

Singleton Parish Council

Members of Singleton Parish Council are summoned to a meeting on Wednesday 15th November 2017 at 6.30pm in Singleton Village Hall

AGENDA - PART I

All attending are reminded that Mobile devices should be switched to 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 approve as a correct record the Minutes of the Parish Council Meeting held on 27th September 2017 (detailed below).

4. Co-option of New Parish Councillors

To consider any expressions of interest received by the Clerk from persons contemplating becoming a co-opted Member of the Council.

5. Public Open Forum

15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.

6. Anti-social and Planning issues

To consider the response of Chichester District Council (CDC) to the Parish Council's letters of concern regarding recent anti-social and planning issues in the Parish, and the offer of a single meeting with the CDC Chief Executive to discuss both issues.

7. Reports – to receive relevant reports (five minutes for each report including Q & A) from the:

- i) Chairman: Mr John Elliott
- ii) County Councillor: Mr Jeremy Hunt, Chichester North Division – WSCC
- iii) District Councillor: Mr Henry Potter, Boxgrove Ward

8. Village Matters for discussion

- i) Parish Notice boards at Singleton and Charlton – repair or replacement

The Parish Council briefly discussed this matter at its last meeting, and there were varied opinions as to whether the two existing lockable notice boards should be repaired or replaced, but no decision was taken.

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Repair: would take the form of fitting staple, hasp and padlocks to both noticeboards, as the keys to the existing locks have been mislaid. The woodwork could also be re-stained. This work could be carried out at minimal cost by the Clerk or a member of the Parish Council.

New boards: In March 2017 the District Council awarded the Parish a grant of up to £1,000 for replacement of the two noticeboards, subject to the Parish Council matching this (ie meeting half the cost) and completing the work before 16 March 2018. If the Council wishes to take up this offer action therefore needs to be taken quickly. Whilst the Parish Council has over-spent in a number of areas during the current year, the offer of match funding would reduce the impact on Reserves, which will have to be used in any event to meet the cost.

The existing notice boards are affixed to the walls of buildings. If the decision is to replace these, Members may wish to consider whether free-standing boards would be preferable, to avoid the need to seek the agreement of property owners for possibly larger boards than at present.

Details of quotations for new boards are shown in Appendix 1. If the Council decides to proceed it will be necessary to meet any excess cost (over the £250 provided for in the 2017/18 budget) from Reserves, and an appropriate resolution to that effect will be required.

ii) Village pond and Nature Board

Members have previously identified the condition of the pond at Singleton as in urgent need of attention, and it has also been suggested that this should be linked to provision of a 'nature board' to inform the public of the flora and fauna to be found there.

The iGas grant scheme is currently open, for a limited period, as is the South Downs National Park Sustainable Communities Fund, and the Parish Council may wish to put together a project which would meet the aims of either of these grant schemes and enable the project to proceed, subject to consultation with appropriate agencies (to ensure protection of wildlife) and provision being made in the 2018/19 budget.

iii) Cemetery – additional tree works

The Chairman has identified that two further trees in the cemetery need to be removed. Josh Collins of Tree Medics has been invited to quote as he has previously undertaken work at the cemetery for the Parish Council and his standard of work and charges have been considered reasonable. The Parish Council is requested:

- a) to waive Financial Standing Orders in order that, subject to Councillors Elliott and Snow agreeing that the quotation of Josh Collins is reasonable, Mr Collins be engaged to undertake the removal of two trees from the cemetery;
- b) to approve that the cost of the works be funded from Reserves.

iv) Dog fouling

To consider recent contact with the District Council's dog warden and measures being taken to combat dog fouling in the Parish.

v) Salting of roads

To consider the current position, and measures to be put in place for the coming winter. The Parish Council may wish to include in its 2018/19 budget the provision of grit bins in appropriate locations within the Parish so that full advantage may be taken of WSCC grit supplies for the 2018/19 winter.

