



**APPROVED Minutes of the Full Parish Council Meeting held at 7pm on
Wednesday 18th May 2022**

<p>Present: Cllr Deborah Harwood (Chairman) (DH); Cllr Tony Marshall (Vice Chairman) (TM); Cllr Rebecca Trowell (RT); Cllr Peter Williams (PW), Cllr Barry Shrimpton (BS); Cllr Graham Zacharias(GZ); Cllr Jeremy Hunt (JH WSCC); Cllr Henry Potter (HP CDC) 25 members of the public also attended.</p>	
<p>Agenda Item 1 - Apologies for Absence – RM</p>	
<p>Agenda Item 2 – Election of Chairman - DH was the only nomination and she was unanimously elected.</p>	
<p>Agenda Item 3 – Election of Vice Chairman – GZ was nominated by DH, the decision was unanimous.</p>	
<p>Agenda Item 4 – Election of New Councillor – Natalie Hesketh-Brown was nominated by DH. Her personal statement has been circulated to all councillors’. RT seconded the nomination and the decision was unanimous. DH welcome Natalie to the council.</p>	
<p>Agenda Item 5 – 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: Deborah Harwood – Lawns & Hedges</p>	
<p>Agenda Item 6 - Minutes of the last Parish Council Meeting – to approve as a correct record the Minutes of the Parish Council Meeting held on Wednesday 16th March 2022, unanimously agreed. It was Resolved that the minutes were agreed and signed by DH</p>	
<p>Agenda Item 7 – Chairman’s Introduction DH Welcomed everyone to the AGM. She reported that the councillors have been extremely busy and reports would be given later in the meeting. DH thanked JM for all her hard work on the playground project, for her and James Mayhew creating the Willow House and looking after the pond. We all wish James a speedy recovery and maybe one day we will be able to welcome JM back to the committee. DH also thanked our wonderful team of volunteers who help with the village tidy up events. Thank you also to JH and HP for all their continued support. Lastly, she thanked the Clerk for all her hard work,</p>	
<p>Agenda Item 8 - County Councillor Report – Mr Jeremy Hunt, Chichester North Division – WSCC JH congratulated DH on her appointment as Chairman Firstly, just to update you on our financial position, I’m pleased to say that it looks like we will be closing the last financial year on budget, which considering the pressures we faced with the continuing pandemic, is testament to the hard work put in by all our staff. I would also say that most, if not all, of the additional costs in response to that pandemic were met by support from the Government. Over 2020/21 and 2021/22 we received in the region of £180m of grant funding. A large portion of this was either pass-ported directly to care homes or was applied according to government guidelines in order to contain the</p>	

spread of covid and to support other public health initiatives. Without this valuable government support, the picture would have been very different.

Of course, I couldn't move on without mentioning the work of the WSCC **Community Hub**. This was set up in **March 2020** to support residents in response to the **pandemic**. The hub is actually still operating, continuing to support residents who find themselves, for whatever reason, in a vulnerable position. It was also very active in supporting the influx of Afghan refugees, many of whom were housed in hotels around Gatwick. These refugees left their whole lives behind them, bringing only 9kg of luggage each for the rest of their lives, so the Communities Team swung into action and over the period of a week or so, sourcing and supplying many basic items. And that work is continuing, with the team now supporting Ukrainian refugees.

But just going back to the work the communities team did, supporting the residents of West Sussex during the pandemic. As an example of their work, over the last two years they have:

- Received nearly 35,000 inbound phone calls
- Made in excess of 60,000 outbound calls
- Responded to nearly 8500 online requests for support,
- Responded to over 750 requests for PPE
- Sourced and delivered hundreds of emergency food parcels
- Delivered essential prescriptions to residents
- Carried out welfare checks where people couldn't be reached by phone
- Worked closely with Public Health colleagues to support the national NHS Test and Trace Service.

I would also like to say a big thank you to the many local groups who got together and supported residents within their own communities. It didn't matter if the support was just keeping an eye on neighbours or groups actually supplying meals and collecting medicines, it was all fantastic work supporting the vulnerable in our communities. A great community effort and something I hope communities will keep going.

From what the County Council has learned during the pandemic, and now working together alongside partners, we are putting in place the support needed by our communities going forward. Our future plans were set out last year, when we launched **Our Council Plan 2021 - 2025**, in which we set out our four key priorities. These are:

- Keeping people safe in vulnerable situations**
- A sustainable and prosperous economy**
- Helping people and communities fulfil their potential; and**
- Making best use of resources.**

To view this plan, which also contains our key performance indicators, please go to:
www.westsussex.gov.uk/media/15919/our_council_plan.pdf

I am also pleased to say that our Children's services have made great improvements over the last three years. You might remember that following our last OFSTED inspection in 2019 we were told that our Children Services would have to be transferred to a Trust. However, our improvement journey has been so successful that the Department for Education recently confirmed that they have, for the first time ever, removed that threat completely. Much credit must go to our Director of Children's Services, who was brought in by our then new Chief Executive, to turn our service around. So I can confidently say that the children we care for are safe in this county.

Our Fire and Rescue Service has also gone through a period of transformation, and again, following the appointment of a new Chief Fire Officer in 2019, the service is now in excellent shape. Earlier this year,

following a public consultation, the Fire and Rescue service published its West Sussex Community Risk Management Plan 2022 - 2026. It contains a lot of useful information and it can be found at : <https://www.westsussex.gov.uk/fire-emergencies-and-crime/west-sussex-fire-and-rescue-service/performance-plans-and-reports/community-risk-management-plan-2022-2026/>

Finally, following a lengthy consultation process with all interested parties, we recently launched our new Adult Care Strategy called 'The Life you Want to Lead'. Again, I won't go into details here, but the full report can be found at: <https://www.westsussex.gov.uk/news/people-from-west-sussex-set-new-priorities-for-adult-social-care/>

Returning to our budget, this is very much focussed on supporting our four key objectives, as set out in Our Council Plan. However, the costs involved in running all these services continues to rise, and for the current financial year (2022-23) our revenue budget amounts to just under **£650m** - of which nearly 55% goes on social care - both children and adults. This year we are once again investing an additional **£6.3m** in Adult social care, **£8.5m** in children and young people, an additional **£4.8m** into our highways and around an additional **£13m** across our other services, including £6m into our learning and skills portfolio. Also, in order to support our ambitions as set out in Our Council Plan, and particularly to support the Council's ambition to be carbon neutral by 2030, we have committed an additional **£100m** to our capital programme. This takes the total amount the County Council is investing in this county over the next five years, to just over **£755m**. And, as I know it will be of particular interest to residents, this includes a projected investment in our highways of nearly **£247m**. Further details can be found at: <https://www.westsussex.gov.uk/campaigns/budget-202223/>

However, although our current budget is balanced, our Medium Term Financial Strategy over the following three years currently shows a funding gap of over £60m. Not only that, but since we prepared and approved this year's budget, we have the looming spectre of rapidly rising inflation, as well as all the other financial pressures. So, I suspect that we - like everybody else of course - are in for some serious financial challenges as the year progresses. I am confident we are in pretty good shape to weather the immediate storm, but we could well have some serious challenges down the line. Which means of course, as with your own budgets, we could well see some serious 'belt tightening' over the next two to three years.

Local Issues.

I was pleased to be able to arrange a site visit by our Area Highways Manager to meet your Community Road Safety Team. We walked through a number of schemes that the team are contemplating and I believe that Mike's input and advice was very constructive. I know the team are progressing a number of projects which I am delighted to be able to support. Mike has commented that the information submitted, just need to show more community support. RT asked about the 20 mile an hour consultation. JH reported that this is the Task and Finish Group who are looking at speed limit policies, this will take several months. Tom Richardson will be speaking at the next Raven meeting about this subject.

I believe that we also finally resolved the ownership of the land in The Leys where the PC have possible plans to enhance the verge parking for both residents and parents dropping off/collecting children at the school.

The issue of improving the verge/lay-by adjacent to the school was also discussed, and some useful ideas were discussed.

Other than that, over the last year there have only been a few small issues to chase up, such as getting drains cleared and some potholes repaired.

Operation Watershed.

Just to remind the PC that Operation Watershed is continuing. I realise that Singleton has already received considerable Watershed funding to improve the flow of the river through the village. This has already reduced the likelihood of flooding, but if you have any further projects, please let me know.

And finally, as a County Council we are very aware that in today's financially challenged world we rely heavily on working closely with the community. Communities are the heartbeat of our society and by working together we can achieve so much more. The community spirit that came out of the pandemic is something we need to ensure we continue to nurture. So, on behalf of myself and the County Council, I would like to say thank you to the Parish Council - and of course other community groups such as the the Village Hall Committee - who all do so much to support this wonderful community.

Lastly, a reminder to make sure you read our monthly Town and Parish Newsletter - which hopefully your clerk forwards to you.

We also publish an Environment and Climate Change Newsletter, so hopefully you receive that as well. We also publish our Annual Climate Change Report which can be found at www.westsussex.gov.uk/media/16649/climate_change_annual_report.pdf

Agenda Item 9 - District Councillor Report – Mr Henry Potter, Goodwood Ward

The District Council continued through most of the past year to manage the distribution of further Government funding to small businesses in the area and offering help to the aged and vulnerable. Many more homeless have been helped off from rough sleeping into sheltered housing after the improvements at Westward House and new assisted housing recently opened. Many council meetings continued to be held virtually but gradually reverting to face to face arrangements, planning meetings and Full Council meetings were first last summer and the Overview & Scrutiny hope to have their next meeting 'live'. Planning meetings are less lengthy due to many more decisions taken by Officers under delegated powers. Recently, the norm has been 4 to 7 applications for determination at each monthly meeting, whereas in the past, 8 to 12 was quite usual. More Appeals against refusals of Applications are being lodged but many more are being dismissed by the Planning Inspectorate, much to do with the fact that the Planning Authority (CDC) can now show a 5.3 years supply of housing development land, though we still anxiously await the decision on Old Place Farm in Westhampnett. Serious Gypsy incursions continued virtually unchecked on private and public land, but planned ditches or earth bunds surrounding public spaces at New Park Road and the Broyle Estate near Parklands will prevent these areas being 'settled' in the future. The lack of clarity and investment by National Highways for the roads infrastructure in the A27 Corridor continues to create worsening traffic stagnation around Chichester and this, of course, is not helped by the increasing development on the coastal plain. The closure of the Oving Road traffic lights has made things worse particularly at the Bognor Road roundabout junction and when the pedestrian bridge is built between The Lakes and the Portfield retail park, the lights will cease to work for pedestrian crossings. I understand that bus services will continue through The Lakes development and not across the A27 as planned using 'bus controlled' lights. It is also quite apparent that the new access roundabout to the new Aldi Store has worsened the eastern approach into the City and this has certainly reduced the air quality on Westhampnett Road. We must also not forget the Southern Water saga which continues throughout the District, it is still not fit for purpose and is of great concern. Sustainably, Chichester and its environs has, I fear, reached breaking point and the Planning Inspectorate's Interpretation and decision on the Local Plan Review when it is submitted, hopefully in the autumn, will be most interesting. As we enter the forth year of this Councils term of office, with the uncertainties in the World following the Covid 19 pandemic and the energy crisis, I feel the future is a little less than bright. But who knows! I hope for better.

<p>Agenda Item 10 - Public Open Forum – 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.</p> <p>A member of the public raised the point about speed reduction and spoke on the fact that West Dean overalled a decision to change the speed limit by getting a petition. JH reported that this was for changing a 40 mile limit to 30 miles an hour and in these situations average speed data can be overalled by the public. This does not apply for changing a 60 mile limit to 30. Another member of the public raised the pollution of the River Lavant. John Holt keeps rainfall data. TM reported that he is constantly chasing Southern Water, however, for any real change to happen it have to come from central government. Pressure is being kept up on all parties concerned. A member of the public asked about the playground, DH reported that there would be an update under Village Matters. The subject of the SID was raised and why it is not displaying. TM explained that if it is not displaying it is measuring the speed of traffic, we need to collect data to support the CHS application. Within a couple of weeks it will be displaying and then moved to a different location every 2-3 weeks. The VAS doesn't measure speed, it flashes the speed limit and goes off once you have passed it.</p>	
<p>Agenda Item 11 - Council Matters</p> <p>There were no council matters to discuss.</p>	
<p>Agenda Item 12 - Village Matters</p> <p>Playground Update and – Agree purchase of new equipment –</p> <p>DH gave the background as to why the Parish Council are going to improve The Glebe Field area. There are two phases for the development. Phase 1 is aimed at the older children to give them a safe space to play and socialise. Phase 2 is to improve the existing playground, however, we have had to move forward on the swings due to the fact that the annual inspection highlighted that the existing swings were unsafe for use and had to be closed down. Therefore, we will move them into Phase 1. Sufficient money has been raised for Phase 1 and the swings. Phase 1 consists of a track that will run around three sides of the whole field, sports wall with football goal, basketball structure and three picnic benches in recycled material, one of which will have wheelchair access. All equipment has wooden elements to blend in with the rural feel of the area. The money has been raised from grants and private donations. We have sufficient funds to purchase the swings, sports wall, basketball structure and picnic benches. We are currently raising money for the track, we have submitted an application to CDC for £15,000 and have a further donation of £5,000 pledged if we can match fund. We are therefore asking parishioners to help support us with donations however small. We are setting up a JustGiving page which will be live in the next couple of weeks. We will promote this as soon as it is live. Please help us.</p> <p>A vote was taken on spending the funds raised on Phase 1 and the swings, suppliers will be agreed within the next couple of weeks. The vote to proceed was unanimous.</p> <p>Queens Jubilee Party Update – The party is being held on Saturday 4th June from 12am to 5.00pm. This event is free to all parishioners, guests are welcome at a charge of £7.50 for their lunch and afternoon tea. All children will receive a goody bag, there will be games, prizes for fancy dress and trooping of the dog, this involves dressing up your dog in appropriate jubilee attire, music and fun. We will be closing the road into the Leys. The area will be decorated on the Friday morning and setting up of tables etc. on Saturday morning, please can anyone who is available come along and help.</p> <p>CHS Update – TM outlined the project and the reason for applying for the Community Highways Scheme. The aim is to create calmer and safer streets in line with the WSCC Active Travel Policy. This includes, courtesy crossings, change of speed limits, re-configuring the junction on the A286 into Charlton Road, updating the bus stop to make it safer and accessible for wheelchairs and pushchairs, extra school parking, village gates in Charlton at the east of the village and in Town Lane. We are awaiting a meeting with WSCC engineers to check the viability of our scheme, the application will then be submitted by the end of July'22 This is a huge project and involves collecting lots of data, justifying every element of our proposed scheme and meeting the WSCC scoring scheme. Once we have had the plans checked by the engineer, we will publish the proposal on our website. We have support from our County and District Councillors, and our parishioners via the questionnaire that was circulated to all households. There is a separate application for a TRO to reduce the speed limit in Town Lane to 30 miles an hour from the museum entrance to the</p>	

<p>junction with Town Lane, this also has support from our County and District Councillors and all major businesses and residents that adjoin Town Lane. The application will be submitted by the end of June.</p> <p>Accessibility Project Update – RT explained that a decision was taken to address the parking issues around the school, The Leys and Village Hall, because the area is very unsightly due to the fact it is used by walkers, parents drop off and pick up to the school and visitors to the Village Hall plus visitors using other facilities in the village like the playground. This project is outside of the CHS application and called the Accessibility Project. It has been confirmed that the land is owned by Highways and we have their support for this project but have to apply for a licence. The plan is to provide 15 parking spaces, with disability spaces nearest to the Village Hall, electric charging points and a bike rack. The safety of pedestrians is a concern so there will be a path which will lead to a crossing area. The area will be landscaped with trees and bushes to retain the rural feel of the area and the parking spaces will be formed with a rubber surface which allows for grass to grow through. SDNP have advised on what native trees to use and the old telephone box will be removed and replaced with a Heritage Board. A licence for planting in this area and also to provide a small orchard near the parking area outside the school (this parking area comes within the CHS Scheme) is being applied for. We are currently fundraising for this project and to date have secured £21,000 from Rees Jefferys, £2,500 from the Weald & Downland Museum and £3,000 from the Village Hall. We have applied to SDNP for £25,000 from a CIL Grant and if awarded, this would allow us to complete this project. Unfortunately, we will not receive a decision on this until October. JH reiterated that we need to apply for a licence before beginning work. A member of the public asked if their was anyway to put a restriction of how long someone can use a parking slot, unfortunately this is not possible, however, long stay vehicles can be dealt with at the time of the incident. There are three cars that park each day for a long period of time and Rev Sarah has agreed that they can park in the Rectory, The Partridge has also given permission for 10 parents to park in their carpark at school drop off and pick up times. The school have issued permits for these spaces and are also developing a School Travel Policy.</p>	
<p>Agenda Item 13 – Finance Balance in Current Account (16/05/22) - £39,161.78 Playground Reserves held in Current Account - £22,900.00 Accessibility Project Reserves held in Current Account - £5,500.00 Balance in Savings Account (16/05/22) – £7,003.33 Money Received Donation for Playground - £2,500 ½ Year Precept Payment - £11,018 Donation to Accessibility from the Weald & Downland Museum - £2,500</p>	
<p>Agenda Item 14 – Planning Reports have been circulated, posted on the notice boards and website.</p>	
<p>Agenda Item 15 – Speakers Richard Pailthorpe – Heritage Boards There will be two Heritage Boards, one opposite The Fox Goes Free, by the side of the noticeboard and one in Singleton where the telephone box is currently situated. RP and TM applied for a grant from the South Downs National Park who have agreed to fund 50% of the cost, other donations have been secured from Goodwood, Weald & Downland Museum, The Fox Goes Free and other private donations. The boards will be A1 lectern style an example of which is in Lavant Church. RP circulated drafts of the design, there a few edits to do and SDNP will look at the agreed design. It is hoped that the boards will be insitu by the summer.</p> <p>The Valley Gardening Club – Vicky Mudford and Penny Buchan PB gave an interesting summary of the history of the club, which was formed in the 13th Century and was then called The East Dean and Singleton Horticultural Club. Dr Elizabeth Goff wrote an interesting account of the history of the club. In 1956 the title of the club changed to The Valley Gardening Club. In October 1966 the 27th Annual Show was held, the entry fee being £1.00, this fee has remains the same to this day. In 1995 there were 200 members, however, membership has dwindled, new ideas were introduced which included interesting talks and garden visits. In 2019 there were 91 members and during the pandemic a</p>	

