

**APPROVED Minutes of the Zoom Parish Council Meeting held at 7pm on
Wednesday 17th March 2021**

<p>Present: Cllr John McDonald (JMCD) (Chairman); Cllr Deborah Harwood (Vice Chairman); Cllr Adrian Taylor (AT); Cllr Jane Mayhew (JM); Cllr Graham Zacharias (GZ); Cllr Tony Marshall; Cllr Robert Mayne (RM); Cllr Rebecca Trowell (RT)</p> <p>Cllr Jeremy Hunt (JH WSCC); Cllr Henry Potter (HP CDC) and 5 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – None</p>	
<p>Agenda Item 2 – Co-Option of New Councillor</p> <p>Terry Edwards has resigned, JMCD thanked him for all his good work, we are very sorry to lose him and he welcomed Deborah back from her sabbatical.</p> <p>Philip Austin was elected as a Parish Councillor, nominated AT, Seconded DH, all in favour, motion carried.</p>	
<p>Agenda Item 3 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</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>Agenda Item 4 - Minutes of the last Parish Council Meeting - To approve as a correct record the Minutes of the Parish Council Meeting held on 20th January 2021. The vote was proposed by AT and seconded by JM; the vote was unanimous. It was Resolved that the minutes were agreed and signed by JMCD</p>	
<p>Agenda Item 5 – Chairman’s Report = Report Submitted. Membership of WSALC – JMCD attended several meetings about WSALC membership. The main results were:</p> <ol style="list-style-type: none"> 1. To reject the proposal to align with Hampshire (94% against doing so) 2. To enter into negotiations with a view to aligning with East Sussex. (94% in favour) 3 To remove the Chairman and Vice Chairman and to be replaced. (90% in favour) <p>A vote was taken as to whether we should remain a member of WSALC, all Councillors voted in favour of remaining a member of WSALC. JMCD thanked Sarah White, Gay Godfrey and their team for the huge amount of litter picking they have done and also for cleaning the road signs. There was a discussion about litter picking, if the team of litter pickers wished to be covered by the Parish Councils insurance, they would need to supply details of the proposed litter pick and names of those attending. However, if individuals wish to organise a litter pick privately, they can do so but would not be insured. DH will look into whether there will be a country wide Keep Britain litter pick this year. It was agreed that the Parish Council list of volunteers needs updating. It was agreed that going forward there would be a Parish Council Village Tidy Up in March and October. Thanks to Sarah we don’t need to do March this year. It is possible to get litter picking kit through the District Council but not during Covid. Parish Council Tidy Up’s need to have a risk assessment. Adrian Blades of Lavant is in charge of their volunteer group and could answer any questions.</p>	
<p>Agenda Item 6 - County Councillor Report – Mr Jeremy Hunt, Chichester North Division – WSCC</p> <p>West Sussex - Vaccination Update as at 11th March</p> <p>Data published by NHS England today (11th March) shows that 613,879 vaccinations had been delivered across Sussex by Sunday 7 March. The latest figures show that more than 94% of people aged over 70 had received their first dose by the end of February, along with over 80% of people aged 60-69. In addition, 221,268 people aged under 60 had received a first dose. This group includes those people identified as being particularly vulnerable, health and care workers and carers.</p> <p>The NHS in Sussex had already met the targets to offer the vaccine to all residents in care homes for older</p>	

people, everyone over 70 and all eligible health and care workers, and remains on track to offer the vaccine to all those in the first nine priority cohorts by the middle of April

For a full briefing go to:



West Sussex
COVID-19 vaccination

Recorded Covid-19 Cases in West Sussex

The Incidence Rates per 100,000 population across the County from 25 February 2021 to 3 March 2021 were as follows:

Area	Number of cases in 7-day period	7-day rate per 100,000 population (all ages)	7-day rate of cases (per 100,000 population) for people aged 60 years or over
Adur	17	26.4	15.8
Arun	110	68.4	43.8
Chichester	34	28.1	14.4
Crawley	76	67.6	42.8
Horsham	24	16.7	21.5
Mid Sussex	42	27.8	20.1
Worthing	65	58.8	54.0
West Sussex	368	42.6	30.6
South East	3,651	41.0	28.5
England	37,164	66.0	42.0

Symptom-free community testing

Adults in West Sussex who have to leave home for work or caring responsibilities can now book a symptom-free COVID-19 test. The pan-Sussex Community Testing Programme launched publicly last week is a partnership between West Sussex County Council, East Sussex County Council and Brighton & Hove City Council.