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vi) Bench facing cricket pitch

Mr Brian Pearman, a village resident, has kindly agreed to have the old bench (on the triangle of grass alongside the A286 facing the cricket pavilion) removed and replaced with a new one in memory of his parents.

vii) Defibrillator

The Clerk has activated the Defibrillator, and in the absence of any other volunteer has nominated himself as the contact with Community HeartBeat Trust in order to register the unit. The Defibrillator will be checked weekly by Councillor Diana Parish, to whom thanks are due for volunteering to undertake this task, to ensure that it is still intact and able to be used if necessary.

The Community HeartBeat Trust have been asked to host a seminar in Singleton Village Hall for interested members of the public. As soon as a date has been offered by the Trust Members will be advised by the Clerk and a notice placed on the Parish notice boards and in the Valley Diary.

viii) Playground Inspection

The playground at Singleton requires an annual inspection, usually in January of each year. Authority is requested for the Clerk to commission such an inspection, for report to the Parish Council in the New Year.

ix) Village Design Statement

To consider the current position.

x) Emergency Plan

To consider the current position.

9. Henry Smith Charity

As in previous years the Parish Council has received £3,300 from this Charity for 2017/18, and local Trustees distribute these funds to local underprivileged persons as they see fit. The Parish Council's role is merely to act as an interim receiving authority, and to pass on the funds to the local Trustees. Members are accordingly asked to pass the following resolution:

Resolved that the sum of £3,300 be paid to the Chairperson of the local Henry Smith Trustees.

10. Community Green Offer (CGO) Pilot Project

The CGO has been developed with the aim of assisting the City, Town and Parish Councils and Community Groups to volunteer to undertake a range of work, important to their communities and will help maintain the highway and improve the street scene in their local area. Chichester District has been selected for the Pilot, to take advantage of two Tools Libraries located in Midhurst and Selsey and in turn to support emerging community activity more widely across the District. The CGO includes: access to training; the loaning of tools and other equipment; insurance cover (subject to certain conditions); support from the area highways teams

The CGO can assist communities with tasks you may already have in mind or may help progress altogether new ideas. It also provides an opportunity to undertake street scene maintenance and improvement work that may have been delivered by the former Community Support Team or

Singleton Parish Council

Highway Rangers. The pilot will last for a period of 6 months, after which lessons learned and good practice will be used to consider how the CGO could be rolled-out across West Sussex. It should be noted that in meantime, the Councils Community Volunteers still provide opportunities to support volunteering activities across the County.

The Parish Council is invited to consider whether to participate; if it decides yes discussions will be held in order to provide further guidance on the CGO and how it might support the Parish.

11. Finance – Invoices paid and to be approved

To consider the report of the Clerk at Appendix 2.

12. Budget Report

To consider a report from the Clerk at Appendix 3.

13. Planning

i) To consider the planning applications detailed below:

Reference	Property	Details	Planning Officer	Deadline for comment
SDNP/17/04921/LIS	28 Foxhall, Charlton Crouchers	Retrospective application for en suite	Jenna Shore	22 Nov' 2017
SDNP/17/05347/HOUS SDNP/17/05348/LIS	The Grove Singleton	loft conversion	Beverley Stubbington	22 Nov' 2017

ii) To consider any other applications, decisions & appeals;

iii) Village Design Statement – update

14. Correspondence, invitations & meetings

Correspondence received by the Clerk:

From	Detail
Arun & Chichester CAB	Letter of Thanks for grant of £50
Kent Sy & Sx Air Ambulance	Letter of Thanks for grant of £50
Chichester DC	Against litter leaflets
Chichester DC	Leaflets on 'helping you to afford a home of your own'
Action in Rural Sussex	Launch event for Sussex Community Housing Hub – 5 December 2017

15. Agenda items for Future Meetings

To consider matters for discussion at the next or future meetings of the Parish Council.

16. Dates of Next Meeting

To note that the next Parish Council meeting will be held in Singleton Village Hall at 7pm on Wednesday 17th January 2018.

