

SINGLETON AND CHARLTON PARISH COUNCIL

APPROVED Minutes of the Parish Council Meeting held at 7pm on Wednesday 20th March 2019 at Singleton Village Hall

<p>Present: Cllr John Elliott (JE) (Chairman); Cllr Deborah Harwood (DH), Cllr Jon Ward (JWa), Cllr John McDonald (JM) & Cllr Adrian Taylor (AT) & Cllr Rachel Castagne (RC), Cllr Julia Wilder (JW)</p> <p>Cllr Jeremy Hunt (JH WSCC) and 13 members of the public also attended.</p>	
<p>Agenda Item 1 – Apologies for Absence – Cllr Diane Parish, Cllr Henry Potter (HP CDC)</p>	
<p>Agenda Item 2 – Declaration of Interests/ 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: John Elliott (JE)– CDC District Councillor, Member of the Village Hall Committee, Member of the PCC Di Parish (DP) - Member of the Village Hall Committee, Deborah Harwood – Lawns & Hedges (Declaration for this meeting only) There were no further declarations of interest or dispensation requests.</p>	
<p>AGENDA ITEM 3 - Minutes of the last Parish Council Meeting - To approve as a correct record the Minutes of the Parish Council Meeting held on 16th January 2019. It was Resolved that the minutes of the meeting held on 16th January 2019 were agreed and signed by the Chairman as a true record. The vote was unanimous.</p>	
<p>Agenda Item 4 – Chairman’s Report – Moved to the last item on the agenda.</p>	
<p>Agenda Item 5 – County Councillors Report – Mr Jeremy Hunt, Chichester North Division – WSCC JE asked that Public Rights of Way be discussed. JH pointed out that this had all being explained in the document sent to the Chairman, he asked if the information was clear and JE said it was. The budget was passed In February. WSCC’s share of Council Tax is up 4.99%, 2.99% general expenses, 2% adult care. There is a green paper due to cover adult/social care in the future, however, this keeps getting delayed. JH received a response late on the day of this meeting regarding DH proposed electric points as part of the parking plans for The Leys and School. JH has not had time to digest this and discuss with colleagues, JH will liaise with DH. A27, the leader of WSCC, leader of CDC and our MP were due to meet to discuss this project, but it was postponed. JH talked about the Chichester Parking Management Plan, where no parking zones are being extended to many residential streets, making them resident parking only. This is happening in several major towns, Chichester is the first town to consult on this plan. JWa asked what would happen to the revenue raised from this scheme, JH reported that this has to be fed back into roads. The public consultation ends on the 31st March 2019, there is a website available for comments to be registered. Last viewing of plans is at The Swanfield Community Centre on 25th March, 2pm to 8pm. This will then be discussed at the next CLC meeting on 18th June. Final Draft Consultation in the Autumn. A new initiative by WSCC is ‘Slipper Swop’. Trips from worn slippers cost £20 million. Swop is taking place in Chichester Library on 28th March. The Head of the Road Traffic Group asked JH how we can access CIL money, JH pointed out that WSCC are not involved in this, it is CDC and SDNP. A discussion took place as to how we can get a slice of this grant, given that we do not have any new homes. DH reported that she has applied for a CIL grant for the School/The Leys Parking Project. The grants applications are scored on a points system, it is possible for us to be awarded a grant, however, we are low on the list of priorities but if we keep trying we will eventually get some money. It was suggested to JH that WSCC should be putting money into improving the road safety issues that will be caused by extending the Centurion Way and the it</p>	<p>JH/ PC</p>

<p>shouldn't be left to small villages to solve these problems. We need a joined-up approach to this problem. JH agreed but WSCC do not have the money to help with this situation. JH pointed out that the SDNP have applied for £2 million for the Centurion Way extension and that they should be using some of this money on road safety. JH reported that there is a Communities Highways Scheme, there is a limited budget, however, groups can apply for funding to support projects, talk to the Boxgrove Road Traffic Group as they have managed to secure a considerable amount of money for their traffic calming scheme. JH said that groups need to produce a detailed plan, they will then be discussed and validated at the CDC meeting. JE commented that at the last meeting of the Grants Committee it was raised that smaller parishes should be given more consideration for allocation of fund's, 12 Parishes have never claimed CIL money from CDC. DH raised the point that applying for grants is very complex and time consuming and also, when it was suggested to Chris Dyer that volunteers could carry out the work on the School/Leys project, this was met with a negative response. JH said he would have another discussion with Chris Dyer. JE suggested that this should be discussed at the first PC meeting in May.</p>	
<p>Agenda Item 6 – District Councillors Report – Mr Henry Potter, Boxgrove Ward Some of the older and ineffective CCTV cameras are being upgraded around the City. There has been a noticeable rise in ASB in the vicinity of the Avenue de Chartres Car Park and elsewhere in the City and reports of drug trafficking. This ASB was discussed at a Annual Meeting of the Community Safety Partnership, which I attended when Ch. Insp. Kris Ottery attended and answered questions. Certain types of crime are on the increase notably theft of, and from motor vehicles, mostly parked at popular beauty spots and walking destinations. These numbers would probably have been even worse except a criminal from Hampshire was apprehended and is in prison. The deployment of additional police officers in our district has not been well pronounced, only about 6 of the 200 throughout Sussex have been assigned to Chichester. The question of the inadequacy of the 101 reporting number was mentioned, Kris Ottery said this is to be reviewed. Talks concerning speeding in the rural areas met with the usual response, lack of police resources!! Suggestion of Community Speed Watch groups, nothing new there! Finally, at the recent Council Meeting it was agreed to spend, not an insignificant amount of money in creating a back-up ICT centre at Westhampnett Services in the event of a crisis in the system at East Pallant House. This is deemed to be very sound practice as almost all of Council business is now done on line. If it failed, through Fire or a disaster the council would be in dire straits. In response to Councillor Deborah Harwood's request re the finance of a defibrillator in Boxgrove. £600 was provided by the Village Hall and the Parish Council jointly, the balance came from grant funding by WSCC.</p>	
<p>Agenda Item 7 – Public Forum A member of the public asked if there was any information on the suggestion that there was to be a path from East Dean to Charlton. RC reported that is was mentioned at the SDNP Planning Committee meeting, it was thought that this path might pass through the fields. JW reported that it was part of the Goodwood Estate Plan, although it was not a priority at the moment. DH said that this would be looked into.</p>	PC

<p>Agenda Item 8 – Village Maintenance</p> <p>Roads Update - The potholes in Grove Road through to the junction with Charlton Rd and the cluster at the cafe end in Cobblers Row plus the large one at the entrance to The Leys have been confirmed for filling. The pedestrian footpath from Town Lane into the Weald & Downland Museum has stalled once again. There was a discussion with the director Simon Wardell the Highways manager Chris Dye about the lowering of the pavement in Town Lane for easy access. Chris said there would be no problem with the request, and they would look favourably on this. He also said that if the Museum did the work themselves it would get done much quicker than waiting for Highways to do it....</p> <p>Path Clearing -With regard to pavement clearance, in particular the state of the section between Roger Champions Cottage and Town Lane. Thanks to Margaret for having cleared this section, this really requires clearing at least 3 times a year.</p> <p>Exit from Levin Down into Charlton – to be discussed at the next PC Meeting.</p> <p>Notice Boards – Thanks were given to AT who has re-painted these boards, it was agreed that new cork would be installed.</p> <p>Playground Inspection – The yearly inspection was carried out, each piece of equipment was graded, none of the equipment urgently needs work to be carried out. Much of the work could be carried out by volunteers. However, it was agreed that the seat on the zip wire be replaced. DH is investigating what improvements are possible to the Glebe field. It was reported that there is damage to the rope ladder on the multi play equipment, AT to investigate.</p>	<p>DH /AT</p>
<p>Agenda Item – 9 Update on on-going matters not covered elsewhere</p> <p>Soft Sand Review – Comments by 8/03/19, JW reported that we should be concerned about this as it will increase the traffic through Singleton. The sand is currently being extracted at Bepton. The procedure is to strip the land of trees and vegetation and then excavate the sand, therefore decimating the landscape. The sand is needed for all the building work that is happening in the area. There was some discussion as to whether WSCC were collaborating with SDNP on this project, JH was not aware of this but will investigate. This should be discussed in more detail at the next PC meeting.</p> <p>Chichester Parking Management Plan – Consultation finishes 31/03/19, see JH report above.</p> <p>Road Traffic Group - there are now 8 trained volunteers. Goodwood will be putting an additional safety message to their Breakfast Club e-tickets and emails. ANPR signage is ready, ANPR due to be installed on 28th March 2019. Subject to Highways and SDNP permission, there are 3 identified locations for ANPR signs, 2 on A286 at either end of village and 1 on Town Lane south of entrance to W&D. Possibility of one also at Charlton. There was a meeting with reps from WSCC Highways and SDNP on 13th February 2019. This meeting was set up to discuss the problems of inappropriate speeding traffic and its impact on residents and visitors to the parish, particularly in the future when the proposal to extend the Centurion Way from West Dean to Cocking may well bring many more pedestrians and cyclists to the village and its attractions. The attendees were provided with a report from the Old Rectory detailing some of difficulties encountered by its residents together with maps of the parish with the problem areas highlighted, e.g. narrow or non-existent pathway, no dropped kerb, poor sight lines as well as damaged infrastructure caused by speeding vehicles. The recommendations were, 'Gateway' treatment at entrances to Singleton and Charlton. Locations would need to be agreed with Highways, could either be "bespoke" – SDNP preferred option – or off- the-shelf, e.g. Glasdon UK , either option needs to be passively safe. PC to investigate. Signage audit – photograph all redundant and rusty signage and email to Highways for removal. Remove (ie don't renew) centre lines in road; use buff-coloured tarmac to "narrow" road at margins (Funtington). Accentuate sense of place in village – identify and promote village features. Make use of National Park location identity to change drivers' behaviour. Biggest obstacles are: Money, Meeting criteria, e.g. insufficient density of buildings to extend 30mph limit up Town Lane beyond W&D entrance, not enough fatal accidents etc. Possible sources for funding: Community Highway Scheme. Raising a TRO at South Chichester County Local Committee (small projects up to £3k). CIL (Community Infrastructure Levy) – All grants are subject to a scoring system, these include, Has the support of the wider community, i.e. not just Singleton. Will benefit the wider community. Enhances safety, mobility, access etc. Paul</p>	<p>PC</p>

<p>Andrews asked, “do we not need to demonstrate the scale of the problem by requesting rubber monitoring strips** on the road?” He also suggested monitoring noise levels. GG to look into.</p> <p>Defibrillator – Apply for SSE Grant</p> <p>Paths – WSCC Path Inspection, mentioned above.</p> <p>Policy – Local Government Pension Scheme Internal Dispute Resolution Procedure, agreed by the committee.</p> <p>Velo 2019 – This is a statement from Louise Goldsmith. The County Council supported Velo South 2018 but as you know due to poor weather conditions the event was cancelled. We supported the event in order to boost the economy and tourism by increasing the profile of West Sussex outside the county boundaries. We also know events of this scale can inspire people, young and old, to become active, and deliver associated health and wellbeing benefits. However, we also recognise that some residents and Members had concerns about the event and we have listened to all the feedback. To that end a Major Events Protocol is currently being developed by officers which will provide helpful guidance if we want to hold any form of major event in the future. So rather than holding an event this year, the County Council intends to take the time to better understand those concerns and how they can best be mitigated against and possibly consider planning ahead for an event in 2020.</p> <p>It’s important to emphasise that we are open minded to events of this scale in West Sussex. We are ambitious for our residents and our local economy and that in the future when planning successful major events we will do this together with our communities. I want to take this opportunity to say a big thank you all for your work and feedback over this event which I appreciate has been challenging at times.</p>	
<p>Agenda Item 10 - Village Matters for Discussion</p> <p>Emergency Equipment – Radio’s, these are now installed In The Partridge, the clerk is investigating how much they cost to charge so that a regular contribution to the cost of electricity can be paid.</p> <p>Emergency Plan – Plan is complete with the exception of allocation of roles. Part of that process relates to “vulnerable people”. For example, should each councillor be individually responsible for a group of vulnerable people, or, should action be allocated at the point an emergency arises? This will be discussed and agreed at first new council meeting.</p> <p>Village Design Statement – Meeting with SDNP on 8/4/19</p> <p>Youth Club - The Youth Club will start running once a month (we hope), the starting night being Friday 29th March at 6.30pm until 8.30pm. We need at least 8-9 young people attending to make it viable. Kathryn Holt and Adrian Taylor have offered to help run it, Rachel Coates will help out for the first night. To continue to run we will need ongoing support or a couple of others to step up. I am currently waiting to hear back from parents regarding who is attending our first evening. Equipment to be stored in the shed where emergency equipment is stored, we don't have any equipment at present, but Kathryn will be acquiring Tuck from Bookers and we will need somewhere to store this between meetings. Hopefully the April meeting will be Friday 26th of April, unsure as to May meeting date at this time. DH gave a vote of thanks on behalf of all councillors to RC for her prompt work in getting this project up and running.</p> <p>Parish Church – Rev Kev & Melanie, a letter was received from The Bishop in response to the letter sent from the Parish Council, copy on the notice board. JE thanked the Clerk for writing to the Bishop and reported that we will no doubt have a period of at least 6 months without a vicar.</p> <p>Village Forum –There was a great deal of talk about a village tidy up including verges, litter and gulley’s – Village tidy up – Saturday March 30th – 10am -4pm. (This has been registered as part of the national Keep Britain Tidy Campaign) Meet at village hall. Bags have arrived from KBT and CDC have supplied litter pickers etc. Risk Assessment/Health and Safety report is being checked by a member of the community who is head of Health and Safety at West Dean. We will be using hi-viz vests and gloves from our emergency equipment shed. JE commented that a register should be made of all those taking part. DH reported that there would be a full Health and Safety briefing on the day. DH also reported that WSCC are prepared to give training on how to use their larger pieces of equipment, we could then borrow this equipment. Parking at the Fox – I have spoken to the owners of the Fox who are willing to make a donation to extending parking but obviously as the car park is used by walkers and many others who are not patron’s they cannot be held wholly responsible for this. I have also spoken to Goodwood who are</p>	PC

