

**SINGLETON & CHARLTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING (PCM) DRAFT MINUTES**

WEDNESDAY 18<sup>TH</sup> NOVEMBER 2015 AT 19:00

SINGLETON VILLAGE HALL

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr John Elliott, Chairman; Cllr Neil Hedger; Cllr Danny Sole; Cllr Jon Ward; Cllr Nick Conway; Cllr Diane Snow; Cllr Sam Axtell; Parish Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li>• Eight members of the public</li> <li>• Jeremy Hunt, West Sussex County Councillor, Chichester North</li> <li>• Henry Potter, Chichester District Councillor, Boxgrove Ward</li> </ul>	
<p><b><u>055.15</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone to the meeting and the following people send their apologies and were not present</p> <ul style="list-style-type: none"> <li>• Rob Gillan, Police Community Support Officer (PCSO)</li> </ul>	
<p><b><u>056.15</u></b></p> <p><b>AGENDA ITEM 2: DISCLOSURE OF INTERESTS</b></p> <p>No interests were disclosed at this point of the meeting (there were two later) and no changes to the Register of Interests were made</p>	
<p><b><u>057.15</u></b></p> <p><b>AGENDA ITEM 3: APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 16 SEPTEMBER 2015</b></p> <p>It was proposed by Cllr Snow and seconded by Cllr Sole that the minutes should be approved. These were duly signed and dated by the Chairman.</p>	
<p><b><u>058.15</u></b></p> <p><b>AGENDA ITEM 4: REPORT FROM THE SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG)</b></p> <p>Cllr Hedger disclosed his prejudicial interest as being both Vice Chairman for the Parish Council and Vice Chairman for SVFAG.</p> <p>Cllr Hedger spoke from the report that had been circulated before the meeting. 'Report from the SVFAG November 2015' – (Appendix A)</p> <p>Cllr Hedger stated that the recent river works had been publicised in the Valley Diary and</p>	

individual owners were given messages. He apologised if any people were missed.

Cllr Ward commented that he felt there had been a lack of consultation at a local level which had caused some bad feeling.

Mr Cobby, owner of Brook House read a statement in which he said the recent river work had caused considerable distress and questioned under what authority the work had been undertaken. He said he struggles to understand why he was not made aware of the works on his land and wants the land re-instated. He quoted from the 'Living on the Edge' – A guide to your rights and responsibilities of riverside ownership produced by the Environment Agency.

“The risk management authority does not assess or approve the design of a structure or check whether your plan complies with other legislation, such as health and safety. It does not allow you to carry out works on land or rivers that you do not own. You must have the landowner’s permission as well as the consent.” – page 15

Cllr Elliott, Chairman asked Cllr Hedger if he would apologise on behalf of the SVFAG for not properly consulting with Mr Cobby before the works were undertaken. Cllr Hedger accepted and apologised on behalf of the group.

Mr Cobby asked who commissioned the work to which Cllr Hedger said West Sussex County Council (WSCC). Jeremy Hunt, County Councillor sought to clarify this and stated that Operation Watershed was set up to scope flood prevention works. WSCC scoped the proposed works and providing they were satisfactory, they were approved and funding granted. He commented that WSCC have no responsibility for the actions or results of any works SVFAG undertake. This lies with SVFAG themselves.

With reference to these recent river works, Cllr Hunt went on to say that engineers from the Environment Agency, WSCC and CDC have all been on site to inspect the work and have no concerns. He referenced WSCC’s briefing paper (Appendix B) where it states “The work carried out by the contractor is to be commended.”

The discussion continued around what the conflict resolution should be and Cllr Elliott, Chairman suggested that the 3 trees referenced in planning application SDNP/15/05408/TCA should in fact be removed along with one other – a horse chestnut which will require a separate planning application. Three new semi-mature trees should then be planted, perhaps horse chestnut however Mr Cobby should have a say in what type and the line of the bank should be retrieved and protected from further erosion.

A member of the public commented that the community should look at the bigger picture, work together and all be responsible for protecting property. They proposed that SVFAG should be thanked for taking the responsibility to deliver an outcome to protect the community.