It offers free, rapid lateral flow tests to anyone who isn't showing signs of COVID-19, who can't work from home and who can't access testing via other means. Anyone over the age of 18 who doesn't have symptoms can book a free, rapid lateral flow test at any participating pharmacy anywhere in Sussex. There is currently a small number of participating pharmacies, but more are being added every Wednesday.

Further details, including how to book, can be found at www.westsussex.gov.uk/communitytesting.

If you have any COVID-19 symptoms you must not take a symptom-free test. You will need to self-isolate and book a test at www.nhs.uk/coronavirus or by calling 119.

Shielded and Community Hub

Our Community Hub continues to be open seven days a week, 8am – 8pm. If your request is urgent, for example you are going to run out of food or medicine in the next three days, please phone 033 022 27980 so that we can make sure you get help as quickly as possible. For more details go

to: <https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/>

We continue to support residents with a wide range of needs, including:

Those who have recently been discharged from hospital or residents required to isolate due to an upcoming appointment;

Individuals identified and advised to isolate by the Test and Trace service;

Have been affected financially by COVID-19 and are suffering hardship;

Are unable to access food and essential supplies.

Whilst the offer is available for everyone, we are very focused on providing a range of support and practical assistance for the almost 60,000 Clinically Extremely Vulnerable (CEV) residents across West Sussex who have now been advised to shield until the end of March 2021.

Clinically Extremely Vulnerable individuals, or their friends and family are encouraged to contact the Community Hub or use the new online registration service to:

Request priority access to supermarket delivery slots (if people already have priority supermarket deliveries, they will keep them);

Tell the County Council if they need support to follow this guidance that cannot be provided by friends, family, or other support networks.

Update details, for example, their address.

Libraries, Record Office & Ceremonies

The Libraries Team are gradually reintroducing pre-booked IT sessions for essential use only. They are continuing to support residents with the Digital Census as well as the ongoing calls to the CEV cohort, whereby the library staff have now completed over 91% of calls, with 583 outstanding.

The Record Office Search Room is working towards a re-opening date of 13 April where they will be operating with the same COVID-19 procedures in place as before. They will start taking bookings from 1 April.

The Births & Deaths Team has now contacted the 290 parents who had their appointments cancelled at the end of December and have managed to reschedule as appointments recommenced this week. There are approximately 1,440 babies currently waiting to be registered. Parents of around 560 babies born from Spring 2020 to the end of December will be encouraged to book an appointment online from Friday 12 March. Appointment availability will reopen to all remaining babies in a couple of weeks, once those who have waited the longest have been registered.

The Ceremonies Team is still processing a large volume of requests for couples to move their ceremony, as a result of the [roadmap](#) out of lockdown. However, the team are still waiting on the guidance for small weddings to be updated, so they are able to give venues and couples more information as to what can be permitted. The team has now resumed taking new bookings, focusing first on the bookings for licensed premises and then onto the WSCC ceremony rooms and responding to all requests for a new booking within a two-week timescale.

Care homes

The number of older people's care homes with a confirmed case of COVID-19 is 32 (staff and/or resident). Learning disability and mental health have one residential service with confirmed cases.

The Council, working with Public Health and the Clinical Commissioning Group, continues to provide daily support for care services with confirmed outbreaks or identified cases of Covid-19.

As part of the roadmap out of lockdown, the Government announced a new single named visitor scheme to begin from 8 March 2021. The West Sussex Provider Forum has met to discuss support, advice and guidance for care providers in offering visiting to people living in care homes.

Other Issues

Our legal team are still discussing the Leys issue with Hyde. It would appear our original assumption that the ownership is split between highways and Hyde is correct. However, I am awaiting the final confirmation from the lawyers.

A query was raised at the last PC meeting reference some gully blockages. I reported these to our highways team and they were subsequently inspected. Our officer reported as follows: *I managed to get out there yesterday during the heavy rain. Although the silt trap at the bottom of North Lane was fairly silted up, the culvert was clear and working well, However, will keep monitored. I cleared a gully of some silt below the outlet pipe outside Fiennes cottage and it was running well when I left. The gully outside The Thatch Cottage/ Myrtle Cottage was 100% full of silt and causing a bit of a flood -I will pass this issue to our Drainage Team with a request to carry out remedial works here.* I believe that Goodwood have/will clean out the culvert at the bottom of Town Lane.

