# **SINGLETON & CHARLTON PARISH COUNCIL**

# PARISH COUNCIL MEETING (PCM) DRAFT MINUTES

WEDNESDAY 13<sup>TH</sup> JANUARY 2016 AT 19:00

#### SINGLETON VILLAGE HALL

	ACTION
PRESENT	
Cllr John Elliott, Chairman; Cllr Neil Hedger; Cllr Danny Sole; Cllr Jon Ward; Cllr Nick Conway; Cllr Diane Snow; Parish Clerk & Proper Officer Jane Landstrom	
IN ATTENDANCE	
Eight members of the public	
Henry Potter, Chichester District Councillor, Boxgrove Ward	
001.16	
AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE	
The Chairman welcomed everyone to the meeting and the following people send their apologies and were not present	
Rob Gillan, Police Community Support Officer (PCSO)	
Jeremy Hunt, West Sussex County Councillor	
Clir Sam Axtell	
The order of the published agenda changed slightly.	
002.16	
AGENDA ITEM 3: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS	
Cllr Sole sent the Clerk a new and updated declaration of interests taking into account his membership of SVFAG. Reading from the Standing Orders, the Clerk questioned whether it was actually a membership and Cllr Sole confirmed that he wants this most recent declaration to remain.	Clerk to upload all three new declarations of interest onto PC
Cllr Hedger handed in a new declaration of interests taking into account his position of Vice Chairman of the SVFAG.	website and send to CDC.
Cllr Snow handed in a new declaration of interest taking into account her employment at Singleton School and her home address.	
003.16	
NOT ON THE AGENDA: RESIGNATION OF COUNCILLOR SAM AXTELL	
The Chairman asked the Clerk to read the following statement that he had prepared:	
"I received by email Sam's resignation letter dated 10th January which I accept. She	
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Prepared by Jane Landstrom, Clerk & RFO to Singleton & Charlton Parish Council Tel: 01798 669118 E: singletonparishcouncil1@gmail.com

