

SINGLETON PARISH COUNCIL

Minutes of the meeting of the Parish Council held on
Wednesday 19th July 2017 at 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.</p> <p>Cllr Henry Potter (CDC) also attended.</p>	
<p><u>044-17</u></p> <p>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Cllr Nick Conway, and Cllr Jeremy Hunt (WSSC) who was unwell. Best wishes for a speedy recovery were extended from the Parish Council to Cllr Hunt.</p>	
<p><u>045-17</u></p> <p>AGENDA ITEM 2: DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</p> <p>There were no declarations of interest or dispensation requests.</p>	
<p><u>046-17</u></p> <p>AGENDA ITEM 3: MINUTES</p> <p>i) Resolved that the minutes of the meeting held on 17th May 2017 be agreed and signed by the Chairman as a true record.</p> <p>ii) Resolved that the minutes of the meeting held on 9th June 2017 be agreed and signed by the Chairman as a true record.</p>	
<p><u>047-17</u></p> <p>AGENDA ITEM 4: CO-OPTION OF NEW PARISH COUNCILLORS</p> <p>The Clerk confirmed that she had not received any expressions of interest. It was agreed that the vacancy advert would continue to be displayed on the PC website, notice boards and in the Valley Diary.</p>	
<p><u>048-17</u></p> <p>AGENDA ITEM 5: PUBLIC OPEN FORUM</p> <p>There were no public representations.</p>	
<p><u>049-17</u></p> <p>AGENDA ITEM 6: COMMUNITY LAND TRUST AND HOUSING NEEDS SURVEY</p> <p>A presentation was made by Holly Nicols, Rural Housing Enabler at Chichester District Council (CDC) in respect of the Community Land Trust and Community Led Housing Schemes (see Appendix 1).</p> <p>It was noted that discussions had taken place examining the possibility of a Community Land Trust Housing Scheme for Singleton in conjunction with the neighbouring Parish of East Dean and the Goodwood Estate and CDC. No Parish Councillors had been informed of the meeting as it was a villager led scheme. The only part the Parish Council would play was to compose and deliver a Housing Needs Survey.</p>	

<p>As part of the process it was acknowledged that it was essential to carry out a Housing Needs Survey for all households in the Parish. Chichester District Council could provide practical and financial assistance in order to complete the survey satisfactorily.</p> <p>It was agreed that Parish Councillors would hand deliver the survey (which would have a sae) to save on cost and provide confidentiality. Councillors Snow & Wilder offered to do this.</p> <p>There was unanimous support for pursuing the possibility of a Community Trust Housing Scheme whilst acknowledging that the process was complex and there were many factors to consider.</p> <p>It was identified that the way forward would be to:</p> <ol style="list-style-type: none"> 1) Determine whether this is something that the community might wish to undertake 2) Find out whether East Dean might wish to come in together with Singleton and Charlton 3) Decide on the individuals to form part of the steering group to progress the project – proposal would be 2 members from each Parish and 2 from Goodwood. 	
<p><u>050-17</u> AGENDA ITEM 7a) – CHAIRMAN’S REPORT</p> <p>The Chairman advised that the majority of matters he wished to report on were covered elsewhere in the Agenda.</p> <p>Sincere gratitude was extended to Owen and Raymond Budd for the extensive work that they had carried out over the years on behalf of the Parish.</p> <p>The Chairman raised concern that the parking and traffic issues at the Fox goes Free Public House would be heightened over the summer holiday period.</p> <p>It was noted that it was necessary to obtain clear, sustained and documented evidence of parking and traffic problems over a specified period before the extent of any problem and need for future action could be effectively determined.</p>	<p>Letter to be drafted by Diane Snow and sent from John Elliott on behalf of Parish Council</p>
<p><u>051-17</u> AGENDA ITEM 7b) – DISTRICT COUNCILLOR’S REPORT – HENRY POTTER</p> <p>Cllr Henry Potter (CDC) reported on a number of issues, including:</p> <ol style="list-style-type: none"> a) The Local Plan Review Consultation which was being undertaken by CDC. Cllr Potter commented that in his opinion there should be a focus on improvements in infrastructure such as doctors’ surgeries and schools, before and alongside any significant increase in housing. b) Plans for the redevelopment of the Southern Gateway to Chichester. 	
<p><u>052-17</u> AGENDA ITEM 7c) – COUNTY COUNCILLOR’S REPORT – JEREMY HUNT</p> <p>Cllr Jeremy Hunt (WSCC) had not submitted a report.</p>	
<p><u>053-17</u> AGENDA ITEM 8 – FINANCE AND CORPORATE</p> <p>Resolved to authorise the payments for the period 10th June to 19th July 2017.</p>	
<p><u>054-17</u> AGENDA ITEM 9: PLANNING</p> <p>A verbal report from Cllr Diane Snow was received.</p>	

<p><u>055-17</u></p> <p>AGENDA ITEM 10: POST REPAIRS AT CRICKET PITCH ENTRANCE</p> <p>Cllr Diana Parish reported that she had made the decision to undertake the project to remove the redundant posts rather than to wait for another date for these works to be organised by Darren Rolfe and his team of volunteers from WSCC and these works had been carried out. Arrangements still needed to be made for removal of the pile of debris and for painting of the posts. The Chairman thanked Cllr Parish for undertaking this project.</p> <p>Members were reminded by the Parish Clerk that it was advisable to ensure that support of the full Parish Council, all permissions, risk assessments, legalities, funding and necessary insurance cover were in place before projects similar to this were undertaken in the future. The Parish Clerk would be able to support the Parish Council with this.</p>	
<p><u>056-17</u></p> <p>AGENDA ITEM 11 – PROJECTS FOR MUNICIPAL YEAR 2017/18</p> <p>The following projects were prioritised for 2017/18:</p> <ul style="list-style-type: none"> a) Parking at Fox Goes Free b) Community Led Trust c) Interpretation Board for next to the Pond d) Effective management of works at Cemetery e) Ensure that grass cutting take place at correct time of year f) Keep up pressures to get 30mph moved 	<p>Cllrs Parrish and Snow to research different grant sources for interpretation board</p>
<p><u>057-17</u></p> <p>AGENDA ITEM 12 - ITEMS FOR AGENDAS OF FUTURE MEETINGS</p> <p>No additional items were given.</p>	
<p><u>058-17</u></p> <p>AGENDA ITEM 13 - DATE OF NEXT MEETING</p> <p>The Clerk suggested that monthly meetings of the Council would be more beneficial in managing Parish affairs.</p> <p>The members present advised that due to the Parish not having a full complement of councillors, plus work and other commitments, none of them could attend monthly meetings. They were however always willing to hold more frequent meetings when there was an overwhelming need, such as during flooding.</p>	
<p><u>059-17</u></p> <p>AGENDA ITEM 14 – EXCLUSION OF THE PRESS AND PUBLIC</p> <p>Resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p>	

Part II

060-17

AGENDA ITEM 15 – PARISH CLERK

It was noted that the Parish Clerk, Mrs Caroline Davison, had resigned from her post and had worked to the end of her two-week resignation period. It was agreed that the Parish Clerk would remain in post until a replacement clerk had been found.

There being no further business the meeting closed at 20.25 hrs.

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

Signed:

Name & Position:

Date: