

SINGLETON & CHARLTON PARISH COUNCIL

EXTRAORDINARY PARISH COUNCIL MEETING (EPCM) DRAFT MINUTES

MONDAY 22ND JUNE 2015 AT 19:00

QUEEN VICTORIA JUBILEE GARDENS FOLLOWED BY SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott, Chairman (JE); Cllr Neil Hedger (NH); Cllr Danny Sole (DS); Cllr Jon Ward (JW); Cllr Nick Conway; Cllr Diane Snow (DS); Parish Clerk & Proper Officer Jane Landstrom (JL).</p>	
<p><u>IN ATTENDANCE</u></p> <p>None one.</p>	
<p><u>015.15</u></p> <p>AGENDA ITEM 1: WELCOME AND APOLOGIES FOR ABSENCE</p> <p>Cllr Samantha Axtell sent her apologies and was not present.</p>	
<p><u>016.15</u></p> <p>AGENDA ITEM 2: DISCLOSURE OF INTERESTS</p> <p>No interests were disclosed.</p>	
<p><u>017.15</u></p> <p>AGENDA ITEM 3: TREES AT QUEEN VICTORIA JUBILEE GARDENS</p> <p>The meeting started at the site of the Queen Victoria Jubilee Gardens on Grove Road, a small area of land next to the Partridge Inn in the centre of Singleton.</p> <p>Cllr Elliott explained how some of the trees were overgrown and suggested that three should be removed including the stump (two of which already have planning permission) and that a further 4 should be pollarded as their overgrown branches were taking the light and obstructing the growth of the other trees.</p> <p>It was proposed by Cllr Elliott that (when looking at the Gardens from the road):</p> <ul style="list-style-type: none"> • The three Limes at the back should remain and not be pollarded. • The Hazel in the back right corner should remain and not be pollarded. • The two Prunus in the middle should be removed including the stump (planning permission has already been sought) and wild flowers should be planted. A seat can't be erected as the land is on an incline and could be dangerous. • The Acer Campestre in the front left corner should be removed including the stump (contact Henry Whitby at CDC to ask for an extension to the existing planning permission to include this tree as well) 	<p>Cllr Elliot (JE)</p>

<ul style="list-style-type: none"> The Acer and Amelanchier on the right hand side and the other Acer and Amelanchier on the left hand side (four trees in total) should be pollarded. <p>It was unanimously resolved by all councillors that this plan should be adopted subject to their being sufficient funds to get the work done.</p> <p>Next steps:</p> <ul style="list-style-type: none"> Put in a Planning Application to Henry Whitby by close of business 23 June for the pollarding of the 4 trees and agreed maintenance every 3rd year. Ask Henry Whitby at CDC to also include the Acer Camprestre in the existing planning permission we have already been granted. Obtain three quotes for the removal (including the stumps) of three trees and pollarding of four. Cllr Elliott and Cllr Ward will meet the prospective contractors at the site and explain the work that is required Revisit the budget and understand if there are sufficient funds to undertake the work 	<p>Clerk (JL)</p> <p>Cllr Elliott (JE)</p> <p>Clerk (JL)</p> <p>Cllr Elliott (JE) and Cllr Ward (JW)</p> <p>Clerk (JL)</p>
<p>18.15</p> <p>AGENDA ITEM 4: APPROVAL OF CLERK’S CONTRACT, OVERTIME, HOLIDAY AND TRAINING</p> <p>Employment Contract</p> <p>The Clerk shared her employment contract (which had been distributed previously) and which is a standard NALC contract.</p> <p>It was unanimously resolved by all councillors that the contract should be agreed and both the Chairman and the Clerk signed it.</p> <p>Overtime</p> <p>The Clerk explained that since starting on 27 April, there was a huge amount of work to do due to the fact she was new to the role, additional work due to the election and a new council, end of year and also the additional work involved with the new transparency code. This resulted in her working 55 hours in May - 25 hours over her contract.</p> <p>It was unanimously resolved by all councillors that the 25 hours overtime for May should be paid at the Clerk’s standard hourly rate of £14.10 hr.</p> <p>Going forward it was also agreed that the Chairman could authorise the Clerk’s overtime up to 15 hours (45 hours per month in total) and anything over 15 hours should be agreed at a full council meeting.</p> <p>Holiday Arrangements</p> <p>The Clerk advised that she has 2 holidays planned for this year. 2 ½ weeks from 29 July – 15 August and another for a week from 23 – 30th October.</p> <p>She advised that for these and any other holidays, she would put an out of office message on advising she was away and for any urgent queries to contact the Chairman.</p> <p>These arrangements were unanimously resolved by all councillors.</p>	

<p>Training</p> <p>The Clerk advised there was a Clerk's networking day on 3 November being organised by SALC at a cost of £72 inc VAT.</p> <p>There was also the Certificate in Local Council Administration (CiLCA) which was being offered next year and run by SALC. This is a nationally recognised qualification and is one of the first steps for a council to become eligible to use special powers including the General Power of Competence (GPC). Councils with the GPC gives them "the power to do anything that individuals generally may do" as long as they don't break other laws.</p> <p>Both the networking day and the CiLCA course were felt to be of benefit both to the Clerk and the council and it was unanimously resolved by all councillors that the Clerk should participate in both.</p>	
<p>019.15</p> <p>AGENDA ITEM 5: REGISTER OF INTERESTS</p> <p>Register of Interest Forms were distributed to Cllrs Hedger and Elliott for completion and return to the Clerk. This was also done by email before the meeting. Both forms were completed and returned to the Clerk at the end of the meeting.</p>	
<p>020.15</p> <p>AGENDA ITEM 6: CONSENT TO RECEIVE INFORMATION ELECTRONICALLY</p> <p>All councillors received and signed 'Consent to receive information electronically' forms agreeing that they give their consent to the summons to attend meetings to be transmitted in electronic format. These were collected and will be retained by the Clerk.</p> <p>Cllr Elliott took Cllr Axtell's form and said he would post it through her door and ask her to return it.</p>	<p>Cllr Elliott (JE) and Cllr Axtell (SA)</p>
<p>021.15</p> <p>AGENDA ITEM 7: AGREEING COUNCILLOR ROLES AND DETAILING WHAT EACH ENTAILS</p> <p>It was agreed Cllrs should stay in their current roles but it was recognised there were gaps in the following areas:</p> <ul style="list-style-type: none"> • Planning • Communications & External Bodies • Henry Smith Charity • Playground • Trees <p>It was agreed that Cllrs would do the following roles:</p> <ul style="list-style-type: none"> • Cllr John Elliott – Chairman and Tree Warden • Cllr Neil Hedger – Vice Chairman and liaison with Flood Action Group • Cllr Samantha Axtell – Emergency Plan 	

- Cllr Nick Conway – Winter Snow Management
- Cllr Danny Sole – Village Maintenance & Highways
- Cllr Jon Ward – Flooding liaison with Southern Water and liaison with Goodwood – airfield and race tracks, car & horse
- Cllr Diane Snow – Planning (on a temporary basis) and Playground

Chair - Planning

There was some discussion around Planning and Cllr Sole advised that his step daughter Katie who is currently studying Planning at university may be interested in taking up the role. The Clerk advised that this could be done wither by becoming a co-opted member of the council as there are two vacancies or by taking up an advisory role and acting as a committee but without becoming a councillor and not therefore having a vote.

It was agreed that Cllr Sole would talk to Katie and advise the council before September's meeting if she would be interested in taking up the role either as a co-opted member or in an advisory capacity.

Clr Snow agreed to take on the planning role for the next few months on a temporary basis until September at which time Katie might decide to take it on or it would be reviewed again.

The Clerk will advise CDC and ask that all planning paperwork be sent directly to Cllr Snow.

Chair - Henry Smith Charity

Clr Snow agreed to think about taking on the role and would let the council know at the next meeting. She did disclose an interest saying that her husband usually receives money from the charity.

Playground

There was discussion around what should be done about the playground in terms of the next steps following the last report which suggested that a significant proportion of the budget should be spent rectifying the problems.

Cllr Snow agreed to take on the role of playground maintenance and asked that the Clerk send a copy of the report along with the latest correspondence surrounding the playground including recent conversations with CDC maintenance department and an update from the last Cllr (Judith Rumke) who had the role.

There was discussion around whether or not our insurance would cover local maintenance contractors to undertake the repair work using our insurance rather than their own; and what level of repairs our insurance specifies us to do to keep the insurance valid. It was agreed that the Clerk would look into these matters and advise Cllr Snow.

There is no phone number for Cllr Snow and it was agreed that he would his mobile phone number on the basis that it would be used internally and not shared externally.