Signed & dated *Chris Punnett*, Locum Clerk to Singleton Parish Council 08.11.2017

Singleton Parish Council

SINGLETON PARISH COUNCIL

Minutes of the meeting of the Parish Council held on
Wednesday 27th September 2017 at Singleton Village Hall

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott (Chairman); Cllr Nick Conway, Cllr Neil Hedger, 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><u>061-17</u></p> <p>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</p> <p>All members were present. There remain two vacancies on the Parish Council.</p>	
<p><u>062-17</u></p> <p>AGENDA ITEM 2: DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</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><u>063-17</u></p> <p>AGENDA ITEM 3: MINUTES</p> <p>Resolved that the minutes of the meeting held on 19th July 2017 be agreed and signed by the Chairman as a true record.</p>	Clerk
<p><u>064-17</u></p> <p>AGENDA ITEM 4: CLERK TO THE PARISH COUNCIL</p> <p>The Chairman introduced Christopher Punnett, who had offered to act as Locum Clerk pending recruitment of a permanent Clerk to the Parish Council. The terms of his appointment would be considered in Part 2 of the meeting (confidential items).</p> <p>Resolved:</p> <ul style="list-style-type: none">i) to approve the appointment of Mr C Punnett as Locum Clerk to the Parish Council;ii) to approve the purchase of a printer, keyboard and mouse for the Council's use at an approximate total net cost of £100, together with paper, envelopes and files;iii) to consider the recruitment process for a permanent Parish Clerk in the Spring of 2018.	Clerk Clerk Clerk

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<p><u>065-17</u></p> <p>AGENDA ITEM 5: CO-OPTION OF NEW PARISH COUNCILLORS</p> <p>The Parish Council was advised that no expressions of interest in becoming a co-opted Member of the Council had been received by the Clerk.</p>	
<p><u>066-17</u></p> <p>AGENDA ITEM 6: PUBLIC OPEN FORUM</p> <p>A member of the public present at the meeting referred to the defibrillator now housed in the redundant telephone box in Singleton. Was any training proposed?</p> <p>It was pointed out that the unit itself provided instructions on how it should be used, as it was being operated, although it was recognised that the stress of an emergency situation might cause difficulty for those having to use it.</p> <p>The Chairman suggested that a demonstration for interested members of the public might alleviate fears, and he asked the Clerk to make suitable arrangements, preferably before Christmas, and place details of the date and time for the demonstration in the Valley Diary.</p>	Clerk
<p><u>067-17</u></p> <p>AGENDA ITEM 7: COMMUNITY LAND TRUST AND HOUSING NEEDS SURVEY</p> <p>The Chairman reported on proposals for a Community Land Trust and Community Led Housing Scheme for Singleton and surrounding Parishes, a presentation on which had been given at the last meeting by Holly Nicols, Rural Housing Enabler at Chichester District Council (CDC).</p> <p>Informal discussions had taken place on a Community Land Trust Housing Scheme for Singleton, in conjunction with the neighbouring Parish of East Dean, the Goodwood Estate and CDC. As had been made clear at the last meeting, this was essentially a villager led scheme, and the only part the Parish Council would play was to kick start the proposal and help compose and deliver a Housing Needs Survey. Due to staff changes at CDC however preparation of the survey form had been delayed, but it was hoped to deliver this to all householders before Christmas 2017. CDC would then assess the responses early in 2018.</p> <p>Any person was eligible to be a member of the Trust, when it was established, and the Chairman would be an independent professional person, not a Councillor.</p> <p>There was a great need to ensure that the housing provided in rural locations contributed to the sustainability of villages, and catered for all sections of the community, from the young looking to leave home but remain in, or move back to, 'their' village, to the elderly who wished to downsize but remain close to friends and relatives, and all stages in between. The accommodation to be provided would be open to those in rented and owner-occupied properties, as well as provision for five retired Goodwood employees.</p> <p>Full details were available on the CDC website, as was a leaflet from the District Council. In addition details of the scheme would be placed in The Valley Diary.</p>	Clerk

