

# Singleton Parish Council

## Minutes of a Meeting held on Wednesday 20<sup>th</sup> November 2014 in Singleton Village Hall

*The meeting started at 7pm*

**Present:** Cllr Keith Hope-Lang (KHL), Cllr Ian Michael (IM), Cllr Judy Ramke (JR), Cllr Nick Conway, Cllr Danny Sole (DS), Cllr Liz Jasper (LJ), Cllr Jon Ward (JW) and Cllr Neil Hedger (NH)

**In Attendance:** County Councillor Jeremy Hunt (JH). District Councillor Henry Potter (HP), Chris \*\*\*\* of Chichester Observer, Resident, John Elliott and Clerk, Cathryn Woolley (CAW).

### 1. Chairman's Welcome

96/14 KHL welcomed all members of SPC, introducing Neil Hedger (NH) and making an introduction of the representatives of Southern Water who had attended to give a presentation – see minute ref: .

### 4. To receive presentation from Mike James. Richard James and Dr Stephen \*\*\*\* of Southern Water regarding Infiltration Reduction Plan (IRP)

97/14 Mike James (MJ) of Southern Water provided a summary of the introduction of IRP's 2 years ago. Some of the points addressed were:-

- Work commenced in the Lavant Valley last year but had to stop because of bad weather – these works recommenced this summer;
- Confirmed an example of some of the works completed in Singleton included sealing of 4 x manholes in Charlton Road and by the Partridge Inn. They have applied a joint, test and seal technique along the length of the sewer, sealed 2 further laterals and undertaken excavations and repairs to leaking pipes.
- Overall there are 60 towns and villages which are affected by ground water infiltration with a budget of £4.5 million being allocated. £1 million (Phase 1) (25% of overall budget) has been spent in the Lavant Valley alone to survey/repair the sewer systems with a further £150,000 (Phase 2) needing to be spent on further works;
- Southern Water (SW) ahead of the game by being the only water company to date to submit all three IRP's with Lavant Valley being the third.
- MJ asking if SPC had read the IRP and whether they approved it and asked for questions;
- *SPC asked with regard to the infiltration in the sewer at East Dean, SW state that they have repaired this stretch of sewage – has the building up been eliminated or will this fall within Phase 2 of the project?* It was noted that more work was required at East Dean;
- *SPC – have you removed the necessity for over-pumping or is it at least at a manageable level?* SW state that they have definitely improved the situation but it is very difficult to ascertain how much improvement until the wet season starts. It is expected to be better but it depends on the winter weather. Reference was made to last winter being the wettest ever. SW felt that the system will be more effective but you will not eradicate the need to overpump and if the winter is wet, then will still need to overpump and tank but it may be that the groundwater will need to be 15 meters higher than last wet season before this kicks in. SW spend £20 million on tankers last year alone and even with a brand new sewer system being installed tomorrow – you would not eradicate the need for over-pumping.
- *SPC – in view of climatic change – what is SW's future plans as there is more and more likelihood of increased wet weather .* SW confirming that this is why the government introduced IRP's two years ago to facilitate water companies strategies to address how they will deal with these issues.
- *SPC – does capacity need to be increased? If the system allows for a 40% ingress – and 40% is the normal allowance surely this is a contingency to be addressed in the future.*
- *When is Phase 2 likely to start?* SW do not know as they have already spent £1 million in the Lavant Valley alone – their resources have been stretched and they have spent 90% of their time here. They

now need to start work in other towns/villages some of whom have experienced internal flooding. It is hoped that Phase 2 will start next year.

- SW asked if SPC have any views that they wish represented in terms of the IRP. KHL commented as a private individual that he felt that all the work SW were undertaking seems to be going in the right direction. JW felt that although the technology being used is incredible, the contingency plan for the future is a concern. SW stated that key to resolution will be all companies responsible working together as one multi-agency.
- SW wanted to remind the public about wet wipes not being biodegradable and also fat/oil/grease blocks the sewers, which in turn cause flooding. LJ commented on the 'free fat filter' received through the post being a good concept. **ACTION: CAW to establish how to order one for each resident in Parish.**
- IM welcomed SW to notify Lavant Valley by writing an article in the Valley Diary. **ACTION: CAW to forward to MJ Valley Diary contact details.**
- NC raised the concern about the pollution in front of the school in Singleton where he has witnessed children walking through that water which contains effluent/bugs/putting children at risk. *What can SW do about this and why put the overpump on the green?* SW confirmed that they need the over-pumping to be there; it is located where it is actually needed. In terms of the water outside the school, this is where the multi-agency approach plays a big part. They could consider sandbagging the area and some of the problem may fall within riparian ownership such as with Goodwood Estate. – where the river is dredged or lower the flood meadow.

SPC gave thanks to MJ and his colleagues of SW for taking the time to present and take/answer questions.

## **2. Apologies**

98/14 Apologies were received from SA.

## **3. Declarations of Interest**

99/14 None.

## **5. Casual Vacancy**

100/14 SPC voted **unanimously** to co-opt NH to SPC. NH/CAW signed the Declaration of Acceptance of Office.

101/14 NH confirmed that he had received all other documents via email.

**ACTION NH to sign and return Register of Business/Pecuniary Interests form to CAW by 21/1/15;**

## **6.1 Minutes of Last Meeting**

102/14 The minutes of the Annual Parish Council Meeting of **17<sup>th</sup> September 2014** were **unanimously** approved (see Annex A) save for the following small amendments. These are:-

## **6.2 Matters Arising**

103/14 None.

## **6. Visitors' Questions:**

104/14 KHL gave his apologies to resident, John Elliott with regard to the minutes not being posted on the Charlton Board and that it was entirely his fault and SPC do try their very best to post the minutes. KHL also welcomed Chris \*\*\* of Chichester Observer.

105/14 JE accepted SPC's apology re: noticeboard/minutes and confirmed that he is awaiting for WSCC to confirm about the triangular roundabout in Charlton. He also raised that he has checked criminal activities in the area and said that this should be a standing Agenda item for such items to be recorded as there were two recent incidents; one where a girl was invited into a car after leaving the pub and damage to the war memorial seat. JE referred to his email regarding Queen Victoria Jubilee Gardens and KHL thanked him for the history of the trees planted.

## **8. County Councillor's Report (Mr Jeremy Hunt, County Councillor, Chichester North Division)**

106/14 JH referred to his report (see Annex B), which was previously circulated and confirmed some of the following points:-

- Noted the tree work at "The Leys", which JE arranged;
- Operation Watershed has been signed off;
- Defibrillator
- 20 mph limit – JH would need a letter from Parish Council confirming how many sites and what proportion of costs SPC would contribute or you don't feel SPC should pay but you would like WSCC to consider for example a 20 mph limit from village to Charlton or to create a school safety zone.

- Discussion concerning the Flood Action Group and in particular a bridge which gives access to one dwelling and trying to establish who can assist the house-owner with any applications being made concerning the bridge in questions.

## 9. District Councillor's Report (Mr Henry Potter, Bury Ward)

107/14 HP referred to his report (see **Annexe C**) tabled at the meeting and confirmed that he felt £435,000 was an acceptable figure.

*Both JH and HP left meeting.*

## 10. Planning Issues : New / Recent / Ongoing

108/14 IM referred to his planning report. **See Annex D**

## 11. Chairman's Report

109/14 KHL referred to his report already previously circulated (see **Annex E**) and some of the points discussed were:

- Defibrillator – NH provided a brief summary of points to consider such as a proposed location/weatherproofing/justification of whether it was warrant enough use. **ACTION: to report back to SPC next meeting with advice for SPC to consider.** CAW pointed out that the next deadline would be March 10<sup>th</sup> for funding and a community group would need to apply at least 30 days before.
- Queen Victoria Jubilee Gardens - SPC noted that we had two quotes of similar value and a planning application had been submitted and that a formal tree surgeon report may be required if letter from tree surgeon not sufficient. **RESOLVED: it was unanimously resolved to accept the tree surgeon's quote to remove 4 trees in line with tree surgeon's advice, subject to planning permission being approved.**
- Elections – confirmed that if there are more applications then there are posts then a formal vote is needed, if fewer people applying then places then there is no vote. KHL gave Council 6 months notice of his intention to resign at the time of the new elections.

## 12. RFO's and Clerk's Reports

12.1 and 12.3 RFO's Finance Report

110/14 In terms of Finance, it was **unanimously** agreed for a separate extraordinary meeting to deal with Finance to be arranged between now and the next Council meeting of 21<sup>st</sup> January 2015.

**ACTION: CAW to arrange extraordinary meeting for Finance.**

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

111/14 SPC **unanimously** approved the following payments plus one additional payment in favour of CAW for reimbursement of clerk's expenses for £46.04 (Chq No: 100070). Please note that Henry Smith Charity payment is under cheque number 100071

|        |                                 |  |           |
|--------|---------------------------------|--|-----------|
| 100064 | PFK Littlejohn LLP              | External Audit of Annual Return  | £120.00   |
| D/D    | Information Commissioner        | Data Protection  | £35.00    |
| 100065 | Came & Company                  | Local Council Insurance Annual Prem  | £587.93   |
| 100066 | WSCC Financial Services         | Former Clerk's Salari May 13 - Oct 13  | £1,836.00 |
| 100062 | The Valley Diary                | Advert in Valley Diary (cheque crossed through in chq book)  | -£100.00  |
| 100067 | The Valley Diary                | Advert in Valley Diary   | £100.00   |
| 100068 | WSCC Financial Services         | Clerk's Salary - September and October 2014 (invs 8001057269 & 8001054980 )  | £612.00   |
| 100069 | Keith Goacher                   | Crown raising trees and strim grass @ plantation (Inv: 1592)   | £144.00   |
| 100070 | Trustees of Henry Smith Charity | Contra payment out of charity funds received from Henry Smith Charity payable out to the Trustees of Henry Smith Charity | £3,300.00 |

12.4 Clerk's Report – **see Annexe F**

113/14 SPC unanimously approved the cycle club letters save for the removal of the paragraph which mentions the Highway Code.

**ACTION:** CAW to remove paragraph referred to above and chase details of where to send letter from IM/LJ one letter regarding the racing and one letter to cycle clubs warning of dangers.

**ACTION:** LJ to continue to preserver with local PCSO and KHL may contact Police Commissioner.

**RESOLVED:** SPC unanimously approved the Community Facilities Audit (CFA) in its present format and this can now be submitted to CDC.

**ACTION:** CAW to send CFA as referred to above.

13. Correspondence & Invitations received since the last meeting – See Annex F

14. Reports re: attendance at meetings, courses and/or seminars since last meeting – See Annex F

15. Parish Matters

114/14 Reference made to reports previously circulated (i.e.) Cllr Fathers (**See Annex G**) and Cllr Axtell (**See Annex H**).

115/14 Reference made to Flood Action Group Report previously circulated (**see Annex I**)0

116/14 Apologies to Ben Collins of Goodwood regarding the contact details to remove dead badgers and test for TB was incorrect and this service is not provided.

**ACTION:** KHL to print a formal apology in the Valley Diary.

117/14 A discussion about the ownership/rights of access of unadopted track by bridge in terms of the Flood Action Group report.

**ACTION:** To establish if any details from previous planning applications to determine a family member to assist with communications with owner of bridge. NH will endeavor to open communications with owner. KHL to establish what legal implications from former Chairman

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

16. Dates of forthcoming meetings

Date for Extraordinary Meeting to deal with Finance – yet to be agreed – date to be confirmed.

Wednesday 21<sup>st</sup> January 2015 at 7pm (setting precept)

Wednesday 18<sup>th</sup> March 2015 at 7pm

Wednesday 20<sup>th</sup> May 2015 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:

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Keith Hope-Lang, Chairman, 21st January 2015

**ACTION POINTS FOLLOWING MEETING**

| <b>MINUTE REF NUMBER(S)</b> | <b>ACTION BY</b> | <b>ACTION REQUIRED</b>  |
|-----------------------------|------------------|---|
| 109/14 first bullet point   | NH               | To report to SPC next meeting Jan 2015 about defibrillator  |
| 109/14 second bullet point  | CAW              | To write to tree surgeon that we will accept his quote subject to planning application and to write letter to notify won't be going ahead with other quote.   |
| 109/14 third bullet point   | SPC              | To consider succession planning for KHL's resignation in April 2015.  |
| 110/14                      | CAW              | To arrange separate extraordinary meeting for Finance ahead of next full Council meeting 21 <sup>st</sup> Jan 2015  |
| 113/14                      | CAW              | To remove last para relating to Highway Code and chase information re: where to send letters race event organisers and cycle clubs to warn of dangers and not to arrange on goodwood event days   |
| 113/14                      | LJ/KHL           | To continue to peservere with local PSCO and KHL to contact police commissioner.  |
| 113/14                      | CAW              | To submit CFA to CDC.   |
| 116/14                      | KHL              | To print a formal apology re Goodwood contact details re: badgers.  |
| 117/14                      | IM/NH/KHL        | To look at planning application for owner of bridge family member to assist with communication. NH to talk to owner and report back re: bridge flood action group.<br>KHL to speak with former Chairman Maurice re: legal implications. |
|                             |                  |   |