I have been in correspondence with your Clerk, confirming land ownership details in regard to where you are proposing to erect some village gateways in Town Lane. I have also signalled my full support for a Community lead TRO application to move the restricted speed zone further up Town Lane in the interest of pedestrian safety for those visiting the museum.

Our HWRS always see an increase in visits around Easter but this year, both in West Sussex and nationally, this increase in usage appears to have started early. Therefore, to help ease the pressure on the sites, we are moving to Summer opening hours with effect from Friday 12th March. For Westhampnett this means that the site will now be open 9am – 6pm, seven days a week until 30th September. You may also have seen that we are introducing a booking system at some of our smaller sites where we are getting serious traffic issues. **Currently there are no plans to implement the booking system at Westhampnett**, but there is provision within the decision to be able to introduce one if it becomes necessary. For further information go to: <https://www.westsussex.gov.uk/news/new-booking-system-trial-proposed-for-five-household-waste-recycling-sites/>

Just to confirm that all our public meetings continue to be held virtually and can be watched via our webcast. You can find a list of meetings on our website at:

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

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.

Additional Information – Wedding venues are not open until May, therefore you may be able to have a ceremony but you cannot not hold a gathering until May. Gullies outside Myrtle Cottage and Thatched Cottage have been checked and a job has been raised to get them flushed out, this may take a couple of months. Charlton gully has also been checked under-ground and it is fine. Goodwood are clearing above ground. The Ley’s land, Highways would need to be consulted before any work could take place on their adopted land. Hyde Martlett are not allowed to carry out any work on this land. WSCC legal team are liaising with HM’s legal team. A question was raised about red markings at the bottom of Town Lane, JH thinks this is no longer something that Highways takes on, he will check this out and email RT.

Westhampnett Tip now operating summer opening hours (9-6pm 7 days a week). Following a question raised by Westhampnett PC about capacity, it was noted that there is no need for expansion of the site due to the extra development as there has been a reduction in waste due to re-cycling. They are not introducing a booking system at the moment. JH mentioned that there is a County Council meeting on Friday if anyone wishes to attend.

Agenda Item 7 - District Councillor Report – Mr Henry Potter, Goodwood Ward

The review of the Local Plan has slipped somewhat with the news that the Southern Gateway Revitalisation Project has suffered some fairly major hic cups. The demolition of the Boys High School in Kingsham Avenue is not coming forward as expected, the funding for the demolition is lacking and the news two weeks ago that the Ministry of Justice is to reopen the Courts in Chichester, is yet another setback. Both of these acquisitions are important phases of the whole project, the High School Site was to form the major housing site of the scheme and would provide valuable funding for much of the rest of the scheme. There is also a rethink on what type and volume of retail and office space will be required for the future, resulting in the change in work patterns and shopping habits. The rethinking goes on, much caused by the world pandemic which has changed many things which we have been accustomed to, working from home and shopping habits as examples There was a Members Briefing on the 1,300 homes Tangmere Strategic Development Site which was broadcast on the Councils website, and still available. It was comprehensive, but several question yet to be resolved. I was particularly interested in the traffic implications, not just accessing the A27 but the wider roads network, for example, the impact on the “Rat Run” through the New Road and the difficulties in Lavant. Further consultation is required but, to be fair, the traffic spokesperson was very well aware of the sheer volume of traffic which uses A27- Temple Bar-New Rd. route, and Stane Street as a way into the City, the remedy will be very interesting.