subsequently shared this with the rest of the PC. I propose that we formally thank Sam for her commitment and hard work whilst being a Parish Councillor and ask that the clerk write a letter to her. Her professionalism and positive approach to her work will be greatly missed in particular the fantastic work she has done in the area of emergency planning and putting together an All-purpose Emergency Plan.	
In terms of next steps, later in the meeting I propose we will look to appoint someone/people to take responsibility for the area of Emergency Planning who can further build on the fantastic work Sam has done. This will include purchasing and managing the emergency equipment the PC are now able to buy following the successful grant application and also to discuss how the All-Purpose Emergency Plan can complement the detailed Flood Action Plan being put together by the SVFAG. Once the Flood Action Plan is finished, we will be able to discuss how both plans can be presented and publicised within our community to help ensure our residents are assisted and supported in the best way possible in the eventuality of any emergency including flooding."	Clerk to write a letter of thanks
in favour of the next steps detailed above.	to Sam Axtell.
004.16	
AGENDA ITEM 2: CO-OPTION OF TWO NEW COUNCILLORS – TO RECEIVE THEIR ACCEPTANCE OF OFFICE AND CODE OF CONDUCT	
It was <b>RESOLVED</b> by all councillors that due to Sam Axtell's resignation co-option will take place at the next meeting on 16 March.	
The Clerk advised that she had spoken to electoral services at CDC informing them about the new vacancy and that 3 candidates had expressed an interest in being co-opted. She was told by CDC that she would have to advertise the third vacancy and CDC agreed that subject to a by-election not being called, the co-option of all 3 candidates can happen in March.	
005.16	
NOT ON THE AGENDA: RESIGNATION OF SUE FARMAN, HENRY SMITHS	
Sue Farman handed in her resignation and gave a letter to the clerk.	
Sue explained that she resigned from the Parish Council a year ago but was asked to continue the role of organiser of the Henry Smith Charity for one more year to help the Parish Council at a time of many changes.	
She advised that she felt the charity should once again come back under Parish Council control.	
She mentioned that Henry Smith's had allocated £3,300 to Singleton of which £3,105 was donated to 34 people, couples or families during the last year.	
It was <b>RESOLVED</b> by all councillors that the Parish Council accept her resignation and thank her for her hard work over the last ten years. It was also <b>RESOLVED</b> that Cllr Snow should now take on this organiser role of Henry Smiths.	
006.16	
AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 18 NOVEMBER TO BE AGREED AND SIGNED AS A TRUE RECORD	
It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true	
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record. Chairman Cllr Elliott duly signed the minutes.	
007.16	
AGENDA ITEM 5: SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) UPDATE – CLLR NEIL HEDGER, VICE CHAIRMAN SVFAG & PARISH COUNCIL	
Cllr Hedger explained that whilst he felt the minutes from last meeting were a true record, he wanted to make known to the PC how he understood the meeting to have gone. A word document summary addressed to the Chairman of the PC from the SVFAG dated January 2016 was send to the Clerk on 7 <sup>th</sup> January by Cllr Hedger asking the Clerk to circulate amongst the PC which was actioned. The document sets out the position of SVFAG with regards to Brook House and is attached an Appendix A.	
Cllr Hedger went on to say that the borehole level in Chilgrove has gone up.	
The SVFAG (himself and the Chair, Carol Thompson) are due to meet Mr Cobby next Monday evening 18 <sup>th</sup> January to resolve the current issues.	
The SVFAG are looking to buy an additional boom and pump (already have one of each).	
The SVFAG are planning further flood alleviation work in the fullness of time.	
The Flood Action Plan which he is currently writing is nearing fruition and should be completed soon.	
Negotiations are underway with the village hall committee with regards to storing equipment.	
The SVFAG Annual General Meeting is on Wednesday 27 January.	
007.16	
AGENDA ITEM 6: POLICE COMMUNITY SUPPORT OFFICER REPORT – MR ROB GILLAN	
Mr Gillan was unable to attend the meeting however he provided a report (see below) ahead of the meeting which was distributed to councillors.	
"There has been an ongoing domestic dispute at Singleton which police have been assisting with. 0387 02/12/15	
A theft from a parked vehicle Singleton. Bank cards stolen. 0277 23/12/15	
A theft from a parked vehicle at Goodwood Racecourse. 1041 20/12/15	
Sheep in the road at Goodwood. Dealt with by Goodwood security. 0525 19/12/15	
Medical concern for a male at Singleton. 0053 29/12/15	
Dangerous driving at Singleton. 0825 06/01/16	
Vehicle seen wheel spinning at the Trundle. 0682 18/12/15	
Accidental alarm activation from the Weald and Downland Museum. 1369 10/12/15	
Reports of cannabis smoking/dealing. 0387 02/12/15	
Regards PCSO Rob Gillan"	
There were no comments on the above.	
008.16	
AGENDA ITEM 7: COUNTY COUNCILLOR'S REPORT – JEREMY HUNT	
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	unt was unable to attend the meeting however he provided a report (see below) ahead meeting which was distributed to councillors.	
	l evening, please accept my apologies for being absent tonight, but I have a clash of ntments.	
1.	I understand that you might wish to resurrect the idea of an application for CIF funding towards a defibrillator. If this is the case the application must be made by a body other than a PC (precept bodies are not eligible), such as the village hall management committee. The next round of applications ideally need to be with us by the end of the second week of February. The website for details of the Community Initiative Fund is: www.westsussex.gov.uk/leisure-recreation-and-community/grants- and-funding/funding-for-voluntary-and-community-organisations/community- initiative-fund/ I would add that applications that are already part funded, or at least already have a contribution, are generally well received.	
a defi	agreed that the funding from SEPD communities fund needed to be spent first to buy brillator for Singleton and emergency kit equipment. Looking at funding for a illator in Charlton will happen nearer the summer.	
2.	Footpath on A 286 adjacent to W&D Museum. I note that the first 200yds or so would appear to have been cleared. I have been unable to check with highways to confirm whether or not this was done by WS. I just wanted to check whether or not this was the case, or was this done by members of the parish, before I ask highways if they intend to finish the job.	
and th north the M	Parish confirmed that she had cleared the area outside her house near Grooms Yard his was the only section that had been done by villagers or the PC. It appears that the side of the pavement has been half done and that the stretch from Singleton up to useum also needs doing. The Council would appreciate Jeremy looking into this to e the job is completed.	Clerk to liaise with Cllr Hunt.
wscc	Finally, I would like to confirm that I have spoken to the SVFAG regarding some rumours circulating that they are still suggesting they are somehow working on behalf of WSCC. I have recently corresponded with the group on this issue and they clearly state that, since this point was made clear to them at the last PC meeting in November, they no longer suggest that they are representing WSCC. I would like to reinforce our officer's opinion, together with that of the EA that the work that was carried out on the river was of the highest standard, and was in line with the original scoping document that we approved. This work would appear, so far, to be achieving what was intended from the very beginning, and that was to improve the flow of the river through the village. It is obviously unfortunate that other issues would appear to be causing friction in the village - and I hope these can be resolved speedily - but surely at the end of the day the whole point of the exercise was to help the village by trying to avoid flooding. This good work, together with further flood resilience planning carried out so well by members of the PC, has obviously helped to improve the situation for many local residents. It would be sad to lose sight of this. y Hunt Member for Chichester North Division	
jerem	y.hunt@westsussex.gov.uk"	