<p><u>022.15</u></p> <p>AGENDA ITEM 8: MANAGEMENT OF NOTICEBOARDS</p> <p>It was unanimously resolved by all councillors that Cllr Axtell would manage the Charlton Notice Board and Cllr Hedger would manage the Singleton noticeboard.</p> <p>The Clerk shared a notice about forthcoming council meetings which was agreed by all councillors stating that it should be displayed on both boards. The Clerk to send this notice and all future notices to Cllr Axtell and Cllr Hedger via email ready for them to print A5 size and display on the board.</p> <p>CDC had sent through some Care of the Elderly information which needed to be displayed and was distributed to Cllr Hedger and Cllr Elliott so he could pass on to Cllr Axtell to display.</p> <p>The Clerk advised that there are currently two vacancies on the council and suggested that a notice be put together and displayed on both boards encouraging villagers to enquire about joining and being co-opted as a member. This was unanimously resolved by the council.</p>	<p>Clerk (JL)</p> <p>Cllr Elliott (JE)</p> <p>Clerk (JL)</p>
<p><u>023.15</u></p> <p>AGENDA ITEM 9: REVISED FINANCIAL REGULATIONS</p> <p>The Clerk advised that the financial regulations should ideally be reviewed annually and particularly at the start of a new council.</p> <p>The latest guidance from NALC was issued in November 2014 which allowed Parish Council's to use internet banking.</p> <p>The Clerk shared copies of the 'Singleton & Charlton Financial Regulations, June 2015' and proposed that these should be adopted with immediate effect.</p> <p>The Clerk explained that they were a condensed version of the NALC guidelines with the main changes being around budgetary control and authority to spend. The new guidelines would see the introduction of:</p> <ul style="list-style-type: none"> • Internet banking (previously all invoices were paid by cheque) • One authorised signatory to sign (previously two) • The Chairman or another councillor who is an authorised signatory (not the Clerk/RFO) being able to authorise spend as long as it doesn't exceed that agreed in the budget up to and including £1,000 by signing an 'Approval of Payments Schedule' (Previously the full council agreed all spend, no matter what amount) • Full Council approval evidenced by a minute would be needed for spend over £1,000 • The Clerk and RFO becoming an authorised signatory to enable them to make payments via internet banking or signing a cheque once internal authorisation had been sought and granted. <p>All councillors unanimously resolved to adopt the new financial regulations (June 2105) with immediate effect.</p> <p>The Clerk will make the document into a PDF and distribute to all councillors.</p>	<p>Clerk (JL)</p>
<p><u>024.15</u></p> <p>AGENDA ITEM 10: SIGNING OF NEW BANK MANDATE</p>	

<p>The Clerk advised that she received a signed letter by two of the existing signatories (Judith Rumke and Liz Jasper) advising Barclays that Jane Landstrom is now the new Clerk and that all statements and correspondence should be sent to her with immediate effect.</p> <p>As all of the three existing authorised signatories are no longer members of the Parish Council, it was unanimously resolved by all councillors that a new 'Appointment of Bankers' mandate be completed and that the following people should be authorised signatories on a one to sign basis:</p> <ul style="list-style-type: none"> • Cllr John Elliott, Chairman • Cllr Neil Hedger, Vice Chairman • Cllr Diane Snow • Jane Landstrom, Clerk and Responsible Financial Officer <p>The 'Appointment of Bankers' mandate was duly signed by those noted above.</p> <p>'Personal Details' forms were distributed to those named above and the Clerk asked that they complete the form and take it to a local Barclay's branch with the correct identification to enable the mandate to take effect.</p> <p>The Clerk advised that she was meeting with Debbie Gibbons, Business Bank Manager in Chichester on Thursday 26 June to hand in the completed forms and make the necessary arrangements for internet banking.</p>	<p>Clerk (JL)</p>
<p><u>025.15</u></p> <p>AGENDA ITEM 11: REVISED CODE OF CONDUCT</p> <p>The Clerk advised that the Code of Conduct should ideally be reviewed annually and particularly at the start of a new council.</p> <p>The latest guidance from NALC was issued in 2012.</p> <p>The Clerk shared copies of the 'Singleton & Charlton Code of Conduct, June 2015' and proposed that these should be adopted with immediate effect.</p> <p>All councillors unanimously resolved to adopt the Code Conduct, June 2015 with immediate effect.</p> <p>The Clerk would make the document into a PDF and distribute to all councillors.</p>	<p>Clerk (JL)</p>
<p><u>026.15</u></p> <p>AGENDA ITEM 12: REVISED STANDING ORDERS</p> <p>The Clerk advised that the Standing Orders should ideally be reviewed annually and particularly at the start of a new council.</p> <p>The latest guidance from NALC was issued in 2014.</p> <p>There wasn't time for the Clerk to put a new revised June 2015 version together before this meeting but it was agreed that this would be put forward at the next meeting in July.</p> <p>Councillors asked that it be as short and concise as possible and that it allowed for decisions to be made by 'round-robin' email outside of a full council meeting.</p>	<p>Clerk (JL)</p>

027.15**AGENDA ITEM 13: APPROVAL OF PAYMENTS**

PAYEE	DETAILS	AMOUNT in VAT £	DATE
Keith Goacher	Strimming & Clearing of Waste at Jubilee Garden	78.00	22/06/15
SALC	3 x New Councilor Training	180.00	22/06/15
Claranet	Domain Registration & Renewal	25.90	22/06/15
Jane Landstrom	Stationary	32.45	22/06/15

The above items were approved for payment and the 'Approval of Payments Schedule' and invoices were signed by the Chairman.

028.15**AGENDA ITEM 14: PLANNING**

Three applications were presented with June 25th deadlines for comment:

SDNP/15/02717/TCA, Mr Wolf-Eckart Gemmingen

Land North of the Hollies, Cobblers Row, Singleton

Notification of intention to fell 3 no. Elder trees (T13-T15), 1 no. Ash Tree (T10) and 1 no. Hawthorn (T11).

Decision: The Parish Council raises no objection

SDNP/15/02291/FUL/ ufm 26, Mr Richard Pailthorpe

Weald And Downland Open Air Museum

The relocation of Sole Street medieval house to a new location within the Weald & Downland Open Air Museum

Decision: The Parish Council raises no objection. Nick Conway declared an interest and did not vote.

SDNP/15/02922/LIS, Mrs Diana Parish

1 Grooms Yard A286 The Grove to Cobblers Row, Singleton

Kitchen Extension

Decision: The Parish Council raises no objection as long as the materials used are in keeping.

Clerk to advise CDC by 25 June with the above comments.

Clerk (JL)

<p>Enforcement Notice SE/3 at Manor Farm</p> <p>Copies of the enforcement notice had previously been distributed and it was noted by all councillors that the menage was a positive development and an enhancement. It was felt that the person in question was very community minded and that it was a mistake and oversight not to seek permission to do the works.</p> <p>It was unanimously resolved by all councillors that the Parish Council should support the menage and would agree with retrospective planning permission to be given if they sought to seek it.</p> <p>A letter should be written to the Director of Planning CDC, Steve Codwell and Mr Sweeny at the SDNP to this effect and both Cllrs Elliott and Hedger should talk directly with the person in question and share the letter of support.</p> <p>Lichgate and cemetery</p> <p>The council left the village hall to inspect the lichgate and cemetery. The public footpath which leads from the road to the lichgate and cemetery is very overgrown and the lichgate itself isn't in view from the road. The railings around the cemetery are surrounded by thick weeds and overgrown trees. IT's believed this land belongs to Goodwood Estate.</p> <p>The overgrown trees have also born shoots in the fence of Singleton Primary School, land owned by WSCC.</p> <p>It was resolved by the council that they would like to try and rectify the problems and that the Clerk should get in touch with the vicar reverend Kevin Robinson and Jeremy Hill from Goodwood Estate and ask them along to the next meeting on 15th July to decide to jointly approach it.</p> <p>Ten tiles have fallen from the roof of the lichgate and it was resolved by the council that the Parish Council would like to try and fix this. Nick Conway to look into sourcing ten tiles and report back to the council how much this is likely to cost.</p> <p>Local Police</p> <p>The Chairman requested that the Clerk get in touch with the local Police and invite them to attend every other meeting (3 times a year) to give a short report on their work in the Parish.</p>	<p>Clerk (JL) Cllr Elliott (JE) and Cllr Hedger (NH)</p> <p>Clerk (JL) Cllr Conway (NC)</p> <p>Clerk (JL)</p>
<p>The meeting closed at 20.35 hrs.</p> <p>The next meeting will be held on Wednesday 15 July, 19:00 at Singleton Village Hall</p>	
<p>Attachments to Minutes:</p> <ul style="list-style-type: none"> • Singleton & Charlton Parish Council Financial Regulations, June 2015 • Singleton & Charlton Parish Council Code of Conduct, June 2015 • S&CSPC Councillor List 2015-16 (internal & external) 	

<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	
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