raised the fact that there is no 'no dogs allowed' on the gate of the Playground. apparently there used to be one. It was agreed to purchase aluminium signs for the playground and the gates of the plantation. TM will obtain permission from Goodwood to mount them on the plantation gates.</p>	
<p><b>Agenda Item 8 - Village Matters – Decisions Required</b></p> <p>Footpaths – On going maintenance? See JM's report. JM raised the maintenance of footpaths, JH reported that as much as he would like the footpaths maintained, there is no money for this service. Gay Godfrey highlighted that East Dean have a leaf clearing machine, it is possible to apply for CIL money to carry out jobs that highways would normally carry out. GG reported that CDC CIL pot is much larger than SDNP and CDC have funded projects within the SDNP. Discuss grants with RT.</p> <p>Glebe Field Path – Quote received from Chichester Volunteers for materials to re-instate the path between Church Lane and The Church - £1,014.05. TE suggested that having visited some other playgrounds it might be a good idea to incorporated into the plans for the Glebe Field a path around the field for wheelchairs and children to ride their bikes and skate etc. It was agreed that JMcd and TE would meet at the field to discuss. TE reported that he had had a discussion with Theresa Smyth the Headmistress of Singleton School about ideas for the Glebe Field and she is very interested in helping, so is going to set a holiday project for the children to come up with ideas. TM has also suggested that we should have two gates to the fenced area of the playground as recommended by Rospa, to alleviate bullying by giving a child an additional exit from the playground.</p>	
<p><b>Agenda Item 9 - Finance</b></p> <p>Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 31<sup>st</sup> October 2020. Accepted and agreed.</p> <p>Balance in Current Account (14/11/20) – £0,407.52 – This includes £2,348.68 Flood Action Funds)</p>	

<p>Balance in Savings Account - £7,497.86  VAT to date - £1,738.14 (not claimed)  Money Received - Goodwood Lennox Fund for Repairs to The Playground - £1,361.00  Grant from PPAF (Police Property Act Fund) for Speed Gun Certification - £145.00. Actual cost £197.83 of which £32.97 is VAT. Parish Council to contribute the shortfall of £19.86.  <b>Covid-19 Grant</b> – Total Remaining = £1,268.40  Payments for Consideration – Keith Goacher has supplied a quote for a major tidying up of Glebe Field Hedges, the cost is £325.00 + VAT, to maintain on a yearly basis is £200.00 + VAT. He also supplied a quote for a locking post in between the Church Car Park and the Glebe Field, £233.00 + VAT, this includes fitting. It was unanimously agreed to go ahead with the hedges and JMcd and TE will meet at the field to look at the post. There is also an Ash Tree that looks sick, Goodwood have agreed to look at this tree.  TE asked whether we could increase the precept to allow for work to be done on the Playground. JMcd explained that there would be a discussion to set the precept for next year once the draft budget has been produced for 20/21. This will either take place during the January Parish Council Meeting or at a special meeting.  TM asked if the Flood Action Funds should be shown separately on the budget, it was agreed that as the Flood Action Group has now been amalgamated into the Parish Council, it would be re-named Emergency Fund.</p>	
<p><b>Agenda Item 10 - Planning = See Separate Sheet</b></p>	
<p><b>Agenda Item 11</b> – Danny referred to the discussion about the leaf machine and suggested that hiring might be a better idea or investigate if we could borrow East Dean’s machine. He also raised the situation with The Leys parking area, he said that Hyde are adamant that they own it, if however, it is proven that WSCC own it, then it would need some money spent on it. Gay Godfrey asked if planning permission has been applied for to cover any plans for this piece of land. It was explained that the ownership issue needed to be resolved before any potential plans can be discussed and also grants would need to be obtained.</p>	
<p><b>Meeting Closed at 21.00</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting</b>  Signed: JOHN MCDONALD  Name &amp; Position: CHAIRMAN  Date: 20<sup>th</sup> January 2021</p>	