009.16	
AGENDA ITEM 8: DISTRICT COUNCILLOR'S REPORT – HENRY POTTER	
Cllr Potter provided an oral report as follows:	Cllr Elliott to
<b>Commonwealth Day</b> is coming up on 10 March look at <a href="http://thecommonwealth.org/media/event/commonwealth-day">http://thecommonwealth.org/media/event/commonwealth-day</a> for more details.	look at to see if anything of interest for PC
A27 Chichester bypass and proposed Northern bypass	
One of the proposed 7 options is to create a Northern Bypass which would cut Goodwood in half. Goodwood have produced a document detailing their support of upgrading the existing A27, saying that a new northern route would have a severe and negative impact on the Estate and the city of Chichester itself.	
Henry asked the PC if they would think about supporting Goodwood and mentioned that there is a campaign called Chichester Deserves Better <u>http://www.chichesterdeservesbetter.co.uk/</u> . The campaign is saying that the best option is to move ahead with the solution that has already been agreed – that is to improve the existing junctions to separate local traffic and through traffic.	
Cllr Potter said that 4 local parish councils – Lavant, Boxgrove, Fishbourne and West Hampnett have agreed to write a letter of support in favour of making improvements to the existing A27 and objecting to the proposed northern bypass.	
A motion was put forward that Singleton PC should follow suit and also write a letter of support.	
After discussion, it was <b>RESOLVED</b> by a vote of 4 to 2 in favour that the PC should also write a letter.	Clerk to write letter
010.16	
PUBLIC SPEAKING	
A local resident, Ian Farman asked the PC if they would support him in trying to improve the parking situation in Charlton.	
Ian explained that parking near the pub – The Fox Goes Free and Charlton Barns is awful with cars parked on grass verges and blocking the roads which is causing problems for access including the emergency services.	
He stated that this is in part due to the success of the pub which is hugely popular and because of this they have had to take on more staff, all but one of which have to drive to work. This has reduced the number of spaces available to the general public in their car park.	Clerk to send Ian Farman names and
Weekenders and walkers are also tending to use the pub car park before heading out into the SDNP.	contact details of working group. Working
After discussion, it was <b>RESOLVED</b> that the PC would be very happy to work with Ian to try and solve the problem. Cllr Elliott proposed that working with the pub and Charlton Barns, a working group be set up including Ian Farman, resident; Jeremy Hill, Goodwood; Cllr Jeremy Hunt, WSCC; Cllr John Elliott, PC Chairman; Cllr Jon Ward, PC; and Cllr Henry Potter, CDC. The group would meet and discuss options with a view to bringing something back to the PC at the next meeting on 16 March.	group to meet and come up with options before next PC meeting.

# <u>011.16</u>

## AGENDA ITEM 9: UPDATE ON ACTION POINTS FROM THE LAST MEETING AND TO DISCUSS MATTERS ARISING NOT DEALT WITH ELSEWHERE

Cllr Sole raised the problem of Centurion Way and how the road is blocked. It was **RESOLVED** by all councillors that Cllr Sole puts the details into an email for the Clerk to send a letter to the SDNPA and West Dean Parish Council.

#### Winter resilience and purchasing emergency equipment

There was a discussion around who should lead on emergency planning now Sam Axtell has left and Cllr Ward said he would be happy to take it on with the help of someone else – Cllr Elliott put himself forward. It was agreed that they would work on this together until the next meeting in March when it would be reviewed and perhaps one of the newly co-opted Councillors would take it on. The priority should be to continue to order the emergency equipment including the defibrillator. It was **RESOLVED** that this should go ahead and all Councillors voted in favour.

Cllr Conway said that the handheld radios can be bought and that he will provide details of exactly which ones.

John Elliott commented that a meeting had taken place with the village hall committee who have agreed to site the defibrillator in the hall – minutes were shared with Councillors and attached as Appendix B.

The Clerk commented that now Sam Axtell has left, she is now the owner of the Singleton Parish Council Drop Box Account which has the details of the vulnerable residents. All Councillors have access to it however Cllr Sole, Cllr Conway, Cllr Elliott and Cllr Ward have not yet logged in which they need to do ASAP. The Clerk said that she would print off and laminate the lists so every councillor had a copy.

The Clerk confirmed that she has bought with the help of Sam Axtell, the high vis jackets, vests and gloves which have been delivered and are in Sam's garage until a lock box is bought.

## Signage

Cllr Conway said that the damaged 30mph sign on A286 which is facing the wrong way has still not been fixed. The Clerk reported this on 24 Nov to Highways. Clerk to chase.

