

## SINGLETON PARISH COUNCIL

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### MINUTES OF THE PARISH MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL AT 7PM ON WEDNESDAY 19 MARCH 2014

**Present:** Cllrs. Hope-Lang (Chairman), L Jasper, J Rumke, J Elliot, S Axtell, N Conway, J Ward, J Hunt and I Michael.

**In attendance:** Miss A. Fynamore, Clerk, Ms N Nelson assistant clerk, and District Cllr Henry Potter.

<b>86.13</b>	<b>Apologies for absence</b> Cllr Mayhew and PCSO Gillan. These were accepted.	
<b>87.13</b>	<b>Code of Conduct - Declarations of Interests on the Agenda.</b> None.	
<b>88.13</b>	<b>Public Session</b> None.	
<b>89.13</b>	<b>To receive the Minutes of the council meeting held on 22 January 2014</b> <b>Approved:</b> Minutes of the meeting of the 22 January 2014	
<b>90.13</b>	<p><b>County Councillor's Report – to receive a verbal report Cllr J Hunt.</b></p> <p>Charlton restricted access: consideration to be given to restricting access to lorries.</p> <p>Noted: deliveries to fur, fin and feather cause problems to the grass triangle.</p> <p>Triangle - could it be cobbled, financing would need to be agreed with WSCC it would be more visually acceptable as WSCC would put on. Highways engineer and Greg to go and have a look. Possibility of some signs - Narrow Rd, No thoroughfare. Restricted access signs require TRO which is a very long process, the others don't need to be through a TRO.</p> <p>Cobbles keep demarcation of triangular shape ref Elliott. This is a get out as there is no solution except to do a three point turn.</p> <p>Hunt -TRO pass on request to Officers. Elliott will progress by contacting Goodwood estate.</p> <p>Trees on green - Willow trees don't need pruning however WSCC will look at them again.</p> <p>Lavant valley insurance will be raised WSCC</p> <p>Flooding monies are available. Root from felled tree needs to be dug up. Operation watershed. Flood funds still available i.e. the £10k that was put aside before. 14 February when river came over and flooded, sandbags were supplied. Cllrs Hunt and Potter were a great help CDC supplied the sandbags. Cllr Elliot has asked for meeting. Record vote of thanks for their assistance on the day.</p> <p>Mr Elliott will not use sandbags again.</p>	
<b>91.13</b>	<b>District Councillor's Report – to receive a verbal report Cllr Potter.</b> Special meeting of council has been scheduled on 24 <sup>th</sup> April to approve the final local	

	<p>plan. Repeater signs faded in Singleton but police have specified that they would recognise what they need to be and they would prosecute.</p>	
92.13	<p><b>Community Policeman - to receive a verbal report Robert Gillan</b> 1) No report.</p>	
93.13	<p>Overview – Parish Chairman CHAIRMAN’S Overview 25 Jan 2014 to 21 Mar 2014 This report covers miscellaneous items that would probably not be covered elsewhere in the agenda.</p> <p><b>A. Chairman’s Report on issues not covered elsewhere, 22jan-18mar</b></p> <p><b>1. Jane Mayhew resignation</b></p> <p>Jane Mayhew has submitted her resignation as a Parish Councillor. A great loss. She wrote... “It is with regret that I have to resign as a parish councillor. We have a major new product launch at work which means our work load has significantly increased and lots of additional ‘away from home’ meetings. Because of this I am unable to dedicate the time I feel the parish council deserves in order to be an effective member of the parish council”.</p> <p><b>2. Amanda replacement</b></p> <p>Amanda has decided to resign as Clerk but will help us until a replacement is found. The Vacancy Notice is for a ‘Parish Clerk &amp; responsible finance officer’ The vacancy notice states that... ‘The salary will be £10.20 per hour, 30 hours per month, including attendance at evening meetings. This role is based at home for which an allowance is given. This is a permanent position. In addition to managing the day-to-day work of the Parish Council, the post holder will work closely with Councillors to plan and implement the aims and objectives of the Parish’. ‘The ideal applicant will have administrative &amp; financial experience and be able to demonstrate enthusiasm for working with residents and local organisations. Closing Date Friday 21st March, Interview Date Monday 31st March’. Natalie, who is helping Amanda, reports that we have already sent out 6 application packs for the Parish Clerk position.</p> <p><b>3. Electoral Register</b></p> <p>Chichester District Council recently wrote about the Electoral register... “As you are aware regulations are now in force regarding the Register of Electors. There are now 2 versions produced; the full register and the edited register. The full register is now designated for specific purposes i.e. electoral purposes, law enforcement, credit referencing and statistical analysis (by any Government department) and you are now supplied with a copy of the full register in your role as Parish Clerk”. However, in spite of the sensitivity of the contents we are also told that “A copy of the full register remains on deposit at East Pallant House for public inspection but the general public are no longer entitled to purchase copies of the full register” which seems to negate the precautions.</p>	

