

# Singleton Parish Council

**Members of Singleton Parish Council are summoned to a meeting on  
Wednesday 27<sup>th</sup> September 2017 at 7.00pm in Singleton Village Hall**

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## AGENDA - PART I

### 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 19<sup>th</sup> July 2017.

### 4. Clerk to the Parish Council

- i) To approve the appointment of Christopher Punnett as Locum Clerk pending recruitment of a permanent Clerk to the Parish Council;
- ii) To approve the purchase of a printer and ancillary equipment for the Council's use;
- iii) To consider the recruitment process for a permanent Parish Clerk.

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

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

### 6. Public Open Forum

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

### 7. Community Land Trust and Housing Needs Survey

To receive a report from the Chairman in respect of a proposed Community Land Trust.

### 8. 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

### 9. Finance and Corporate

To authorise payments for the period 20<sup>th</sup> July to 20<sup>th</sup> September 2017 as detailed in Appendix 1.

### 10. Village Matters which have arisen since the last meeting

- i) Emergency Plan
- ii) Nature Board
- iii) Salting of roads

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## 11. Planning

- i) To consider the planning applications detailed below:

### **Singleton Parish Council Case No: SDNP/17/04683/TCA**

Location: Crossroads House, North Lane Charlton Singleton PO18 0HU

Proposal; Notification of intention to reduce apical and lateral spread by up to 2m, reduce branch length on east sector by 2m and on south sector by 1m and on west sector by 1.5m, prune away from telephone lines to leave a maximum clearance of 50cm and crown lift by 5-6m on 1 no. Ash tree (T1). Reduce the longest apical and lateral branch growth by up to 2m, reduce branch length on north and west sectors by 2m and crown lift by 5-6m on 1 no. Silver Maple tree (T2). Fell 1 no. Deodar Cedar tree. Reduce apical and lateral spread by up to 2m, reduce branch length on east sector by 2m and on south sector by 1m on 3 no. Silver Birch trees.

Closing Date for comments: 18 October 2017

### **Singleton Parish Council Case No: SDNP/17/04543/TCA**

Location: Crouchers The Grove Singleton Chichester West Sussex PO18 0EY

Proposal; Notification of intention to fell 3 no. Sycamore tree, 2 no. Ash tree (G1), fell 2 no. conifer tree (T2 and T3), uplift to clear the outbuilding by 2m 1 no. Cherry tree.

Closing Date for comments: 18 October 2017

- ii) To consider any other applications, decisions & appeals;  
iii) Village Design Statement – update

## 12. Agenda items for Future Meetings

Budget for 2018/19 – members are invited to identify items which could be included in the draft budget to be considered at the next Parish Council meeting on 15<sup>th</sup> November 2017.

## 13. Dates of Future Meetings

- i) To note that the next Parish Council meeting will be held on Wednesday 15<sup>th</sup> November 2017;  
ii) To agree the following dates for Parish Council meetings in 2018 (third Wednesday in each month):  
17 January, 21 March, 16 May (inc' Annual Parish Meeting), 18 July, 19 September, 21 November.

## 14. Exclusion of the Press and Public

The Parish Council is asked to pass the following resolution:

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 consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

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## PART II

### 15. Locum Clerk – Terms of Appointment

To approve the terms of employment of the Locum Clerk.

#### **Filming of Parish Council Meetings and use of social media**

The Council will consider any request to record or film its discussions or to use social media before the meeting commences, and if permission is granted, on the understanding that this does not disrupt proceedings.

Please let the Parish Clerk know in advance if you wish to record or film.

Mobile devices should be switched to silent for the duration of the meeting.

Signed & dated *Chris Punnett*, Locum Clerk to Singleton Parish Council 20.09.2017

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27 September 2017

## Appendix 1

The Parish Council is requested to consider and approve payment/reimbursement in respect of the following items of expenditure:

Creditor	Purpose	Amount (£)
Arundel Trophies  (already paid; reimbursement to Mr J Elliott)	Two brass plaques for cemetery	96.00
Peter West (woodturners)	Two wooden benches for cemetery	1,320.00
Came & Co	Council Insurance for October 2017 to September 218	616.84
Caroline Davison	Former Clerk's office allowance July & August (2 x £30)	60.00
Arundel Trophies  (already paid; reimbursement to Mr J Elliott)	Signs for cemetery	176.00
Arundel Trophies  (already paid; reimbursement to Mr J Elliott)	Sign	40.00
Sainsburys  (already paid; reimbursement to Mr J Elliott)	Refreshments for Cemetery opening ceremony	52.45
Information Commissioner	Data Protection Registration Fee for 10.2017/10.2018	35.00
Keith Goacher	Grass cutting and upkeep at Pond, Glebefield, Plantation, Charlton verges and Singleton extra areas. 2 <sup>nd</sup> half of 2017 cutting season.	1,122.00
Caroline Davison	Salary for July and August 217 – WSCC to confirm amount	

Chris Punnett  
20<sup>th</sup> September 2017