Cllr Elliott, Chairman continued by saying that as a Parish Council (PC) we commend the work of the SVFAG however acknowledge that in this instance, communications were badly managed. As a community we should all help each other as best we can.

Cllr Ward commented that it was too soon to know if the recent river works were completed satisfactorily. It wouldn’t be known until next year’s dry season when the water had gone whether or not a good and effective job has been done.

Cllr Jeremy Hunt welcomed constructive suggestions from the community and stated that it was unlikely additional funding would be made available. He commented that the SVFAG should have spare funds left over from not removing Cowper Bridge and confirmed that WSCC would not ask for this money back.

<p>There was discussion around what the resolution should be and it was commented that the recent river works were completed satisfactorily by SVFAG as supported by the briefing paper from WSCC (Appendix B) but that further works were required including the removal of four scrub trees, three new semi mature trees planted (the existing planning application for these to be removed and a new one submitted to this effect) and work done to protect the bank from erosion. In terms of identifying what further work may be required to the banks, it was suggested that in discussion with Mr Cobby, the SVFAG should arrange for a site inspection to take place by an engineer to see what remedial works if any are required to ensure there is no erosion of the banks.</p> <p>The Clerk commented that the functions and Powers of the PC do not include flood, water management or water courses and the PC therefore are not able to get directly involved or enforce any decisions made on the matter. Mr Cobby and the SVFAG need to come to a mutual agreement themselves about the proposed tree removal and any further works required in terms of replanting and work to rebuild and protect the river bank.</p> <p>After much discussion, the Parish Council <b>RESOLVED</b> that in discussion with Mr Cobby they would like to ensure that the SVFAG complete the work. All five councillors voted in favour. (Cllr Hedger and Cllr Sole were not allowed to vote under the PC's Code of Conduct due to prejudicial interests as they are both members of the SVFAG.)</p> <p>Cllr Hedger on behalf of the SVFAG apologised again stating that communication would be better in the future.</p> <p>Cllr Sole commented that on 27 January, there is the SVFAG Annual meeting which is open to the public and invited everyone to attend. He declared a prejudicial interest as he stated he is a member of the SVFAG.</p> <p>Cllr Hedger commented that the removal of Cowper Bridge is still part of SVFAG plans, however it won't be known until the summer whether it still needs to be removed as it depends on the outcome of the recent river work.</p> <p>Cllr Ward spoke about Southern Water and the problems with the ground water and sewers and asked that we should try and put pressure on them to resolve this. It was suggested that we invite them to our next meeting.</p> <p>Discussion on this agenda item closed and at 20:05, 6 members of the public left the meeting.</p>	<p><b>SVFAG &amp; Mr Cobby to discuss the completion of works.</b></p> <p><b>Cllr Ward to invite Southern Water to the next PC meeting.</b></p>
<p><b><u>059.15</u></b></p> <p><b>AGENDA ITEM 10: PLANNING SDNP/15/05408/TCA Brook House (Moved up the agenda as Mr Cobby, the owner was in attendance)</b></p> <p>This was discussed as part of agenda item 4 as noted above. Cllr Elliott advised that this application would be cancelled and a new application put in to also cover the removal of the fourth tree – a horse chestnut. The application would also cover the replanting of replacement trees.</p>	<p><b>Clerk to discuss with Cllr Elliott and Henry Whitby, Tree Officer at CDC.</b></p>
<p><b><u>060.15</u></b></p> <p><b>AGENDA ITEM 5: SVFAG AND PARISH COUNCIL WORKING EFFECTIVELY TOGETHER</b></p> <p>Both the PC and the SVFAG stated that they are 100% committed to working together and ideas were discussed about how best to do this:</p> <ul style="list-style-type: none"> <li>• Display the poster Cllr Axtell put together about where to buy sandbags and who to contact in an emergency. This should also be included in next month's Valley Diary.</li> </ul>	<p><b>Cllr Hedger and Cllr Axtell to display poster on notice boards</b></p> <p><b>Clerk to ask Valley Diary to</b></p>