#### **4. Charities**

We have been approached by two charities for help.

The Arun & Chichester Citizens Advice Bureau approached us as follows "I am writing to ask for your consideration for Grant Aid for Chichester Advice Centre for financial year 2014, and would be very grateful if Singleton Parish Council would consider a contribution of £30.00 towards the core funding costs of Chichester Advice Centre". The CAB also provided their accounts.

We were also approached by 4SIGHT but with less financial detail. 4SIGHT said... "What 4SIGHT has to offer its members in the Parish of Singleton? The cost to support one member is £260 per year. There are 2 members in the Parish who currently use the vital services that we provide, which include the following: Information and Advice on sight loss, Equipment advice and displays at our Resource Centres in Bognor Regis and Shoreham by Sea"

#### **5. Volunteer Clean Days**

We have been approached by Chichester district Council who said... "The Council wholeheartedly supports Volunteer Clean Days. The work of the parishes and volunteers in clearing up rubbish demonstrates to the rest of community what can be achieved locally. This will hopefully also encourage people to start disposing of their litter properly thus reducing the cost to the community".

"The Council will help by collecting the rubbish at the end of the clean-up. It will also loan equipment including: litter picking tools, protective gloves, fluorescent vests and plastic sacks".

However I have read the accompanying papers and think it would be quite an undertaking and certainly not a scheme to be run single handed. On reflection, I am not sure where in the villages there is sufficient rubbish to match the complexity of the scheme.

#### **6. Community Library**

We have been approached by a Charlton resident to consider converting the Phone Box in the village into a community library. We have encouraged this person to put together a proposal including a costing for how much this would cost and what it would take to run. We don't think this proposal will be ready for this meeting but would like to flag the idea as something being considered by the villagers in Charlton

#### **7. SDNPA Local Plan**

The South Downs National Park Authority is currently preparing its own Local Plan for the National Park. When adopted the Local Plan will set out the planning policies for the South Downs National Park and all planning applications for development within the National Park will be judged against these policies. This will be the first time that the National Park will be planned for as a single entity. There is an Options Consultation which represents the first stage in developing the Local Plan.

#### **8. Finger posts**

In the past Parish Council had the task of repairing the finger post signs at Charlton crossroads and Knights Hill due to the county not repairing them anymore but County still owned them. This led to the PC paying for their repair but not owning them, which technically we could not do.

There has apparently been a shift on County's part and PC can now own them as a Parish asset and can now insure them through our PC insurers Came and Co.

This news came from Jeremy Hunt when he was talking to the West Dean PC.

