

**APPROVED Minutes of the Parish Council Meeting held at 7pm on
Wednesday 20TH November 2019 at Singleton Village Hall**

<p>Present: Cllr Deborah Harwood (DH) Vice Chairman; Cllr Adrian Taylor (AT); Cllr Jasper Richmond (JR); Cllr Robert Mayne (RM); Cllr Rebecca Trowell, Cllr Jane Mayhew (JM)</p> <p>8 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – JMcD</p>	
<p>Agenda Item 2 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers. To consider any Dispensation Requests received by the Clerk not previously considered. Regular declarations – Members Interests: John McDonald – Trustee and Treasurer of Singleton Playschool There were no further declarations of interest or dispensation requests.</p>	
<p>AGENDA ITEM 3 - Minutes of the last Parish Council Meeting - To approve as a correct record the Minutes of the Parish Council Meeting held on 25th September 2019. It was Resolved that the minutes of the meeting were agreed and signed by DH. The vote was unanimous.</p>	
<p>Agenda Item 4 – Chairman’s Report – circulated prior to the meeting.</p>	
<p>Agenda Item 5 – County Councilor Report – Mr Jeremy Hunt, Chichester North Division – WSCC The November edition of our Town and Parish News is now out, so I’m sure that Vivien will have circulated this to you all. As this covers issues that I’m sure will be of interest to your residents, I am pleased to see that Vivien is also putting this on your website. I now also have a link to the Town and Parish news, which is https://content.govdelivery.com/accounts/UKWSCC/bulletins/2677ce3 This month we have covered such things as: Details of the newly elected Council Leader - Paul Marshall A reminder to get your flu vaccination Details of our new ‘Improving Local Places and spaces’ initiative, which was launched recently at the Sussex Association of Local Councils Autumn conference - which I’m not sure if you attended It includes links to three of our latest communication campaigns - Age Well in West Sussex - WS Budget 2020/21 and a webpage containing information about Brexit It also has links to two current consultations, the first on proposed re-organisation of rural and small schools in West Sussex, which relates to the five small schools in the county, and secondly it referenced a consultation on a review of our library offer which has now actually closed. The consultation was not about closure of any of our 36 libraries. It was more about change of hours, discontinuing the mobile library service etc. I would also like reference another consultation WS are currently running on a proposed change to concessionary rail travel. Currently Central government provides councils with some funding so that qualifying older and disabled people can travel for free on buses after 9.30am and before 11pm during the week, and all day at weekends and on public holidays. This is the English National Concessionary Travel Scheme or better known as the 'free bus pass' scheme. This will not be affected by this consultation. In addition, West Sussex currently provides extra funding to offer: Free travel on buses at any time for Disabled Bus Pass holders Companion Passes so that qualifying pass holders who need help to travel can take someone with them who can travel for free as well A free Disabled Person's Railcard instead of the Disabled Person's Bus Pass A free Senior Railcard instead of the Older Person's Bus Pass The proposal is to no longer provide a free Senior Railcard instead of the Older Person's Bus Pass. No other changes are proposed, which means that the additional benefits for qualifying disabled people will remain</p>	

as part of the concessionary travel scheme in West Sussex. The consultation runs until 4th December and can be found at <https://haveyoursay.westsussex.gov.uk/highways-and-transport/concessionaryrail/>

I would like to promote to your residents 'Your Energy Sussex', which is operated by West Sussex County Council, and where your gas and renewable electricity is cheap and local. It is supported by councils across Sussex, including East Sussex County Council and a range of local district and borough councils - including CDC. Some of the plus points are:

We are generating more and more energy in Sussex. Our solar farms in Westhampnett and in Tangmere are now producing produce enough electricity to power 4,200 homes.

Your Energy Sussex does not make money for directors or shareholders. The profits are used to help local people who are struggling to pay their energy bills.

The green electricity tariffs are certified as being sourced from UK based wind and solar generators. we also purchase a Renewable Energy Guarantee of Origin certificate, which proves the electricity is certified as being sourced, either directly from the renewable generators or through a green wholesale energy provider.

Full details can be found at www.yourenergysussex.org.uk

Other Reports:

Lastly, I am pleased to see that the brickwork along the stretch of the Lavant, adjacent to the cricket pitch has now been completed, so another successful project completed through the WS Operation Watershed initiative.

JH raised the state of the bottom of North Lane, a member of the public mentioned that the gulley's need clearing. Volunteers carry out general maintenance around the villages, however, it is very heavy work to clear these gulley's. Josh Collins offered to clear the gulley with his digger. It was agreed that there needs to be a solution to stop this happening. John Holt did something in East Dean which helped their situation, so we should consult him. Goodwood needs to be consulted about this issue and also the one near the Charlton memorial.

Agenda Item 6 – District Councillor Report – Mr Henry Potter, Goodwood Ward

The District Councils Cabinet met on Tuesday the 5th and on the Agenda was a proposal to increase off street parking charges. These charges were last reviewed in 2018 and it was decided to make no change at that time. This current review by the Car Parking Forum is recommending a modest increase of 3% or 20 pence per hour on the hourly rate which still falls below charges in similar Authorities' charging regimes. If the recommendation is approved by the Full Council the new charges will be implemented in April 2020 for a period of two years. It is also planned to install more EV charging points in the District car parks, particularly in those parks in Midhurst, Petworth, Selsey and the Bournes in order to encourage more use of EV's. The Council will once again introduce the free Park and Ride in the run up to Christmas from the College Car Park.

There are currently two by elections being contested, Loxwood in the north east for a District Councillor, and The Bourne Ward for a WSCC Councillor in the west. Both as a result of resignations since the May 2nd elections this year. Success in Loxwood would give control by a majority of 2 to the Conservatives.

The Chichester Business Improvement District Group will Report to the Overview and Scrutiny Committee on the 19th of this month. This will show the state of our High Streets. The shop vacancy figures for the District at 6.5% for 2018 are marginally better than the rest of the south east, and even better than the UK as a whole where vacancies are at around 10.1%. The footfall of visitors is, however, showing a small decline, down by 9% compared with 2017, the previous year. The opening of the new Co-Op in East Street will be a boon to residents in the City who have had no food stores for some time which, considering the number of in town dwellings completed over the past 10 to 15 years, will be most welcome.

A Planning Application has been received from Bushcraft to regularise the woodland experience in the wood to the south east of West Dean Park off Town Lane which operated through this past year without Planning Consent. This is now validated and has been called in by the Park Planners. The Glover Report, which was released at the end of September, and reported on all of the National Parks in Britain including AONB's, suggested that not enough has been done to encourage younger members of society to spend