<p>The final decision to refuse the development of 185 houses at Old Place Farm in Westhampnett was very welcome but a letter from the Agent for the developer indicates that a appeal will be lodged. This site is south of the Goodwood Airfield and opposite Madgwick Park and was for 165 new houses!</p> <p>Progress on furthering the Centurion Way has stalled due to Covid restrictions and this pandemic has now resulted in the need of a scientific study of the bats in the tunnels. This is a result of the Bat Conservation Trust’s recommendation that only studies essential to bat conservation and public health in order to reduce the risk of human to bat transmission of SARS CoV2 which is the virus which transmits the Covid 19 virus. This would suggest that the extension of CW will not use the through tunnel route. I did raise the issue of connectivity of the CW with the villages and I was referred to Nigel James who is leading on the Extension work, but I’ve not yet heard back from him.</p> <p>An announcement was made on social media on Wednesday last week that the CDC Joint Action Group (JAG) had funded the Purchase of FIVE new Speed Measuring Devices for use by any of the Community Speed Watch groups in the Chichester District. These are radar devices exactly the same as the two which Boxgrove PC purchased a couple of years ago. PCSO Jason Lemm is very keen to get these devices out to rural Parishes which have speeding issues. An e-mail to Jason should bring him running.</p> <p>With the Census due to take place on Sunday next, 21st March, I do recommend filling out the form online, it is so easy to do. Every household should have received a leaflet with a unique Reference which is needed to access the online form and it takes about 10 minutes. And then following on soon after the local Elections for County Councillors and our Police and Crime Commissioner on the 6th July. Due to the restrictions in place at present there will be no canvassing or leafleting through your letterbox, just the delivery of Election Addresses by Post.</p> <p>Finally, if you are considering your Annual Meeting it will be necessary to hold it virtually. As this is a meeting purely for your Electorate to ask questions of the Council, no Council business will be conducted, it will be acceptable to advertise the Annual Meeting but invite questions to the meeting online and these can be responded to at the Zoom meeting. If there are no questions tendered, then a meeting would be unnecessary. This “meeting” could precede your AGM as some Parishes do.</p> <p>Additional Information – There is a large amount of fly tipping taking place at the moment. PA suggested we could put up trail camera’s, however we would need to erect signs to notify people that we are filming. DH pointed out that we need to consider people’s privacy.</p> <p>Centurion Way – there is no likelihood of there being a pedestrian access in Singleton. There is a suggested pathway from West Dean Gardens to the W&D Museum along the edge of the Museum. There followed a discussion about the viability of the pathway with concerns about segregation of walkers from the grounds of the Museum and the safety of the pedestrian exit onto Town Lane. WSCC Highways were consulted about the pedestrian exit and approval was granted.</p> <p>TRO – In line with the Localism Act apparently Highways cannot refuse to move the 30-mile limit in Town Lane, each area is allowed two TRO’s. JH reported that the PC need to apply for a Communities Highway Order. There was a discussion about fly tipping, JM asked if people are prosecuted. There followed a discussion about incidents of fly tipping, however, it is very difficult to prosecute even if there is evidence of who the rubbish belongs to as it had to be proven without doubt who carried out the offence.</p>	
<p>Agenda Item 8 - Council Matters</p> <p>Council Matters</p> <p>Responsibilities – Re-distribute TE’s responsibilities. DH agreed to take back some of her responsibilities and PA agreed to be responsible for the playground. JM agreed to be the representative on the Village Hall Committee. The clerk will issue a new list of responsibilities.</p> <p>Annual Parish Meeting normally held in May – do we postpone until we can hold a face-to-face meeting? It was agreed to postpone the Annual Parish Meeting until July when hopefully we will be able to hold a meeting in the Village Hall.</p>	
<p>Agenda Item 9 - Village Matters – Decisions Required</p> <p>Playground – Covid Signage. It was agreed that no further signage would be installed at the playground, given that the signage that is already there is being defaced. Sub-Committee for Playground Development</p>	

