

**APPROVED Minutes of the Parish Council Meeting held at 7pm on
Wednesday 17TH July 2019 at Singleton Village Hall**

<p>Present: Cllr John McDonald (JMCD) (Chairman); Cllr Deborah Harwood (DH) (Vice Chairman), Cllr Adrian Taylor (AT); Cllr Jasper Richmond (JR); Cllr Robert Mayne (RM); Cllr Matt Pinnington (MP)</p> <p>Cllr Henry Potter (HP CDC); Ciara Williams (CW Goodwood Estate) and 6 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – JM, RT</p>	
<p>Agenda Item 2 – 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 Deborah Harwood – Member of the Flood Action Group Rebecca Trowell – Member of the Flood Action Group</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p>AGENDA ITEM 3 - Minutes of the last Parish Council Meeting - To approve as a correct record the Minutes of the Parish Council Meeting held on 15th May 2019 and Minutes of Annual Parish Meeting held on 29th May 2019. It was Resolved that the minutes of both meetings were agreed and signed by JMCD. The vote was unanimous.</p>	
<p>Agenda Item 4 – Chairman’s Report – JMCD Attended SSALC training course with DH, very informative, meeting techniques discussed will be used to make PC meetings more efficient. Also attended CLC meeting, the major item was to decide whether these meetings should continue. The decision was taken to continue but review the format of the meetings. Roads & Pavements – pathway has been cleared from the Care Home and West End Cottages, Goodwood engaged Lawns & Hedges to carry out the work, CW stated that further work would be carried out in the Autumn. Reports for meetings have been sent to everyone that has supplied their email address and also posted on the website. This should make these meetings more efficient. Only decisions that need to be taken will be discussed. We will also be restricting public comments to be heard in the appropriate item on the agenda (Item 7) to keep the meeting running to time.</p>	
<p>Agenda Item 5 – County Councilor Report – Mr Jeremy Hunt, Chichester North Division, WSCC Since the meeting apologies have been received from JH, no report submitted.</p>	
<p>Agenda Item 6 – District Councilor Report – Mr Henry Potter, Goodwood Ward</p> <p>I attended a seminar at the SDNPA South Downs Centre in Midhurst a couple of weeks ago. The meeting was hosted by the NatWest Bank and I took my wife Christine along because I’d been told it could be of interest to WI members. Entitled Crime, Dine and Community Safety, it centred generally on the new crimes affecting our Communities. On-line banking scams and fraud were highlighted and ways of realising and thus avoiding banking frauds, it is quite frightening how much of this is going on. A Police Officer spoke of so called “across county Lines” drug trafficking which has become the norm and the use of AirBand B establishments as bases for dealing. Another fact that emerged was the high incidence of on-line dating fraud that has become rife particularly involving older, possibly lonely, well healed women. West Sussex has the highest numbers of incidences of this new type of scam in Britain, and usually results in the loss of quite considerable sums of money. Subsequently Katy Bourne, our PCC has seen fit to appoint two additional Officers to deal only with this on line dating scam.</p> <p>You will no doubt have heard that CDC has signed up to a Climate Change Initiative and will shortly appoint an Officer to lead on this and attempt to reduce our Carbon emissions. This was a topic at the All Parishes Meeting on Monday evening. What infuriates me is the situation at the Hornet, Market Road and St</p>	

<p>Pancras junction in the City This area has the poorest air quality in the District along with Orchard Street and the Donnington roundabout on the A27. When Sainsbury's were going to open an in town store in the Hornet, WSCC Highways reconfigured the pedestrian controlled traffic lights to give priority to pedestrians visiting the new Store. The Store never opened but still now vehicles are denied access into the city through East Street and around the one-way system into St Pancras whilst pedestrians cross Market Road! Instead the standing traffic sits idling away pumping noxious particulates into the atmosphere that we breathe. WSCC when challenged, responded that they have no intention to revert the lights back to their original operation. So much for reducing the effects of Climate Change!!</p> <p>Another thing that was mentioned by Tom Day on Monday evening was, "we need to plant more trees". We don't need to plant more trees, it is essential that we do! This Country will lose, in the next two or three years, 20% of our trees due to the Ash tree fungus, Chalara Fraxilea. This will result in less absorption of Carbon Dioxide, less release of Oxygen and the increased risk of flooding! I would urge everybody to gather up a few tree seeds, mast or nuts this autumn and plant them in pots at home then when they are a couple of years grown, plant them wherever possible. Every little will help.</p> <p>The recent news that Southern Water have been penalised to the tune of £126 million just goes to prove what a dismal Company they are at managing our waste water. I haven't read anywhere about the disgraceful habit of discharging untreated sewage into the River Lavant but this is small beer compared to the overall performance of the Water Company.</p> <p>Finally, as the appointed CDC Member of the SDNPA, I urge you to engage with the Authority in the work they are doing. Their first Local Plan has now been adopted and there is a lot going on to maintain the purposes of the Park as related in the Monthly SDNP update to be found on the internet.</p> <p>AT asked where the trees should be planted, HP replied that they should be planted anywhere we can, e.g. around play areas, if everyone planted 10 it would make a huge difference. CW reported that Goodwood would be planting 80K of trees. RM asked whether there would be re-planting along the road to Midhurst where many trees have been removed due to Ash die-back. It was confirmed that there would be planting. RM also asked about the Goodwood program to remove trees between Singleton and Charlton, CW replied that they would try to save as many as possible, however, the hot weather also creates honey fungus, Goodwood will be constantly monitoring the situation.</p>	
<p>Agenda Item 7 – Public Open Forum No questions.</p>	
<p>Agenda Item 8 – Council Matters Parish Council Name – Email circulated. Legally this has to be Singleton Parish Council. it was agreed that it would be better if we could change the name to Singleton and Charlton. VN agreed to email Nicholas Bennett to ask what the procedure is to process a name change. Co-Option Policy – the version that was circulated was agreed, proposed DH, seconded AT, all agreed. Consultation - CDC Events Strategy, this has been circulated and councilors agreed to respond. Website Entry – Request from job Centre, link to be added to our website, email circulated. This was agreed. DH and VN will be meeting with a web designer to discuss creating a new website, this will include a Useful Information page.</p>	
<p>Agenda Item 9 – Village Matters – Decisions Required Volunteer Events – Volunteers required for river clearing/pond/path between Church Way and The Church/The Playground. DH will circulate a list of dates for these tasks and request volunteers via MailChimp, this will also be included in the Valley Diary entry for August. Chichester volunteer group have also offered to help as they have appropriate equipment for the heavier jobs. DH reported that it was disappointing that no volunteers came forward to fill the roles on the emergency plan, the request will be included on the email for volunteers and re submitted in The Valley Diary. A discussion took place about the correct time to remove the weed from the pond and river, DH reported that the Environment Agency stated that this should be at the end of September to allow the wild life to move on and that only a third of the pond weed can be removed. However, some riparian owners have already carried out work to the river as it was highlighted on Countryfile and by Monty Don as now was the time to clear the rivers.</p>	

Bench for Church Way – it has been suggested that one of the benches be moved to Church Way to replace the one that was removed. This would be the one that was **not** donated by members of the public. AT suggested that we call on the residents of Church Way to talk to them about the bench before moving it. Proposed by DH, seconded by AT, all agreed. AT to bolt down, the bench will be moved by MP/AT/JMcD.

Vulnerable Persons List – Names were collected by DH and AT, all residents on the list were asked if they were happy for their information to be shared, this complies with GDPR. It was agreed that each councillor would hold a copy of residents in their immediate area, this must be saved within Google Mail and not on their desktop, again to comply with GDPR. Should there be an incident the list could also be shared with the emergency services. AT suggested that residents should be visited twice a year to enable the list to be kept up-to-date and during the visits each resident who appears on the list should be given written information about what, where and how their information is shared. This was unanimously agreed.

Emergency Plan – the roles to be filled on the emergency plan were discussed, it was agreed that JR and DH would be Coordinators, VN to be Community Liaison Officer and all other roles would be allocated on the day of the incident. It would be useful to have a list of willing volunteers and their particular skills. It was agreed that the Village Hall would be the hub for activities, as long as it is not affected by the incident, alternatively, DH suggested that if the incident was in Charlton, she would ask if we could use The Fox. It was suggested that the Coordinators should hold keys to the village hall, this needs to be organized. JT will update the plan with the above information and it would be issued to all councillors.

Playground – it was agreed that volunteers would be sought to carry out the work. This will be covered in the email that DH is sending out to request volunteers for various projects.