Following an email by the Clerk to WSCC, the Woodstock Hotel sign which was on the Northend Road sign in Charlton has now been removed. No further action required.

Cllr Potter and Cllr Elliott reported that some of the Pub signs in Singleton have now been removed. No further action required.

#### Tree pruning by cemetery and pond clearance

Since last meeting, Josh Collins has undertaken both pieces of work to a good standard and has been paid. He has a small job of plugging the stumps at the pond which can't be done until the spring. Cllr Snow and Diana Parish to monitor.

#### Pavement on A286

As before under Cllr Hunt's report

#### Hedges on A286

Further to the clerk's correspondence with WSCC, all 3 hedges have now been sufficiently cut

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Cllr Sole to write detail and pass onto Clerk who will put into a letter

Cllr Ward and Cllr Elliott to speak with Sam Axtell to handover & purchase rest of emergency equipment

Cllr Conway to inform Clerk of which radios to buy and from where

Cllr Elliott, Cllr Ward, Cllr Sole & Cllr Conway to access Drop Box account

Clerk to print off and laminate lists

Clerk to chase Highways re 30mph sign

Cllr Snow with Diana Parish to monitor and ensure last bit of work completed

back. No further action required.Image: Section of the s		
Further to the clerk's correspondence with CDC Street Cleaning team, the rubbish has been cleared away. No further action required.       All Councillors to monitor and report to Clerk far monitor and the clear daway. No further action required.         Cyclists Memorial, Knights Hill       The Clerk commented that after contacting Simon Penny, Street Scene Officer at CDC, he advised that there is no set way of dealing with these things, and that they will take away any rubbish but the cycling drink bottles will stay for now as they are the memorial. Clirs to monitor.       All Councillors to monitor.         AOB:       Sonow Shovels       Clerk to request signs from CDC.         WSCC are giving away free snow shovels so the Clerk has requested 2.       Clerk to request signs from CDC.         Dog fouling alongside play area - submitted by a parishioner       Clir Sole & Clir Conway to fix dispenser will also be put there to encourage people to clear up. Clir Sole and Clir Conway to fix dispenser       Clir Sole & Clir Conway to fix signs from CDC.         Pavement from Grooms Yard to the post office at the Museum       This is part of the work the PC explore ways of working in partnership with Goodwood and ask him to our next meeting to discuss this, souther to help alleviate the problem of flooding due to excessive groundwater.       Clir Elliott to ask Jeremy Hill from Goodwood and ask him to our next meeting to discuss this, on the Sunday, the vicar will ake the event open to all. They are a direct will be proposed that the Village Hall Committee is going to organise an event for the willage to enter Thursday with a kid's tea party and hey posers ago.       Clir Ward to star seporing options relating options relating ephalic the trobled to the sent ope	back. No further action required.	
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Members of the public made the following requests / observations for the Village Hall		information
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Committee to consider:	
<ul> <li>Can there be a vegetarian option at the hog roast</li> </ul>	
<ul> <li>Can food be taken to those villagers who won't be able to attend the event due to ill health</li> </ul>	
<u>012.16</u>	
AGENDA ITEM 10: UPDATED COUNCILLOR ROLES & RESPONSIBILITIES	Cllr Ward &
Cllr Ward and Cllr Elliott said that they would lead on emergency planning until the next meeting when perhaps a new councillor may take this on. The priority is to continue to purchase the emergency equipment. All Councillors voted in favour of this.	Cllr Elliott to arrange handover with Sam
Cllr Snow mentioned that she is looking to pass over responsibility for the playground and concentrate on planning and Henry Smiths. She is happy to continue working on the pond with Diana.	
The Clerk confirmed that until the next meeting, she would manage both village notice boards and has the key back from Sam Axtell. She wants to put some more information about the website and what we do.	Clerk to send Neil, Maurice's
Maurice Pollock had sent an email to the Clerk saying that he is unable to continue to manage the flag pole and would like to hand this back to the PC. Cllr Hedger volunteered to take this over. All Councillors voted in favour of this.	details so they can arrange handover
The Clerk asked if councillors are happy to just have one contact list rather than an internal and external ones. Cllr Hedger confirmed that he only wishes the PC to use his work email and not his personal one.	Clerk to prepare new contact list & publicise n website
013.16	
AGENDA ITEM 11: 2016 BUDGET AND AGREING ANNUAL PRECEPT REQUIREMENT	
Following discussion about the best use of resources, it was <b>RESOLVED</b> that the PC would ask CDC for a precept of £11,800 in addition to the CDC grant of £594 totalling £12,394 for next financial year 16/17.	Clerk to advise CDC of precept
This equates to a 15% rise in precept compared to last year and will add £6.10 per annum (Band D properties) to residents council tax bills.	amount and publish 16/17
It was felt that this rise was necessary in particular to help pay for the clerk's pension contributions following changes in the law. Also, the precept has not been increased for over 5 years and the PC felt it was unable to fulfil its statutory powers and duties without increasing it.	budget
<u>014.16</u>	
AGENDA ITEM 12: NEW PARISH COUNCIL WEBSITE – FEEDBACK AND HOW BEST TO COMMUNCATE OUR MESSAGES	
The new PC website is up and running – <u>www.singletonparishcouncil.co.uk</u> and everyone agreed that they are happy with it.	
The clerk explained that the PC were successful in securing £1,095 from NALC towards the costs of this, yet it has only cost the PC £520 (£500 to clerk for design & build and £20 for new	
Minutes – Singleton & Charlton PCM – 13 January 2016	Page <b>8</b> of <b>14</b>