<ul style="list-style-type: none"> <li>• Meet over the next few days to discuss winter resilience and purchasing emergency equipment following the news that the PC had been successful in securing £6,611 from the SEPD Resilient Communities Fund. Ensure no overlap with SVFAG and share the equipment both groups have to ensure best use for the community. Cllr Snow and Cllr Ward both expressed an interest to also attend this meeting.</li> <li>• Cllr Ward to ask questions (Cllr Axtell to confirm what) at the upcoming SALC AGM being held on 19<sup>th</sup> November where they will cover Emergency Planning &amp; Resilience.</li> <li>• Create a Resilience in our Community page on the new PC website to include information about what to do in a flooding emergency.</li> </ul> <p>The PC acknowledged and thanked the SVFAG for all their work in supporting the community and it was <b>RESOLVED</b> that the PC put forward a vote of thanks.</p>	<p><b>include</b></p> <p><b>Cllr Axtell to arrange meeting with SVFAG &amp; invite Cllrs Ward &amp; Snow to attend</b></p> <p><b>Cllr Ward to report back to Cllr Axtell.</b></p> <p><b>Clerk to include resilience pages on new website</b></p>
<p><b><u>061.15</u></b></p> <p><b>AGENDA ITEM 6: POLICE COMMUNITY SUPPORT OFFICER (PSCSO) REPORT – ROB GILLAN</b></p> <p>Mr Gillan wasn't in attendance but he did email through the following report which was distributed before the meeting:</p> <p><i>I have looked at the recent reports for Singleton. There are a couple of incidents which have required police attendance.</i></p> <p><i>Off road vehicles reported in Charlton Forest 20/10</i></p> <p><i>RTC vehicle damage A286 24/10</i></p> <p><i>Goodwood Racecourse RTC hit and run</i></p> <p><i>Cow in the road 02/11</i></p> <p><i>Deer in the road 03/11</i></p> <p><i>Ongoing neighbour dispute. 24/10 05/11</i></p> <p><i>Bob Gillan, Lavant and Boxgrove Wards PCSO, Robert.Gillan@sussex.pnn.police.uk</i></p> <p>There wasn't any discussion about the report.</p>	
<p><b><u>062.15</u></b></p> <p><b>AGENDA ITEM 7: COUNTY COUNCILLOR'S REPORT – JEREMY HUNT</b></p> <p>Cllr Hunt gave a verbal update and emailed the following report after the meeting:</p> <p><i>Just a couple of quick updates:</i></p> <ol style="list-style-type: none"> <li><i>1. Has an application been made to the CC for CIF funding towards the defibrillator? If not, just a reminder that the next round of applications need to be with us by the end of next week. <b>The Clerk commented that funding for a defibrillator had been secured in the recently successful SEPD Resilient Communities Grant.</b></i></li> <li><i>2. Railings by the cricket pitch - response from our highways team. The matter of the railings is still being investigated. This is a monthly inspected road and we are monitoring the situation to ensure there is no risk to the users of the A286. No further updates so I will continue to follow this one up.</i></li> <li><i>3. Footpath on A 286 adjacent to W&amp;D Museum. Also raised by WD PC last week. I did</i></li> </ol>	