<p>time in the Park areas. I would suggest this may weigh heavily in deciding this application as it appears to be a perfect facility to provide this experience.</p> <p>A further application has been made, though not yet validated, concerning the groundwork's carried out to build a new access road into the woods and parking/turning area for the visiting coaches and other transport.</p> <p>Finally, I've seen a good number of letters in the local press expressing delight at being able to cycle on up to Cocking on the extended Centurion Way in the very near future! I can assure you it will be quite a few years yet before this is possible for funding reasons. HP outlined the route of the Centurion Way explained as detailed in the councillor reports circulated prior to the meeting. A discussion took place about the footpaths along the A286 between Singleton and West Dean and Singleton and Cucumber Farm. It was agreed that the clerk would contact Matt Davey – Director of Highways, Transport and Planning, as these pathways are very dangerous and not accessible for wheelchair users and people with pushchairs. The clerk will also contact Simon Wardell of W&D and West Dean Estates. HP will raise the paths with SDNP. JH was shocked by the condition of the path and will raise it again with Chris Dye, WSCC Highways.</p>	
<p>Agenda Item 7 - SDNP Chris Paterson – Presentation on Village Design Statement/Neighbourhood – He sent his apologies as he was unable to attend due to illness.</p>	
<p>Agenda Item 8 - Jason Lemm PCSO for North Chichester - Outline of his role and questions – he sent his apologies as he was unable to attend due to a serious road traffic incident in Fishbourne</p>	
<p>Agenda Item 9 – Public Open Forum</p> <p>Parking at the school was raised by the Head of the school governors. She asked that our PCSO visit the school first thing in the morning and at the end of the school day to monitor illegal parking. JH suggested we contact CDC Parking Enforcement to enforce non-parking on the yellow zig zag lines. It was noted that there is a particular problem at the moment as teachers are unable to park on the school grounds due to the roof being repaired. It was suggested that the church be contacted to see if the staff could park temporarily in the vicarage to relieve the situation. The clerk will contact John Holt. DH reminded people that we have an ongoing project to provide better parking. RT and DH are applying to The National Lottery to obtain a grant to carry out this work. A member of the public raised the issue about the state of the entrance to the village, in particular, the railings at the end of Town Lane. It is believed that these are either the responsibility of Lady Benson of Cucumber or The National Trust. The clerk will firstly approach Lady Benson, if she is not responsible the National Trust will be contacted. Jubilee Gardens was raised as it is in a terrible state. It was proposed that it be improved by volunteers, there could also be competition for suggestions of how we could improve it. When this was last discussed it was suggested that the Valley Gardening Club be approached to see if they would like to take it on as a project. VN will email them to ask if they would be interested. Judy Fathers mentioned that there will be a talk on Scams by Richard Moorey at the next Community Café on the 9th December. She also on behalf of the village hall committee thanked the Parish Council for re-claiming the VAT for Village Hall invoices. It was also asked if we could raise some money to buy a bench in memory of Owen Budd, suggested site was in the new woodland area between Knights Hill and Manor Farm. It was agreed that this was a very good idea, obviously Goodwood would need to be consulted.</p>	
<p>Agenda Item 10 – Council Matters</p> <p>Consultation – Concessionary Rail Travel for older people – posted on notice boards.</p> <p>National Community Energy Campaign – agreed that this is not relevant to this PC</p> <p>Parish Council Letterhead – approved by all councillor's present.</p> <p>Matt Pinnington Resignation – agreed by all councillors present to accept his email as his resignation.</p> <p>Planning – it was agreed to only hold planning meetings for major planning applications or if there is an objection raised. Other applications that are not controversial will be dealt with in the normal way, via email.</p> <p>Village Design Statement – Should we produce a questionnaire. There was one produced in the past, the clerk will try and find it. If it is not available, we will need to carry out another survey. We will also need to tap into individuals' skills like architecture, geology etc. for the Village Plan, this plan needs to be owned by everybody.</p>	