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domain name). The PC <b>RESOLVED</b> they are happy to pay the clerk for this.	
It was <b>RESOLVED</b> that for ease, the clerk can make any changes she sees fit to ensure the website is up to date but that the website should be a regular agenda item at every meeting so the clerk can explain any changes she has made and discuss any new updates required.	Clerk to ensure website up to
New updates agreed:	date and make
<ul> <li>Alerts from EA about water levels (RSS feeds)</li> </ul>	regular agenda item
$\circ$ What the PC have worked on this year	
<ul> <li>Complaints procedure. It was <b>RESOVED</b> to adopt the one the clerk shared before the meeting and publish on website</li> </ul>	Clerk to make changes
<ul> <li>Freedom of Information Policy. It was <b>RESOLVED</b> that the clerk should raft one and circulate and agree on email to publish.</li> </ul>	changes
<ul> <li>Photos of councillors</li> </ul>	
<ul> <li>Updated contact list</li> </ul>	
015:16	
AGENDA ITEM 13: VILLAGE MATTERS	
<ul> <li>A286 run off drains &amp; railings opposite Grooms Yard – Put forward by a parishioner. The PC RESOLVED that the drains do need clearing at establish why the bus stop has been lowered. This isn't the responsibility of the PC, it is Highways. Clerk to chase.</li> <li>The Railings also belong to highways. Clerk to investigate.</li> <li>Grant Funding - IGas Energy Community Fund - Cemetery railings and footpath The Clerk put an expression of interest in to iGas and has been invited to submit a full application to reclaim the Victorian cemetery. The Church is in full support and happy to help with the recording work that will be required when stones are moved.</li> <li>A quote has been obtained for the tree cutting and clearance work required and quotes still need to be sought for the railings. ClIr Potter to obtain quote from blacksmith in Halnacker and ClIr Sole to provide details of online company.</li> <li>It was RESOLVED that the PC should make the most of this opportunity and that working with ClIr Elliott, the clerk should put in an application.</li> <li>Village Pond</li> <li>The PC's pond volunteer Diana Parish along with ClIr Snow have been busy clearing the weed from the pond and after the clearance work Josh Collins has done, it look much better. It was RESOLVED that later in the year, funding may be sought to de-silt the pond as per the advice from Fran Southgate at the Wildlife Trust.</li> </ul>	Clerk to get in touch with WSCC and follow up Clerk to submit application ClIr Potter & ClIr Sole to provide details ASAP
<b>Dog Bins and bags</b> It was <b>RESOLVED</b> that the spare dog waste bag dispenser should be located on Glebe Field next to the playpark as this should help the problem of fouling. It was also agreed to purchase 4,000 bags at a cost of circa £140 as we have run out.	Cllr Sole & Cllr Conway to install bag dispenser & Clerk to purchase bags

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D16:16AGENDA ITEM 14: PLANNING - CURRENT APPLICATIONS, DECSIONS & APPEALSHousing AllocationsCIIr Snow provided an update stating that she had received an email from CDC Housing department confirming that the Council's policies help to ensure that all social/affordable properties in Singleton are advertised as giving preference to applicants, in Band A to C, with a local connection to the parish of Singleton with the exception of those on an H.9 site where preference is given to those in Bands A to D.CIIr Snow is still waiting to hear from enforcement officer Shona Archer about whether there has been a breech or not in Singleton.CIIr Snow to monitorNew Planning Applications since last meeting: SDNP/15/06403/HOUS - The Mill House, 8 Charlton Mill Way Charlton Singleton PO18 0HY. Proposed door, window and internal alterations to the dwelling. Deadline 29th Jan. This was discussed and it was RESOLVED that the PC is neutral and would like to see the new external materials match the existing and have a query on the symmetry which will be lost if the garage door is removed.Clerk to input into public access systemSDNP/15/06443/CONDC - Singleton Olifield A286 Cobblers Row to Middlefield Singleton Chichester West Sussex P018 0HL. Variation of condition no. 4 on WSCC/055/11/SE/SDNP to amend the wording to allow further time to submit a landscaping and restoration strategy. Deadline 25th Jan. This was discussed and it was RESOLVED that the PC support this application.Clerk to input into public access system		
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Chichester West Sussex PO18 OHL. Variation of condition no. 4 on WSCC/055/11/SE/SDNP to amend the wording to allow further time to submit a landscaping and restoration strategy. Deadline 25th Jan. This was discussed and it was <b>RESOLVED</b> that the PC support this <b>Clerk to input</b> into public access system	<b>3/HOUS - The Mill House, 8 Charlton Mill Way Charlton Singleton PO18 0HY.</b> , window and internal alterations to the dwelling. Deadline 29th Jan. This was it was <b>RESOLVED</b> that the PC is neutral and would like to see the new external h the existing and have a query on the symmetry which will be lost if the garage	3
	st Sussex PO18 OHL. Variation of condition no. 4 on WSCC/055/11/SE/SDNP to rding to allow further time to submit a landscaping and restoration strategy.	3
SDNP/15/05562/CND - Richard Pailthorpe, Museum Director, Weald And Downland Open Air Museum A286 Town Lane To The Grove Singleton West Sussex PO18 0EU. Variation of condition no. 14 on SDNP/15/00490/FUL - Change of wording requested on condition.	Town Lane To The Grove Singleton West Sussex PO18 0EU. Variation of	
Supported. Inputted onto public access system 9/12/15	utted onto public access system 9/12/15	
SDNP/15/06126/HOUS- Mrs Marjorie Norrell, Bramley Cottage, Charlton Road Singleton West Sussex PO18 0HP. Proposed single storey rear porch and single storey rear extension and increase of height of existing side extension to form an annex.	O18 OHP. Proposed single storey rear porch and single storey rear extension and	
Neutral as long as the materials used are in keeping with the main property. Inputted onto public access system 21/12/15		
Applications approved since last meeting:	oproved since last meeting:	
SDNP/15/05045/TCA - Mr Gary Powell, The Corner Cottage, Cobblers Row To The Grove Singleton West Sussex PO18 0HA. 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).	t Sussex PO18 0HA. Notification of intention to fell 1 no. Yew tree (Y2) and 1 no.	
SDNP/15/05160/TCA - Mr Gary Powell, The Partridge Inn The Grove Singleton Chichester West Sussex PO18 0EY Notification of intention to crown reduce by 20% (all round), crown		

thin by 10-	15% and crow	n raise up to 4	I-5m (above ground level) on 1no. Yew tree (Y1	).	
Cobblers R no. Sycamo SDNP/15/0	ow Singleton ore trees and 1 05162/LIS - M	Chichester We 1 no. Ash tree. <b>r Martin Hill,</b> 1	od of 4 Grooms Yard, Brook House A286 The G st Sussex PO18 0EX. Notification of intention to L Cobblers Row Singleton West Sussex PO18 0F Ch beam to support existing floor joists and alte	fell 2 HN.	All Clirs and SVFAG to take note.
	05878/TCA - S	•	<b>od, 4 Grooms Yard, Brook House, Singleton, Cł</b> f intention to fell 1 no. Horse Chestnut tree.	nichester,	Cllr Snow to revisit VDS and present at next
Planning ir	n relation to R	ivers/Streams	5		meeting
confirmed are subject the local D	that any cons t to planning r	truction being egulations and before any wo	nversations with the EA and SDNPA Planning de built or removed from rivers/streams or alongs I a planning application must be raised and dea ork is done. The Clerk commented that the PC a	ide them It with by	Clerk to monitor
Village Des	sign Statemen	ıt			
said that sh It was <b>RESC</b> Manor Far	ne is happy to DLVED by all c m appeal	look at the VD ouncillors that	erson from the SDNPA came to talk to us, Cllr S S ready to put something forward at the next n t they are happy for Cllr Snow to work on this.	neeting.	
			rom SDNPA on 8 January, stating that a site visit e decision will be issued within the next 5-6 we		
<u>017:16</u> AGENDA II	FEM 15: PLAN	NING – CORRE	ESPONDENCE, INVITATIONS & MEETINGS		
Date	What	From	Detail	Action	
received 01/12/15	New Homes Bonus (Parish Allocations)	David Hyland Community & Partnerships Support Manager, CDC	As Singleton & Charlton have had four or less new households in the previous 3 years we are broadly considered not to have been impacted by development and will not be eligible for the new homes bonus. We haven't received any for 2015 and very unlikely we will for 2016 either.	Sent to all Clirs	
08/01/16	Proposed A27 Chichester by pass routes	Rodney Dugga – Chichester Town Clerk	http://www.chichester.co.uk/news/local/major- a27-update-all-seven-route-maps-for-chichester- revealed-here-1-7151417	Sent to all Clirs	
08/01/16	SSALC January Newsletter	Jacqui Simes	Various info including new St John Ambulance training on 27 Jan 2016.	Sent to all Clirs	

