

# Singleton Parish Council

## Members of Singleton Parish Council are summoned to an Extraordinary Meeting of the Council on Wednesday 13<sup>th</sup> December 2017 at 7pm in Singleton Village Hall

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### AGENDA

All attending are reminded that Mobile devices should be silent for the duration of the meeting.

#### 1. Apologies for absence

#### 2. Declarations of Interests

- i) 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.
- ii) To consider any Dispensation Requests received by the Clerk not previously considered.

#### 3. Minutes

To consider and approve as a correct record the Minutes of the Parish Council Meeting held on 15<sup>th</sup> November 2017 (attached).

#### 4. Co-option of New Parish Councillors

To consider expressions of interest received by the Clerk from persons wishing to become a Member of the Council, and to hear presentations from any of the applicants present at the meeting.

There are currently three Parish Council vacancies. The existing Members are requested to choose three persons from those applying to be co-opted onto the Council.

#### 5. Defibrillator

To agree a date for a 'training' session for the Defibrillator.

#### 6. Cemetery works

To give further consideration to action to be taken in relation to trees in the cemetery.

#### 7. Clerk's Report

To receive a verbal report from the Clerk.

#### 8. Public Open Forum

15 minutes is allowed for the public to ask questions relating to this agenda.

**Parish Council members:** Cllr John Elliott (Chairman); Cllr Nick Conway, Cllr Diana Parish, Cllr Diane Snow, Cllr Jon Ward, Cllr Julia Wilder.

# Singleton Parish Council

## Minutes of the meeting of the Parish Council held at 6.30pm on Wednesday 15<sup>th</sup> November 2017 at Singleton Village Hall

|   | ACTION |
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| <p><b>PRESENT:</b> Cllr John Elliott (Chairman); Cllr Diana Parish, Cllr Diane Snow, Cllr Jon Ward, Cllr Julia Wilder.</p> <p>Cllrs Jeremy Hunt (WSCC) and Henry Potter (CDC) also attended.</p>  |        |
| <p><b><u>079-17</u></b></p> <p><b>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b></p> <p>Cllr Nick Conway sent apologies for absence, which were accepted by the Council.</p>   |        |
| <p><b><u>080-17</u></b></p> <p><b>AGENDA ITEM 2 - DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</b></p> <p>Cllr Snow declared a personal interest in any matter concerning the Henry Smith charity. There were no other declarations of interest or dispensation requests.</p>  |        |
| <p><b><u>081-17</u></b></p> <p><b>AGENDA ITEM 3 - MINUTES</b></p> <p><b>Resolved that</b> the minutes of the meeting held on 27<sup>th</sup> September 2017 be agreed and signed by the Chairman as a true record.</p>  | Clerk  |
| <p><b><u>082-17</u></b></p> <p><b>RESIGNATION OF CLLR NEIL HEDGER</b></p> <p>The Clerk reported that Dr Neil Hedger had resigned as a Parish Councillor on 10<sup>th</sup> November. The Returning Officer at Chichester District Council had been notified by the Clerk, who had also given notice on the Parish Council's two noticeboards. If before 1<sup>st</sup> December ten or more Parish electors requested an election the District Council would make the necessary arrangements, but the cost would fall on the Parish. If an election was not requested then this vacancy could be filled by co-option, in addition to the two existing vacancies on the Parish Council.</p> <p>The Parish Council noted the position.</p>  |        |
| <p><b><u>083-17</u></b></p> <p><b>AGENDA ITEM 4 - CO-OPTION OF NEW PARISH COUNCILLORS</b></p> <p>The Clerk advised that three expressions of interest in becoming a co-opted Member of the Council had lately been received. The persons concerned were listed on the Register of Electors for the Parish, and were therefore eligible to be considered. As there were various forms to be completed, and the applicants should be given the opportunity to address the Parish Council and outline why they should be co-opted, the Clerk suggested that a Special Meeting of the Parish Council be held to which all applicants would be invited.</p> <p>The Parish Council noted the position, and <b>Resolved</b> that a Special Council meeting be held at 7pm on Wednesday 13<sup>th</sup> December to consider all applications for co-option onto the Council.</p> | Clerk  |