<p><i>have a response from our highways team (copied to Jane) which I was not entirely happy with, so I followed this up again. The Officer response I received was: The matter of the siding of the footway is now on the list, unfortunately there is nothing more that can be done until a programme has developed and budget is available. Unfortunately reviewing the matter again will not change the outcome. However, now that I am aware of the importance of this matter I will endeavour to push it forward. Again, I will continue to monitor the situation, and in fact I intend to walk the path myself at some point.</i></p> <p><i>Apart from the river situation, I have not been made aware of any other issues within the parish.</i></p> <p><i>Jeremy Hunt, WSCC Member for Chichester North Division. jeremy.hunt@westsussex.gov.uk</i></p>	
<p><b>063.15</b></p> <p><b>AGENDA ITEM 8: DISTRICT COUNCILLOR’S REPORT – HENRY POTTER</b></p> <p>Cllr Potter gave a verbal update and emailed the Draft Flooding Reconvened TFG Report (Appendix C) which was distributed before the meeting.</p> <p>Cllr Potter went on to say that a fuller report would be coming out in February next year. He also mentioned that he attended a Hyde-Martlett Housing meeting and now has an updated list of all the housing officers in the area.</p> <p>The PC raised the issue of fly posters and the increased number of signs that businesses are putting up themselves including the Partridge Inn and the Woodstock Suites in Charlton.</p> <p>It was agreed the Clerk would report the Woodstock Suites sign via the Love West Sussex App and that Cllr Potter and Cllr Elliott would talk to the landlord at the Partridge Inn.</p>	<p><b>Clerk to report Woodstock Suites sign on the Love West Sussex App</b></p> <p><b>Cllr Potter &amp; Cllr Elliott to talk to Partridge Inn re signs</b></p>
<p><b>064.15</b></p> <p><b>AGENDA ITEM 9: MATTERS ARISING</b></p> <p><b>Councillor Roles &amp; Responsibilities</b></p> <p>Since the last meeting all councillors have provided details about their roles and responsibilities with the exception of Cllr Ward. It was <b>RESOLVED</b> that once this was complete, it could be circulated and used on the website.</p> <p><b>Grass Verge – Singleton Primary School</b></p> <p>After the ‘Keep Clear’ markings outside the school have been painted on, it’s been agreed that the PC will re-visit this matter to see if they have had any effect on the parking situation. The Clerk has invited the Head to come to a meeting in the Spring to discuss the options with Jeremy Hunt from WSCC.</p> <p><b>Pavement on A286</b></p> <p>The Clerk received an email on 15 October from Paul Ferroni, Highway Engineer saying that the vegetation adjacent to the footway north side of the road from The Grinch is due to have the vegetation cut back in the next few weeks. Having carried out a site visit and seen the overgrowth of the vegetation on the southern footway, they have also raised a ranger’s job for the removal of the vegetation on this footway up to the junction of Town Lane. This work will be undertaken in the next 4-6 weeks.</p> <p><b>Tree Pruning, footpath leading to the cemetery</b></p>	<p><b>Cllr Ward to update his roles and responsibilities</b></p> <p><b>Clerk to manage and include in future agenda</b></p> <p><b>Cllr Sole to monitor this and ensure the work is carried out.</b></p> <p><b>Cllr Elliott to liaise with Josh</b></p>

<p>Reverend Kevin Robinson has confirmed that the Church would be happy to split the cost of the work 50/50 (£250 each). The Clerk contacted Josh Collins asking him to undertake the work ASAP. CDC confirmed that as the site is outside of the village conservation area, planning permission is not required.</p>	<p><b>Collins and ensure work done</b></p>
<p><b>Queen Victoria Jubilee Gardens</b></p>	<p><b>Clerk to obtain 3 quotes for grass cutting contract</b></p>
<p>It was <b>RESOLVED</b> that any further work in terms of planting bulbs and adding border turf would if money is available come out of next year's budget.</p>	<p><b>Clerk &amp; Cllr Elliott to sign T&amp;C's and post back to SEPD</b></p>
<p>Keith Goacher confirmed that the cost of adding this into the mowing contract for 3 cuts per year would be an additional £175 plus VAT. This has now been added to the overall maintenance contract.</p>	<p><b>Cllr Elliott to advise if himself &amp; Cllr Axtell can attend next Village Hall meeting</b></p>
<p>It was commented that this seems quite expensive and it was <b>RESOLVED</b> that we should seek some more quotes for the whole grass cutting contract to understand if we were paying a fair price.</p>	<p><b>Clerk to transfer funds to Henry Smith</b></p>
<p><b>SEPD Resilient Communities Fund</b></p>	<p><b>Clerk to send WSCC pension dept. copy of signed minutes</b></p>
<p>The Clerk received a letter on 3 November stating that the application for an Emergency Resources Kit (which includes a defibrillator) was successful and the full £6,611 would be awarded subject to the PC signing and returning the terms and conditions. It was <b>RESOLVED</b> that the PC accept the T&amp;C's.</p>	<p><b>Cllr Elliott to collect from CDC</b></p>
<p>Cllr Elliott advised that its hoped the Village Hall committee will allow the defibrillator to be situated in the porch of the village hall and it was <b>RESOLVED</b> that Cllr Axtell and Cllr Elliott would look to attend the next village hall meeting to gain approval for this.</p>	<p><b>Cllr Sole to monitor &amp; ensure hedges are cut back</b></p>
<p><b>Henry Smith's Charity</b></p>	<p><b>Clerk to progress website as</b></p>
<p>£3,300 was received into our account on 10th October and it was <b>RESOLVED</b> that this should be paid to Henry Smith's ASAP.</p>	
<p><b>Pension Legislation</b></p>	
<p>WSCC have confirmed they will invoice the PC the relevant employer contribution rate every month as part of the normal salary invoice. As it currently stands, this will cost the PC an extra £87 month. The PC <b>RESOLVED</b> they are still happy to proceed with enrolling their employees and are happy for the Clerk to send a copy of signed minutes from last meeting will be sent to WSCC so they can progress with the pension arrangements.</p>	
<p><b>Projector</b></p>	
<p>CDC have confirmed they are happy for us to borrow one to see if we would benefit from using one and not using as much paper.</p>	
<p><b>Hedges</b></p>	
<p>Since last meeting, Cllr Snow brought it to the attention of Cllr Sole that there are 3 hedges which belong to property owners of Crouchers, Brightside &amp; Spring Cottage which are encroaching onto the A286. The Clerk has been in touch with Tony Tibbot from Highways at WSCC who has said that they will write to the properties in question and ask them to be cut back.</p>	
<p><b>Transparency Code – new website</b></p>	
<p>Further to the proposal the Clerk circulated amongst the PC, it was <b>RESOLVED</b> that:</p>	
<ul style="list-style-type: none"> <li>The Clerk will build the website using Google Sites in 2 phases. Phase 1 to be</li> </ul>	

