

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

WEDNESDAY 16TH MARCH 2016 AT 18:30

SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>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</p>	
<p><u>IN ATTENDANCE</u></p> <ul style="list-style-type: none"> • Rebecca Trowell – to be co-opted as a new councillor • Julia Wilder – to be co-opted as a new councillor • Diana Parish – to be co-opted as a new councillor • Jeremy Hunt, West Sussex County Council, Chichester North • Henry Potter, Chichester District Councillor, Boxgrove Ward • 2 members of the public 	
<p><u>019.16</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone to the meeting and no apologies for absence were received.</p>	
<p><u>020.16</u></p> <p>AGENDA ITEM 2: CO-OPTION OF THREE NEW COUNCILLORS</p> <p>The Clerk confirmed that a letter had been received from Chichester District Council dated 4 February stating that with reference to the Notice of 3 vacancies dated 16 January 2016, there had been no requests for an election to be held and that the Parish Council could co-opt people to fill the vacancies as soon as possible.</p> <p>Rebecca Trowell, Julia Wilder and Diana Parish each stated why they would like to become a councillor and it was unanimously RESOLVED that all three should be co-opted and become councillors.</p> <p>All of them signed the 'Acceptance of Office' confirming they abide by the 'Code of Conduct'. Completed 'Registers of Interests', 'Acceptance to receive meeting summons by email' and confirmation of 'Eligibility for Co-option' forms were given to the clerk.</p> <p>The Chairman and Clerk on behalf of the whole council welcomed them on board.</p>	
<p><u>021.16</u></p> <p>AGENDA ITEM 3: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>No interests were declared and there were no changes to the register of interests.</p>	

022.16

AGENDA ITEM 4: JEREMY HILL, LAND AGENT AT GOODWOOD

Ian Farnam and another Charlton resident, and Christian manager at the Fox Goes Free Pub were also in attendance for this part of the meeting.

Parking in Charlton

Cllr Elliott explained the parking problem in Charlton and asked Jeremy Hill if Goodwood would consider giving more land to extend the car park to which Jeremy replied he would be happy to assist however they are able.

Christian manager at the Fox Pub explained that back in 2002, the owners spent circa £13,000 setting the car park up and although they are keen to help resolve the issue they haven't got the same amount of money available to input to the project. He went on to say that with immediate effect he will ask his staff to park in the car park and not in Charlton itself which may help the problem although much of the parking is due to local walkers, bikers etc.

It was **RESOLVED** that Jeremy Hill (Goodwood), Cllr Jon Ward (PC), Ian Farman (Resident) and Christian (Fox Goes Free) would form a working group to take this forward and report back at the next PC meeting.

Points mentioned and for the working group to consider included:

- Access is required at all times for emergency vehicles (they could not get through on 3 occasions in 2015)
- Access is required at all times to the notice board and post box
- The existing pub car park is not well planned and with some work could actually accommodate more cars if bays were properly marked out
- If there is any help available from WSCC to which Jeremy Hill thought not however he will investigate – possibly the Big Society Fund?
- Is there more space at the back of Charlton barns which the workers could use to park in as the space doesn't seem well used at present – Jeremy Hill to investigate
- Cllr ward commented that perhaps there are ways to generate an income from using the car park which will help with maintenance– cycle races for example.

Defibrillator in Charlton

Knowing that Singleton are soon to get a defibrillator and that East Dean have one, the Clerk asked if the PC wanted to try and get one for Charlton to which it was felt it would be beneficial. In terms of where this should be placed everyone agreed that on the side of Charlton Barns next to the notice board and post box would be best.

Jeremy Hill was happy to accommodate this in principle but first wanted to obtain the design/specification which the Clerk agreed to send.

Jeremy Hill said that the next round of Community Initiative Funding would be available for applications to be in for June and that it ideally needs to come from a non-precept body. It was agreed that the Village hall Committee would be best placed to put in the application. The Clerk has already written it, it just needs to come from them.

It was **RESOLVED** that a defibrillator in Charlton would be beneficial to be sited at Charlton Barns and obtained through the Village Hall Committee.

Tractor driving & the verges

Christian to ask staff to park in car park

Clerk to put members of working group in touch for them to arrange a meeting

Jeremy Hill to investigate any help from WSCC

Jeremy Hill to investigate parking at Charlton barns

Clerk to send details of defib to Jeremy Hill

Cllr Elliott to ask Village Hall Committee if they will take it forward with the support of the Clerk.