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<p><u>068-17</u></p> <p>AGENDA ITEM 8a) – CHAIRMAN’S REPORT</p> <p>The Chairman referred to recent incidents in the village which caused him concern. In view of the nature of the events it was agreed that discussion of this matter be deferred to the confidential part of the meeting, as the identity of the persons involved might be revealed during discussion.</p>	
<p><u>069-17</u></p> <p>AGENDA ITEM 8b) – COUNTY COUNCILLOR’S REPORT – JEREMY HUNT</p> <p>Cllr Jeremy Hunt (WSCC) apologised for his absence, and particularly regretted missing the opening ceremony for the cemetery, but indicated that he was now back on his feet. He reported that WSCC would consider its response the proposed A27 improvements, and make a non-binding recommendation to the appropriate Cabinet member. The options were to accept RIS1, for which funding was allocated, or hold out for RIS2, for which finance in five years’ time was not guaranteed. The only advantage of opting for RIS2 was that it would give time to resolve current disagreement over the nature of improvements, but he considered that there was no possibility of a northern bypass route ever being approved due to adverse cost/benefit calculations, National Park and environmental considerations. He would therefore support RIS1.</p> <p>Cllr Hunt also reported that the next meeting of the County Local Committee would be on 31st October, and any grant applications should be submitted as soon as possible.</p>	
<p><u>070-17</u></p> <p>AGENDA ITEM 8c) – DISTRICT COUNCILLOR’S REPORT – HENRY POTTER</p> <p>Cllr Henry Potter (CDC) reported also on A27 highway improvements, indicating that at a meeting earlier that day CDC had agreed to support RIS2, although he and two other members had voted for RIS1.</p> <p>Cllr Potter also reported on a forthcoming CDC Digital Tea Party, designed to help any member of the public trying to get to grips with new technology; reminded Members that the SDNP Local Plan was now out for consultation, and that a meeting specifically for Parish members was being held on 3rd October; and reported that the scaffolding on Halnaker windmill had now been taken down, that it looked very good, and that the sweeps would be re-attached in due course.</p>	
<p><u>071-17</u></p> <p>AGENDA ITEM 9 – FINANCE AND CORPORATE</p> <p>The Council considered a list of outstanding invoices submitted by the Clerk, attached as Appendix 1 to the agenda.</p> <p>Resolved that the invoices listed in Appendix 1 be authorised for payment by the Clerk.</p>	<p>Clerk</p>
<p><u>072-17</u></p> <p>AGENDA ITEM 10 – VILLAGE MATTERS WHICH HAVE ARISEN SINCE THE LAST MEETING</p> <p>i) Emergency Plan/ Salting of roads</p> <p>The Parish Council was advised that the vehicle owned by Cllr Conway which was used to clear and salt/grit snow covered local roads was currently out of action due to electrical faults. It was hoped that this would be repaired shortly.</p>	

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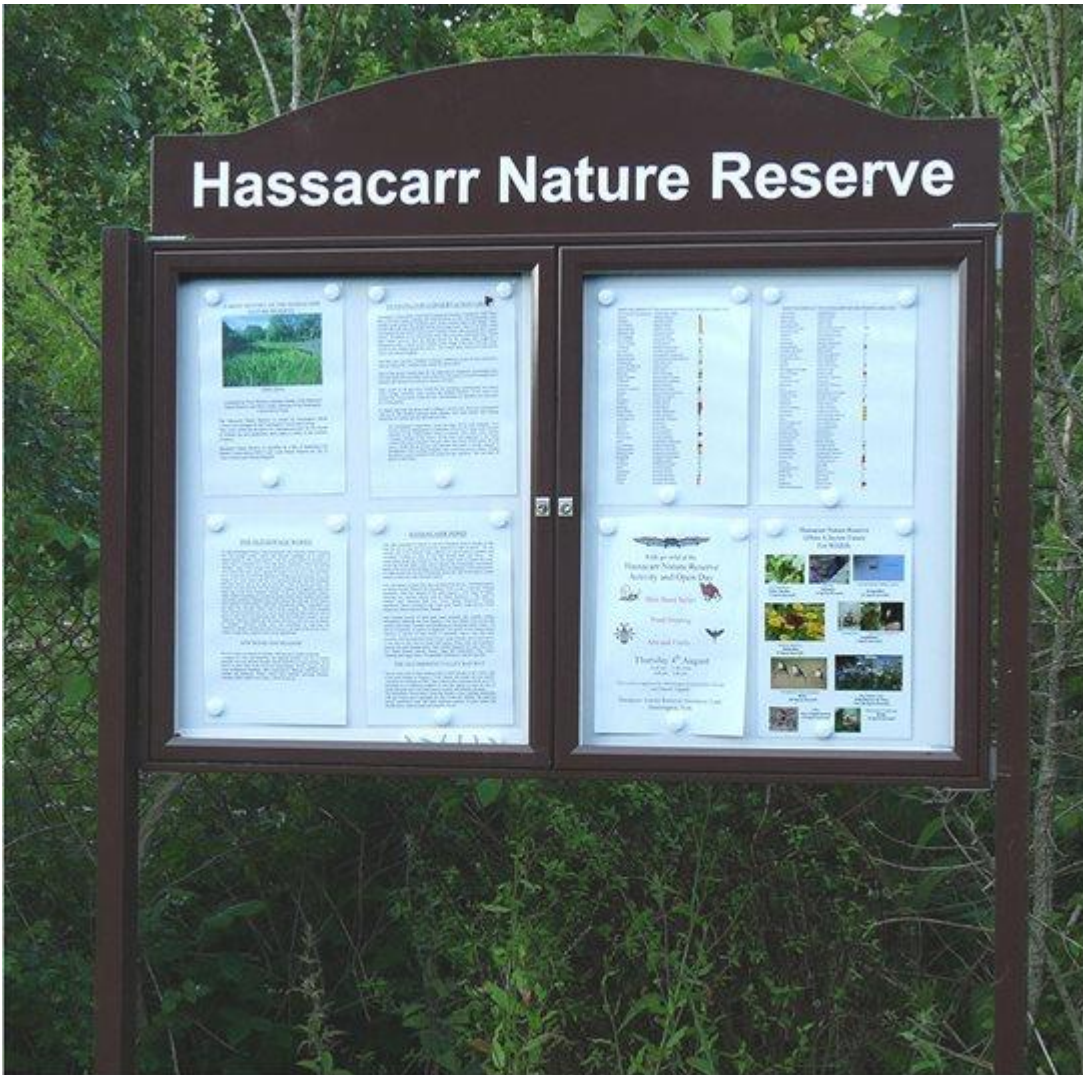
<p>In conjunction with the last item listed Cllr Snow reported that eleven sheep were now (for one month only) grazing in the cemetery, and that access to the ground would therefore be restricted for that period. She thanked all involved for their co-operation.</p> <p>Cllr Neil Hedger</p> <p>The Chairman proposed a vote of thanks to Cllr Neil Hedger for all his work for the Parish Council, as it was likely that Cllr Hedger would shortly be moving from the Parish and would therefore resign from the Council.</p> <p>Resolved that Cllr Neil Hedger be thanked formally for his work for and support of Singleton Parish Council.</p>	
<p><u>075-17</u></p> <p>AGENDA ITEM 13 – DATES OF FUTURE MEETINGS</p> <p>Resolved</p> <p>i) that in order to give adequate time for consideration of the 2018/19 budget, the next Parish Council meeting to be held on Wednesday 15th November 2017 commence at the earlier time of 6.30pm;</p> <p>ii) that the following dates be set for Parish Council meetings in 2018 (the third Wednesday in each alternate month):</p> <p style="padding-left: 40px;">17 January, 21 March, 16 May (inc’ Annual Parish Meeting), 18 July, 19 September, 21 November 2018.</p>	<p>Clerk</p>
<p><u>076-17</u></p> <p>AGENDA ITEM 14 – EXCLUSION OF THE PRESS AND PUBLIC</p> <p>Resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p>	
<p>Part II</p>	
<p><u>077-17</u></p> <p>CHAIRMAN’S REPORT</p> <p>The Chairman reported on recent anti-social events which had occurred in the village, and his concern that the relevant authorities had responded inadequately. His report was supported by the experience and knowledge of other members, who had direct knowledge of the matters in question.</p> <p>The Chairman proposed that a few members meet informally to provide essential detail in order that the Clerk could write appropriate letters to the authorities concerned.</p> <p>The Council agreed that the peaceful and co-operative nature of the village should not be allowed to be disrupted by a minority of anti-social residents or visitors, and that the appropriate authorities should be reminded of their obligations to deal with such matters in a timely, appropriate and effective manner.</p>	

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<p>Resolved that Cllrs Snow, Ward and Wilder meet to prepare a suitable communication to be sent by the Clerk to Chichester District Council, Hyde Housing and Sussex Police, with additional information to be provided by Cllr Hedger.</p>	<p>Clerk</p>
<p><u>078-17</u></p> <p>LOCUM PARISH CLERK – TERMS OF ENGAGEMENT</p> <p>The Parish Council was advised that the Locum Clerk was registered as self-employed. The Locum Clerk’s standard charge was £25 per hour, for a notional seven hours per week (with any overtime worked to be approved by the Chairman), commencing from 29 August 2017 when he had taken possession of the Council’s documents and equipment and begun acting formally on the Council’s behalf. The Council was not liable for the costs normally associated with employment of a Clerk through the payroll system, such as National Insurance or pension contributions, nor was the usual Clerk’s monthly office allowance payable.</p> <p>Resolved</p> <ul style="list-style-type: none">i) that the terms of the Locum Clerk’s appointment be approved;ii) that the Clerk be authorised to attend a SALC Budget Planning workshop on 10th October 2017 at a cost of £72.	<p>Clerk</p>
<p>The meeting ended at 20.55 hrs.</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

NOTICEBOARDS

Notice Board Company (UK) Ltd



Metal - £785

Singleton Parish Council



Wood - £949



Metal - £498

Singleton Parish Council

BOARDSDIRECT.CO.UK



Shield Exterior Showcases £244.34 Inc Vat (£203.62 Excluding VAT)

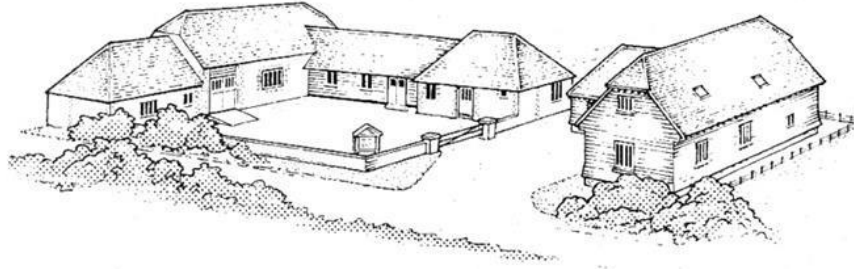
For further information please contact Chris Punnett, Locum Clerk to Singleton Parish Council
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Singleton Parish Council

L. WEST & SON

CARPENTRY & JOINERY SPECIALISTS

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Website: www.lwestandson.co.uk
VAT No. 430 5164 86

Thank you for your enquiry regarding Oak Notice Boards, we have pleasure in quoting as follows:

To Supply and Make:

2no Oak Notice Boards 1500mm wide x 1220mm high with 4mm Toughened Glazing. The Doors are to be secured by 2no bolts on one door and a lock on the other. We have allowed for a Header Board Laser engraved with SINGLETON PARISH COUNCIL. We have also allowed Sundela Pin Board inside and the Notice Boards to be finished with 2 coats of Osma Oil.

For the sum of ... £2,156.00 plus VAT

We have not allowed to fit the boards but this can be done if necessary.

We hope this is of interest and look forward to hearing from you.

L West and Son

Singleton Parish Council

Appendix 2

Singleton Parish Council

15th November 2017

Finance – Invoices paid and to be approved

Report of the Clerk

Members are requested to note and where necessary approve payments made during the period 28th September to 8th November 2017, and other invoices to be paid, as detailed below. Any late invoices will be reported verbally at the meeting.

Date	Payee	Details	Cost	Approved by
30.09.17	John Lewis	Brother A3 printer	£129 (£79 net)	PC 27.09.17
30.09.17	John Lewis	Logitech keyboard & mouse	£22 (£20 net)	PC 27.09.17
30.09.17	Staples	Paper, envelopes & files	£27.30	PC 27.09.17
04.10.17	PKF Littlejohn	Ext' audit fee for 2016/17 a/cs	£240	Chairman
06.10.17	WSCC	Former Clerk's August salary	£486.78	Chairman
06.10.17	SSALC	Budget prep workshop	£72	PC 27.09.17
24.10.17	Webfusion	SPC website domain (SPC.co.uk)	£23.98 (£19.98 net)	Chairman
06.07.17	West's	Bench for cemetery	£840 (£700 net)	To be approved
03.11.17	WSCC	Payroll services April-Sept 2017	£44.21 (£36.84 net)	To be approved

C J Punnett

Locum Clerk

8 November 2017

Singleton Parish Council

15th November 2017

Budget Report for 2017/18 and 2018/19

Report of the Clerk

The tables below show income and expenditure to date for the current 2017/18 financial year, together with a bank reconciliation which confirms the veracity of the accounts.

Proposed or likely expenditure for the remainder of the current year may change, depending on decisions taken earlier in this meeting under agenda item no. 8.

The tables also indicate the Parish Council's expected income for 2018/19, so far as can be judged at this stage. The annual grant (if any) from Chichester District Council (CDC) will not be known until early December. The proposed precept for 2018/19 represents a 3% increase over 2017/18, but will be reduced by the amount of grant awarded by CDC.

The proposed expenditure budget for 2018/19 includes all known projects and commitments, including those notified to me by members of the Parish Council.

Members will note that the proposed expenditure for 2018/19 amounts to approximately the expected income for the year, leaving very little for emergencies, and nothing towards replenishing the Council's Reserves. It should also be noted that no provision has been made for a grant to St Mary's Church, for which provision of £1,056 has been made in the current year's budget, but which has not so far been authorised or paid.

The Council's options appear few, as the majority of the proposed expenditure is required merely to carry out essential functions, whilst the options for increasing income are limited. Only raising the precept by more than 3% will provide an increase in income.

To provide for overspends or unexpected expenditure not included in the current year budget the Parish Council must formally transfer (vire) money from unspent budget items or Reserves.

The Council is therefore recommended:

- i) To vire 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.
- ii) To consider and approve its budget for 2018/19.

C J Punnett

8th November 2017

Singleton Parish Council

Income	2017-18 Budget £	Position at 15.10.17	Expected 31.03.18	Prop' 18/19 Budget	Notes
Precept	12,605.00	12,605.00	12,605.00	13,570	Less CDC grant
VAT Recovered	1,200.00	2,310.91	2,310.91	1,400	
Interest Received					
<u>Grants</u>					
Chichester District Council	569.99	569.99	569.99	TBA	
SSEPD	-				
iGas	-				
Goodwood	-				
<u>Other</u>					
Henry Smith's Charity	3,300.00	3,300.00	3,300.00	3,300	
Benches for cemetery	-	1,150.00	1,150.00		
John Lewis click/collect refund		2.00	2.00		
Brother – printer cashback		50.00	50.00	-	
Total Income	17,674.99	19,987.90	19,987.90	18,270.00	
Balance BF (current account)	599.28				
Income + Balance BF	18,274.27				

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Expenditure	2017-18 Budget £	Position at 15.10.17 (inc VAT)	Expected 31.03.18 (inc VAT)	Prop' 18/19 Budget (inc VAT)	Notes
<u>General Admin</u>					
Marketing & Communications	200.00	-	200	200	
Microsoft Office subscription	-	59.99	59.99	60	
Computer, printer, ink	50.00	151.00	151.00	50	
Stationery / Postage / Misc	50.00	27.30	50.00	50	
Home Office Allowance	360.00	60.00	60	360	
Chairman's Allowance	100.00	45.30	100	100	
Website (renewal due Nov 17)	-	-	25		
Data Protection Fee		35.00	35	35	
<u>Clerk's Salary</u>					
Chris Punnett (Locum - £25 p.h.)	-	1,050.00	5,425		30 hrs p/month
Caroline Davison (5 months salary)	5,980.00	2,885.32	2,885.32		
Clerk (@35hrs per month +14%NI)				6,310	
Pension (if taken, 22% of salary)	941.00	-	-	1,217	
<u>Maintenance</u>					
Notice Board	250.00	-	TBC		
Village Pond	300.00	-	TBC		
Flag & Flagpole	-	-			
Litter & Dog Bins (incl bags)	240.00	79.87	240	200	
Grass Cutting & Strimming	1,870.00	2,244.00	2,244	2,300	
Tree Surgery	-	-			
Bulb Planting	1,000.00	-	-	250	
Playground Inspection & Maintenance	250.00	-	250	250	
Cemetery Project	700.00	4,864.13	4,864.13		
Emergency Equipment	100.00	-	-	700	
Grit bins	300.00	-	-	400	
<u>Subscriptions</u>					
SSALC & NALC	150.00	147.74	147.74	150	
SLCC	65.00	-	-	65	
<u>Training</u>					
New Councillor	200.00	-	200	200	
Clerk's Networking/Training	60.00	72.00	72	144	
CILCA & ILCA	-				
<u>Grants</u>					
S137 St Mary's Church	1,056.00	-	1,056		
S137 Citizens Advice	50.00	50.00	50	50	
S137 Village Hall	200.00	-	200	200	
S137 Kent, Sx & Sy Air Ambulance	50.00	50.00	50	50	
S137 4 SIGHT	50.00	-	50		
Henry Smith's Charity	3,300.00	-	3,300	3,300	
<u>Other</u>					
Singleton Railings - Repainting		497.51	497.51		
Recruitment Assistance	-	-	100		
Audit	325.00	390.00	390	400	
Village Hall Hire	100.00	-	100	100	
Insurance	630.00	616.84	616.84	640	
Payroll Services	100.00	-	60	100	
Glebe Playing Field Rent	100.00	-	100	100	
Total Expenditure	19,127.00	13,325.90	23,579.53	17,981	

For further information please contact Chris Punnett, Locum Clerk to Singleton Parish Council
 Tel: 01243 774169 Email: singletonparishcouncil1@gmail.com Web: www.singletonparishcouncil.co.uk

Singleton Parish Council

Bank reconciliation – 8 November 2017

Balances on Accounts		
Current account		9,091.28
Savings account		9,277.20
Sub-total		18,368.48
Less unrepresented invoices/online payments	(i) Locum Clerk	1,050.00
	(ii) Cemetery bench	840.00
	(iii) WSCC Payroll Services	44.21
Total		16,522.69
		=====
Cash Book		
Opening balances 01 April 2017		
Current Account		599.28
Savings Account		9,277.20
Sub-total		9,876.48
Less 2016/17 payment (cheque no. 100106) presented after 1 st April 2017		60.00
Sub-total		9,816.48
Add: Receipts for the year to date		19,987.90
Sub-total		29,804.38
Less: Payments for the year to date (inc' those to be approved at this meeting)		12,530.11
Total		16,522.69
		=====