

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

WEDNESDAY 13<sup>TH</sup> JANUARY 2016 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; 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>• Henry Potter, Chichester District Councillor, Boxgrove Ward</li> </ul>	
<p><b><u>001.16</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE 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> <li>• Jeremy Hunt, West Sussex County Councillor</li> <li>• Cllr Sam Axtell</li> </ul> <p>The order of the published agenda changed slightly.</p>	
<p><b><u>002.16</u></b></p> <p><b>AGENDA ITEM 3: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>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.</p> <p>Cllr Hedger handed in a new declaration of interests taking into account his position of Vice Chairman of the SVFAG.</p> <p>Cllr Snow handed in a new declaration of interest taking into account her employment at Singleton School and her home address.</p>	<p><b>Clerk to upload all three new declarations of interest onto PC website and send to CDC.</b></p>
<p><b><u>003.16</u></b></p> <p><b>NOT ON THE AGENDA: RESIGNATION OF COUNCILLOR SAM AXTELL</b></p> <p>The Chairman asked the Clerk to read the following statement that he had prepared:</p> <p>“I received by email Sam’s resignation letter dated 10th January which I accept. She</p>	

<p>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.</p> <p>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.”</p> <p>It was <b>RESOLVED</b> that the Clerk write a letter of thanks to Sam Axtell and all councillors voted in favour of the next steps detailed above.</p>	<p><b>Clerk to write a letter of thanks to Sam Axtell.</b></p>
<p><b><u>004.16</u></b></p> <p><b>AGENDA ITEM 2: CO-OPTION OF TWO NEW COUNCILLORS – TO RECEIVE THEIR ACCEPTANCE OF OFFICE AND CODE OF CONDUCT</b></p> <p>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.</p> <p>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.</p>	
<p><b><u>005.16</u></b></p> <p><b>NOT ON THE AGENDA: RESIGNATION OF SUE FARMAN, HENRY SMITHS</b></p> <p>Sue Farman handed in her resignation and gave a letter to the clerk.</p> <p>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.</p> <p>She advised that she felt the charity should once again come back under Parish Council control.</p> <p>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.</p> <p>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.</p>	
<p><b><u>006.16</u></b></p> <p><b>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 18 NOVEMBER TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true</p>	

<p>record. Chairman Cllr Elliott duly signed the minutes.</p> <p><b>007.16</b></p> <p><b>AGENDA ITEM 5: SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) UPDATE – CLLR NEIL HEDGER, VICE CHAIRMAN SVFAG &amp; PARISH COUNCIL</b></p> <p>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.</p> <p>Cllr Hedger went on to say that the borehole level in Chilgrove has gone up.</p> <p>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.</p> <p>The SVFAG are looking to buy an additional boom and pump (already have one of each).</p> <p>The SVFAG are planning further flood alleviation work in the fullness of time.</p> <p>The Flood Action Plan which he is currently writing is nearing fruition and should be completed soon.</p> <p>Negotiations are underway with the village hall committee with regards to storing equipment.</p> <p>The SVFAG Annual General Meeting is on Wednesday 27 January.</p> <p><b>007.16</b></p> <p><b>AGENDA ITEM 6: POLICE COMMUNITY SUPPORT OFFICER REPORT – MR ROB GILLAN</b></p> <p>Mr Gillan was unable to attend the meeting however he provided a report (see below) ahead of the meeting which was distributed to councillors.</p> <p><i>“There has been an ongoing domestic dispute at Singleton which police have been assisting with. 0387 02/12/15</i></p> <p><i>A theft from a parked vehicle Singleton. Bank cards stolen. 0277 23/12/15</i></p> <p><i>A theft from a parked vehicle at Goodwood Racecourse. 1041 20/12/15</i></p> <p><i>Sheep in the road at Goodwood. Dealt with by Goodwood security. 0525 19/12/15</i></p> <p><i>Medical concern for a male at Singleton. 0053 29/12/15</i></p> <p><i>Dangerous driving at Singleton. 0825 06/01/16</i></p> <p><i>Vehicle seen wheel spinning at the Trundle. 0682 18/12/15</i></p> <p><i>Accidental alarm activation from the Weald and Downland Museum. 1369 10/12/15</i></p> <p><i>Reports of cannabis smoking/dealing. 0387 02/12/15</i></p> <p><i>Regards PCSO Rob Gillan”</i></p> <p>There were no comments on the above.</p> <p><b>008.16</b></p> <p><b>AGENDA ITEM 7: COUNTY COUNCILLOR’S REPORT – JEREMY HUNT</b></p>	
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<p>Cllr Hunt was unable to attend the meeting however he provided a report (see below) ahead of the meeting which was distributed to councillors.</p> <p><i>“Good evening, please accept my apologies for being absent tonight, but I have a clash of appointments.</i></p> <p>1. <i>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: <a href="http://www.westsussex.gov.uk/leisure-recreation-and-community/grants-and-funding/funding-for-voluntary-and-community-organisations/community-initiative-fund/">www.westsussex.gov.uk/leisure-recreation-and-community/grants-and-funding/funding-for-voluntary-and-community-organisations/community-initiative-fund/</a> I would add that applications that are already part funded, or at least already have a contribution, are generally well received.</i></p> <p><b>It was agreed that the funding from SEPD communities fund needed to be spent first to buy a defibrillator for Singleton and emergency kit equipment. Looking at funding for a defibrillator in Charlton will happen nearer the summer.</b></p> <p>2. <i>Footpath on A 286 adjacent to W&amp;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.</i></p> <p><b>Diana Parish confirmed that she had cleared the area outside her house near Grooms Yard and this was the only section that had been done by villagers or the PC. It appears that the north side of the pavement has been half done and that the stretch from Singleton up to the Museum also needs doing. The Council would appreciate Jeremy looking into this to ensure the job is completed.</b></p> <p>3. <i>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.</i></p> <p><i>Jeremy Hunt</i></p> <p><i>WSCC Member for Chichester North Division</i></p> <p><i>jeremy.hunt@westsussex.gov.uk”</i></p>	<p>Clerk to liaise with Cllr Hunt.</p>



<p><b>011.16</b></p> <p><b>AGENDA ITEM 9: UPDATE ON ACTION POINTS FROM THE LAST MEETING AND TO DISCUSS MATTERS ARISING NOT DEALT WITH ELSEWHERE</b></p> <p>Cllr Sole raised the problem of Centurion Way and how the road is blocked. It was <b>RESOLVED</b> 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.</p> <p><b>Winter resilience and purchasing emergency equipment</b></p> <p>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 <b>RESOLVED</b> that this should go ahead and all Councillors voted in favour.</p> <p>Cllr Conway said that the handheld radios can be bought and that he will provide details of exactly which ones.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p><b>Signage</b></p> <p>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.</p> <p>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.</p> <p>Cllr Potter and Cllr Elliott reported that some of the Pub signs in Singleton have now been removed. No further action required.</p> <p><b>Tree pruning by cemetery and pond clearance</b></p> <p>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.</p> <p><b>Pavement on A286</b></p> <p>As before under Cllr Hunt’s report</p> <p><b>Hedges on A286</b></p> <p>Further to the clerk’s correspondence with WSCC, all 3 hedges have now been sufficiently cut</p>	<p>Cllr Sole to write detail and pass onto Clerk who will put into a letter</p> <p>Cllr Ward and Cllr Elliott to speak with Sam Axtell to handover &amp; purchase rest of emergency equipment</p> <p>Cllr Conway to inform Clerk of which radios to buy and from where</p> <p>Cllr Elliott, Cllr Ward, Cllr Sole &amp; Cllr Conway to access Drop Box account</p> <p>Clerk to print off and laminate lists</p> <p>Clerk to chase Highways re 30mph sign</p> <p>Cllr Snow with Diana Parish to monitor and ensure last bit of work completed</p>
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<p>back. No further action required.</p> <p><b>Fly tipping in lay by on A286</b></p> <p>Further to the clerk's correspondence with CDC Street Cleaning team, the rubbish has been cleared away. No further action required.</p> <p><b>Cyclists Memorial, Knights Hill</b></p> <p>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. Cllrs to monitor.</p> <p><b>AOB:</b></p> <p><b>Snow Shovels</b></p> <p>WSCC are giving away free snow shovels so the Clerk has requested 2.</p> <p><b>Dog fouling alongside play area – submitted by a parishioner</b></p> <p>After a discussion it was <b>RESOLVED</b> that the Clerk should contact the dog warden at CDC and request some no fouling signs. The spare dog bag dispenser will also be put there to encourage people to clear up. Cllr Sole and Cllr Conway to fix dispenser and signs.</p> <p><b>Pavement from Grooms Yard to the post office at the Museum</b></p> <p>This is part of the work the PC has already asked highways to do (as discussed above)</p> <p><b>Dealing with Groundwater</b></p> <p>Cllr Ward proposed that the PC explore ways of working in partnership with Goodwood and Southern Water to help alleviate the problem of flooding due to excessive groundwater. Everyone <b>RESOLVED</b> that this would be good to do and it was agreed that Cllr Elliott should get in touch with Jeremy Hill from Goodwood and ask him to our next meeting to discuss this, parking and the proposed works at the cemetery. Cllr Ward would look at asking Southern Water to either the March or May meeting.</p> <p><b>Queens 90<sup>th</sup> birthday</b></p> <p>Cllr Elliott explained that the Village Hall Committee is going to organise an event for the village to celebrate the Queens 90<sup>th</sup> birthday on Thursday 21 April. Beacon lighting (bonfire) will take place on the Thursday with a kid's tea party and hog roast for the adults on Saturday. On the Sunday, the vicar will deliver a church service as it would have been 90 years ago.</p> <p>Cllr Elliott proposed that the PC fully support the initiative and it was <b>RESOLVED</b> that the PC would be happy to do this and provide the following:</p> <ul style="list-style-type: none"> <li>○ Donate £400 towards the cost of the event which will help ensure this keeps ticket costs down and make the event open to all. The PC had already budgeted £300 to the Village Hall under S137 funds, however were happy to increase it to £400.</li> <li>○ Register the event with the Pageantmaster and pass any useful information onto the Village Hall Committee</li> <li>○ Details will be publicised on the PC website</li> </ul> <p>Cllr Elliott confirmed that we would talk to the Valley Diary and reserve the front page of the February / March issue to help promote the event.</p> <p>Members of the public made the following requests / observations for the Village Hall</p>	<p><b>All Councillors to monitor and report to Clerk if necessary</b></p> <p><b>Clerk to request signs from CDC.</b></p> <p><b>Cllr Sole &amp; Cllr Conway to fix signs &amp; bag dispenser</b></p> <p><b>Cllr Elliott to ask Jeremy Hill from Goodwood to attend next meeting</b></p> <p><b>Cllr Ward to start exploring options relating to groundwater and inviting Southern Water to a meeting</b></p> <p><b>Clerk to transfer £400 to village hall</b></p> <p><b>Clerk to register event</b></p> <p><b>Cllr Elliott to reserve front cover of Valley Diary &amp; provide information</b></p>
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<p>Committee to consider:</p> <ul style="list-style-type: none"> <li>○ Can there be a vegetarian option at the hog roast</li> <li>○ Can food be taken to those villagers who won't be able to attend the event due to ill health</li> </ul>	
<p><b>012.16</b></p> <p><b>AGENDA ITEM 10: UPDATED COUNCILLOR ROLES &amp; RESPONSIBILITIES</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b>Cllr Ward &amp; Cllr Elliott to arrange handover with Sam</b></p> <p><b>Clerk to send Neil, Maurice's details so they can arrange handover</b></p> <p><b>Clerk to prepare new contact list &amp; publicise n website</b></p>
<p><b>013.16</b></p> <p><b>AGENDA ITEM 11: 2016 BUDGET AND AGREING ANNUAL PRECEPT REQUIREMENT</b></p> <p>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.</p> <p>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.</p> <p>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.</p>	<p><b>Clerk to advise CDC of precept amount and publish 16/17 budget</b></p>
<p><b>014.16</b></p> <p><b>AGENDA ITEM 12: NEW PARISH COUNCIL WEBSITE – FEEDBACK AND HOW BEST TO COMMUNICATE OUR MESSAGES</b></p> <p>The new PC website is up and running – <a href="http://www.singletonparishcouncil.co.uk">www.singletonparishcouncil.co.uk</a> and everyone agreed that they are happy with it.</p> <p>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 &amp; build and £20 for new</p>	



<p>domain name). The PC <b>RESOLVED</b> they are happy to pay the clerk for this.</p> <p>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.</p> <p>New updates agreed:</p> <ul style="list-style-type: none"> <li>○ Alerts from EA about water levels (RSS feeds)</li> <li>○ What the PC have worked on this year</li> <li>○ Complaints procedure. It was <b>RESOLVED</b> to adopt the one the clerk shared before the meeting and publish on website</li> <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> <li>○ Photos of councillors</li> <li>○ Updated contact list</li> </ul>	<p><b>Clerk to ensure website up to date and make regular agenda item</b></p> <p><b>Clerk to make changes</b></p>
<p><b>015:16</b></p> <p><b>AGENDA ITEM 13: VILLAGE MATTERS</b></p> <p><b>A286 run off drains &amp; railings opposite Grooms Yard</b> – Put forward by a parishioner. The PC <b>RESOLVED</b> 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.</p> <p>The Railings also belong to highways. Clerk to investigate.</p> <p><b>Grant Funding - iGas Energy Community Fund - Cemetery railings and footpath</b> 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. A quote has been obtained for the tree cutting and clearance work required and quotes still need to be sought for the railings. Cllr Potter to obtain quote from blacksmith in Halnacker and Cllr Sole to provide details of online company.</p> <p>It was <b>RESOLVED</b> that the PC should make the most of this opportunity and that working with Cllr Elliott, the clerk should put in an application.</p> <p><b>Village Pond</b> The PC's pond volunteer Diana Parish along with Cllr 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 <b>RESOLVED</b> 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.</p> <p><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.</p>	<p><b>Clerk to get in touch with WSCC and follow up</b></p> <p><b>Clerk to submit application</b></p> <p><b>Cllr Potter &amp; Cllr Sole to provide details ASAP</b></p> <p><b>Cllr Sole &amp; Cllr Conway to install bag dispenser &amp; Clerk to purchase bags</b></p>