<p>Business Plan – it was agreed that a working party would be formed to move this forward. DH asked if any member of the public would volunteer to sit on this party, there were no volunteers. RT, DH, JM, RM & JR agreed to be part of this group, they will meet outside of the normal Parish Council Meeting. It was suggested that we use an existing business plan as a template. As we are proposing to raise the precept to give the Parish Council surplus funds for projects, it is important that there is a plan.</p>	
<p>Agenda Item 11 - Village Matters – Decisions Required</p> <p>Road Signs – DH will contact The Fox to see if they would like to pay for a new sign or it will be removed.</p> <p>Bench – after further consultation it was unanimously agreed that one of the benches from the Old Cemetery be moved to Church Way.</p> <p>Events – It was agreed that the Harvest Event would be held each year. We will try and plan the event to try and make use of good weather and also not to coincide with other events. Include a programme of events in our business plan. JH mentioned that other Parish Council’s hold an event near to Christmas to thank everyone who has helped throughout the year. It was suggested that the new website could have a diary of events and that we liaise with other organisations in the village so that there is not a clash of dates. Cyril Pearman’s Video, called Our Village 1969-1970. There was a DVD made, a member of the public offered to obtain a copy for us.</p> <p>Charlton Defibrillator – detailed information has been provided to SDNP Planning.</p> <p>Winter Maintenance – DH will speak to John Bailey to discuss the way forward in light of the fact that there will be no gritting on the road from Singleton to East Dean. JR will speak to Ian Graham of West Dean Estates about their Grit spreader. The clerk will try and get some more information about the grit spreader at the museum. There are 11 large bags of grit at the museum. HP stated that local authorities are not duty bound to grit roads. JH confirmed that it is a lack of funds issue and the situation will not change unless they are given more money.</p> <p>Emergency Resilience – it was agreed that it was a good idea to form an alliance with other local villages. JR to liaise with East Dean and West Dean to organise the training offered by the Community Protection Team, in order to get the free equipment.</p> <p>Flood Action Plan Contact List – DH will review with JR.</p> <p>Flood Action – the group is now part of the Parish Council; DH & RT are the only people involved with this at the moment. It needs more volunteers, especially as there are still Operation Watershed funds available. DH suggested that we could apply for funds for equipment to clear the ditch that runs between the meadow and The Leys. The clerk has written to Goodwood Estates about this ditch and they are discussing it with Hyde. JH suggested we could use Operation Watershed funds to sort out the drainage problems at the end of North Lane. RT suggested we should commission another report to see if there is any more work that should be carried out. It is believed the first report was carried out by CM2Hill approximately 5 years ago. RT will talk to Carol and JR will check paperwork that he has. DH asked if any members of the public would be willing to help the Flood Action team, Judy Fathers offered to help. Sub committee will be DH, RT, JR and Judy Fathers.</p> <p>Posts in Charlton along the road from The Barns to East Dean Road & around the triangle opposite the War Memorial. DH will talk to Fur, Feather & Fin and also The Fox to ask if they will contribute to new posts.</p> <p>Christmas Tree – it was agreed that we would endeavour to obtain a tree and lights.</p> <p>Singleton School – a new Head Teacher has been appointed and is starting in January.</p> <p>Pond – JM and RM had a meeting with Sussex Wildlife who outlined what can be done with the pond. There is a problem with removing the waste as the Environment Agency will no longer take away waste. DH asked that we put £40 in the budget to remove waste. It was suggested that the school could do a pond study.</p>	
<p>Agenda Item 12 – Finance</p> <p>Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 30th November 2019, all agreed.</p> <p>Balance in Current Account – 11/11/19 = £12,017.65 (includes Money Raised from the Harvest Event £780.00 and SSE Grant of £1,900.00, Henry Smith £3,300.00, £717.23, Village Hall VAT received and paid out, IGAS Grant £2,500.00).</p>	

<p>Balance in Savings Account - £7,482.57</p> <p>Budget 2020/21 – It was agreed to increase the Precept by 15%. This will give us a surplus of £3,258.00 in the budget to use for special projects. The increase in Council Tax on a Band D house will be £8.95 per year.</p>	
<p>Agenda Item 13 – Planning</p> <p>Latest report supplied separately.</p> <p>Bushcraft Site – site visit, arranged for Wednesday 27th at 2pm with Managing Director of Bushcraft and Neil McDonald who is from the company submitting the retrospective planning application. AT and GG will accompany JM. SDNP have already carried out their site visit. A member of the public gave a very comprehensive presentation on what has been happening with the site and has before and after photographs. Everyone in the meeting was horrified at what has been done to the site and that West Dean Estates have allowed this to happen. The information in the planning application is incorrect on many levels. The company’s website is full of un-truths. The site is a hazard, health and safety is non-existent and children are not being supervised properly. There is a leaking diesel tank and un-protected gas cylinders on site. JM will contact the Environment Agency after the site visit. It would appear that West Dean Estates are looking to put lodges in the woods and develop a ‘Centre Parks’ type facility. JM will request an extension for comments to be submitted to the planning authority, as a formal planning meeting needs to be set up following the site visit. The deadline is currently 29/11/19. It was suggested that the local newspaper should be informed of what is happening. HP will raise the situation with the SDNP at a meeting being held on 21st November. It would be worth investigating what the Museum thinks of this planning application.</p> <p>Centurion Way – See report supplied by VN</p>	
<p>Agenda Item 14 – Agenda for Next Meeting</p>	
<p>Meeting Closed at 21.15.</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting</p> <p>Signed: Deborah Harwood Name & Position: Vice Chairman Date: 15th January 2020</p>	