Jeremy Hill to ask farm team

<p>Cllr Elliott explained that the Goodwood tractor is churning up the verges and asked if the driver could be more considerate. Jeremy Hill said he would feed this back to the farm team and to ask their consideration.</p> <p>The issue of the roadside verge next to the hedge running along Charlton Road was also mentioned as it is being eroded away and in some parts the hedge is leaning and liable to collapse. Jeremy Hill said he would look into this and try and build the bank up by the river as it's a possible flood problem.</p> <p>Queen's birthday celebrations</p> <p>Cllr Elliott mentioned that Jeremy Hill and those at Goodwood are most welcome to attend the free village hog roast event being planned for Sunday 12 June at Singleton Village Hall.</p> <p>Horse Jump removal</p> <p>Jeremy Hill confirmed that the removal of the redundant jump is scheduled for the coming weeks but that the one by the bend is staying.</p> <p>Old Cemetery Project</p> <p>Cllr Elliott explained that the PC are keen to restore the Victorian cemetery and politely asked if the Duke would consider a polite request for some financial assistance which may be made in the future.</p> <p>Event awareness</p> <p>There was some discussion about how events are notified and it was agreed that in the main, the PC are kept up to date through email communications to the Clerk and also with Cllr Ward attending meetings in his role as Goodwood Liaison. Jeremy Hill said that he would revisit the process for notifying the parishes of events/activities, including the event schedules to ensure it's robust.</p> <p>AOB</p> <p>Cllr Snow thanked Goodwood for their kind permission to grant access on their land to conduct the upcoming Wildlife survey.</p> <p>Cllr Conway asked if the sycamore shoots that have seeded in the fence of the school can be killed off.</p> <p>A Charlton resident asked about the Clump of trees on the bend opposite Charlton Sawmill and whether it can be tidied up. Jeremy Hill said he would investigate.</p> <p>Cllr Sole asked about the run off ditch that runs along the east side of the Leys housing estate and stops water coming into the gardens and diverts it back down to the river. Goodwood Estate has erected a stock fence between the ditch and the field making it impossible to maintain using machines. He asked Jeremy how they would stop it becoming overgrown and maintain it to which Jeremy said he would try and get the area put onto their regular maintenance schedule and maintain it by hand.</p>	<p>to consider</p> <p>Jeremy Hill to investigate building up the bank</p> <p>Jeremy Hill to ensure jump removal</p> <p>Jeremy Hill to talk to Duke re possible funding request</p> <p>Jeremy Hill to revisit process of event notification and Clerk to ensure wider comms are in Valley Diary, noticeboards & website</p> <p>Jeremy Hill to investigate sycamore shoots and tree clump in Charlton</p> <p>Jeremy Hill to include in maintenance schedule</p>
<p><u>023.16</u></p> <p>AGENDA ITEM 5: MINUTES OF THE PREVIOUS MEETING HELD ON 13 JANUARY TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>It was RESOLVED by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Elliott duly signed the minutes.</p>	
<p><u>024.16</u></p>	

AGENDA ITEM 6: SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) UPDATE – CLLR NEIL HEDGER, VICE CHAIRMAN SVFAG & PARISH COUNCIL

Cllr Hedger commented that as the SVFAG Chair had been away on holiday there wasn't really anything to report.

Jeremy Hunt, WSCC Councillor commented that WSCC did not commission the river works in the autumn last year and asked that in the attachment to November's minutes - 'Appendix A – SVFAG's response to the minutes of 18 November 2015' the word *commissioned* (second to last paragraph on the first page) be changed to *funded*. Cllr Hedger agreed with this and the Clerk made the amendment which was then signed by Cllr Elliott.

Cllr Hedger went on to say that there was a meeting with Mr Cobby to resolve the ongoing issues. It was attended by Jeremy Hunt and Peter Smith from WSCC, Mr Cobby and his partner, Carol Thompson & Neil Hedger from SVFAG and Jon Ward in the capacity as a friend to Mr Cobby and not as Parish Councillor.

Jeremy Hunt commented that it was a positive meeting however as he felt it was unlikely a resolution was going to be reached between the SVFAG and Mr Cobby, WSCC stepped in and agreed to pay for the removal of the trees and remedial work to stop any erosion of the banks. WSCC would not pay for any new tree planting or landscaping. He believes that a site meeting has taken place with WSCC engineers and Mr Cobby and that the offer is on the table for Mr Cobby to progress. Jeremy Hunt also went on to say that the work undertaken last autumn was done to a high standard and that there will be another £500,000 available in Operation Watershed in the next round of funding.

A few hours before the meeting the clerk received an email communication and phone call from Mr Cobby who asked that the email be shared with the Council. At the meeting, the Clerk read out the email and discussion followed concerning the issue of consent. Mr Cobby's email states "*As the meeting concluded I was advised by the Chairman (of SVFAG) that I had consented to the works to be undertaken. I wish to state for the record that no such consent was given and as ever there is no documentary evidence to support this and I had never agreed to the work. In my professional career the old adage that if it isn't written down, then it didn't happen always applies.*" Cllr Hedger commented that it's Mr Cobby's word against ours and that 3 people whom he trusts swear that his consent was given.

Cllr Elliott said that he wanted to put forward a resolution regarding how the PC will facilitate and manage the flood risk and asked the Clerk to read it out. Printed copies were given to all councillors to read. It stated:

As Chair of S&CPC, I would like to propose a resolution with regards to formalising how the PC structures its business to support the key issue of flooding within our Parish and actions to help resolve it.

We acknowledge that flood management is high on the agenda for our Parish and it's fair to say that much debate has centred on this especially since the recent river works of last autumn.

The PC are committed to improving communication and clarity of message and to helping create the environment by which the wider residents of our community are better informed of the flood risks and actions being taken to address them.

As such, with the start of a new council year approaching and with 3 new councillors on board, I propose a resolution to actively support and facilitate the ongoing management of this issue to include the following measures:

- 1. A standing item on the agenda of every Parish Council meeting with an open opportunity for Cllr Hedger (in his capacity as SVFAG liaison and Vice Chair of both the PC and SVFAG) or any nominated replacement to update the Council and wider residents in the community on*

WSCC to progress works in discussion with Mr Cobby

behalf of the SVFAG.