<p><b>016:16</b></p> <p><b>AGENDA ITEM 14: PLANNING – CURRENT APPLICATIONS, DECISIONS &amp; APPEALS</b></p> <p><b>Housing Allocations</b></p> <p>Cllr 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.</p> <p><b>Solar Panels</b></p> <p>Cllr Snow is still waiting to hear from enforcement officer Shona Archer about whether there has been a breach or not in Singleton.</p> <p><b>New Planning Applications since last meeting:</b></p> <p><b>SDNP/15/06403/HOUS - The Mill House, 8 Charlton Mill Way Charlton Singleton PO18 0HY.</b> Proposed door, window and internal alterations to the dwelling. Deadline 29th Jan. This was discussed and it was <b>RESOLVED</b> 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.</p> <p><b>SDNP/15/06443/CONDC - Singleton Oilfield A286 Cobblers Row to Middlefield Singleton</b> Chichester West Sussex PO18 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 <b>RESOLVED</b> that the PC support this application.</p> <p><b>SDNP/15/05562/CND - Richard Pailthorpe, Museum Director, Weald And Downland Open Air Museum</b> 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.</p> <p>Supported. Inputted onto public access system 9/12/15</p> <p><b>SDNP/15/06126/HOUS- Mrs Marjorie Norrell, Bramley Cottage, Charlton Road Singleton West Sussex PO18 0HP.</b> Proposed single storey rear porch and single storey rear extension and increase of height of existing side extension to form an annex.</p> <p>Neutral as long as the materials used are in keeping with the main property. Inputted onto public access system 21/12/15</p> <p><b>Applications approved since last meeting:</b></p> <p><b>SDNP/15/05045/TCA - Mr Gary Powell, The Corner Cottage, Cobblers Row To The Grove Singleton West Sussex PO18 0HA.</b> 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><b>SDNP/15/05160/TCA - Mr Gary Powell, The Partridge Inn The Grove Singleton Chichester West Sussex PO18 0EY</b> Notification of intention to crown reduce by 20% (all round), crown</p>	<p><b>Cllr Snow to monitor</b></p> <p><b>Clerk to input into public access system</b></p> <p><b>Clerk to input into public access system</b></p>
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<p>thin by 10-15% and crown raise up to 4-5m (above ground level) on 1no. Yew tree (Y1).</p> <p><b>SDNP/15/05408/TCA - Sally Winterflood of 4 Grooms Yard, Brook House A286 The Grove to Cobblers Row Singleton Chichester West Sussex PO18 0EX.</b> Notification of intention to fell 2 no. Sycamore trees and 1 no. Ash tree.</p> <p><b>SDNP/15/05162/LIS - Mr Martin Hill, 1 Cobblers Row Singleton West Sussex PO18 0HN.</b> Grade II listed" Installation of new flitch beam to support existing floor joists and alterations to chimney breast.</p> <p><b>SDNP/15/05878/TCA - Sally Winterflood, 4 Grooms Yard, Brook House, Singleton, Chichester, West Sussex, PO18 0EX.</b> Notification of intention to fell 1 no. Horse Chestnut tree.</p> <p><b>Planning in relation to Rivers/Streams</b></p> <p>Cllr Snow updated the PC following conversations with the EA and SDNPA Planning dept. Who confirmed that any construction being built or removed from rivers/streams or alongside them are subject to planning regulations and a planning application must be raised and dealt with by the local District Council before any work is done. The Clerk commented that the PC and SVFAG need to take note of this.</p> <p><b>Village Design Statement</b></p> <p>Following our meeting where Chris Paterson from the SDNPA came to talk to us, Cllr Snow has said that she is happy to look at the VDS ready to put something forward at the next meeting. It was <b>RESOLVED</b> by all councillors that they are happy for Cllr Snow to work on this.</p> <p><b>Manor Farm appeal</b></p> <p>The clerk chased this and had a reply from SDNPA on 8 January, stating that a site visit date will be taking place next week therefore the decision will be issued within the next 5-6 weeks.</p>	<p><b>All Cllrs and SVFAG to take note.</b></p> <p><b>Cllr Snow to revisit VDS and present at next meeting</b></p> <p><b>Clerk to monitor</b></p>																				
<p><b>017:16</b></p> <p><b>AGENDA ITEM 15: PLANNING – CORRESPONDENCE, INVITATIONS &amp; MEETINGS</b></p>																					
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04/01/16	WEST SUSSEX & THE QUEEN'S 90TH BIRTHDAY BEACONS - 21st APRIL 2016	David Hyland, Community & Partnerships Support Manager	Encourages communities to mark the Queens 90th birthday with beacons, and asks that any 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.	Sent to all Cllrs
12/01/16	CDALC January Meeting	Greg Burt, Secretary, CDALC	Next 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 Cllrs
13/1/16	Local Government Boundary Commission	WSCC	View the draft recommendations.	Shown to Cllrs at 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 council business. Which stated that email is not the forum for discussion. It can be used to share reports ahead of a meeting giving Councillors time to read and get up to speed with 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 ACTIVITIES