	<p>Keith Hope-Lang Chairman 18 Mar 2014</p>	
<p><b>94.13</b></p>	<p><b>Planning – Planning Chairman</b> <b>SDNP/14/00749/TEL</b> Western Transmitting Station Trundle Hill Singleton West Sussex To replace five existing antennas with 6 new antennas plus ancillary equipment. Decision: No objection</p> <p><b>SDNP/14/00611/LIS and SDNP/14/00610/FUL</b> Woodstock House Hotel Charlton Road Charlton Chichester PO18 0HU Conversion of a hotel into a residential unit with 6no. adjoining holiday units. Including the demolition and replacement of the conservatory; the demolition of the courtyard toilet block. Decision: No objection</p> <p><b>SDNP/13/05738/LIS</b> Pricklows Cobblers Row To The Grove Singleton Chichester West Sussex PO18 0HA <b>Proposal:</b> Replace existing east elevation dormer and existing east elevation front entrance door and porch with a design that is more in proportion and sympathetic to the building. Replace all existing post 1968 single glazing with slim heritage double glazing e.g. Timbalite. <b>Status:</b> Approved</p> <p><b>SDNP/13/05710/HOUS</b> The Coach House Singleton Chichester PO18 0EX <b>Proposal:</b> Construction of new car port. <b>Status:</b> Approved</p> <p><b>Appeal: APP/Y9507/A/13/2210804 &amp; APP/Y9507/E/13/2210800</b> The Corner Cottage, Cobblers Row To The Grove, Singleton, Chichester, West Sussex, PO18 0HA Proposed extension of garage to provide a one bedroom cottage. <b>Status:</b> Not yet decided</p>	
<p><b>95.13</b></p>	<p><b>Finance and correspondence – Clerk</b></p> <hr/> <p style="text-align: center;"><b>Clerk’s Report for 19 March 2014</b></p> <hr/> <p>It is with great regret that I have had to resign from the role however I am pleased to be able to offer locum help to support the Parish during this interregnum period.</p> <p><u>Clerk Vacancy Enquiries</u> Actual requests to date 10. Applications 3. (in house management). Interview date agreed for 31 March at 7 pm in the Village Hall.</p> <p><u>Meetings Attended</u></p> <ul style="list-style-type: none"> <li>- SALC Planning and Flooding, February.</li> <li>- SALC Compliance, H&amp;S, February.</li> </ul> <hr/> <p>Outstanding (general items)</p> <ul style="list-style-type: none"> <li>- Archiving and review of Files.</li> </ul>	

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### Clerk's Report for 19 March 2014

It is with great regret that I have had to resign from the role however I am pleased to be able to offer locum help to support the Parish during this interregnum period.

#### Clerk Vacancy Enquiries

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#### Meetings Attended

- SALC Planning and Flooding, February.
- SALC Compliance, H&S, February.

#### Outstanding (general items)

- Archiving and review of Files.

#### Payment Schedule

### SINGLETON PARISH COUNCIL

#### Payments to be made up to 19 March 2014

<u>Parish Council</u>	<u>Net</u> £	<u>VAT</u> £	<u>Gross</u> £		<u>Cq No:</u>
CDC	417.06	3.51	420.57	Bins emptying	100036
WSCC Clerk Salary	306.00	-	306.00	Salary 1 mth	100037
WSCC Clerk Salary	306.00	-	306.00	Salary 1 mth	100038
<b>Payments outstanding</b>					
Singleton Village Hall Management	TBA		-	TBA Hall Booking fee	
Miss A Finnamore	TBA		TBA	O/S Salary cost	
			<u>1,032.57</u>		
Miss A Finnamore					
Stationery				Stationery	
Postage				Postage	
Other - Home Office			-	Home Office	
Other			-		
Travel	26.44	-	26.44	Travel to PC meeting 22/01/14 at 52.27p per mile	100039

	<p>TOTAL IMPREST REIMBURSEMENT</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%; text-align: center; border-bottom: 1px solid black;">26.44</td> <td style="width: 30%; text-align: center;">-</td> <td style="width: 10%; text-align: right; border-bottom: 1px solid black;">26.44</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right; border-top: 3px double black; border-bottom: 3px double black;">1,059.01</td> </tr> </table> <p><b>Other Comments</b></p> <hr/> <p>Barclays mandate awaiting response for further change. Audit details not yet received.</p> <p><b>Approved and Agreed:</b> Payment Schedule</p> <p>Grants noted and filed grant applications to be considered at a specific time in the year. May meeting for Grants.</p>		26.44	-	26.44				1,059.01	
	26.44	-	26.44							
			1,059.01							
96.13	<p><b>Winter Management – Cllr Conway</b> Lavant Valley meeting attended. Insurance requirements from WSCC confirmed that back tracked.</p>									
97.13	<p><b>Annual Parish Meeting.</b> Refreshments to be made available. Cllrs will each bring a plate of food and wine will be taken from Chairman’s expenses. Interesting speaker required to encourage local parish to attend. Local oil company? Keith will progress. They need to minute it. Will be a separate meeting before May Parish Meeting.</p>									
98.13	<p><b>Meeting Schedule.</b> AGM keep as legal meeting after Parish meeting in May.</p>									
99.13	<p><b>Flooding – Cllr Ward</b> Previous report. Two rivers should be separated as concrete river can’t cope with volume and it needs to be pumped into natural river which floods. The concrete river belongs to Southern Water. This problem needs a resolution. Cllr Wards intention is to gather WSCC offwat and CDC, sthrn water. J Ward wants authority to gather this together. He will keep council informed. New sewerage required.</p>									
100.13	<p><b>Playground – Cllr Rumke</b> Following the Annual Inspection Report of the play area and the matters raised in it, I subsequently learnt that 3 quotes for the work must be obtained and because of this three contractors have viewed the site and the details raised in the Report. <b>Andy Howard (Green Spaces Manager)/Paul Hickey (Parks Team Leader), Chichester District Council on 21<sup>st</sup> January</b> Andy and Paul have already submitted a quote of £4,158.18, which was far more than the Council could afford. They returned to look at the work again together with myself and submitted a further quote of: £1075.23 to cover removal of fencing, gates and dealing with minor items in the report i.e. tightening, smoothing, removing mat anchors etc. This would also cover labour associated with levelling the old gate area, removing and reinstalling the hand rails. ** This particular suggestion did not receive agreement from Councillors £800 estimated to adapt and repaint 4 no. handrails (will confirm as soon as our fabricator gets back to us) £50 to cover sundry items; soil, varnish for edges etc.</p> <p><b>Gavin Crane, Play Maintain on 11<sup>th</sup> February</b> I accompanied Gavin to view the site and together we identified from the report the tasks that required specialist repair/maintenance and those tasks that could be clearly done by a ‘handyman’ – more about this below Consequently, his quotation is considerably cheaper - £325.20 + VAT to repair and adjust the three medium risk items raised in the report - beak out and re-position the gate post, modify the handrails and the access ladder on the multi play unit – all of which posed entrapment risks.</p>									

	<p><b>Colin Lewis, GB Sport and Leisure – site visit on 21<sup>st</sup> February</b>  This company was suggested to me by Nick Adams, author of the original Inspection Report and he made a site visit on 21/2/14 but I was unable to be there. However I have had telephone conversations and he too suggested that most of the work could be done by a handyman and said he would be submitting a quote for the work that needed expert attention. I have still not received this and I did get a sense that he didn't think it would be very cost effective for us or him to have the contract due to his travelling distance.</p> <p><b>Funding to support this work</b>  Again I have made a couple of enquiries</p> <ul style="list-style-type: none"> <li>• IGas – who advised that funding applications for community projects for this year has now closed and to re-apply in October</li> <li>• Funding opportunities from Chichester District Council. Henry Potter has been helpful in pointing me in the right direction and I will apply to the appropriate 'pots' when identified</li> </ul> <p><b>Handyman</b>  Advert in March edition of The Valley Diary hasn't generated any enquiries, Anyone know of anyone??</p> <p><b>Approved and Agreed:</b> Quote agreed from Gavin Crane.</p>	
101.13	<p><b>Emergency plan – Cllr Axtell</b>  Noted: Draft plan needs to be debated. Emergency needs to be defined. A database of local resources to be made. Noted: The plan should be reviewed once a year. The geographic scope of emergency will be local to the parish or have immediate impact to the parish. Community wide impact to the emergency e.g. flooding, not specifically to support individuals.  Village hall should be designated as Headquarters. Power cuts should be noted as should a list of vulnerable people.</p> <p><i>Both Cllrs District and County left at 20:13.</i></p> <p>The plan should be a 'sense of principle' not specifics as these could not all be covered, using personal judgement as a good citizen and within Parish capabilities.</p> <p>Database will comprise contacts details and experience. Media e.g. Valley Diary to be included and to be current and practical. Next draft to be reviewed with a team plan. Question: Is the emergency plan is it to be reactive or are we proactive? To be discussed and decided. Forward to next meeting.</p>	
102.13	<p><b>Village Plan – Cllr Mayhew</b>  Discussions with SDNPA re NP and Village plans and advice has been taken from SDNPA who recommend a village plan - it would be more suitable as we are not facing planning threats. Noted: Paper is already written on proposed village plan and will need to be taken to the advisor. New Councillor refers.</p>	
103.13	<p><b>Charlton Traffic – Cllr Elliot</b>  Noted: See previous comments.</p>	
104.13	<p><b>Date of Next Parish Meeting</b>  <b>14 May 2014 at 7 pm</b></p>	
		<b>All</b>

**Closure:** The meeting closed at 21.03 pm.

Signed:

Chairman of the Council:..... .Date: