**Reports for the Annual Parish Council Meeting to be held on Tuesday 4th May at 7pm via Zoom.**

**John McDonald**

**Policies**

I have reviewed all policies and the only change proposed is the adoption of Debbie’s COVID addendum to the Emergency Plan. A new Code of Conduct has been created and a copy of the proposal will be forwarded to all Councillors for consideration. Adoption of this policy is not obligatory.

**Deborah Harwood**

Back from sabatical!

**Emergency Plan**

I have updated the Emergency plan to include pandemic.  This needs to be approved at the PC meeting.

Delivered to the vulnerable their last meal and want to pass on how much the work by the PC has been appreciated by them all.  Let's hope that we don't need to do this again

**Jane Mayhew**

**Pond**

Planting by the pond has been completed as planned.

**Old Cemetery**

James Mayhew has agreed to continue mowing the path in the old cemetery.

**Defibrillators**

Many parishioners seem to be unaware of the defibrillators located in the Charlton & Singleton telephone kiosks. I thought it would be useful to take a picture of each location and post it in the valley diary (repeated say every 3 months) with a simple caption such as

 ‘You could help save a life....please familiarise yourself with the location of the defibrillators in the Singleton & Charlton old telephone kiosks. No experience needed to use as full instructions provided with the equipment’. I am happy to action this.

**Emergency Sheds**

Have the emergency sheds been sorted? When Viv and I checked them early in the year the jackets, gloves, high viz would benefit from being tidied up, put into size and boxed in waterproof units as the sheds damp.

**The bench on the green by the pond**

This was removed for repair has still not been replaced and I am very concerned about the trip hazard posed by the four metal hoops which originally retained the bench. Will the bench be returned and if not does anyone have the tools to remove the hoops?

**Vulnerable Meals**

The delivery of meals during lockdown has been greatly appreciated and everyone I delivered too asked me to pass on their thanks to the PC

**Graham Zacharias**

**Potholes**

Reported 5 potholes (including Town Lane..again)

Vulnerable meal deliveries were very gratefully received by all recipients.

**Rebecca Trowell**

**CHS Committee**

The committee is in the process of circulating a questionnaire across both villages to share our ideas on measures to calm the traffic when travelling through Singleton and Charlton.  We are hoping to gain community support for the measures to enable us to develop applications for funding as set out in the project plan we circulated a couple of months ago.  We will be meeting again at the end of May to establish how to analyse the feedback from the committee and look at the potential solutions and priorities. Tony has kindly joined us on the committee.  The committee meeting notes are below.  They are action based.

**CHS Meeting 27th April 2021**

**Present: Gay, Viv, Graham, Rebecca, Tony**

Thanks to Tony for joining the team and we appreciate there is a lot to take in and a lot of work being done. We are keen to ensure that Tony gets the support he needs to get up to speed with what is happening.

**Tony Induction**

* All documents sent need to be reviewed (Tony)
* Gay to Brief Tony on the funding opportunities set out in the pre project proposal
* Tony to read the detail of the guidance notes on each fund available
* Tony to review the Boxgrove submission (at Rebecca’s house to pick up)

**SID**

* National trust meeting on Thursday 29th April – finalise landownership (Gay / Viv)
* Check access to the bank to change the SID (Gay)
* Volunteers to be asked as part of the questionnaire (Charlton priority as no volunteers currently)
* Visit to Boxgrove to understand how the SID is put on and taken off of the post. (Gay / Tony)
* Send Tony the spec from West contact – Tony to review the process for data transfer

**School Infrastructure Project**

* The Headmistress has confirmed that she is happy to be involved in discussions around solutions for the school parking and creation of a traffic safety policy. We have agreed to invite her to the meeting once we have the community feedback. This should also incorporate the accessibility project that Debs has been leading

**Gateways**

* Complete the information document for the list of stakeholders – Becky
* Create a phase 2 – to look at Charlton gateways (community feedback)
* Review the gateway quote to make sure that the graduated gateways have been quoted (Viv)

**Questionnaire**

* Questionnaire, maps and areas have been given out – completion by 17th May
  + Business to be approached to take the questionnaires
    - Village hall (Viv)
    - Weald and downland (Rebecca)
    - Café (Viv)
    - Pubs (Viv)
    - Feather and fur (Debs)
* Once all the information is in, we can decide how to collate the data

**TRO**

* Parked until we decide if it goes into the CHS application

**Next meeting after 17th May 2021 TBC**

**SID**

We are in the process of finalising landownership to submit a proposal to Highways implement 6 locations to position a mobile SID on a rotational basis.  The SID indicates when a motorist is travelling too fast throughout the two villages.  It will also gather data to assist in funding applications. An information pack will be distributed to the parish council for approval once all the information is collated.

**Gateways**

We have identified 3 locations on the A286 and town lane to place white gateways to denote that motorists are entering a rural village and should be mindful of their speed.  A proposal has been drawn up and submitted to Highways for approval.  We hope to be able to circulate an information pack prior to the meeting for approval by the parish Council.

**Lines in the road**

An application was submitted to highways (attached) to seek approval to reinstate the white lines / speed notices and pink road covering that has worn off and totally non-existent in places.  We received a rejection for most of the work but are looking to respond with some key safety concerns on Town lane.

**Playground**

The playground committee met last week (below) and we have started to work out the designs for the playground and Glebe field.  The school have completed the competition to design the playground and we have taken feedback from some of the young people in the village.  The designs are being worked up at the moment and we are investigating different funding options.  We hopefully will have a full plan with quotes by the next meeting.

**Playground Project Plan**

**Glebe Field**

* JM Climbing Frame – dimensions, damage, size and height
* Goal – Size and fixing requirements
* Basketball net
* Track for cycling – route, width and the surface type
* Willow den – size, location and wood type

**Small Playground**

* Balance bar / Steppingstones
* Roundabout
* Look at the space for a trampoline
* Extending the number of swings with disabled capability

**Phase 1**

* Set up the WhatsApp group (Viv)
* Draw a scale drawing of the site Glebe Field / playground (Brett)
* Place the new equipment in the correct positions (looking at options and spacing)
* Go and look at and research all the options (ALL)
  + Debs and Phil the climbing frame
  + Dual purpose basketball and goals – Jane
  + Surface coverings – Jane / Debs / Viv
* Gain the quotes for each piece of equipment / solution
  + TBC
* Work out the insurance liability for the playground – Viv
* Value of the climbing frame for insurance purposes – Phil / Viv
* The specification requirements for playground equipment – Quotes
* Research and propose signage as a disclaimer – Viv

**Next meeting – Thursday 13th May, 6pm**

**Robert Mayne**

**Henry Smith Charity**

The main Henry Smith Charity has confirmed the renewal of both the standard and supplementary grants for 2021.  The Trustees of the local Singleton & Charlton Charity will be meeting over the summer, when meetings in person, rather than remotely, can once again take place.  The funds are used to support local people and organisations.

**Installation of a Defibrillator in Charlton Telephone Kiosk**

The official red paint has now been received from PPG, a member of the British Coatings Federation.  The painting of the kiosk will now be undertaken as Spring has arrived!

**Roads, Pavements, Potholes in Charlton**

Potholes have been reported via the ‘Love West Sussex’ smartphone app and some repairs have now been undertaken by West Sussex County Council Highways Department.

**Sussex Wildlife Trust/Levin Down**

Nothing to report.

**Adrian Traylor – No report received.**

**Jeremy Hunt**

As I am in purdah, I have been advised to avoid written reports until after the election. I will of course be in attendance as usual.

**Henry Smith**

The Council completed the distribution of the Tier 3 Grant funding to businesses in the District as the final part of the Covid 19 relief for small businesses in mid-March. Feedback on this funding has been good and so many businesses were very grateful.

The Tangmere Strategic Development came before the Planning Committee on Wednesday 7th April and the Outline Application for up to 1,300 new homes was granted permission subject to Highways England agreement to revised measures regarding the impact of the traffic from the development on the A27. There was much concern expressed by Committee Members with the impact of additional traffic in the surrounding communities. Mention was made of the very comprehensive representation to the application by Cllr. Addison and a supplementary letter from Cllr Etherington on behalf of Boxgrove PC and I thanked them both for their study of the proposed mitigation works that are planned. The comments from the PC extended to 5 1/2 pages in the meeting papers which is unheard of, Tangmere’s response amounted to 1/2 a page and Westhampnett and Lavant also made final representations. I asked that full details of the plans for traffic mitigation agreed with HE was made available to all interested parties.

Last week the Overview and Scrutiny Committee received Representatives from Southern Water, the Environment Agency and Natural England, Ofwat failed to attend, though gave apologies, to question these Authorities about future provision of Wastewater Treatment and particularly the permissions granted to Southern Water by the EA to discharge untreated waste into Chichester Harbour at Appledram and Thornham. The big argument is that the Harbours are not regarded as bathing waters and as such they are measured for fouling differently to open sea waters which to my mind is unsatisfactory. Members have already tabled many questions from all corners of the District for prior considerations and responses from the four Authorities. It was an interesting meeting considering the increased numbers of homes we are expected to provide, but in discussion after the meeting I and several other Members were disappointed in that none of the three delegates fully understood the gravity of the situations faced by the District until they faced the numerous questions, some of which remain unanswered but responses will be made soon. However, we believe there will be some changes made in the future. There has been a recent correspondence from Southern Water, I suspect as a result of the Meeting with the O&S Committee, which I forwarded to the three Parishes in the Valley with an opportunity to raise further concerns and questions.

The Local Government Association supported a Legal Challenge by Hertfordshire County Council to the Government’s apparent plan not to continue the change in the law which permitted Virtual Meetings. On the one hand they want us to get back to normal, in a controlled way, but want to discourage mass meetings such as Full Council Meetings or Planning Meetings where it would be normal to admit 50 to 80 people in to one Chamber. It is generally agreed that small, less important meetings are better held virtually and there is evidence of more participation by the general public. I support this because as an example, you may, as a member of the public, be interested in a particular topic during a meeting, perhaps a Planning Application, it is so easy to apply for meeting joining details and watch from the comfort of your home. There has been some guidance issued that providing the public are content to continue attending virtual meetings then PC meetings should be allowed to continue. A simple straw poll of the folk who normally attend virtual PC meetings would be sufficient to support the continuance.

Unfortunately, the Court decision was to refuse this application and full details have been circulated to all Parish Councils by Nick Bennet, the District Council Monitoring Officer the Local County Elections take place on Thursday next when we shall elect our County Councillor, the Police and Crime Commissioner for a third 4-year term, and Selsey, Southbourne and Boxgrove will also be voting on their Neighbourhood Plans.

And finally, I’m proud to tell you that at the Full Council Meeting on Tuesday last week, I was appointed as the Vice Chairman of the Council to Elizabeth Hamilton the Chairperson.

**Vivien Nuttall**

**Goodwood**

I met with Darren Norris from Goodwood to point out concerns with the gate at Manor Farm end of the plantation, and both entrances to the meadow. I asked for steps up to the plantation gate, a gate to replace the stile at Charlton end of the meadow and a new gate at The Leys end of the meadow. Goodwood are applying for a potential grant from Highways for 25% towards new gates. Once they receive a decision on this grant, they will get back to me.

**Financial Report**

Balance in Current Account (30/04/21) - £12,527.00

Balance in Savings Account (18/01/21) – £7,502.58

Payment for Consideration - Introductory Offer £12.00 for first year, £24.00 for following years.

Money Received

SDNP CIL Payment - £279.30

½ Year Precept Payment - £9,581.00

Sale of Solar Chargers - £56.00

VAT Claimed – £1,915.29

Covid-19 Grant – Total Remaining = £150.00 (waiting for one more invoice)