<p>talking to the farm to see if it is possible to release more land although this could be complicated because of subsidies.</p> <p>Parking on pavements in both Singleton and Charlton is seen as a big problem for both the elderly and parents with prams who are forced into the roads and it is suggested that we ask residents of the parish to be aware of this issue and refrain from parking on the pavements.</p> <p>Funding application to Igas for basketball and football net, path between Church Way and the Church and mini roundabout for playground has been made. Awaiting outcome. I have gained a grant from the British Heart Foundation for a defibrillator but it requires us to pay £600 towards it. I am still working to find other grants. Other projects mentioned will be looked at with the new Parish Council. These include a bench in Church Way, Entrances to the village especially the edge of the cricket pitch. Not for profit shop, affordable housing. School Parking Project, An application for funding has been made to Projects for the South Downs. Awaiting outcome. I am in the process of applying to the National Lottery Community Fund.</p>	
<p>Agenda Item 11 -Finance</p> <p>Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 28th February 2019, approved by all councillors. The Clerk reported that once VAT is claimed back, the 2018/19 accounts would be showing a small credit, although the money wouldn't be received until after the end of the financial year. It was also discussed the option of transferring funds from the Savings Account into the Current Account to help with 2019/2020 expenditure. 50% of Precept would still remain in the Savings Account, this was agreed by all councillors.</p> <p>Payments for Consideration – approved by JE</p> <p>S137 Payments – £800.00 to The Church, approved by JE.</p> <p>Precept – agreed at £15,148.00, an increase of 5%. Band D Rate increase is £1.51 for the year.</p> <p>Any other financial issues – Clerk National Salary Award, increase of 30p per hour, agreed by all councillors.</p> <p>Grants for 2019/20 –</p> <p>IGAS – Deadline for applications 28th February 2019, submitted by DH, requested funding for roundabout, football/basketball net and repairs to the path between Church Lane and The Church.</p> <p>CIL – Deadline for applications 15th February 2019, submitted by DH, requested funding for the School and The Leys Parking Project.</p> <p>SSE Resilient Communities Fund – Deadline for applications 23/05/19, to be completed by DH, request funding for Charlton Defibrillator, approx. cost £2000.</p> <p>DH is also looking into funding from The National Lottery.</p>	
<p>Agenda Item 13 -The Leys</p> <p>Meeting with Hyde, JWa reported that Hyde are very behind on their maintenance programme for properties and paths, he will continue to chase them.</p>	
<p>Agenda Item 14 - Planning – See below</p> <p>Orchard House Party Wall – work still being carried out, review at the next Parish Council Meeting.</p> <p>Bramley Cottage, reservations from the councillors has been posted on the Planning Portal.</p> <p>1 Bankside – it would appear that this was refused due to a boundary issue with the plans, the plans have now been re-submitted.</p>	
<p>Agenda Item 15 – Election</p> <p>It was established that JE, JWa, JW & RC (she is happy to attend SDNP meetings) would not be standing for re-election, AT was undecided. Election packs have been handed out to all who are interested in being elected . Elections are on the 2nd May 2019.</p>	
<p>Agenda Item 16 – Correspondence</p> <p>All correspondence covered in other items.</p>	
<p>Agenda Items for Future Meetings</p> <p>D Day Celebrations – 6th June 2019, to be discussed at Parish Council Meeting in May.</p>	PC

Agenda Item 4 – Chairman’s Statement (copy of statement provided by Chairman)

It is now another full term of 4 years for the parish council, during this period we have restored the old cemetery by the primary school, clearing the scrub and listing all the grave stones and a list is held at the Vicarage, This and all and all the clearance recording all plant & animal species recorded, The gift of 3 seats Many thanks to Di Snow & Julie. The work was completed based on grant money alone, I thank all those involved, and hope the new committee will care for all plant & animal wild life and contaminations that may occur, older people love this area for bird song, thanks to all those who helped with this project. Remember the Lynch gate needs mending.

The path from the phone box to the school at Singleton has been increased by WSCC for complete access from the Leys to School.

Grants have been applied for a number of new items, but historic items have not yet been completed leaving a backlog of items agreed but not yet listed for completion- This list just gets larger.

The budget was agreed but facilities using volunteers for major upkeep of the village and other monies for village hall & charities. 2 against 4 agreed. It will be for the new committee to keep matters in order There will be no money for painting white posts in future. It is not good to rob Peter to pay Paul.

It was agreed, half way through the term, to write to Singleton Flood Action Group informing them that we could not have them involved with the Parish Council as they have no professional bookkeeping or liability insurance this is not the responsibility of the council, as Chairman I have protected the council to date. It is up to the new council to stand firm.

I have instructed the clerk to purchase a Dictaphone for accurate recording for the minutes in future after trialing her own phone

I would like to take the opportunity to thank this committee for all the work they have done over the years and an outstanding effort by D Snow and other specialist helpers.

I have been on the council since 1991, and wish you all well for the future in Singleton & Charlton.

Recorded vote of thanks for service to the council

John F Elliott

John Ward

Diane Snow

Julie

D Parish

Retiring chairman

John F Elliott

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

Signed: John Elliott

Name & Position: Chairman

Date:

New Planning Applications	16 th January 2019	To	20th March 2019		
Reference	Property	Details	Planning Officer	Deadline for Comment	SPC Comments Submitted

19/00327/TCA	Trundle Cottage Singleton	Notification of intention to crown reduce by 20% and crown thin by 15-20% on 3 Silver Birch Trees (T1-T3). Crown reduce by 20% on 1 Cypress tree (T4)	Henry Whitby	18/03/19	No Objection 11/03/19
19/00097/HOUS	Bramley Cottage, Singleton	Single storey rear porch and single storey extension. Change of use of existing garage into habitable accommodation. Increase the height of existing side extension including a change of use of loft space to habitable accommodation and associated alterations.	Beverley Stubbington	19/02/19	Reservations 11/03/19
19/00700/HOUS	10 Bankside, Singleton	Construction of 2 parking bays inset to front garden	Oliver Brown	04/04/19	
DECISIONS					
Reference	Property	Details	Planning Officer	Decision Date	Decision
19/00326/TCA	Little Drove House	Notification of intention to crown thin by 20% on 1 Goat Willow.	Henry Whitby	22/02/19	Raise No Objection
19/00200/LDP	1 Bankside, Singleton	Single Storey Rear Extension	Oliver Brown	08/03/19	Refused