<p>Programme. It was agreed to form a sub-committee to progress the development of the playground, members will be PA, DH, JM, VN. A discussion took place about the Glebe Field. JM reported that there had been a lot of favourable comments about the tidying up of the hedges. Although all the heads have been removed from the daffodils. PA suggested we think of planting some fruit trees along the boundary that backs onto the houses as some of the residents had mentioned that there was more of a security risk now. If it is agreed to plant trees, there will need to be some communication with the local children to ensure that they are not damaged. It was reported that the path between Church Way and The Church is scheduled to be re-instated on 6th April by The Chichester Volunteers. It was felt that there was a great need for something to be provided for the older children as they are now playing in the church yard and the farm which is not necessarily safe. Once the hedges grow back there will be the potential for them to make dens etc. The new playground sub-committee will look at what can be provided for the older children on the Glebe field. It was explained by the clerk that the PC rent the field from the Diocese and it would appear that as long as the Parish Council write to them outlining our plans there shouldn't be any resistance to improving the area.</p> <p>Pond – Purchasing Plants – see JM report. It was agreed to spend £50 to £60.00 on plants to be placed on the wall in front of the fencing.</p> <p>Event – Village Tea Party – see JM report. It was agreed that is it too soon to organise an event. The earliest the Village Hall will be opening is 21st June. Depending on the Covid situation it may be possible to organise a short notice event.</p> <p>Gate at Charlton End of the meadow – Discuss. VN asked JH about the information found on the Public Rights of Way article on the website, he was not aware of this. VN will send the information to Goodwood, in the hope that they will agree to add a gate.</p> <p>Covid-19 Vulnerable Meals – How long should we continue? It was agreed to carry out a further three deliveries. There has been a lot of feedback as to how grateful people are not only for the food but the friendly contact. AT and DH suggested we continue keeping in touch with our vulnerable and possibly lonely residents.</p> <p>Village Pump – Two quotes have been obtained for the restoration of the pump. It was suggested we could try and obtain a Heritage grant to carry out the work. AT suggested that we should just give it a coat of paint and not worry about it not working.</p>	
<p>Agenda Item 10 - Finance Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 28th February 2021. Payments for Consideration Balance in Current Account (15/03/21) - £4,840.74 Balance in Savings Account (18/01/21) – £7502.58</p> <p>Money Received - £900.00 from sale of radios. Thank you, Jane and Liz Jasper, for their work to dispose of these radios.</p> <p>VAT to Date (not claimed) – £1,890.46 Flood Action Fund – Total Remaining = £2348.68 Covid-19 Grant – Total Remaining = £624.00 (This will finance 3 more rounds of meals for the vulnerables.</p>	
<p>Agenda Item 11 - Planning – Planning document has been circulated and posted on notice boards and website. A discussion took place about the Parish Council's comment for The Police House, it was agreed that TM would circulate a suggested response via email for approval. With regard to Dark Skies, JM and TM are going to attend a meeting run by the SDNP about dark skies, a policy can then be agreed and this can then be incorporated into our Village Design Statement.</p>	
<p>Agenda Item 12 – Public Open Forum DH had been contacted by her neighbour about the increase in precept. It was agreed at the last meeting that the clerk would put a notice in the Valley Diary and information on our website explaining the thinking behind the increase, this was done, however, it is possible that some of our residents haven't seen it as the</p>	

<p>VD was only available on-line. The text is below for the benefit of those that didn't see it in the VD. DH pointed out that it was agreed three years ago that as there had been no increase in the precept for several years and that there was no money to carry out projects for the village unless we obtained grants, that there would be a small increase for the following three years. DH will speak to her neighbour.</p> <p>Precept</p> <p>The Precept is the main source of revenue for all Parish Councils. This income is used to meet the Parish Council's financial responsibilities. The parish residents contribute to this via their council tax. At the Parish Council Meeting held on Wednesday 20th January 2021, it was agreed to raise the precept by 10%. The effect of 10% rise on a Band D property is £8.05 per year, the additional income to the Parish Council is £1,742.00. This additional income will be used to contribute to the purchase of a Mobile SID (Speed Indicator Device) as part of our traffic calming plans. We are hoping to be awarded a grant from IGas to cover the additional cost. The intention is to move the SID to various points throughout Singleton and Charlton and along the A286, to highlight to motorists what speed they are driving at. We hope that this will reduce the overall speed of vehicles driving along the A286 and through our villages.</p> <p>Philip Maber – IGas. He has been in touch with Goodwood about the oil well about whose responsibility it would be if the oil well went bankrupt. Goodwood Estate awarded a 985-year lease to the Ministry of Agriculture who are now Defra. His friend in Graffham has written to her MP and received a good letter back. The oil well is the biggest source of carbon in West Sussex. The application to The Environment Agency about the re-injection is still being considered, no decision as yet. It is important that people are aware of what they are doing as it is a danger to our water resources. With regard to dark skies, the lights at the oil field are very intrusive, a cover over the lights to point the light downwards would be a good idea. RT suggested that this could be incorporated into our policy for the Village Design Statement.</p>	
<p>Meeting Closed at 21.10</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting Signed: JOHN MCDONALD Name & Position: CHAIRMAN Date: 17th March 2021</p>	