

# Singleton Parish Council

## Minutes of a Meeting held on Wednesday 30<sup>TH</sup> July 2014 in Singleton Village Hall

*The meeting started at 6.40pm*

**Present:** Cllr Keith Hope-Lang (KHL), Cllr Ian Michael (IM), Cllr Judy Ramke (JR), Cllr Liz Jasper (LJ), Cllr S Axtell (SA); Cllr N Conway (NC) and Cllr Jon Ward (JW).

**In Attendance:** County Councillor Jeremy Hunt (JH), District Councillor Henry Potter (HP), (*to be co-opted Cllr*) Danny Sole (DS) and Clerk, Cathryn Woolley (CAW).

### 1. Chairman's Welcome

35/14 KHL introduced DS to the meeting who the Council have decided to co-opt to the Council,

### 2. Apologies

36/14 None.

### 3. Declarations of Interest

37/14 NC declared an interest at 52/14 concerning planning application for Weald & Downland Musuem.

### 4. To receive presentation from Nigel James of SDNPA regarding 'plans to continue the Centurion cycle way from Chichester to Midhurst

38/14 Nigel James of SDNPA provided a summary of where SDNPA's current work on Centurian Way. Some of the following points were confirmed:-

- SDNPA's joint partnership project with CDC and WSCC endeavors to extend the present Centurion Way (*Chichester – West Dean*) northwards along the South Downs way; using existing rights of way and to offer a path, which will appeal to a wider target audience;
- SDNPA are at the draft consultation phase where they are looking at utilizing the disused railway from Binderton up to South Downs way and there will be a feasibility study where the Parish Councils will be engaged to comment on the various issues/obstacles.
- SDNPA are in receipt of grant funds; to be spent by March 2015.
- Planning applications will be a four stage process.

### 5. To receive presentation from Councillor Sam Axtell regarding response to 'Empowering Parish Councils to sell electricity.

39/14 SA confirmed that her opinion was that the consideration following the recent email correspondence SPC are being asked to offer support to a petition to "*consider*" future projects which would still subject to the formal planning application process.

**RESOLVED** It was unanimously agreed that SPC's response will be to approve the petition that Parish Councils should be offered the right to consider future projects.

**ACTION:** CAW to email Steve Shaw of Local Works to state SPC is happy to sign petition in support.

### 6. Casual Vacancy (1)

41/14 SPC voted unanimously to co-opt DS to SPC. DS/CAW signed the Declaration of Acceptance of Office.

42/14 DS confirmed that he had received all other documents via email.

**ACTION** DS to sign and return Register of Business/Pecuniary Interests form to CAW by 30/8/14; DS to send email to CAW to confirm have read through all other documents.

### Casual Vacancy (2)

43/14 KHL confirmed that the second casual vacancy notice has been placed on the Parish noticeboards and the date is shortly due to expire. No applications have yet to be made to either the KHL/CAW.

**ACTION:** Council to make enquiries of anyone who may wish to join Council.

### 7. Minutes of Last Meeting

44/14 The minutes of the Annual Parish Council Meeting of 21<sup>st</sup> May 2014 were **unanimously** approved. **See Annex A.**

## 8. Visitors' Questions:

45/14 There were 3 residents of the Parish who wanted to raise questions of SPC.

46/14 **Resident 1 – Mr Steve Pattie asked two questions of SPC, namely whether FF&F were acting within the conditions of their license and what further action SPC would be taking to ensure HGV traffic is reduced.** KHL replied on behalf, as follows:

- SPC have done everything they can within the powers available;
- FF&F will be filing a retrospective "change of use" application as part of the formal planning process which enables anyone to make their comments known, for consideration by the planning authorities.
- JH was able to confirm that he is in receipt of a letter from Goodwood saying that FF&F would in future escort lorries to make sure they used the correct road/propose re-sighting 'no HGV' sign.

### **ACTION**

**CAW to write a formal letter of reply of SPC's actions with details of contacts.**

47/14 **Residents 2 – Mr Jon & Mrs Penny \*\*\*\* raised concerns over Knights' Hill tragedy and what action has SPC has taken.** KHL confirmed that the vegetation will be cleared on the copse side and that SPC are in direct contact with WSCC's inspector of the accident site. It was confirmed that WSCC's inspector is happy to meet SPC at the site again but will be unable to offer any detailed information until both the police/coroners investigations are complete (which could take up to a year to conclude). In the meantime, it is hoped that SPC can meet with the residents and come up with suggestions of what could be improved and pass this information onto the WSCC inspector.

48/14 **Resident 3 – Mr John Elliott raised the following points:**

- **Signage at Charlton** with reference to a letter from WSCC;
- **The Parish noticeboards at Charlton** did not have copies of this meeting's Agenda or copy of the last meeting minutes. **ACTION:** **Council to make sure agendas/minutes published on all noticeboards..**
- **Emergency Planning** – sandbags need to be confirmed this autumn. KHL confirmed that SPC have nominated JW to be SPC's rep in supporting Lavant Valley Action Group.
- **Electricity**- his comments were to make sure that if SPC are going to get involved in the generation of electricity that they need to get the right tariff.
- **Nature Board** – should have a memorial to Jill Spence. KHL confirmed that it is a matter of finding someone to do this; **ACTION:** **Council to consider contractors for this purpose.**
- **Trees:** Permission was granted for JE to liaise with contractor regarding trees. **ACTION:** **Council to request update from JE once these particular tree works are complete.**

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

49/14 JH confirmed some of the following points. These are:

- Note to CAW - he forms part of Chichester North "**Division**" at WSCC not Chichester North "**Ward**"
- Charlton as referred to above at minute 46/14 bullet point 3.
- Letter from Southern Water to householders re: Infiltration Reduction Plan
- Pleased to note Council's support and JW' involvement with new Flood Action Group.
- Operation Watershed – highlighting that there are funds available.
- Review Winter Management Plan - checking salt bag audit requests for this winter.
- Charlton Road being dealt with on Better Roads Programme.

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

50/14 HP referred to his report to Council. **See Annex B**

*JH left and JW excused himself from meeting*

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

51/14 IM referred to his planning report. **See Annex D**

## 12. Chairman's Report

52/14 KHL referred to his report already previously circulated. **See Annex C**

### **13. Reports to Council**

53/14 There were no other reports to Council.

54/14 Cllrs discussed Knight's Hill tragedy and agreed that the first step will be to make the main cycle clubs aware.

**ACTION:** **IM and LJ to draft a letter for CAW to send to cycle clubs, the details of the main clubs will be provided to CAW by IM. CAW to arrange further site meeting with WSCC inspector (IM/LJ).**

55/14 NC raised the issue of Grove Road and that a similar accident may occur and also the issue of salt bag audit.

**ACTION:** **CAW to liaise with WSCC re: salt bag audit email and request Council approval to the same.**

56/14 SA raised issue of faded road 30mph speed signs and the effect this has on police powers to prosecute.

**ACTION:** **CAW to liaise with WSCC Highways about faded road signs in Parish.**

### **13. Finance and CAW's Report**

13.1 CAW referred to YTD/Budget reports previously circulated.

57/14 Council **unanimously** approved the YTD 1<sup>st</sup> April 2014 – 24<sup>th</sup> June 2014, noting that the CAW was unable to provide reports up to 25<sup>th</sup> July as stated by Agenda due to not receiving up to date bank statements and CAW not having authority yet to request these from Bank directly. Council noted requisite letter of authority to sign.

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

58/14 Council **unanimously** approved the following payments:-

30-Jul-14	100047	SLCC	Membership Subscription	£114.00
30-Jul-14	100048	Singleton Village Hall Ctee	Village Hall Hire	£82.50
30-Jul-14	100049	Keith Goacher	Grass Cutting (1st bi-annual payment)	£874.80
30-Jul-14	100050	WSCC Financial Services	CAW's Salaries for March & May 2014	£612.00
30-Jul-14	100051	SSALC Ltd	CAW Training - Legal & Finance Day	£105.00
30-Jul-14	100052	C A Woolley	CAW Training/Overtime	£75.30
30-Jul-14	100053	C A Woolley	Reimbursement Expenses inc Travel	£68.43
30-Jul-14	100054	WSCC Financial Services	CAW's Salary - June 2014 (inv 8001037166)	£306.00

13.3 Council considered other financial issues as follows:-

59/14 Council **unanimously** approved the new layout of accounts/budget report.

60/14 Grant Request from Churchwarden Wendy Goacher for St Mary's Church, Singleton

**RESOLVED:** **Council unanimously approved annual grant for £810 for the purposes of grasscutting maintenance of St Mary's Church subject to the Churchwarden attending an annual review, in person, to provide a report to Council subject to any future funding being agreed.**

61/14 Surplus Funds: the last meeting highlighted a surplus of funds which Council queried. Council noted that £1836 will be invoiced by WSCC in relation to former CAW's salary.

**ACTION:** **CAW to continue to chase WSCC to invoice this.**

62/14 Surplus Funds: Council noted that the balance of funds is grant monies that have not been paid out in 2013/14 as Council agreed to only approve grants for the Parish if a formal application in writing is made.

63/14 Available Grants: CAW notified Council of the available War Memorial Repair Grants. **ACTION:** **CAW to look into this possible funding for Singleton War Memorial.**

64/14 CAW gave report of attendance of SSALC Legal & Finance Day – 8<sup>th</sup> July 2014 and Council noted that there are new financial regulations/procedures recommended. **ACTION:** **CAW to provide a report for November 2014 for Council to review and hopefully adopt.**

**RESOLVED:** **Council unanimously approved CAW to purchase new/revised book Governance and Accountability (England) Practitioners Guide 2014 at £20.**

### **13.4 Clerk's Report**

65/14 Charlton Barns Traffic update already provided at above reference 46/14.

66/14 Knights' Hill Road Traffic Accident update already provided at references 47/14 and 54/14 above.

67/14 Council confirmed that all agendas and minutes would be published on parish noticeboards by respective Cllrs taking on that responsibility noting otherwise CAW will have to make sure this is done. The possibility of

a SPC website was briefly discussed. **ACTION:** DS has taken on responsibility of a parish newsletter and liaison with Valley Diary.

68/14 Council discussed the issue of having a list of Cllrs and their respective responsibilities including contact details to be published on parish noticeboards and within the parish.

**ACTION:** Cllrs to provide CAW with their preferred means of contact either email/telephone or both and then CAW to draw up circulation list for Council to approve at next meeting.

**ACTION:** CAW to provide summary of review of standing orders in readiness for November meeting.

69/14 Council noted that the Insurance with Aviva falls for renewal **30<sup>th</sup> September** and confirmed that they are happy with the cover it provides and this should be renewed as it comes September

70/14 CAW asked for Cllrs to provide electronic reports if possible to achieve optimum efficiency in terms of meeting and preparing minutes.

71/14 CAW confirmed that there were some recommendations for planning committees and whether any changes needed to be made to the present way in which SPC operate without creating undue work for Cllrs. **ACTION:** CAW to report back on this point for November meeting.

72/14 Parish Online Mapping – CAW confirmed the plans presently in possession. SA provided a very clear and concise ordnance survey map of Charlton obtained from Stanfrord. **ACTION:** CAW to incur cost and obtain similar map for Singleton.

## **16. Parish Matters**

73/14 JW provided Council with a positive update regarding upcoming Flood Action Group meeting and the overall aims of this group; which will look at the Lavant Valley flooding issues as a whole. At this stage, it is all about raising awareness of the group and the need for residents to join. It was made clear that this is a separate group to SPC and does not form part of the Parish Council. SPC offers their support the aims of this group.

74/14 An update on emergency planning was received.

75/14 KHL and LJ are attending a meeting next Tuesday with FF&F. Council noting the very sensitive and emotional issues this raises but encouraged by the positive and co-operative approach being experienced to date. **ACTION:** SA to look into Google sat nav pins and whether this can be altered.

## **15. Correspondence & Invitations received since the last meeting**

76/14 CAW made reference to separate email/correspondence schedule previously circulated.

77/14 Council confirmed that they requested proposed public safety works to be stopped opposite the school, which Environment Agency had arranged to undertake. **\*\*\* reason for why this work was stopped**

78/14 Council confirmed that they were happy for the Valley Challenge to go ahead. **ACTION:** CAW to let event organizer know.

## **17. Dates of forthcoming meetings**

Wednesday 17<sup>th</sup> September 2014 at 7pm

Wednesday 19<sup>th</sup> November 2014 at 7pm (budget setting)

Wednesday 21<sup>st</sup> January 2014 at 7pm (setting precept)

Wednesday 18<sup>th</sup> March 2014 at 7pm

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

*The meeting finished at 9.45pm*

I confirm this is a true record of the meeting:

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Keith Hope-Lang, Chairman, 17<sup>th</sup> September 2014