<p>completed early January and will focus on delivering the requirements of the new Code.</p> <ul style="list-style-type: none"> <li>• The Clerk will submit an application for £1,176 to NALC for the costs of having to comply with the new legislation.</li> <li>• The Clerk will look to buy a domain name. First choice <a href="http://www.singletonparishcouncil.co.uk">www.singletonparishcouncil.co.uk</a> and secondly <a href="http://www.singletonparishcouncil.com">www.singletonparishcouncil.com</a></li> <li>• The Clerk will purchase Adobe Photoshop Elements at a cost of £80 so she can start to build the site.</li> </ul> <p><b>Environment Agency Nature Board &amp; Pond</b></p> <p>The Clerk still can't get hold of Sara Denton from the EA and commented that she felt it unlikely that any promise of paying for a nature board the EA made many years ago in memory of Bill Spence is unlikely to materialise. It was <b>RESOLVED</b> that this should be looked at again once the pond is cleared with perhaps the help of the Wildlife Trust and input from the children at the school.</p> <p>After receiving a few emails from Parishioners about the state of the pond (generally untidy and silted up) Cllr Elliott was in touch with Josh Collins from Tree Medics to obtain a quote to clear the perimeter which came back at £480. It was <b>RESOLVED</b> that this work should be undertaken ASAP and the PC were happy to accept the quote.</p> <p>The issue of de-silting the pond was discussed and how best to go about this. Cllr Hedger stated that there was a professional pond survey undertaken a few years ago which detailed how best to manage it.</p> <p>A member of the public, Mrs Diana Parish commented that she would like to see the pond better looked after and offered to work with the PC to help do this as the 'Pond Monitor' which the PC were very pleased to accept. It was <b>RESOLVED</b> that Diana Parish would work closely with Cllr Elliott and Cllr Conway and seek advice from the EA and Wildlife Trust and come up with an action plan for the pond which they can present at the next PC meeting.</p>	<p><b>stated</b></p> <p><b>Clerk to send contact details of Sara Denton to Cllr Elliott for him to have one last try</b></p> <p><b>Clerk to advise Josh Collins about starting work on the pond ASAP</b></p> <p><b>Cllr Hedger to email pond survey to Clerk</b></p> <p><b>Cllr Elliott &amp; Cllr Conway to work with Diana Parish &amp; come up with a proposal</b></p>
<p><b><u>065.15</u></b></p> <p><b>AGENDA ITEM 10: PLANNING – CURRENT APPLICATIONS &amp; APPEALS</b></p> <p>A copy of the most up to date version of the 'S&amp;CPC Planning Applications 2015-16' was sent out before the meeting.</p> <p><b>Consultee Access</b></p> <p>The Clerk now has access to Consultee Access which enables her to easily review all applications and respond online accordingly. This is the preferred method for response for all planning consultations. When councillors are providing comments on applications they should use either Object, Support or neutral.</p> <p><b>New applications since last meeting:</b></p> <p><b>(All councillors are members of the planning committee and separate committee meetings do not take place. Decisions are reached by majority through email correspondence)</b></p> <p><i>SDNP/15/04990/TCA ufm 8</i></p> <p>Mrs Evelyn Jeffries, 2 Rose Cottages Charlton Road Singleton Chichester West Sussex PO18</p>	<p><b>Cllrs to provide comments based on object, support or neutral</b></p>

<p>OHP</p> <p>Notification of intention to crown reduce by 20% (all round) on 1 no. Magnolia tree.</p> <p>PC Comment: No objection as long as pruned at correct time of year.</p> <p><i>SDNP/15/05160/TCA ufm 25</i></p> <p>Gary Powell, The Partridge Inn The Grove Singleton Chichester West Sussex PO18 0EY</p> <p>Notification of intention to crown reduce by 20% (all round), crown thin by 10-15% and crown raise up to 4-5m (above ground level) on 1no. Yew tree (Y1).</p> <p>PC Comment: Objection until a site meeting is had with Tree Officer Henry Whitby, owner and John Elliott, Chairman. It was <b>RESOLVED</b> that as the site meeting has now taken place, the PC comment should be updated to 'support as per the meeting with the tree officer'. Also to include SDNP/15/05045/TCA as detailed below.</p> <p><i>SDNP/15/05045/TCA ufm 8</i></p> <p>Gary Powell, The Corner Cottage Cobblers Row To The Grove Singleton West Sussex PO18 OHA</p> <p>Notification of intention to fell 1 no. Yew tree (Y2) and 1 no. Holm Oak tree (O1) and crown reduce back to previous pruning points on 1 no. Magnolia tree (M1).</p> <p>PC Comment: Objection until a site meeting is had with Tree Officer Henry Whitby, owner and John Elliott, Chairman.</p> <p><i>SDNP/15/04986/TEL ufm 3</i></p> <p>Western Transmitting Station Trundle Hill Singleton West Sussex</p> <p>Installation of 1 No. 0.6m Dia transmission dishes on existing mast at 27.5m AGL.</p> <p>PC Comment: No objection.</p> <p><i>SDNP/15/05162/LIS ufm 13</i></p> <p>Mr Martin Hill, 1 Cobblers Row Singleton West Sussex PO18 0HN</p> <p>Grade II listed Installation of new fitch beam to support existing floor joists and alterations to chimney breast.</p> <p>Neutral – no objection.</p> <p><b>Approved applications since last meeting:</b></p> <p><i>SDNP/15/04990/TCA ufm 8</i></p> <p>Mrs Evelyn Jeffries, 2 Rose Cottages Charlton Road Singleton Chichester West Sussex PO18 OHP</p> <p>Notification of intention to crown reduce by 20% (all round) on 1 no. Magnolia tree.</p>	<p><b>Clerk to update consultee access system accordingly</b></p>
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<p>PC Comment: No Objection as long as pruned at correct time of year.</p> <p>Decision: Raise no objection - 6 November 2015</p> <p><b>Possible solar panels breach at Bankside</b></p> <p>Cllr Snow, Chair of Planning updated the Pc and said that the SDNPA are carrying out a site visit to see if there has been a breach of planning and will advise.</p> <p><b>Enforcement Notice &amp; appeal – Manor Farm, Singleton</b></p> <p>The Clerk sent an email to West Sussex Planning Inspectorate on 24 September notifying them that the PC do not wish to elaborate or make further comment to our letter but that we do wish to be informed of the outcome. Nothing has been heard as yet with regards to the outcome.</p>	<p><b>Cllr Snow to monitor &amp; advise</b></p> <p><b>Clerk to chase re decision</b></p>																																								
<p><b><u>066.15</u></b></p> <p><b>AGENDA ITEM 11: CLERK’S REPORT INCLUDING FINANCE</b></p> <p>Since last meeting, the following invoices have been approved for payment by Chairman John Elliott and the ‘Approval of Payments Schedule 2015-16’ signed:</p> <table border="1" data-bbox="121 857 1246 1055"> <thead> <tr> <th>PAYEE</th> <th>DETAILS</th> <th>AMOUNT £ (INC VAT)</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>PKF Littlejohn LLP</td> <td>Limited Assurance review of Annual Return</td> <td>120.00</td> <td>30/09/15</td> </tr> <tr> <td>WSCC</td> <td>September Salary, Clerk</td> <td>423.36</td> <td>11/11/15</td> </tr> </tbody> </table> <p>The following payments were approved at this meeting and the ‘Approval of Payments Schedule 2015-16’ was signed by the Chairman:</p> <table border="1" data-bbox="121 1211 1246 1921"> <thead> <tr> <th>PAYEE</th> <th>DETAILS</th> <th>AMOUNT £ (INC VAT)</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>N W Adams Engineering Design Services</td> <td>Annual Inspection and report for Playground on 8 January 2015 (not paid at time due to changes in Clerk’s)</td> <td>121.50</td> <td>18/11/2015</td> </tr> <tr> <td>WSCC</td> <td>Annual Leave Pay for Cathryn Wooley</td> <td>245.82</td> <td>18/11/2015</td> </tr> <tr> <td>Henry Smith Charity</td> <td>Henry Smith Charity Funds (Postbox)</td> <td>3,300.00</td> <td>18/11/15</td> </tr> <tr> <td>Jane Landstrom</td> <td>Clerk’s Office Allowance 1 Nov 2105 – 30 April 2016</td> <td>180.00</td> <td>18/11/15</td> </tr> <tr> <td>Jane Landstrom</td> <td>Stationary (Stamps)</td> <td>14.04</td> <td>18/11/15</td> </tr> <tr> <td>Jane Landstrom</td> <td>Data recovery from old laptop &amp; 8GB memory stick</td> <td>34.49</td> <td>18/11/15</td> </tr> </tbody> </table>	PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE	PKF Littlejohn LLP	Limited Assurance review of Annual Return	120.00	30/09/15	WSCC	September Salary, Clerk	423.36	11/11/15	PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE	N W Adams Engineering Design Services	Annual Inspection and report for Playground on 8 January 2015 (not paid at time due to changes in Clerk’s)	121.50	18/11/2015	WSCC	Annual Leave Pay for Cathryn Wooley	245.82	18/11/2015	Henry Smith Charity	Henry Smith Charity Funds (Postbox)	3,300.00	18/11/15	Jane Landstrom	Clerk’s Office Allowance 1 Nov 2105 – 30 April 2016	180.00	18/11/15	Jane Landstrom	Stationary (Stamps)	14.04	18/11/15	Jane Landstrom	Data recovery from old laptop & 8GB memory stick	34.49	18/11/15	<p><b>Clerk to make payments ASAP</b></p>
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PKF Littlejohn LLP	Limited Assurance review of Annual Return	120.00	30/09/15																																						
WSCC	September Salary, Clerk	423.36	11/11/15																																						
PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE																																						
N W Adams Engineering Design Services	Annual Inspection and report for Playground on 8 January 2015 (not paid at time due to changes in Clerk’s)	121.50	18/11/2015																																						
WSCC	Annual Leave Pay for Cathryn Wooley	245.82	18/11/2015																																						
Henry Smith Charity	Henry Smith Charity Funds (Postbox)	3,300.00	18/11/15																																						
Jane Landstrom	Clerk’s Office Allowance 1 Nov 2105 – 30 April 2016	180.00	18/11/15																																						
Jane Landstrom	Stationary (Stamps)	14.04	18/11/15																																						
Jane Landstrom	Data recovery from old laptop & 8GB memory stick	34.49	18/11/15																																						

WSCC	October Salary and September overtime	564.36	18/11/15	
SSALC	Clerk's Networking Day – 3 November 2015	72.00	18/11/15	
The Valley Diary	Adverts for Jan – Dec 2016	100.00	18/11/15	
SSALC	New Councillor Training – Sam Axtell	60.00	18/11/15	
Valley Parish – St Mary's	Section 137 grant for Churchyard maintenance	1,056.00	18/11/15	
WSCC	Payroll Services 1 April – 30 September 2015	43.85	18/11/15	
Jane Landstrom	Heating Fund in £1 coins for village hall during meetings	10.00	18/11/15	
<p><b>2016 Budget and agreeing annual precept</b></p> <p>It was noted that the essential costs the PC incur are higher than they used to be largely due to the new pension legislation and increased salary costs for the Clerk.</p> <p>The mowing contract is also a large proportion of our budget (circa 20%) and it was <b>RESOLVED</b> that the PC should obtain 3 quotes to understand if the rate we are paying is competitive or not.</p> <p>It was also <b>RESOLVED</b> that the Clerk should put together a budget proposal to be emailed out and agreed before the next meeting to decide what the PC's priorities are next year and determine what amount of precept should be requested.</p> <p><b>Cathryn Woolley, previous Clerk</b></p> <p>WSCC has overpaid Cathryn by £273.21 and she is now claiming that she is owed annual leave as she didn't take any. The Clerk has sought advice from SALC and they suggest that even though she didn't leave under the best circumstances the PC should perhaps pay it.</p> <p>The Clerk has worked out that the PC owe her £245.82 and have asked WSCC to raise an invoice for this amount.</p> <p>It was <b>RESOLVED</b> that the PC should pay £245.82 and if WSCC want to chase the remaining £27.39 that will still be outstanding that is up to them and nothing to do with us.</p> <p><b>Charitable Grants and Donations Application Form</b></p> <p>The Clerk received a charitable donations application form from Revered Kevin Robinson asking for £1,056 towards the cost of grass cutting.</p> <p>It was <b>RESOLVED</b> that as per the 2015/16 budget the PC should pay this. However it was noted that next year the PC may not be able to be as generous with donations especially if the precept is not increased.</p>				<p><b>Clerk to obtain 3 quotes for annual mowing contract</b></p> <p><b>Clerk to prepare 2016 budget proposal and circulate</b></p> <p><b>Clerk to ask WSCC to raise an invoice and pay it</b></p> <p><b>Clerk to make payment to Church</b></p>

<p><b>Archive Files</b></p> <p>Using guidance notes from SALC, the Clerk sorted through the 8 boxes of paperwork she inherited. Minutes and accounts have been archived and are being stored in the Clerk's loft, along with a couple of useful information files regarding the Village Design Statement, Pond, and flooding. The Clerk has also discovered that Owen-Kenny Solicitors in Chichester are storing deed packet 9177 free of charge which contains three documents relating to the Jubilee Plantation including a Land Certificate, Deed of Gift and a letter from the West Sussex County Council.</p> <p><b>Data Recovery &amp; old laptop</b></p> <p>The Clerk took the old laptop to PC World where they managed to recover the data from the hard drive and put onto a memory stick which contains data from 2007.</p> <p><b>Hours Worked by the Clerk (contracted hours, 30 month)</b></p> <p>September – 48.5 hours. 10 hours overtime paid. Carry forward 6 hrs to October as was 2.5 hrs under in August.</p> <p>October – 29.5 hours. Carry forward 5.5 hours to November.</p> <p>November – likely to be circa 45 hours.</p>	
<p><b><u>067.15</u></b></p> <p><b>AGENDA ITEM 12: CORRESPONDENCE, INVITATIONS AND MEETINGS</b></p> <p>There wasn't time to discuss.</p>	
<p><b><u>068.15</u></b></p> <p><b>AGENDA ITEM 13: VILLAGE MATTERS</b></p> <p>There wasn't time to discuss.</p>	
<p><b>The meeting closed at 21.10 hrs.</b></p> <p><b>The next meeting will be held on Wed 13<sup>th</sup> January 2016, 19:00 at Singleton Village Hall</b></p>	
<p><b>Attachments to Minutes:</b></p> <ul style="list-style-type: none"> <li>• Appendix A: Report from the Singleton Valley Flood Action Group November 2015 (Neil Hedger, Vice Chairman, SVFAG)</li> <li>• Appendix B: Briefing Paper Operation Watershed Singleton Valley Flood Action Group (Peter Smith, Project Manager, Operation Watershed)</li> <li>• Appendix C: Draft Flooding Reconvened TFG Report</li> </ul>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>	