

SINGLETON PARISH COUNCIL

ANNUAL MEETING MINUTES

WEDNESDAY 17th MAY 2017 AT 19:00pm - SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott (Chairman); Cllr Jon Ward; Cllr Julia Wilder, Cllr Diana Parish, Cllr Diane Snow, Cllr Neil Hedger and Clerk & RFO, Caroline Davison</p>	
<p><u>IN ATTENDANCE</u></p> <ul style="list-style-type: none">• Henry Potter, Chichester District Councillor, Boxgrove• Jeremy Hunt, West Sussex County Council, Chichester North• A Member of the Public	
<p><u>001-17</u></p> <p>AGENDA ITEM 1: ELECTION OF CHAIRMAN</p> <p>Cllr John Elliott was elected as Chairman of the Parish Council for the municipal year 2017 to 2018.</p> <p><u>002-17</u></p> <p>AGENDA ITEM 2: ELECTION OF VICE-CHAIRMAN</p> <p>Cllr Jon Ward was elected as Vice-Chairman of the Parish Council for the municipal year 2017 to 2018.</p> <p><u>003-17</u></p> <p>AGENDA ITEM 3: APOLOGIES FOR ABSENCE</p> <p>The Clerk had received apologies from Cllr Nick Conway.</p> <p><u>004-17</u></p> <p>AGENDA ITEM 4: FORMER PARISH COUNCILLOR JOAN BELTON</p> <p>A minute silence was held as tribute to Mrs Joan Belton. Joan had served as a Parish Councillor for many years and along with her husband George has been very active in the community during her lifetime including working as a Teaching Assistant at the primary school, volunteering at St Richards and serving as a Church Warden. It was noted that her funeral was due to be held on Friday 19th May 2017.</p>	
<p><u>005-17</u></p> <p>AGENDA ITEM 5: DECLARATION OF INTERESTS</p> <ul style="list-style-type: none">i) There were no declarations of interest.ii) There were no dispensation requests.	
<p><u>006-17</u></p> <p>AGENDA ITEM 6: MINUTES</p> <p>RESOLVED that the minutes of the Meeting held on 15th March 2017 be agreed and signed by the Chairman as a true record.</p>	

007-17

AGENDA ITEM 7: CO-OPTION OF A NEW PARISH COUNCILLOR

The Clerk confirmed that she hadn't received any expressions of interest. It was agreed that the vacancy advert would continue to be displayed on the PC website, notice boards and the Valley Diary.

008-17

AGENDA ITEM 8: COUNCILLOR ROLES AND RESPONSIBILITIES

It was agreed that these would remain the same as for the previous municipal year.

In addition it was determined that Cllrs Jon Ward and John Elliott would represent the Parish Council at meetings in respect of the A27.

009-17

AGENDA ITEM 9: APPOINTMENTS TO OUTSIDE BODIES

It was agreed that these would remain the same as for the previous municipal year.

010-17

AGENDA ITEM 10: PUBLIC OPEN FORUM

A Member of the Public asked for clarification from the Parish Council in respect of comments raised in its response to their planning application to fell a yew tree on their property. It was agreed that the resident would e-mail the Parish Clerk with a formal request and further information in respect of the Parish Council's response would be supplied.

Thanks were extended to the Parish Council for its work on restoring the old cemetery.

AGENDA ITEM 11: REPORTS

011-17 CHAIRMAN'S REPORT

The Chairman gave a verbal report which included the following points:

The Chairman reported that the annual Parish Council budget had been increased by 7.5% to £12,605. He remarked that there was the possibility that any increases could be capped at 2% for next year.

It was noted that some difficult planning applications had been considered over the past year.

It was reported that the restoration of the old cemetery was nearing completion. This project had been facilitated through funding from Chichester District Council (CDC), iGas and Duke of Richmond as well as from Parish Funds. The wild flower seeds had been sown as everything had started to dry up and it was noted that if these failed then they would be re-sown in the Autumn. A new bench had been ordered and was in the process of being crafted in time for the Official Opening Event. Cllr Nick Conway was due to repair the roof tiles on the lychgate and prices were being obtained for signage.

Parking at the Fox goes Free Public House remained a concern particularly as the Summer season approached.

012-17

DISTRICT COUNCILLOR'S REPORT – COUNCILLOR HENRY POTTER

Cllr Henry Potter reported on a number of issues including:

- Following the Consultation on Chichester District Ward Boundaries these would be reduced across the district from 46 to 38.
- Plans were in place to redevelop the four hectares of the Southern Gateway into Chichester. A public consultation on the proposed redevelopment was being held.
- The District Council had raised its annual precept for the first time in four years.
- Car parking charges in the District were set to increase however it was noted that compared with other authorities it was still one of the cheapest.
- Miss Gillian Keegan, replacement Conservative candidate for Andrew Tyrie, had been elected as Member of Parliament for Chichester. Cllr Potter stated that personally he felt she was a very good choice.

013-17

COUNTY COUNCILLOR'S REPORT – COUNCILLOR JEREMY HUNT

Cllr Jeremy Hunt reported that he would be presenting his Annual Report at the Annual Parish Meeting on 24th May 2017. He extended his thanks to all the people involved in the painting of the railings alongside the A286 including the Parish Council, Darren Rolfe from WSCC and his team of volunteers and Nick Ross from Balfour Beatty.

Chris Dye from Highways had surveyed the pavements in the Parish and pressure was still being maintained for the installation of a new pavement to access the school safely.

Cllr Jeremy Hunt reported that the Singleton Valley Flood Action Group had received a grant to undertake further works. Members raised concerns that communications between the Parish Council, Flood Action Group, the local County Councillor and the local County Council needed to improve to ensure that residents in the Parish were kept informed of all proposed flood prevention works in a timely manner. It was agreed that this would be an item at the next Full Parish Council Meeting.

AGENDA ITEM 12: FINANCE AND CORPORATE

- a) **014-17** It was agreed that the Clerk would present an update report in respect at the end of year accounts for 2016/17 at the next Parish Council Meeting.

Parish Councillors were advised by the Clerk however that it was essential that all expenditure for the current financial year was carefully monitored as general reserves had been significantly reduced during the financial year 2016/17 and the budget for the current financial year needed to be stringently observed in order to keep the Parish Council solvent.
- b) **015-17 Resolved that** an additional Parish Council Meeting would be held on Friday 9th June 2017 at 12.00 noon to approve the Annual Governance and Accounting Statements.
- c) **016-17 Resolved that** the list of payments was approved for the period 16th March to 16th May 2017 (Appendix i).

017-17

AGENDA ITEM 13: PLANNING

The Parish Council's responses to recent planning applications were noted (see Appendix ii).	
<p><u>018-17</u></p> <p>AGENDA ITEM 14: VILLAGE DESIGN STATEMENT</p> <p>It was noted that Councillor Diana Snow had sent the draft Village Design Statement to Mr Chris Paterson at South Downs National Park Authority for review.</p>	
<p><u>019-17</u></p> <p>AGENDA ITEM 15: CEMETERY RESTORATION PROJECT</p> <p>Cllr John Elliott reported that the Official Opening Event of the old renovated Cemetery would take place on Wednesday 5th July commencing at 2.30pm. The Padre would be saying a few words and giving a blessing; Key Stage Two children from the local Primary School would be leading the singing. The opening of the old cemetery would be undertaken by Councillor Elizabeth Hamilton, Chairman of Chichester District Council and there would be afternoon tea served in the Village Hall following the opening ceremony.</p>	
<p><u>020-17</u></p> <p>AGENDA ITEM 16: PAINTING OF THE RAILINGS</p> <p>Cllr Diana Parish reported that the painting of the railings alongside the A286 had been successfully carried out. Sincere thanks were extended to Darren Rolfe from WSCC and his team of volunteers who had undertaken the painting in conjunction with Parish Councillors. Thanks were also extended to Nick Ross of Balfour Beatty for providing the traffic management system.</p> <p>Cllr Parish noted that she had been communicating with Darren Rolfe and Nick Ross in respect of works to the damaged railings outside the entrance to the cricket field. The Clerk advised that the Parish Council needed to be mindful that any further works had not been budgeted for in the current financial year.</p>	
<p><u>021-17</u></p> <p>AGENDA ITEM 17: PARISH COUNCIL NOTICEBOARDS</p> <p>It was noted that the Parish Council had been successful in its grant application for the sum of £1000 towards the cost of two new parish council noticeboards. This was matched funding therefore the Parish Council would need to find an equivalent amount of funding to purchase the new noticeboards. The Clerk advised that at present this funding was not available from general reserves and had not been budgeted for by the Parish Council for the current financial year.</p>	

AGENDA ITEM 18: PLAY AREA

- a) **022-17** Councillor Julia Wilder reported that she and her husband had carried out the identified repairs to the play equipment.
The Clerk advised that there was a small budgeted amount for repairs to the play area equipment within the precept. She also recommended that the Parish Council consider how they might budget for significant repairs and replacement costs of the play equipment in the future. She suggested that it should consider whether it might be necessary to increase the precept for the next and subsequent financial years to make allowances for this future expenditure.
- Cllr Julia Wilder reported that at present she, fellow parish councillors and residents were emptying the bins in the play area. It was advised by the Clerk that consideration should be given to a new waste bin, perhaps a combined dog litter and waste bin, located in a more suitable location that could be emptied by the District Council. Meanwhile the existing bins should be removed from their present location.
- b) **023-17** It was noted that the Parish Council should be carrying out regular inspections of the play equipment at the play area and that these should be formally recorded. These reports would then be available if required in the event of any accident or incident at the play area. ie for insurance purposes. The Clerk advised that these were put into place with immediate effect.

Cllr Julia Wilder to introduce formally recorded weekly inspections of play area.
Cllr Julia Wilder and the Clerk to liaise in respect of removal of the waste bin from the pay area and to obtain prices in respect of a new bin.

024-17

AGENDA ITEM 19: CAR PARKING ISSUES IN CHARLTON

It was reported that the Fox goes Free Public House had employed someone to monitor the parking at the pub during busy periods of time to ensure that vehicles parked considerately and that subsequently traffic could pass along the lane. Concern was raised by Parish Councillors that this still did not sufficiently address the traffic and congestion issues and more needed to be done to address the problem. It was noted that there needed to be proper detailed traffic surveys carried out in order to evidence the concerns raised.

Traffic surveys to be carried out during busy periods of time to evidence concerns.

025-17

AGENDA ITEM 20: PARISH EMERGENCY PLAN

No issues were raised.

026-17

AGENDA ITEM 21: ITEMS FOR AGENDAS OF FUTURE MEETINGS

- Communications in respect of flood prevention works in the Parish

AGENDA ITEM 22: ANNUAL PARISH MEETING

- a) **027-17** It was noted that the Annual Parish Meeting would be held on Wednesday 24th May 2017 commencing at 6.30pm for 7.00pm start.
- b) **028-17** Following a briefing report from Cllr John Elliott, the arrangements for the Annual Parish Meeting were agreed including who would be sending out the invitations and to whom and who would be organising the refreshments.

029-17

AGENDA ITEM 23: DATE OF NEXT MEETING

It was noted that an Extraordinary Meeting will be held on Friday 6th June 2017 at 12.00noon with the next Full Parish Council Meeting thereafter being held on Wednesday 19th July 2017 at 7.00pm in Singleton Village Hall.

There being no further business the meeting closed at 22.45 hrs.

Confirmed that these minutes are a true and accurate record of the meeting

Signed:

Name & Position:

Date:

Cllr John Elliott to issue invitations to organisations in Parish
Cllr Neil Hedger to purchase refreshments