To help ensure clarity, this open slot will be structured on the agenda as follows:

- Update on any ongoing works / activities recently completed to include timescales
- Update and notification of any technical or relevant surveys and/or expert input received/required
- Notification of any proposed or upcoming works / activities including timescales
- Update on any changes to local flood risks
- Any help and support required from the PC
- Any other business
- Questions and comments

2. Ensuring that the Emergency Plan is updated to include a specific section on flood response which as previously agreed will be drafted and recommended to the council by the SVFAG. The PC are happy to help support in the preparation and communication of this. Working closely with the SVFAG and other organisations, the Plan will need to be regularly reviewed to ensure its fit for purpose.

3. Actively encouraging residents of our Parish who are not Councillors or members of SVFAG to engage on the subject of flooding in an open and transparent way through attending council meetings, informally approaching the Clerk or councillors or through accessing information on the dedicated flood pages of the Parish Council website. The SVFAG are welcome and are encouraged to use the website to display details of any information they feel will be of benefit to residents.

4. Helping to support the notification and communication of any planned works. Whilst it remains the responsibility of any organisations or individuals commissioning or directly undertaking work to properly notify and inform parishioners including obtaining the necessary consents, the communication of any planned works will be supported by the Parish Council through various means including written, face to face or website/electronic communication.

Looking forward, it's hoped these measures will help ensure clarity of message, smart use of resources and the opportunity for constructive comment and discussion on flood management from not only councillors but most importantly from our parishioners.

It was unanimously **RESOLVED** by all councillors that the measures as stated above be adopted with immediate effect.

All Councillors and Clerk to adopt and abide by resolution and Cllr Hedger to share with SVFAG

025.16

AGENDA ITEM 7: POLICE COMMUNITY SUPPORT OFFICER REPORT – MR ROB GILLAN

Mr Gillan did not send his apologies or provide a report.

The Clerk mentioned that with the upcoming changes to PCSO's (as of 4 July, PCSO's will no longer be named or dedicated to a particular parish) should this be kept on as an agenda item? It was **RESOLVED** that as this isn't an entirely satisfactory way forward, it should still remain.

026.16

AGENDA ITEM 8: COUNTY COUNCILLOR'S REPORT – JEREMY HUNT

Jeremy Hunt gave a verbal update which was subsequently followed up after the meeting with his report:

Good evening,

Just a few quick updates:

1. Railings by the cricket pitch - Read Highways response - We have undertaken maintenance to this post and rail fence quite recently, it is now supported with an additional wooden support on the river side. We are quite happy with its structural integrity at present and it is at no risk of impacting the free flow of traffic. They do look damaged and unsightly, however are not unsafe or at risk of collapse. This is a matter that we are well aware of and continue to monitor on our monthly inspections of the A286. The post and rail fence was installed most probably to offer a delineation between the road and river. Whilst it may offer some limited form of 'protection', it does not offer a structural barrier for vehicles and not safety barrier or more frequently referred to as crash barrier. It needs to be remembered that this is within a village environment with a 30mph speed limit between two sharp bends and as such the incidence of excessive speed and the potential risk to road users is quite low. I have assessed the accident history and it supports this view with no injury accidents in this specific location in the past 3 years. We appreciate that this is disappointing news to the Parish Council, however as and when the need arises we will continue to maintain and only replace when ultimately it is necessary, and when budgetary constraints allow.

Jeremy Hunt said that this response from Highways wasn't wholly satisfactory and that he would still try and peruse this to obtain a better outcome. This was supported by the councillors.

Black Railings opposite Town Lane - We believe that this fence forms the boundary line between the Highway and private land, therefore not the responsibility of WSCC. We think that the most appropriate way forward would be for the local community to approach the land owner to tidy them up or remove them.

After discussion, it was RESOLVED that the Clerk would approach the landowner who is believed to be Lady Benson, National trust and ask if she is aware of the problem and if the PC could help in resolving the problem.

Repainting of the railings alongside A286 in the village - WS are unable to undertake this at the moment as there is currently no funding for this work. We have suggested that this would be an excellent project for a volunteer group and our senior Community Support officers has been in correspondence with Jane. This type of project has been undertaken successfully by other parishes in the county.

After discussion it was RESOLVED that the PC would like to investigate doing this as a community project and Cllr Parish agreed to lead on it and get in contact with Darren Rolfe at WSCC. There were concerns raised about the safety as the railings are right next to the main road and it was agreed that these be shared with Darren.

4. CIF application for a defibrillator - Verbal update

Already discussed – see [022.16](#)

5. Knights Hill - pothole by bridge reported

Cllr Ward explained that as Southern Water had been stacking its tankers, the road had been destroyed. Through his role as Southern water liaison, Cllr Ward has already spoken to Mike James and he has agreed that Southern water will help rectify the problem. It was RESOLVED that Jeremy Hunt liaise with Southern water to get the problem fixed.

6. Pavement alongside A286 to West Dean - now cleared.

Cllr Conway commented that he had cleared the remaining section of pavement that WSCC had missed and Cllr Parish commented that the section of pathway from the bus stop to the entrance to Manor Farm also needed to be done and that she would look to get a working party together to do this.

Jeremy Hunt to follow up with Highways

Clerk to contact Lady Benson

Cllr Parish to liaise with Darren Rolfe at WSCC and progress

Jeremy Hunt to liaise with Southern water and resolve problem

Cllr Parish to co-ordinate clearance of pavement from bus stop to Manor Farm.

<p>7. SVFAG - Update on outcome of meeting on 18th January with the owners of Brook House.</p> <p>Already discussed – see <u>024.16</u></p> <p>Jeremy Hunt</p> <p>WSCC Member for Chichester North Division</p> <p>jeremy.hunt@westsussex.gov.uk</p> <p>Letter from a parishioner</p> <p>The Clerk received a letter from E Jeffries of 2 Roes Cottage, Singleton regarding the Blind corner next to the green triangle at the end of Charlton Road asking if anything could be done in terms of putting in more white posts and road lines. The Clerk wrote letter back stating it will be discussed at upcoming meeting.</p> <p>It was RESOLVED that as this was a highways issue, Jeremy Hunt would reply to Mrs Jeffries but it was unlikely that new posts could be added.</p> <p>Phone call from a parishioner</p> <p>Mr Cobby from Brook House rang the clerk to say that litter is being thrown in the river when people get off the bus stop and could the PC install a new bin? After discussion, it was RESOLVED that the PC don't have funds to put in a new bin and have it collected by CDC which will cost circa £300 year and that in the first instance a sign should be put up asking people to take home their rubbish or to dispose of it in the bin opposite.</p>	<p>Jeremy Hunt to reply to Mrs</p> <p>Jeremy Hunt to reply to Mrs Jeffries.</p> <p>Clerk to make sign and fix to bus stop</p>
<p><u>027.16</u></p> <p>AGENDA ITEM 9: DISTRICT COUNCILLOR'S REPORT – HENRY POTTER</p> <p>Henry Potter gave a written update before the meeting which the Clerk shared:</p> <p><i>First of all I want to say how delighted I was when I received the news that the proposals for a new northern by-pass of Chichester were withdrawn.</i></p> <p><i>The review of the District Ward Boundaries is complete and is being studied. A special Council Meeting is to take place on 31st of this month specifically to debate the proposals and vote for acceptance or not. These are to reduce the number of District Councillors from the current 46 down to 35. The Boxgrove Ward is to be joined with Westhampnett, and Lavant will be joined with Funtington! Personally, I don't think enough consideration has been given to the increase in the electorate due to all of the development sites which are to come forward bringing 1200 new homes into what will become the largest Ward in the whole of Chichester District. The target is for each ward to have an average of about 2,800 electors per ward, and I'm pretty sure this will be a greatly underestimated figure once these developments take place. It has, in the past, been quite a challenge to find Candidates to stand for election, and these enlarged wards are not going to help.</i></p> <p><i>At the last Full Council meeting, the future of the District Council Leisure sites was decided, As from May 1st this year all of the Leisure Centres will be managed by a company, Leisure Management Services, a charitable organisation which is non-profit making? But it is NOT regulated by the Charities Commission! I found this a bit strange and enquired of the Leader of the Council if this company was being investigated by the Government as are, according to the National Press recently, 1,700 other companies claiming Charity status. I've been assured by the leader and Jane Hochkiss that LMS are not included but are not regulated by any authority "at the moment"!!!!</i></p> <p><i>I'm sure you are all aware of the Queens official 90th Birthday celebration on 21st April and a District Council grant of up to £250 towards the cost of any functions you may be planning.</i></p> <p><i>Application to Matt Gover.</i></p> <p>The Clerk confirmed that she had spoken to the Chairman of the Village Hall Association and has</p>	

<p>put in for the grant.</p> <p><i>The 74th Members meeting takes place this coming weekend at Goodwood, and notices have been issued regarding traffic implications, noise and of course the fireworks associated with most Goodwood events.</i></p> <p><i>I've also been advised of the Inspectors decision regarding the outdoor manège at Manor Farm. It has left the door open to retain the surface but to liaise with the SDNPA regarding the colour of the surface. I've advised Mr. De Bruner to ask if he can have the same colour as the newly constructed manège in West Dean. This of course was ordered by the Park Authority to expedite the extension to the Centurion Way into West Dean, at their expense, and the colour is the same as at Manor Farm. It was even constructed by the same contractor.</i></p> <p><i>Henry Potter, CDC Member, Boxgrove Ward</i></p> <p>Henry also went on to say that he had received an email from the owners of Corner Cottage thanking Henry and John Elliott of their support in advising on the planning applications. By way of tribute they have made a contribution to a The Chestnut Tree Hospice near Arundel</p>	<p>Henry to send email to Clerk to share</p>
<p><u>028.16</u></p> <p>AGENDA ITEM 10: COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE LAST MEETING AND ANY OTHER BUSINESS</p> <p>i-Gas</p> <p>Cllr Hedger mentioned that he had received a phone call from i-Gas relating to the end of their tenure in Singleton Oilfield which expires at the end of 2016 and the modification of their existing application.</p> <p>It was RESOLVED that no further action be taken as the phone call was in relation to planning application SDNP/15/06443/COND - 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 which the PC had already supported and was approved on 29 February.</p> <p>The Clerk reported that she had completed the following actions from last meeting:</p> <ul style="list-style-type: none"> • Uploaded three new declarations of Interest on website and sent to CDC • Written letter of thanks to Sam Axtell • Written letter re Centurion Way to both SDNPA and West Dean PC • Advised CDC of precept requirement for 2016/17 and has been acknowledged. • Progressed debit card which has been received. • Informed Keith Goacher that he was successful in grass cutting contract and informed other 2 they were not. • Pension Discretions Policy – Clerk still advised WSCC of new policy (also uploaded on to website) and that contributions should now commence from April's pay run. <p>Flag</p> <p>Cllr Hedger hasn't yet had a handover with Maurice Pollock to obtain the key. He plans to clean the flag pole and put up the new flag.</p> <p>30mph sign on A286</p> <p>Clerk chased WSCC but still not done. Now taken a photo and uploaded onto West Sussex App. Cllr Conway also mentioned that there are more 30mph signs on the A286 nearer Chichester which need fixing. Jeremy Hunt agreed to investigate.</p> <p>Dog Fouling alongside Play Area</p>	<p>Cllr Hedger to contact Maurice for handover</p> <p>Jeremy Hunt to investigate 30mph signs</p>

Clerk has been in contact with CDC who have said they can send small laminated signs at no cost or can make larger more sturdy signs at a cost. Clerk asked Cllr Sole to get back in touch with CDC with regards to requirements and to price the cost of new signs if required.

Cllr Sole reported that this hadn't been done so it was **RESOLVED** that 3 small signs are required (2 at play park and 1 at the cemetery) and that Cllr Sole & Cllr Parish will meet to agree where best to display.

Clerk ordered dog bags which were sent to Danny's house and dispensers have now been refilled.

Cllr Sole & Cllr Conway have not yet installed dog bag dispenser next to play area.

Southern Water

Cllr Ward has been liaising closely with Southern Water since last meeting with regards to the over pumping they continue to do into the river. They have recently found that there is a large leak at East Dean in the sewerage system which they are looking into options to solve it whether that be fixing it or installing a storm tank.

After discussion it was **RESOLVED** that the PC need to keep putting pressure on Southern Water to fix the problem and that the over-pumping into the river should not continue as it affects the water levels and the wildlife. A letter should be written to all Parish Councils in the area which the river flows through asking for their support in trying to get Southern water to stop. Jeremy Hunt said he would support the initiative & Cllr Elliott said it was a CDC wide issue so would push it from his side.

Playground Works

Cllr Snow hasn't yet started to obtain quotes for the minor maintenance work that was identified in the report and this will now be done by Cllr Wilder who will take over responsibility.

Queen's 90th Birthday celebrations

VH Committee now planning celebration in June instead of April mainly due to weather and having to restrict numbers if it's held in the hall. They will be holding a hog roast for all residents of Singleton and Charlton on Sunday 12th June. The children will be enjoying organised fun games. There will be a make your own crown and wear it to the party and a prize for best adult entry and best child's entry. The entire event will be no charge to attendees. Lifts will be offered to elderly or infirm residents.

The Beacon is no longer going ahead and the Clerk cancelled the registration.

A27 Chichester Bypass Improvement Scheme

The Clerk wrote a letter of support for improving the existing A27 by email on 14 March and sent to chichesterdeserves@mail.com

Highways England have issued an update – March 2016, stating that they are proposing options to improve a section of the A27 near Chichester and aims to improve traffic flow, relieve congestion and support economic growth in the area. Their work to identify and finalise options has taken longer than anticipated and the public consultation will now take place late spring / early summer 2016. After this, the preferred route will be designed in more detail with a full statutory consultation on the preferred route taking place in 2017 with construction starting 2019.

Mark Struckett has been in touch as the five Parish councils immediately on the North side of Chichester - Westhampnett, Boxgrove, Lavant, Fishbourne and Funtington have formed a joint sub-committee to investigate the facts surrounding the A27 upgrade plan and to help them prepare for the upcoming Public Consultation. Henry Potter sits on the sub-committee. A meeting was held at Marks house on 2 March which nobody from SPC could attend.

After discussion, it was **RESOLVED** that Cllr Ward and Cllr Elliott would act as the PC liaisons with

Clerk to ask CDC to send 3 small signs to Cllr Sole who will meet with Cllr Parish and display

Cllr Sole & Cllr Conway to install dispenser

Cllr Ward to draft letter and clerk to send to all PC's

Jeremy Hunt & Cllr Elliott to support

Cllr Wilder to obtain quotes to fix any issues

Cllr Ward & Cllr Elliott to be PC leads and get in contact with Mark

<p>regards to the A27 and liaise with Mark Struckett.</p> <p>Grant Funding – Igas</p> <p>The Clerk submitted the application on 22 January and received confirmation it had been safely received. The board are not meeting until 22 March when they will review all applications.</p>	<p>Clerk to monitor and advise of outcome</p>
<p>029:16</p> <p>AGENDA ITEM 11: UPDATED COUNCILLOR ROLES & RESPONSIBILITIES</p> <p>After discussion, it was agreed that:</p> <p>Cllr Wilder – Playground, Henry Smiths Charity, SDNPA liaison</p> <p>Cllr Parish – Village Hall Committee, Footpaths & Public Rights of Way, Pond</p> <p>Cllr Snow – maintain WS Wildlife Trust liaison</p> <p>Cllr Trowell - Emergency Planning and Community engagement (marketing/coms)</p> <p>Clerk – noticeboards and to write a short synopsis of the meeting for inclusion in the Valley Diary & website</p> <p>Village Design Statement working group should be formed with 3 Cllrs and 3 villagers. Cllr Snow will lead with the support of Cllr Hedger and Cllr Wilder.</p>	<p>Cllrs to assume new responsibilities ASAP</p> <p>Clerk to update contact list and website</p> <p>Cllr Snow, Hedger & Wilder to take forward VDS</p>
<p>030.16</p> <p>AGENDA ITEM 12: ANNUAL PARISH MEETING – FORMAT & AGENDA</p> <p>After discussion, it was RESOLVED that the following be included as topics for discussion at the meeting:</p> <p>What’s important to you?- obtaining views about issues important to the residents and how the PC can help in making Singleton and Charlton a great community (Cllr Trowell to lead)</p> <p>Preparing a Village Design Statement - Helping to influence the design of future development in our villages. Need to find 3 people keen to work with the PC. (Cllr Snow to lead)</p> <p>Reclamation of the Victorian Churchyard - Project to turn the church yard back to a self-sustaining wild meadow and a village asset (Cllr Elliott)</p> <p>Roundup of the PC’s work during the last year (Cllr Elliott)</p> <p>Other points for Cllr Elliott to include – Queens birthday celebrations, Policing</p> <p>Refreshments & advertising</p> <p>Cllr Trowell will organise to include cheese & wine & soft drinks. Clerk confirmed a £100 max budget. Wine to be sale or return.</p> <p>Keen to maximise numbers so maximum promotion required to include: Flyers in May edition of Valley Diary, website, noticeboards, Village Hall notice board, pubs, schools</p> <p>Cllr Ward left the meeting at 9.10</p>	<p>Cllr Trowell leading</p> <p>Cllr Snow leading</p> <p>Cllr Elliott leading</p> <p>Cllr Trowell organise refreshments</p> <p>Clerk & Cllr Trowell to liaise</p>
<p>031.16</p> <p>AGENDA ITEM 13: VILLAGE MATTERS</p> <p>Potholes</p> <p>Clerk has reported pothole on Charlton Road between Charlton & East Dean and also smaller</p>	<p>Jeremy Hunt and Cllr Ward to move</p>

<p>pothole on Knights Hill just as you turn into Charlton Triangle. WSCC have confirmed that both will be fixed within 28 days. The larger potholes at the bottom of Knights Hill will be dealt with by Jeremy Hunt & Jon Ward in discussions with Southern Water.</p> <p>Snow Shovels</p> <p>Clerk collected 3 free snow shovels from WSCC and left with Cllr Conway at the Museum. Photo was taken and press release will be issued by WSCC. After discussion it was RESOLVED that the PC should also promote this story and include on website and Valley Diary.</p> <p>Outstanding work – Josh Collins</p> <p>Clerk has been in touch with Josh Collins to ask him to remove the elder bushes by the lichgate. This is still outstanding. Clerk to chase. Also, the stumps by the pond need plugging which can't be done until the water level recedes. Cllr Parish to monitor and let Clerk know when work can go ahead.</p> <p>Cleaning of A286 run off drains</p> <p>After the PC sent emails to Highways and Jeremy Hunt as well as SVFAG reporting it, the gullies along the A286 have now been cleaned. No further action required.</p> <p>Public Rights of Way - footpaths</p> <p>WSCC got in touch to say that Helen Chalk, our local Access Ranger, is organising a Public Rights of Way inspection to be carried out during March in our parish. Following the inspection, routine maintenance work will be prioritised for delivery by our contractor and undertaken in the month of May. Surface vegetation clearance would be undertaken by West Sussex County Council, side vegetation and management of trees is the responsibility of the landowner.</p> <p>Wildlife – pond and upcoming wildlife survey</p> <p>Cllr Snow & Cllr Parish have cleared the pond of most weed and it's now looking good.</p> <p>The Clerk mentioned that a wildlife survey is taking place on Thursday 14 April by Fran Southgate as water voles may be present. She will be accompanied by Cllr Snow and Cllr Parish.</p> <p>If water voles are present, they will be added to the Biodiversity report and will mean that as per the 'Water Vole Mitigation Guidance', no river work can be carried out without first doing a survey.</p> <p>It was RESOLVED that residents need to be informed about the survey and that Cllr Snow will write letters to be posted through residents doors. Clerk to include notice in Valley Diary and website. Once the results are published, the PC will look at how information can be displayed and what the public can do if they think they see water voles or any other protected species?</p>	<p>forward with Southern Water</p> <p>Clerk & Cllr Trowell to ensure story in VD</p> <p>Cllr Parish to advise when plugging tree stumps can take place</p> <p>Cllr Parish to await report and follow up if required</p> <p>All Cllrs to note survey work and note findings. Cllr Hedger to inform SVFAG.</p> <p>Cllr Snow & Clerk to inform residents of survey</p>
<p><u>032:16</u></p> <p>AGENDA ITEM 14: PLANNING</p> <p>Village Design Statement</p> <p>Cllr Snow attended recent meeting with Chris Paterson from SDNPA and after discussion it was RESOLVED that Singleton & Charlton should not have a neighbourhood plan but a Village Design Statement which Cllr Snow will lead on with the help of Cllr Hedger and Cllr Wilder. Need to be completed by summer 2017 and needs to seek the views of the Parish.</p> <p>Manor Farm, Singleton.</p> <p>Clerk received notification that the appeal is dismissed and the notice is upheld but the period for compliance is increased. Henry Potter also gave update in <u>027.16</u></p> <p>Solar Panels</p>	<p>Cllr Snow, Hedger & Wilder to take forward</p> <p>Cllr Snow to monitor</p>

Cllr Snow said that this is still with Shona Archer, Enforcement Officer and will update when available.

Online petition

Cllr Snow said that there is a Gvt online petition to have appeal rights against planning decisions. It's being supported by NALC and it was **RESOLVED** that the PC sign this.

Surface Water and Drainage consultation

Email from CDC received asking for views from PC's. It was **RESOLVED** that Cllr Ward and Cllr Snow should input comments on behalf of the PC.

Concrete Flood defences at no.6 Singleton

Cllr Snow has reported to planning enforcement as it may be a breach of planning. Cllr Sole waiting to hear from Shona Archer.

Approval process

The Clerk reminded Cllrs that everyone is on the planning committee and that the PC doesn't have a subcommittee to agree comments. After discussion, it was **RESOLVED** that an interim planning meeting to consider planning applications that come up between full council meetings is not required. The process should continue as it has been - Clerk to send notification to Cllr Snow. Cllr Snow to look into each application and advise on PC comments. All Cllrs to log on to SDNPA planning portal and to agree with proposed comments or not. Cllrs to send email to Clerk advising of their stance and once majority decision received Clerk to input.

New Planning applications – decisions required:

After discussion, it was **RESOLVED** that the PC comments should be:

SDNP/16/00766/LIS - Mr Neil Sharpe, Huntsmans, Cottage 33 Foxhall Charlton Singleton Chichester West Sussex.

Removal of cement render internally and externally and re render with lime render.

PC Comment: SUPPORT: Singleton & Parish Council support this application to replace an inappropriate material with the correct lime plaster.

SDNP/16/00604/ADV Mr Ben Adcock A286 Town Lane to The Grove Singleton, A285 Junction With New Road (north), West Sussex

2 no. non illuminated signs, one at each location, advertising events at Goodwood Racecourse.

PC Comment: SUPPORT: Singleton & Charlton Parish Council support this application.

Planning applications since last meeting & the decisions made:

SDNP/15/06443/CONDC - Singleton Oilfield, A286 Cobblers Row to Middlefield Singleton 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.

Supported. Inputted 20/01/16

SDNP/16/00113/CND - Mr Richard Pailthorpe, Weald And Downland Open Air Museum, A286 Town Lane To The Grove, Singleton, West Sussex, PO18 0EU

Variation of the wording on conditions 4, 5 and 7 on SDNP/15/00490/FUL.

Supported. Inputted 4/2/16

Cllr Snow to sign petition on behalf of PC

Cllr Snow & Cllr ward to input comments on behalf of PC

Cllr Snow to monitor

All Cllrs to respond to planning applications ASAP

Clerk to input comments on SDNPA portal by deadline

SDNP/16/00164/LIS

The Old Post Office, Cobblers Row to the Grove Singleton West Sussex PO18 0HA

Internal alterations to kitchen and breakfast room.

Supported. Inputted 4/2/16

Applications approved since last meeting:

SDNP/15/05562/CND - Richard Pailthorpe, Museum Director, Weald And Downland Open Air Museum A286 Town Lane To The Grove Singleton West Sussex PO18 Variation of condition no. 14 on SDNP/15/00490/FUL - Change of wording requested on condition

Approved 20 Jan 16

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.

Approved 8 Feb 16

SDNP/15/04986/TEL - Western Transmitting Station Trundle Hill Singleton West Sussex

Installation of 1 No. 0.6m Dia transmission dishes on existing mast at 27.5m AGL.

Prior Approval not required 10 Feb 2016

SDNP/15/06059/PA16 Cornerstone Telecommunications Infrastructure Ltd - Existing Base Station at The Trundle, Goodwood Estate, Nr Singleton, Chichester, Existing 3 no. VF antennas on support poles to be removed and replaced with 3 no. antennas on new Yokes Arms.

Wasn't open for comment. Prior Approval not required 16 Nov 2015

SDNP/15/06403/HOUS - Mr John Anstee, The Mill House 8 Charlton Mill Way Charlton Singleton PO18 0HY Proposed door, window and internal alterations to the dwelling

Approved 15 Feb 2016

SDNP/16/00394/TCA - Mrs Rebecca Sharp, Grove Cottage, A286 Town Lane to The Grove, Singleton, Chichester, West Sussex, PO18 0EX Notification of intention to fell 1 no. Elder tree (1) and 1 no. Fir tree (2).

Raise no objection. 4 March 2016.

033:16**AGENDA ITEM 15: CLERKS REPORT INCLUDING FINANCE**

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

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
WSSC	January Salary	423.36	03/02/16
Currys / PC World (by debit card)	Laminator, trimmer and hard drive back up	75.97	05/02/16
Staples (by debit card)	Yellow Paper and laminator plastic	26.78	05/02/16
Sac-o-mat	Dog bags	155.85	02/02/16

Clerk to make payments

It was **RESOLVED** that the following invoices be approved for payment and the Approval of payments schedule was signed by the authorised signatorie(s)

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
Chichester Diocese	Rent on Glebe Field 1 Oct 14 – 31 Sept 15	100.00	16/03/16
West Sussex ALC Ltd	WSALC & NALC subscription 2016-17	138.79	16/03/16
*Chichester District Council	Re-charge for Parish Council Election 2015	160.50	16/03/16
**Chichester District Council	Dog & litter bin emptying for 2015	442.67	16/03/16
WSSC	February Salary including 10 hrs overtime for January	564.36	16/03/16
Radio Links	8 x handheld radios & battery packs & first year licence (Emergency Kit)	2,041.20	16/03/16

* This was queried by Cllr Elliott who said he would check with Election Services but if ok, it can be paid

** Invoice not yet received but CDC confirmed amount and agreed it can be paid once received.

It was agreed that the 6 x metal SLOW ROAD FLOODED signs should not be purchased until storage has been agreed.