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| <p><b><u>084-17</u></b></p> <p><b>AGENDA ITEM 6 - PUBLIC OPEN FORUM</b></p> <p><b>Grove Cottage, Singleton</b> - Mr John McDonald and Ms Rebecca Sharp referred to the Parish Council's enquiry, through County Councillor Jeremy Hunt, as to the ownership of Grove Cottage, Singleton. This, coupled with questions over whether a planning application for improvements to a wall alongside the River Lavant at the property had been submitted without Ms Sharp's knowledge, had caused them much distress.</p> <p>Councillor Hunt reported on the actions he had taken in response to the Council's request, and the funds which the County Council had awarded for the river wall works, which the County Council agreed should be carried out.</p> <p>The Chairman advised that the Parish Council had been endeavouring to clarify certain facts relating to the proposed works, and ownership of Grove Cottage, but acknowledged that it would have been better if these had been undertaken by direct contact with the persons involved. He apologised for any distress that had been caused, and indicated that a written letter of apology would be sent to Mr McDonald and Ms Sharp.</p> <p><b>Singleton Cemetery</b> - A member of the public asked about the need to remove further trees from the cemetery at Singleton, the cost of doing so, and the current overspend on cemetery works identified in the Budget report. The Clerk advised that the question of further tree removal was on the agenda under item 8 (iii), and that the overspend was due to the works proposed in 2016/17 over-running into 2017/18. Grants for the work had been obtained in 2016/17 but not spent in that year, and so became part of the reserves for 2017/18, from which the latest costs would be taken.</p> | Clerk |
| <p><b><u>085-17</u></b></p> <p><b>AGENDA ITEM 7 – DISTRICT COUNCILLOR'S REPORT – HENRY POTTER</b></p> <p>Cllr Henry Potter (CDC) reported that CDC was due to take a decision on the Southern Gateway project the following week; that parking charges were under review; that Southern Water works across the north of Chichester were imminent, and that major disruption to traffic was likely; and that consultants would be investigating possible A27 improvement works, funded by £100K from the WSCC County Local Committee (South), and £10K from CDC.</p>   |       |
| <p><b><u>086-17</u></b></p> <p><b>AGENDA ITEM 7 – COUNTY COUNCILLOR'S REPORT – JEREMY HUNT</b></p> <p>Cllr Jeremy Hunt (WSCC) reported further on the A27 Working Group, which as Councillor Potter had indicated was setting out the guidelines for the consultants, and that WSCC was participating in a 'Build a Better Community' project designed to bring together local communities and businesses affected by congestion on the A27; that applications for the final round of CIF grants for projects were required by 1<sup>st</sup> February 2018, that Big Society grant applications had to be submitted by early December 2017, and that there were only two more rounds to go of the WSCC Small Grants (£1K) Programme, designed to support community initiatives; and that a 'Helping Hands' campaign was being promoted during the period 27 November to 1<sup>st</sup> December, designed to safeguard communities during the forthcoming winter period.</p> <p>Cllr Hunt also referred to the amazing breadth of work which the County Council undertakes, and offered to provide for the minutes a link to the WSCC news and campaigns page which highlights a lot of the current work it is doing. The link is:</p> <p><a href="https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/">https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/</a></p>  |       |

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| <p>In response to comments by the Chairman and a parishioner regarding arisings from highway grass cutting covering the hard standing where children waited for the school buses, causing them to wait in the road. Cllr Hunt agreed to mention this problem to the appropriate officers, and investigate whether it would be possible in future to give parishes detail of grass cutting schedules.</p>  | <b>Cllr Hunt</b>   |
| <p><b><u>087-17</u></b></p> <p><b>AGENDA ITEM 6 – ANTI-SOCIAL AND PLANNING ISSUES</b></p> <p>The Clerk reported that at the Parish Council’s request Chichester District Council had convened a meeting between itself, the Parish Council, Hyde Housing and Sussex Police to consider Parish Council concerns regarding matters affecting the Parish. The only date on which all involved could meet was Friday 15<sup>th</sup> December, at 10am.</p> <p>The Parish Council noted the report.</p>   |  |
| <p><b><u>088-17</u></b></p> <p><b>AGENDA ITEM 8 – VILLAGE MATTERS FOR DISCUSSION</b></p> <p>i) Parish Notice Boards</p> <p>The Parish Council noted the information on the agenda submitted by the Clerk, but determined that in the current financial climate it could not justify expenditure on new notice boards. In the absence of any offer of assistance, the Council accepted the offer of the Clerk to affix new locking mechanisms to the notice boards, and to treat them with preservative stain.</p> <p>ii) Village Pond and Nature Board</p> <p>The Parish Council agreed that it was important to ensure the well-being of the village pond, and that if a project could be prepared to maintain the pond and creation of nature board which would attract grant funding, this would be supported and implemented.</p> <p>iii) Cemetery – additional tree works</p> <p>The Parish Council was advised that no quote for additional tree works had yet been received from Tree Medics. Members agreed that the proposed works needed to be done, but in the absence of adequate budget provision decided to take no action at the present time.</p> <p>iv) Dog Fouling</p> <p>The Parish Council was advised that the CDC Dog Warden had visited the village to inspect areas where dog fouling was taking place, and had agreed to provide an estimate of the cost of erecting suitably substantial notices warning of the penalties for not clearing up after pets. The estimate was awaited.</p> <p>v) Salting of roads</p> <p>County Councillor Hunt confirmed that the road from Singleton through to Charlton and East Dean was indeed included in the WSCC salting route programme for the winter of 2017/18.</p> <p>Members noted that budget provision for grit bins was included in the draft 2018/19 Revenue Budget to be considered later in the meeting.</p> <p>vi) Bench facing cricket pitch</p> <p>Councillor Parish reported that a village resident, Mr Bryan Pearman, had kindly donated a new public bench (on the triangle of grass alongside the A286 facing the village cricket pavilion), to replace the existing one which had deteriorated due to age and was now unsafe.</p> <p>The Parish Council wholeheartedly welcomed this public-spirited act and <b>Resolved</b> that a letter of thanks be sent to Mr Pearman.</p> | <p style="text-align: center; vertical-align: top;"><b>Clerk</b></p> <p style="text-align: center; vertical-align: bottom;"><b>Clerk</b></p> |

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| <p>vii) Defibrillator</p> <p>The Clerk reported that he had activated the Defibrillator, and in the absence of any other volunteer had nominated himself as the contact with Community HeartBeat Trust in order to register the unit. The Defibrillator would be checked weekly by Councillor Diana Parish, to whom thanks were due for volunteering to undertake this task, to ensure that it is still intact and able to be used if necessary.</p> <p>The Community HeartBeat Trust had been asked to host a seminar in Singleton Village Hall for interested members of the public. As soon as a date was offered by the Trust Members would be advised by the Clerk and a notice placed on the Parish notice boards and in the Valley Diary.</p> <p>viii) Playground Inspection</p> <p>The Clerk reminded Members that the playground at Singleton required an annual inspection, usually in January of each year.</p> <p>The Council <b>Resolved</b> that the Clerk be authorised to commission such an inspection, for report to the Parish Council in the New Year.</p> <p>ix) Village Design Statement</p> <p>Councillor Snow reported that no response had been received from the SDNP officer to whom the Parish Council's VDS had been sent for comment. The Parish Council confirmed that it was satisfied the Plan was complete, and <b>Resolved</b> that it be submitted to the Planning Department.</p> <p>x) Emergency Plan</p> <p>The Parish Council noted that its Emergency Plan was complete apart from information on flood prevention, but was informed by members of the public at the meeting that this could be provided if the Parish Council asked the Flood Action Group. To avoid further delay the Council made this request at the meeting.</p> | <b>Clerk</b> |
| <p><b><u>089-17</u></b></p> <p><b>AGENDA ITEM 9 – HENRY SMITH CHARITY</b></p> <p>The Clerk reported that, as in previous years, the Parish Council had received £3,300 from this Charity for 2017/18, for local Trustees to distribute to local underprivileged persons as they see fit. The Parish Council's role was to act as an interim receiving authority, and to pass on the funds to the local Trustees.</p> <p><b>Resolved</b> that the Clerk be authorised to transfer the sum of £3,300 to the Chairperson of the local Henry Smith Trustees.</p>   | <b>Clerk</b> |
| <p><b><u>090-17</u></b></p> <p><b>AGENDA ITEM 10 – COMMUNITY GREEN OFFER (CGO) PILOT PROJECT</b></p> <p>The Council noted information contained on the agenda relating to the Community Green Offer (CGO) Pilot Project, but did not agree to take part in the project at the present time.</p>  |              |
| <p><b><u>091-17</u></b></p> <p><b>AGENDA ITEM 11 – FINANCE</b></p> <p>The Council considered a list of outstanding invoices submitted by the Clerk, attached as Appendix 2 to the agenda.</p> <p><b>Resolved</b> that the invoices listed in Appendix 2 be authorised for payment by the Clerk.</p>  | <b>Clerk</b> |

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| <p><b><u>092-17</u></b></p> <p><b>AGENDA ITEM 12 – BUDGET</b></p> <p>The Council considered the report of the Clerk, attached as Appendix 3 to the agenda.</p> <p>Members reviewed expenditure to date, noting that formal approval of transfer of funds between budget headings was required to cover overspends and unexpected expenditure during the current financial year.</p> <p>Members welcomed offers from members of the public present to donate a large quantity of (flower) bulbs as the 2017/18 budget provision of £1,000 for bulbs could not now be used for that purpose.</p> <p>The Council reviewed the draft budget for 2018/19 contained in the report, and agreed to amend this by an increase of £100 in new Councillor training (to £300 in total) and by the inclusion of grant aid of £1,056 to St Mary's Church. These amendments increased the proposed expenditure for 2018/19 to £19,137 (including £3,300 assumed in respect of Henry Smiths Charity).</p> <p>The Council concurred with the Clerk's suggestion that its precept should be increased by 3% for 2018/19 to reflect the impact of inflation, making the precept £13,570 (less any grant from Chichester District Council).</p> <p>The Council noted that even with a 3% increase in the precept its anticipated income for 2018/19 would be less than its anticipated expenditure for the year, and that the difference would have to be met from Reserves.</p> <p><b>Resolved</b></p> <ul style="list-style-type: none"> <li>i) that virement be approved in the sum of £941 from pension, £1,000 from bulb planting, £300 from grit bins, £300 from home office allowance and £4,327 from Reserves (total of £6,868) to cover over-expenditure on the Cemetery project (£4,164) and grass cutting (£374), and the additional cost of engaging a Locum Clerk (£2,330) during the 2017/18 financial year;</li> <li>ii) that the draft budget for 2018/19, as shown in Appendix 3 and subject to amendment as detailed above, be approved;</li> <li>iii) that the Parish Council's precept for 2018/19 be set at £13,570, less any grant from Chichester District Council.</li> </ul> | <b>Clerk</b> |
| <p><b><u>093-17</u></b></p> <p><b>AGENDA ITEM 13 - PLANNING</b></p> <p>The Parish Council noted and agreed to support the planning applications listed on the agenda (28 Charlton, SDNP/17/04921/LIS; Crouchers, The Grove, Singleton, SDNP/17/05347/HOUS and SDNP/17/05348/LIS).</p>   | <b>Clerk</b> |
| <p><b><u>094-17</u></b></p> <p><b>AGENDA NO. 14 – CORRESPONDENCE, INVITATIONS AND MEETINGS</b></p> <p>The Council noted the details set out in the agenda.</p>  |              |
| <p><b><u>095-17</u></b></p> <p><b>AGENDA NO. 15 - ITEMS FOR FUTURE MEETINGS</b></p> <p>The Parish Council agreed that a presentation could be made to its next ordinary meeting (on the proposed extension of Centurion Way).</p>   | <b>Clerk</b> |

# Singleton Parish Council

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