- 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
  - ii. issue orders, instructions or directions.

##### **Approval of Payments**

Since last meeting, the following invoices have been approved for payment by Chairman John Elliott:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
Jane Landstrom	Photoshop Elements	79.10	24/11/15
Mr K E Goacher	Jubilee Gardens Strim	72.10	08/12/15
WSCC	Cathryn Woolley Annual Leave	245.36	09/12/15
WSCC	November Salary	423.36	09/12/15
Josh Collins Tree Medics	Clearing vegetation around pond (only £380 paid. £100 to pay once work finished)	380.00	25/11/15
Josh Collins Tree Medics	Final Payment for Pond Work	100.00	11/1/16
The Safety Supply Company	High Vis clothes & gloves	264.36	11/1/16

**All Cllrs to note and to adhere to**

The following invoices were approved for payment:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
Singleton Village Hall	Village Hall Hire 1 April 2015 – 31 March 2016	92.50	13/1/16
Josh Collins, Tree Medic	Pollarding of trees by cemetery	250.00	13/1/16
Chichester Diocesan Fund	Rent on Glebe Field 1 Oct 2015 – 30 Sept 2016	100.00	13/1/16
WSCC	December Salary (inc 10 hrs overtime Nov)	564.36	13/1/16
Society of Local Council Clerks (SLCC)	2016 Membership (50/50 split with Duncton PC)	65.50	13/1/16
Jane Landstrom	Union Jack Flag for Singleton Flag Pole	74.22	13/1/16
Jane Landstrom	Design & Build of new website & domain registration	520.35	13/1/16
Josh Collins Tree Medics	Ash tree cut back – burial ground (50/50 with Church)	250.00	13/1/16
Village hall S137	Grant application	400.00	13/1/16
Andy 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 Councils with under 25K turnover – if you comply with the Transparency Code you will not need an external audit, however, you must be registered with an Auditor who would deal with any queries on your accounts. SALC strongly recommends that the PC stay opted in. The onus on the council to provide a panel and engage a properly registered auditor will be very onerous and expensive. It was **RESOLVED** that the PC should remain opted in. No further action is required.

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

Clerk to make payments ASAP

Clerk to ask Barclays to send debit card

Cllr Snow to obtain quotes for works required

Clerk to get in touch with the contractors and inform them accordingly

Clerk to draft policy and send to WSCC & put on website

Clerk to prepare accounts for internal audit & budget for expense