Bank Reconciliation - 15 March 2016

Balances on accounts

	£
Current Account	3,615.37
	£
Savings Account	11,664.29
	£
Total	15,279.66

Less unrepresented cheques / online payments (to be agreed at PCM 16/03/16)

	£
Rent on Glebe Field 1 Oct 14 – 31 Sept 15	100.00
	£
WSALC & NALC subscription 2016-17	138.79
	£
Re-charge for Parish Council Election 2015	160.50
	£
Dog & litter bin emptying for 2015	442.67
	£
February Salary including 10 hrs overtime for January	564.36
6 x metal ROAD FLOODED SLOW DOWN signs (Emergency Kit)	£

	368.34
	£
8 x handheld radios & battery packs & licence (Emergency Kit)	2,041.20
	£
March Salary	423.36
	£
	4,239.22
	£
	<u>11,040.44</u>

Cash Book

	£
Opening Balance 1 April 2015 (£10,464.41 + £5,032.58)	15,496.99
	£
Add Receipts for the Year	22,502.46
	£
	37,999.45
	£
Less Payments for the Year	26,959.01
	£
	<u>11,040.44</u>

Projected end of year balances:

Current Account: £1,785.69 CR

Savings Account: £9,254.75 CR (£4,212 for Emergency Kit and £5,042.75 in reserve. Plus £1,785.69 = £6,828.44 in reserve which is roughly half of precept)

New equipment

A laminator, laminator plastic, yellow paper and a trimmer have been bought for emergency information and notice boards.

End of Year Accounts

Clerk to prepare end them after 31 March and appoint internal auditor to check them. It was RESOLVED that the Clerk are happy to pay circa £150 (cost last year) to pay for Rachel Hall to audit.

Website

Changes made since last meeting:

- Uploaded complaints procedures
- Uploaded councillor photos, added register of interests & included planning for everyone.
- New page on flooding including info on SVFAG and useful contact numbers
- New page on becoming a councillor

Work still to do:

- Search Engine Optimisation so Google searches find the site

Clerk to
appoint
internal
auditor

Clerk to
continue to
update
website

<ul style="list-style-type: none"> • Upload new councillor details • Achievements page • Any other pages – planning, wildlife? • Design of a new PC logo <p>Freedom of Information</p> <p>The Clerk shared the Freedom of Information Policy and it was RESOLVED that this be adopted with immediate effect and uploaded onto the website.</p> <p>Asset Register</p> <p>Requires updating before next meeting and to take into account new Emergency Equipment.</p> <p>Training</p> <p>Cllr Conway, Hedger and Elliott confirmed they could not make the training on 23 June and that they did not want to attend any other training.</p> <p>Cllr Trowell, Cllr Wilder and Cllr Parish to attend new councillor training on Thursday 23 June at Chichester Park Hot.</p> <p>Clerk mentioned the ILCA - Introduction to Local Council Administration. An online induction programme in the local council sector that supports all new clerks and council officers in the first few months of their employment. Clerks and councillors should both understand the legal framework, how a council operates, how responsibilities are allocated and how to manage council activities and finances. Cost is £99 + VAT and course can be done in own time within a 12 month period.</p> <p>Hours Worked (contracted hours, 30 month)</p> <ul style="list-style-type: none"> • January – 52 hrs (John agreed to pay 10 hrs overtime) • February - 18 • March – currently 26 (likely to be in excess of 40) • Balance currently stands at 8 hours in credit • Annual leave entitlement is 38 hours per year (pro rata of 200 hrs FTE) and none taken so far. Will add 38 hours leave to March timesheet. On leave w/c 28 March. 	<p>Clerk to upload FOI policy to website</p> <p>Clerk to update asset register</p> <p>Clerk to book new councillor training</p> <p>Clerk to send details to all Cllrs</p>															
<p>034:16</p> <p>AGENDA ITEM 16: COUNCILLORS REPORTS</p> <p>There were no other items to discuss.</p>																
<p>035:16</p> <p>AGENDA ITEM 17: CORRESPONDENCE, INVITATIONS & MEETINGS</p> <table border="1" data-bbox="92 1700 1295 1980"> <thead> <tr> <th>Date received</th> <th>What</th> <th>From</th> <th>Detail</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>09/03/16</td> <td>South Chichester County Local Committee</td> <td>WSSC</td> <td>7pm Tuesday 22 March, Committee Room 3, County Hall, Chichester. Public question time</td> <td></td> </tr> <tr> <td>08/03/16</td> <td>Active</td> <td>WSSC</td> <td>Consultation - want to hear views on</td> <td>Cllrs to</td> </tr> </tbody> </table>	Date received	What	From	Detail	Action	09/03/16	South Chichester County Local Committee	WSSC	7pm Tuesday 22 March, Committee Room 3, County Hall, Chichester. Public question time		08/03/16	Active	WSSC	Consultation - want to hear views on	Cllrs to	<p>Clerk to advise</p>
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	Communities		the future of community support teams – known locally as highway rangers.	provide feedback if they wish	CDALC that Cllr Elliott & Cllr Hedger will attend Cllr Elliott to give medal to VH Committee for possible use at Queens celebrations
16/02/16	Chichester District Association Local Councils (CDALC)	Greg Burt, Clerk	Next meeting taking place Mon 11 April, 7pm, Singleton Village Hall.	Cllr Hedger & Cllr Elliott to attend	
0103/16	Commemorative Medal for Schools/Councils	Tower Mint Ltd		Use a hog roast?	
<p>The meeting closed at 21.45 hrs.</p> <p>The next meeting (Annual Council Meeting) will be held on Wed 4th May 2016, 19:00 at Singleton Village Hall</p>					
<p>Attachments to Minutes:</p> <p>There are no attachments</p>					
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>					