newsletter was introduced called The Spade, this was very well received. Unfortunately, as people's lives have changed interest has declined, the Annual Show will be held in August. Questions are being asked as to whether the club can continue in its current form, new ideas are being considered. Membership has waxed and waned, so maybe we are in a wane and things will pick up.

Singleton and East Dean WI – Kate Shaw

This WI was established in 1915 and is the oldest In England. We have recently celebrated the hundred and first birthday of one of our members, her mother was a member of the WI in 1915. During the pandemic meetings were held on Zoom and in June 2021 the first face to face meeting was held, with social distancing, this was quite a challenge. KT gave an interesting account of the events of the last year. The committee continue to provide interesting talks, demonstrations and visits. This WI has survived two world wars, two major economic slumps, a pandemic, another war and economic slump. KS ended with a poignant statement, that we must remain positive and continue to be thoughtful, kind and caring.

Village Hall – Judith Fathers

Singleton Village Hall was gifted to the Parish Council in 1956 and has been run by the village hall management committee since that date. During the past two years the committee have been very successful in securing several grants and has therefore been able to carry out several projects. These include a new website which has greatly improved the experience of potential customers, thanks to PW for developing this new site. Secondary glazing has been installed, new dividing doors to enable small events to be held in a smaller area, Wifi has been installed to encourage small businesses to use the hall and a system to remotely control the heating. The management committee have also made a donation to the Parish Councils Accessibility project and a donation for a picnic bench as part of the Phase 1 development of the playground. The book shed was established in 2021 and is very well supported, thank you to Lesley Hope-Lang for managing the shed. JF also thanked the Parish Council representatives JM and RM for their support and also VN. JF announced her resignation as treasurer, effective from March'22 and welcomed Liz Jasper as the new treasurer.

Singleton Cricket Club – Derek

He welcomed everyone to the iconic building which was an old farm building and was erected in 1977. Social and competition cricket is played on a Sunday. The members are made up of playing and social members. The main focus this year is to support the development of young potential cricketers. The English Cricket Board have introduced a new programme called All Stars. All Stars is for 5-11 year old boys and girls and teaches the skills needed for playing cricket, it is held on a Saturday morning. Moving forward the intention is to involve local schools in this project. The club is financially self-supporting, financed by subscriptions from players and social members, private events and the duck race. The duck race is a big fundraiser. The building and grounds require a lot of maintenance and this is largely carried out by volunteers involved in the club. They are always seeking new members, social membership is £10 per year and gives amongst other things preferential rates at the bar. Please can everyone publicise the club especially to new residents. Everyone is welcome to use the beautiful grounds but there is a problem with dog fouling and poo bags being left on the field, also, if your dog picks up a stick please can you ensure when they drop it, it is removed to the side of the field as it plays havoc with the mower. There is a poo bin just outside the main gate for your used bags – please encourage everyone to use it.

DH thanked all the speakers and everyone for attending. MP thanked the Parish Council for all their good work.

Meeting Closed – 9.00, Drinks and Nibbles followed.

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

Signed: DEBORAH HARWOOD

Name & Position: CHAIRMAN

Date: