

Singleton Parish Council

Minutes of a Meeting held on Wednesday 17th September 2014 in Singleton Village Hall

The meeting started at 6pm

Present: Cllr Keith Hope-Lang (KHL), Cllr Ian Michael (IM), Cllr Judy Ramke (JR), Cllr S Axtell (SA);
and Cllr Jon Ward (JW).

In Attendance: County Councillor Jeremy Hunt (JH) and Clerk, Cathryn Woolley (CAW).

1. Chairman's Welcome

79/14 KHL welcomed all members of SPC.

2. Apologies

80/14 Apologies were received from LJ; NC and DS

3. Declarations of Interest

81/14 None.

4. Casual Vacancy (1)

82/14 KHL confirmed that SPC can now co-opt a 9th member to Council as the Casual Vacancy notices has now expired.

ACTION: SPC to continue make enquiries of anyone who may wish to join SPC.

5. Minutes of Last Meeting

83/14 The minutes of the Annual Parish Council Meeting of 30th July 2014 were **unanimously** approved (see **Annex A**) save for the following small amendments. These are:-

- Minute 46/14: should read Mr Steve Tapley (*not Pattie*)
- Minute 48/14: should read **Bill** Spence (*not Jill*);
- Minute 77/14: KHL confirmed to CAW that the Environment Agency's public safety works were deemed unnecessary.

6. Visitors' Questions:

84/14 None.

8. District Councillor's Report (Mr Henry Potter, Boxgrove Ward)

85/14 None.

9. Planning Issues : New / Recent / Ongoing

86/14 IM referred to his planning report. **See Annex B**

87/14 IM also brought to SPC's attention that there is an enforcement notice against property Land at 1 Church Way, which was issued by CDC on 11th July and takes effect on 22nd August.

10. Chairman's Report

88/14 KHL referred to his report already previously circulated. **See Annex C**

ACTION: CAW to email Barry of Environment Agency to obtain a map identifying the sections of the river that they are annually responsible for, which can be shared with residents. To also obtain advice regarding management of the stream – for example somerset levels allowed some of the weeds to grow to encourage meadows to flood – need expert advice on how best to manage.

ACTION: CAW to email Carol Thompson of Flood Action Group to request copy of grant application for file.

RESOLVED: SPC unanimously agreed the additional payment of £120 to pay Keith Goacher for immediate grass-cutting works to Queen Victoria Jubilee Gardens noting that any works with regard to trees will require formal planning applications to check for tree preservation orders.

ACTION: CAW/KHL when reviewing Keith Goacher's contract for grass-cutting/maintenance services; to consider adding 4 cuts per year of Queen Victoria Jubilee Gardens. Will bring back to SPC for approval when reviewing contract.

ACTION: CAW to email resident (and former Councillor of SPC) John Elliott to request full instructions of what he would like Council to take action in respect of Queen Victoria Jubilee Gardens.

ACTION: CAW to chase Highways under each of the three job reference numbers.

ACTION: CAW to obtain similar map of Singleton and circulate both Charlton map and Singleton map to all Cllrs.

89/14 SPC unanimously agreed that no justification can be given to consider residents having more than one postcode as it will unlikely resolve the issue of Charlton Barns traffic, which is the sole reason for looking into this possibility.

19:40 County Councillor Jeremy Hunt arrived

7. County Councillor's Report (Mr Jeremy Hunt, Chichester North)

90/14 JH confirmed some of the following points. These are:

- Requested update from Chairman re: Charlton Barns and confirmed that he requires photographic evidence especially with concerns leading up to festive period where the traffic tends to become busier.

ACTION: KHL to speak with resident Helen Geddes who is assisting with traffic activity log to request photographs are taken and forwarded to SPC.

19:55 Councillor JW arrived.

- Congratulations to SA for her work on moving sat-nav pin;
- Operation Watershed – Carol Thompson of Flood Action Group needs to re-submit application. Noting that both JW forms part of the flood action group (flooding) and SA joining (emergency plan).
- Cleared river alongside A286 – sandbags;
- Parish Defribbulator – if a community group is formed and applies under the Community Infrastructure Fund (CIF) up to £3,000, WSCC will look kindly upon such applications. Training of the defribbulator is not covered. SPC would not be eligible for this grant only a community group.

ACTION: CAW to email JE to see if he wants to put together a group and apply for funding for a parish defribbulator as SPC will not be pursuing this matter.

- First Responders – training is provided by WSCC and this is an extremely valuable service as the ambulance response rates are not performing well in rural parts of the country. Noting that SA will be covering this within the Parish Emergency Plan;
- Notified SPC of WSCC's Care Oscars – nominations close **Monday 22 September at 5pm**;
- Notified SPC of WSCC's 'What Matters To You'? Parents encouraged to have their say. Consultation closes on 12th October 2014. To find out more: www.westsussex.gov.uk/whatmatters
- Reported regarding WSCC Think! Family Programm, which has been successful in helping approx. 1200 seriously deprived families. New scheme will be targeting 4000 families with slightly less deprived backgrounds.
- Briefly mentioned the correspondence re: A27 corridor

11. Finance and CAW's Report

11.1 CAW referred to YTD/Budget reports previously circulated.

91/14 SPC **unanimously** approved the YTD 24th June 2014 – 2nd September 2014, noting that CAW is now set-up on

11.2 CAW referred to list of payments previously circulated with an addition.

92/14 SPC **unanimously** approved the following payments save for the £100 to The Valley Diary as this is not going ahead at this time:-

100058	C A Woolley	Office Expenses	£17.59
100059	K Hope-Lang	Copying Flyers for Parish AGM	£25.00
100060	The Valley Parish	St Mary's Church Singleton Grant 14/15	£810.00

100061	WSSC Financial Services	Clerk Salaries for August 2014	£306.00
100062	The Valley Diary	Advert in Valley Diary	£100.00
100063	Keith Goacher	Grass Cutting (Final bi-annual payment)	£874.80

11.3

Other Financial Payments – received notification of final precept has been sent £5,446.00 (28.8.14)

11.4 Clerk's Report – see Annex D

ACTION: Clerk to obtain a map of Singleton (like the map of Charlton SA obtained)

ACTION: Councillors' Contact List/Responsibilities to be circulated – JW to confirm email address.

ACTION: Letter to cycle clubs still pending (IM/LJ) SA will contact Sportif & Wiggle to highlight Goodwood events to avoid events being held on an event day when there are 50,000 cars.

12. Correspondence & Invitations received since the last meeting – See Annex D

13. Reports re: attendance at meetings, courses and/or seminars since last meeting.

93/14 JW attended the Lavant Valley/Southern Water meeting on 12th September 2014. Some of the points confirmed were:

- No certainty of times/dates;
- Incomplete surveys;
- Conflicts between principle authorities;
- No work plan and no progress.

14. Parish Matters

94/14 None that has not already been covered earlier on in the meeting.

15. Notes/Information for Council to add/include to a future Agenda

95/14 SA confirmed with the advent of the Flood Action Group, she will be working in collaboration with Carol Thompson with specific responsibilities concerned with parish emergency planning. Utilise any information collated to form part of the Emergency Plan.

16. Dates of forthcoming meetings

Wednesday 19th November 2014 at 7pm (budget setting)

Wednesday 21st January 2014 at 7pm (setting precept)

Wednesday 18th March 2014 at 7pm

Wednesday 20th May 2014 at 7pm (Annual Parish Meeting for Electors at 7pm followed by Parish Council AGM Meeting)

The meeting finished at 8.55pm

I confirm this is a true record of the meeting:

Keith Hope-Lang, Chairman, 19th November 2014