04/01/16WESTDavidEncourages communities to mark the QueensSent to all ClirsSUSSEX &Hyland,90th birthday with beacons, and asks that any proposed beacons are registered with the Co- ordinator (if this has not already been done) orall ClirsQUEEN'S&ordinator (if this has not already been done) or 90THPartnerships beacons are registered with the Co- ordinator (if this has not already been done) oritBIRTHDAYSupportthe information is disseminated more wider in the local community to encourage the widest participation.it12/01/16CDALCGreg Burt, January MeetingNext meeting is at 7pm on Mon 18 January in Tangmere Village Centre. Meeting for all PC's within CDC area. Speaker from CDC Parking – do we have any concerns for our villages re parking? Anyone attending or sending apologies?Sent to all Clirs13/1/16LocalWSCCView the draft recommendations.Shown	
THE QUEEN'S 90TH BIRTHDAY 21st APRIL 2016Community &proposed beacons are registered with the Co- ordinator (if this has not already been done) or the information is disseminated more wider in the local community to encourage the widest participation.12/01/16CDALC January MeetingGreg Burt, Secretary, CDALCNext meeting is at 7pm on Mon 18 January in Tangmere Village Centre. Meeting for all PC's within CDC area. Speaker from CDC Parking – do we have any concerns for our villages re parking? Anyone attending or sending apologies?Sent to all Clirs	
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21st APRIL       2016       Secretary,       Secretary,       Next meeting is at 7pm on Mon 18 January in       Sent to         12/01/16       CDALC       Greg Burt,       Secretary,       Tangmere Village Centre. Meeting for all PC's       all ClIrs         Meeting       CDALC       within CDC area. Speaker from CDC Parking – do       all ClIrs         Anyone attending or sending apologies?       Anyone attending or sending apologies?	
2016201612/01/16CDALC January MeetingGreg Burt, Secretary, CDALCNext meeting is at 7pm on Mon 18 January in Tangmere Village Centre. Meeting for all PC's within CDC area. Speaker from CDC Parking – do we have any concerns for our villages re parking? Anyone attending or sending apologies?Sent to all ClIrs	
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January       Secretary,       Tangmere Village Centre. Meeting for all PC's       all ClIrs         Meeting       CDALC       within CDC area. Speaker from CDC Parking – do       all ClIrs         we have any concerns for our villages re parking?       Anyone attending or sending apologies?	
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Anyone attending or sending apologies?	
13/1/16 Local WSCC View the draft recommendations. Shown	
Government to Clirs	
Boundary at	
Commission meeting	
018:16	
AGENDA ITEM 16: CLERKS REPORT INCLUDING FINANCE	
Conducting Council Business	
The clerk reminded all councillors of an email that she sent on 7 January regarding conducting	Cllrs to note
	d to adhere
	a to adhere
share reports ahead of a meeting giving Councillors time to read and get up to speed with to	
information, but discussion and debate needs to take place at a meeting. After having read	
information beforehand, Councillor's should consider the motions they want to propose at a	
meeting for discussion before passing a resolution.	
Also, Councillors need to remember point 24. of their Standing Orders - RESTRICTIONS ON	
COUNCILLOR ACTIVITES	
a. Unless authorised by a resolution, no councillor shall:	
i. inspect any land and/or premises which the council has a right or duty to inspect; or	
i. inspect any land and/or premises which the council has a right or duty to inspect; or	
<ul> <li>i. inspect any land and/or premises which the council has a right or duty to inspect; or</li> <li>ii. issue orders, instructions or directions.</li> </ul>	
<ul> <li>inspect any land and/or premises which the council has a right or duty to inspect; or</li> <li>issue orders, instructions or directions.</li> </ul> Approval of Payments	
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Minutes – Singleton & Charlton PCM – 13 January 2016

Prepared by Jane Landstrom, Clerk & RFO to Singleton & Charlton Parish Council Tel: 01798 669118 E: singletonparishcouncil1@gmail.com

