



**AGREED Minutes of the Full Parish Council Meeting held at 7pm on  
Wednesday 15<sup>th</sup> March 2023**

<p><b>Present:</b> Cllr Graham Zacharias (GZ) – Vice Chairman; Cllr Rebecca Trowell (RT); Cllr Tony Marshall (TM); Cllr Peter Williams (PW), Cllr Mat Chesshire (MC); Cllr Jeremy Hunt (JH WSCC); 5 members of the public also attended.</p>	
<p><b>Agenda Item 1 - Apologies for Absence – RM, BS, HP</b></p>	
<p><b>Agenda Item 2 – Chair Update</b> GZ reported that The Sun newspaper had approach various residents of Singleton trying to get a story about The Repair Shop and their interaction with the village. This was quickly shut down as the parish have no issues with The Repair Shop, they bring revenue to the parish using our B&amp;B’s and local pubs and also increase the footfall to the W&amp;D Museum. GZ received a phone call from the BBC and reassured them that there was no substance to The Sun’s attempt to create this story, it is not known why they were trying to publish this article.</p>	
<p><b>Agenda Item 3 – Declaration of Interests/ Dispensation Requests</b> There were no declarations of interest or dispensation requests.</p>	
<p><b>Agenda Item 4 - Minutes of the last Parish Council Meeting –</b> to approve as a correct record the Minutes of the Parish Council Meeting held on Wednesday 1st February 2023. It was <b>Resolved that</b> the minutes were correct, this was proposed by RT and seconded by TM, GZ signed the minutes.</p>	
<p><b>Agenda Item 5 - County Councillor Report – Mr Jeremy Hunt, Chichester North Division – WSCC</b> At our Public Cabinet meeting yesterday we considered the Quarter 3 Performance and Resources Report. This report sets out the County Council’s performance, including a financial update, for the period from 1st April 2022 to 31st December 2022. I thought, for a change, it might interest you to understand more about the wide range of the work undertaken by the county council. I have therefore reproduced an excerpt from the report, which sets out our performance update by our key priorities, as set out in our Council Plan. The full report is available as part of the cabinet Papers which can be found at:  <a href="https://westsussex.moderngov.co.uk/documents/g3301/Public%20reports%20pack%20Tuesday%2014-Mar-2023%2010.30%20Cabinet.pdf?T=10">https://westsussex.moderngov.co.uk/documents/g3301/Public%20reports%20pack%20Tuesday%2014-Mar-2023%2010.30%20Cabinet.pdf?T=10</a>  <b><u>Performance Summary by Priority</u></b>  <i>17. During this period, the key focus has been on the ongoing global energy crisis, cost of living and inflation which is impacting operations across the council. The County Council has no additional resources to address the impact and is anticipating additional cost and demand pressures in many services. The County Council with focus on partnership working, continues to help those most in need to access the range of support that is available.</i>  <b>2.Keeping People Safe from Vulnerable Situations</b></p>	

18. As in previous quarters, the health and social care system in West Sussex continues to experience significant pressure and this dominates the work of the Adults Social Care Service. The reasons for this are complex but include high demand from our partners, in particular our NHS partners requiring support in the timely and safe discharge of patients from hospitals within the county.

19. Performance within the Children and Young People and Learning and Skills Portfolios continues to be focused on maintaining a strong trajectory of improvement as we prepare for the imminent Inspection of Local Authority Children's Services (ILACS) by Ofsted. Recent activity has focused on individual teams where the overall level of performance has fallen below the standard we expect. The service has therefore maintained a strong focus with staff and managers on providing evidence of the impact of our improvement activity at a child and family level. The Children First Transformation programme continues to provide a strong framework for service delivery and is on track with the implementation of Phase 2 of the Family Safeguarding model and the implementation of the Phase 2 Fostering Service Redesign. Both will support the improvements in practice and performance in readiness for a full Ofsted inspection.

20. To ensure we are ready for the ILACS, the Practice Improvement Plan has been reviewed and supports activity across all service areas within children's social care and early help. This activity remains closely aligned to performance reporting and is reported to the independent Improvement Board monthly. The Improvement Board has acknowledged the hard work being undertaken and that there is evidence that the service is maintaining the trajectory of improvement.

21. During the third quarter, we have continued to see levels of high demand within the areas of early help and social care, and the service has managed this well. Recruitment remains a high priority the successful recruitment of 35 qualified social workers from the South Africa programme are now being inducted into the service from January 2023.

22. Teasel Close children's home in Crawley, which is run by the County Council, received an Ofsted rating of 'good' in all areas following an inspection in November 2022. This means the five Council run children's homes that are currently open are rated good or outstanding.

23. Working closely with district and borough councils and charities, the County Council is using its £4.8m Household Support Fund from Government, to provide a package of financial and practical assistance to people over the winter. The Community Hub continues to offer direct support to vulnerable households, providing essentials such as food and supplies, as well as grants to those who are eligible. The Council used some of the Household Support Fund to provide food vouchers for every West Sussex child who receives benefits-related free school meals over the October halfterm and the Christmas school holiday. Over 17,000 children were given a £15 supermarket voucher for October and a £30 voucher for Christmas supporting around 10,000 households.

24. Library staff are on hand to help and advise people on a range of topics, from money management to energy saving, job seeking and benefits guidance. Regular library events such as 'Story Time' are free for families of young children. The 'Here To Help - Cost Of Living' webpages, also have practical advice and information about how to apply for extra local and national support.

## **2. A Sustainable and Prosperous Economy**

25. With more than three-times the average rainfall in November, the highways network in West Sussex experienced significant flooding. The teams have been working hard with contractors to keep the roads open and repair any subsequent damage to the carriageways that has been caused by the water.

26. A total of £7.4m worth of road surface improvement schemes were completed at 197 sites countywide in the six months to October. 138km of road were either completely resurfaced or had surface dressing or

micro-asphalt treatments. Approximately 22,000 potholes were filled. Three programmes of work include 38 resurfacing schemes, totalling approximately 25km in length and representing a total investment of £3.4m. The new road surfaces are more durable and resilient to potholes and the material used has 11% less carbon emissions than traditional methods. Micro-asphalt treatment was used at 113 sites, with a total of 44km roads treated and representing a £2m investment and 46 sites, totalling 69km of road, received surface dressing treatment, representing an investment of £2m.

27. Construction is also progressing well at three Active Travel Fund schemes in West Sussex which will all provide improvements for cyclists and pedestrians. Findon/Findon Valley involves construction of a 2km-long shared cycleway/walkway route, the A283 Steyning Road in Shoreham includes construction of a crossing for both pedestrians and cyclists to access the river-side footway and cycleway and improve connectivity for schoolchildren. The A259 Drayton, near Marsh Lane will provide improvements for pedestrians, cyclists and bus passengers

28. Bus services are still recovering from the impacts on patronage from the pandemic, therefore, a national 'BusIt' campaign has been launched to attract older people with free bus passes to return or start to use buses again. Additionally, a national £2 capped bus fare launched on 1st January 2023.

29. Bidding as part of a South-East consortium, the council has been successful in securing funding from the Department of Culture, Media and Sport (DCMS) to deliver the Create Growth programme across the county to provide support for high-growth potential businesses in the creative industries. The consortium has been awarded funding of £1.275m to deliver business support as part of the programme, over three years. The programme will work to develop the network of investors in the region and build their understanding of the benefits of investing in this sector. This will increase the ability of creative businesses in the South-East to access private investment in the future. The programme is being set up now and will launch in January 2023.

### **3. Helping People and Communities Fulfil Their Potential**

30. Recent events to help residents stay safe include free electric blanket testing, free kitchen fire safety events at Worthing and the relaunch of the road safety show 'Safe Drive Stay Alive'. Biker Down workshops run by firefighters have also taken place, which teaches vital skills that could save a life in the event of a road traffic collision involving a motorcycle. A new free online interactive home fire safety check tool has also been launched.

31. Outbreaks of avian bird flu in captive birds, both domestic and commercial, were confirmed in West Sussex for the first time. Working with DEFRA's Animal and Plant Health Agency, 3 km control zones were established around premises in Billingshurst (October), Arundel (November) and Horley (December) and Trading Standards Officers conducted doorstep visits within those areas to identify keepers of birds and ensure that they were being suitably housed whilst DEFRA vets dealt with the outbreaks.

### **4. Making the Best Use of Resources**

32. Ongoing investment in low carbon and renewable energy by the County Council continues to help towards offsetting the increase in the authority's own energy bills and to lead by example in demonstrating the importance to invest in clean energy. The County Council also works with a specialist energy partner to market the energy it generates and operate its batteries to deliver the best financial return.

33. The County Council's draft Budget and Council Plan for 2023/24 was published and subject to review by the Performance and Finance Scrutiny Committee in January, an all-Member Day and budget and Council Plan session with key stakeholders. The Cabinet is proposing that the Council will spend £1.86 billion (gross) next year to deliver vital services to a growing population of 882,676 residents and 37,400 businesses

across West Sussex. Final decisions on the budget are to be made at the Full Council meeting on 17th February.

#### **5. Responding to the Challenges Posed by Climate Change**

34. A new zero-carbon school in Burgess Hill has been approved that will generate its own energy and offer excellent educational facilities to 900 local children. The County Council has approved capital funding of £57m to build the secondary school. Its position will provide maximum sunlight to nearly 1,000 solar photovoltaic panels generating an estimated 296,000 kWh of energy a year. The LED lighting will be controlled automatically by daylight and movement detection. The main building will have fresh air ventilation, keeping the school a comfortable temperature, even in extreme heat. The school will include a Special Support Centre enabling children with special educational needs and disabilities to be supported to learn in a mainstream school.

35. Government funding of up to £1.8m has been awarded to the West Sussex Chargepoint Network, which is providing electric vehicle (EV) chargepoints for residents in areas which have no off-street parking. Working with district and borough council partners this will help fund up to 450 on-street chargepoints and 100 in public car parks to encourage people to consider making the switch to electric vehicles.

36. Around £0.250m of funding was secured to undertake studies at 37 schools, which will identify site specific measures to decarbonise these sites. Within the next few weeks, we expect to have sufficient information to plan a future programme of school decarbonisation works and be ready to bid for funding to undertake the works.

37. The County Council has approved a £7.7m investment in solar PV and battery storage systems for schools and corporate buildings across the county. This investment builds on the council's existing portfolio of solar PV assets delivered through the Solar Power for Schools Programme. The PV and battery systems will help to reduce energy costs and contribute to achieving net zero operation. Following approval, the Energy Services team has started a procurement exercise to commission an installer to deliver the programme over the next three years.

JH mentioned that if anyone has any questions about the Performance Summary he would be happy to answer them. No questions were raised at the meeting.

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

##### **Henry Potter**

The Councils Budget Review for 23/24 was presented to Full Council on Tuesday (07/03) Meeting for acceptance. Broadly, the total Budget requirement for the coming year is set at £15,845,400 meaning a modest increase in the Councils Precept of 2.99% which amounts to a rise for a Band D taxpayer of £5.26 per annum, just 10 pence per week! bringing that contribution to £181.07.

In contrast, the requirements for WSCC and the Police and Crime Commissioner precept, again for a Band D property, are £1633.41 and £239.91 respectively. The Council has determined in accordance with the Local Government Finance Act 1992, that the rise in Council Tax is not excessive, if that's of any comfort to the Taxpayer.

- An independent Review of Members Allowances took place during last year and a recommendation, by a Independent Remuneration Review Panel , to increase this allowance by 5% beginning on 01/04 this year was debated and ratified at that Tuesday meeting. This review normally is carried out every four years.
- The Council recently supported an event in conjunction with the Chichester Canal Basin Trust held at the Basin. This was a laser light to music show on Friday and Saturday evenings 24th and 25th February, and both events were well supported by approximately 7,000 people, there were food and drink outlets available and it was a good show, much reflected off the water to great effect.

<ul style="list-style-type: none"> <li>• As well as the Parish Council elections, on May 4th there are the District Council elections so the Council will 'shut down' as it were during the purdah period. There are 36 Council seats up for election on May 4th, the turnout of the electorate and results will be interesting this year with public feeling as it is just now. For a number of years CDC has been in the top tier of best run Councils in England with adequate reserves, prudent investment in income generating schemes particularly in providing 21st century standard employment space in Terminus Road and more recently the St. James Ind. Park on Westhampnett Road. Towards the Councils Climate Change Agenda, two new Electric powered Refuse Freighters have taken to the road and a new replacement City Street Sweeper is on order, and this too, will be electric powered. Extensive improvements have also been carried out to the Council owned housing for the homeless at Freeland Close and Westward House making them more energy efficient, warmer and more comfortable for residents. Lots of good things happening in the Council.</li> <li>• I dare say you will all be aware of the recent announcement by National Highways that the Arundel By-pass Scheme has been shelved at least until the end of this decade, and many other schemes, including the Chichester By-pass, considered in the RIS 3 settlements will be pushed back even further! Not very encouraging considering the Review of the District Local Plan is heavily reliant on these improvements coming forward sooner rather than later. What will happen if the Compulsory Purchase Order is successful to alleviate the issue at the Tangmere site for 1,200 more homes pouring traffic out onto the A 27 without these improvements doesn't bear thinking about.</li> <li>• Locally, progress, though slow, is being made on clearance work on the disused railway line to the north of Singleton, but there is still no decision regarding the use of or the skirting of the West Dean Tunnel. However, I suppose any work towards achieving this link, at least as far as access to Singleton must be welcomed. It is going to be a long haul to reach the Southdowns Way at Cocking of that I'm quite sure.</li> </ul> <p>A MOP mentioned that there is a new ramp being built at the old Railway Station.</p>	
<p><b>Agenda Item 7</b>  <b>Public Open Forum –</b>  A member of the public pointed out that in the previous minutes regarding his request that GZ write a letter regarding emissions at The Singleton Oil Well that this should be addressed to the Environmental Protection Agency not the Environment Agency. He also asked why his name was not published in the minutes. The Clerk pointed out that it is the normal accepted procedure that names of members of the public are not recorded in the minutes. He gave an update on the emissions and GZ reiterated that he would be writing to the above agency, however, it was felt that the Parish Council do not have enough power to get results and that only central government could influence the Agency.</p>	
<p><b>Agenda Item 8 – Council Matters</b>  <b>2023 Elections –</b> GZ reported that Barry Shrimpton had resigned from the council due to increased work commitments, however he is still willing to provide support to village events. This means that along with Robert Mayne not standing for re-election we need to try and recruit new councillors. GZ had a meeting with Sam Cox who is keen to join the council. VN outlined key dates for the 2023 elections, these being, that nomination papers need to be submitted to the Returning Officer at Chichester District Council from 23<sup>rd</sup> March until 4pm on 4<sup>th</sup> April. Nomination Papers along with Guidance Notes will be emailed to all those interested in joining the council. There will only need to be a Parish Council Election if more than 9 people submit nomination forms, otherwise councillors will be co-opted to the council at the Annual Parish Council Meeting on Wednesday 17<sup>th</sup> May 2023.</p> <p><b>Flood Action and Emergency Contact List –</b> PW circulated the revised plan and an abbreviated version along with a revised contact list. RT requested that the suppliers list for sandbags be verified to ensure that the details are up-to-date. There was a discussion about who should be supplied with sandbags in an emergency, as the grit bins only hold a limited amount of grit and bags. PW reported that more modern bags called FloodSax are available, they are environmentally friendly sandless sandbags that soak water up into the bags forming a flood prevention barrier. It is recommended that residents that are concerned that their property may be in danger of flooding purchase a supply of these bags. It was agreed that the</p>	

<p>vulnerable list be updated and that the council would support those on the list if there was a flooding risk. The Flood Action Plan will be published on our website along with the Emergency Contact List.</p> <p><b>Parish Design Statement-</b> The statement has been drafted and needs revising incorporating comments received from SDNP. TM and MC are working on this and the new version will be available by the Parish Council meeting in May.</p>	
<p><b>Agenda Item 9 - Village Matters</b></p> <p><b>Playground Update</b> – RT reported that the bounce area for the basketball was being installed on the 19<sup>th</sup> April, this would then complete Phase 1. Quotes are being obtained for the Zip Wire and MC visited Lavant Playground to view their equipment. It is hoped that there is sufficient funds in the playground reserves to purchase both the Zip Wire and a Roundabout. There will be further communication once all the quotes have been received. With regard to the picnic benches, it was agreed to get Keith Goacher to trim around the benches and all new equipment at a cost of £350 annually, this arrangement will be reviewed at a later date.</p> <p><b>Village Clean Up</b> – This will take place on Saturday 15<sup>th</sup> April. PW will put plans in place for the day but will not be available on the day. Someone will need to be appointed to co-ordinate on the day. VN asked if the playground repairs could be carried out on that day. MC will review the list of suggested repairs and aim to include this into the plans for the 15<sup>th</sup>. A MOP raised the problem of weeds along the A286 and JH said that there were was a regular weed spraying schedule carried out by WSCC and that we would get some more information on this.</p> <p><b>Accessibility Project</b> – RT gave an update, reporting that the CIL application had been submitted and that we have received £5,000 from Goodwood which will enable us to start the project. VN is currently obtaining quotes and there is a meeting arranged with Mike Dare from WSCC to go over the finer details of the project. The plan is to begin the work within the next few months. RT requested that the balance of the Sussex Martyrs donation of £500 be put into the Accessibility Project reserves, this was unanimously agreed.</p> <p><b>Charlton Road Flooding (additional agenda item)</b> – A meeting took place on Monday 13<sup>th</sup> with Goodwood Estates Director Lloyd McNeil and Darren Norris. TM, VN and Danny Sole attended. There was a discussion about the fact that the river hadn't been cleared alongside the meadow and therefore the water couldn't run freely and therefore spilled onto the road and damaged the bank and hedges. Goodwood had different views on maintenance of the river and riparian responsibilities, so it was agreed to contact the Environment Agency to confirm what their recommendations would be.</p> <p><b>Kings Coronation</b> – A street party would take place on Sunday 7<sup>th</sup> May, a working party has been formed and plans are well under way. PW has created a poster which will be submitted to the Valley Diary and publicised on WhatsApp and Facebook. The Village Hall have kindly donated £200 towards the expenses and will be providing cream teas on the day. CDC are offering a grant of £500 to commemorate the Coronation, however, the grant can only be used for a lasting memory of the Coronation and not for food, gifts etc. It was suggested that the grant could provide two replacement benches, with a plaque in the small playground to replace the ones that are rotten and broken. RT has submitted the grant application.</p> <p><b>Annual Parish Meeting (additional agenda item)</b> – VN reported that Richard Pailthorpe is happy to give a talk on the history of Singleton and Charlton. It was agreed that this would be an interesting addition to the APM and that this would replace the usual reports given by local clubs and associations. MC is able to provide a projector for RP's talk.</p>	
<p><b>Agenda Item 9 – Finance</b></p> <p><b>Finance Report</b></p> <p>Finance Balance in Current Account (28/02/23) £4,152.43 <b>Not including Reserves below</b> - £18,991.40  Playground Reserves held in Current Account - £8,832.86 (plus VAT to be claimed of £4,811.86) This includes a donation of £1,000 from Singleton Church of England School House Fund, kindly secured by Katherine Holt.</p> <p>Accessibility Project Reserves held in Current Account - £5,500.00 (plus £21,000 grant from Rees Jeffreys that has not been received yet)</p> <p>Donation from Sussex Martyrs - £460.00</p>	

<p>CIL Money - £4,198.54</p> <p><b>Total in Current Account – £23,143.83</b></p> <p>Balance in Savings Account (18/07/22) – £7,013.93 (Increase of 8.69 due to interest)</p> <p>VAT Not Claimed - £6,157.30</p> <p><b>Additional Funds Received since 28/02/23</b></p> <p>SDNP Grant towards Heritage Boards - £645.00</p> <p>Private Donation for Playground - £2,500.00</p> <p>Village Hall Contribution to Kings Coronation Party - £200.00</p> <p>JusrGiving - £1,413.16</p>	
<p><b>Agenda Item 10 – Planning</b></p> <p>Reports have been circulated, posted on the notice boards and website.</p>	
<p><b>Meeting Closed – 20.23</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting</b></p> <p>Signed: GRAHAM ZACHARIAS</p> <p>Name &amp; Position: VICE CHAIRMAN</p> <p>Date:</p>	