Adoption of Charlton Phone Box – it was agreed that we could go ahead and buy the phone box for £1, as if for any reason we are unable to purchase a defibrillator it could be used for something else. We would be responsible for maintenance, BT supply the paint, red and gold. VN asked if we should consult with residents, RM said that BT have a consultation process. This was proposed by JR and seconded by JMcD,

Closed Cemetery – CW asked if the decision on whether to purchase the lease be deferred to the next meeting as there is still some investigation required on ownership. A discussion took place about the actions of the previous council and whether the sheep should be re-introduced to the cemetery to negate the need to cut the grass. Goodwood are happy to connect the water supply for the trough. It was agreed to defer the decision until the September PC meeting.

Pond – a date for clearance would be added to the email that is being sent to all volunteers, this is also covered in the item - volunteers.

Social Event/Fund Raising – It was agreed that the suggested Harvest Celebration was a good idea. Before agreeing a date VN would check when the Village Halls Harvest Supper is being held so we don't have a clash of dates.

Village Paths – an email from Chris Dyer has been received to say that a job has been logged with Chichester Street Cleaning Team to clear the debris from the path by West End Cottages although there was no date supplied. It was agreed that a small team of volunteers would be sought to carry out this job and CW agreed that to save extra expenditure any soil removed could be put somewhere on the Goodwood Estate. It was felt that clearing the path from the Museum to West Dean Gardens was not a job that the village volunteers could carry out because of health and safety issues, however DH suggested that perhaps the Chichester Volunteer Group may be able to help, DH to investigate. JMcD thanked GG for all hard work communicating with various people concerning the paths and Speed Watch.

Wheelie Bin Stickers – it was agreed this was a good idea, GG to action. A discussion took place about how to solve the problem of speeding vehicles during the Festival of Speed. The main problem was with cars coming down Knights Hill and driving through the village to access the A286. It was suggested that there should be a notice put at the top of Knights Hill stating that the road is for access to Charlton only. CW asked if an email or letter could be sent to Goodwood giving feedback from the Parish Council and residents. JMcD suggested that we put a notice on our Notice Boards and DH to email via MailChimp, the Clerk would then compile an email to send to Goodwood. CW pointed out that there was very little Goodwood could do with regard to speeding on the highways, this would need to be a Police matter. Goodwood have staff that drive through on the morning of events to check the traffic situation, it was

<p>suggested that after the event finishes would be a good time to carry out 'drive bys'. This needs to be covered in our email to Goodwood. It is also important to feedback to the Goodwood Motor Circuit Consultative Meeting.</p> <p>STAG Meeting with Gillian Keegan - this meeting is planned for September, but no date arranged yet. It was agreed that there should be a representative from the Parish Council involved with Stag, JMcD volunteered, he would also attend the meeting with GK.</p> <p>Goodwood Motor Circuit Consultative Meeting – this is not a Goodwood meeting it is organized by CDC. Only Tangmere, Boxgrove, Singleton, Westhampnett and Lavant have voting rights. It was thought that the reason it was suggested that JW be elected as Deputy Chair was to take advantage of his knowledge as he has been involved in the meetings since it's conception and there was a precedent of appointing specialist non voting members. It was also mentioned that East Dean PC are not part of the committee, CW said she would look into this. Minutes of the meeting have now been received and it was agreed to review the appointment of Vice Chairman at the next meeting.</p> <p>Village Hall – AT asked why the PC was not involved with any decisions regarding the Village Hall given that we own it. This item was not submitted as an Agenda item so could not be discussed in full. However, it was agreed that AT should be on the committee and be a trustee. AT will communicate with Chris Kelly.</p>	
<p>Agenda Item 10 – Finance Balance in Current Account - £1,106.66 Balance in Savings Account - £7,482.57 Next Instalment of Precept 13th September 2019 (£7,574.00) Any other financial issues – purchase of ink for DH printer was agreed. JM asked if we can use funds from the Savings Account in an Emergency, this was confirmed.</p>	
<p>Agenda Item 11 – Planning Orchard House – the inspection of the Party Wall between The Village Hall and Orchard House has now been carried out and signed off.</p>	
<p>Agenda Item 12 – Agenda for Next Meeting Chris Paterson from the SDNP will attend the Parish Council Meeting in September. He will lead a discussion on Village Design Statements/Neighbourhood Plans.</p>	
<p>Meeting Closed at 20.15</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting Signed: JOHN MCDONALD Name & Position: CHAIRMAN Date: 18th September 2019</p>	