The following invoices were approved for payment:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
ngleton Village Hall	Village Hall Hire 1 April 2015 – 31 March 2016	92.50	13/1/16
sh Collins, Tree Medic	Pollarding of trees by cemetry	250.00	13/1/16
nichester Diocesan Fund	Rent on Glebe Field 1 Oct 2015 - 30 Sept 2016	100.00	13/1/16
/SCC	December Salary (inc 10 hrs overtime Nov)	564.36	13/1/16
ociety of Local Council Clerks LCC)	2016 Membership (50/50 split with Duncton PC)	65.50	13/1/16
ne Landstrom	Union Jack Flag for Singleton Flag Pole	74.22	13/1/16
ne Landstrom	Design & Build of new website & domain registration	520.35	13/1/16
sh Collins Tree Medics	Ash tree cut back – burial ground (50/50 with Church)	250.00	13/1/16
illage hall S137	Grant application	400.00	13/1/16
ndy Figgins	Playground Inspection	50.00	13/1/16

#### Payment Card Barclays

The clerk mentioned that it would be useful to have a debit card on the account so things can be ordered online. It was **RESOLVED** that the clerk should contact the bank asking for a card.

#### Playground report

Andy Figgins, RPII playground inspector inspected the playground on 12<sup>th</sup> January. There were no major concerns or matters requiring urgent attention. Cllr Snow to get quotes for recommended work ahead of next meeting.

#### **Grass Cutting Tender**

Invitation to tender went out on 20th December to 3 contractors to mow Glebe field and playground, pond area, Jubilee Gardens & verge in Charlton for a three year contract. Quotes were shared with the councillors and it was **RESOLVED** to award the contract to Keith Goacher.

#### **Pension Employer Discretions Policy**

The Clerk informed the council that WSCC have got back to her stating that they need to see a copy of the PC's Pension Employer Discretions Policy. SALC have advised that perhaps the PC should adopt the same policy as WSCC. It was **RESOLVED** that the PC policy should be the same at WSCC.

#### Sector Led Body Audit.

Following the email the Clerk sent to all councillors on 17 November, which advised that for<br/>Councils with under 25K turnover – if you comply with the Transparency Code you will not<br/>need an external audit, however, you must be registered with an Auditor who would deal with<br/>any queries on your accounts. SALC strongly recommends that the PC stay opted in. The onus<br/>on the council to provide a panel and engage a properly registered auditor will be very onerous<br/>and expensive. It was **RESOLVED** that the PC should remain opted in. No further action is<br/>required.Clerk to<br/>prepare<br/>accounts for<br/>internal audit<br/>& budget for<br/>expense

The clerk recommended that the PC still undertakes an internal audit (even though this isn't required) and should set aside £150 in the budget to do this. It was **RESOLVED** that this should

Minutes – Singleton & Charlton PCM – 13 January 2016 Prepared by Jane Landstrom, Clerk & RFO to Singleton & Charlton Parish Council Tel: 01798 669118 E: singletonparishcouncil1@gmail.com Barclays to send debit card

Cllr Snow to obtain quotes

for works

required

Clerk to get in

touch with the

contractors

and inform

accordingly Clerk to draft

policy and send to WSCC

& put on

website

them

be undertaken.	Cllr Hedger &
Asset Register	Clerk to liaise and walk
The Clerk explained that the asset register needs updating before next meeting and should also take into account the new Emergency Equipment. Cllr Hedger volunteered to help with this.	around village to update register
Training	
Budget has been set aside or all Councillors to undertake training if they haven't done it. This includes the three new councillors we will hope to co-opt in March and also Nick, Neil and John.	Cllr Elliott and Cllr Conway to
The course is taking place on Thursday 23 June Chichester Park Hotel, half day. 14:00 – 17:00. £66 inc VAT. Cllr Hedger confirmed he couldn't attend as he is on holiday. Cllr Conway and Cllr Elliott to check dates and advise clerk.	advise Clerk if they can attend
The clerk advised that Sam Axtell paid back £60 for missed training which we were still charged for.	
Hours Worked (contracted hours, 30 month)	
• November – 53.5 hrs (John agreed to pay 10 hrs overtime)	
• December - 29	
January – likely to be over 40 hrs	
Balance currently stands at 18 hours in credit	
The meeting closed at 21.37 hrs.	
The next meeting will be held on Wed 16 <sup>th</sup> March 2016, 18:30 at Singleton Village Hall	
Attachments to Minutes:	
<ul> <li>Appendix A: SVFAG's response to the minutes of 18 November 2015 (Neil Hedger, Vice Chairman, SVFAG)</li> </ul>	
Appendix B: Minutes from xxx village hall committee	
These minutes are an accurate record of the meeting	
Signed:	
Name & Position:	
Date:	