

**DRAFT Minutes of the Zoom Annual Parish Council Meeting held at 7pm on  
Tuesday 4<sup>th</sup> May 2021**

<p><b>Present:</b> Cllr John McDonald (JMcD) (Chairman); Cllr Deborah Harwood (Vice Chairman) (DH); Cllr Jane Mayhew (JM); Cllr Graham Zacharias (GZ); Cllr Tony Marshall; Cllr Rebecca Trowell (RT)</p> <p>Cllr Jeremy Hunt (JH WSCC); Cllr Henry Potter (HP CDC) and 5 members of the public also attended.</p>	
<p><b>Agenda Item 1 - Apologies for Absence – RM, PA</b></p>	
<p><b>Agenda Item 6 – Chairman’s Annual Report</b> – JMcD announced his retirement as Chairman. In his Annual Report he commented on the work carried out by Councillors and volunteers during Covid lockdowns. Thanks to all the volunteers, bakers and Louisa Hutchison for cooking the hot meals. Many letters, emails and verbal thanks have been received. Sadly, we lost two members of our parish to Covid, our condolences to the families of Mrs Leslie Burgess and Mr Steve Emerson. Along with all the work supporting our vulnerable residents, several other projects have been moving forward, these are detailed in the reports that have been circulated. He thanked his fellow Councillors, a most able team which bodes well for the future. Thanks also to Jeremy Hunt and Henry Potter. Thanks to Deborah Harwood for her great support and Vivien our Clerk, whom he has had a wonderful working relationship with and felt that this parish is very fortunate to have her in this post. Wished everybody good health and success in the future.</p>	
<p><b>Agenda Item 2 – Election of Chairman</b> – JM proposed Deborah Harwood, seconded by GZ, unanimously agreed. DH reported that Adrian Taylor is retiring but may return later in the year or next year. This means there are two vacancies for councillors. A notice will be posted on the notice boards tomorrow and we can Co-Opt new councillors after 14 days. It was agreed to have an extraordinary meeting as soon as possible after that date to elect new councillors.</p>	
<p><b>Agenda Item 3 – Election of Vice Chairman</b> – DH proposed Tony Marshall, seconded by GZ, unanimously agreed.</p>	
<p><b>Agenda Item 4 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</b></p> <p>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.</p> <p>To consider any Dispensation Requests received by the Clerk not previously considered.</p> <p>Regular declarations – Members Interests:</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p><b>Agenda Item 5 - Minutes of the last Parish Council Meeting</b> - To approve as a correct record the Minutes of the Parish Council Meeting held on 17<sup>th</sup> March 2021. The vote was proposed by RT and seconded by GZ; the vote was unanimous. It was <b>Resolved</b> that the minutes were agreed and signed by DH</p>	
<p><b>Agenda Item 7 – County Councillors Report</b> – Mr Jeremy Hunt, Chichester North Division – WSCC</p> <p>Due to purdah JH was advised to not submit a written report. JH reported that the past year was largely taken up with Covid and he thanked the council for all they have done during this period. WSCC supported CDC with the Community Hub and this still open from 8-8pm. Still no confirmation from WSCC on ownership of The Leys land, however JH believes that the result will be as previously reported, that Highways own the top foot of the land and therefore they have the authority over this land. DH asked if we could add the parking area to our funding project, JH confirmed that he would clarify this with highways but didn’t envisage any problems. JH has spoken to highways about the colouring of road surfaces in various places and highways have said that they will not make this a special project but will try and restore what has worn away during any scheduled re-surfacing work. JH asked about the Singleton Defibrillator, the clerk has reported that it is not working and Community Heartbeat are trying to establish what the fault is. JM asked if the defibrillator is regularly checked, there are monthly checks and an annual</p>	

<p>check. RT asked who to report broken drains to, JH confirmed that they should be reported via Love West Sussex who will then contact the owners of the drains. DH wished JH good luck with the elections.</p>	
<p><b>Agenda Item 8 – District Councillors Report – Mr Henry Potter, Goodwood Ward</b></p> <p>The Council completed the distribution of the Tier 3 Grant funding to businesses in the District as the final part of the Covid 19 relief for small businesses in mid-March. Feedback on this funding has been good and so many businesses were very grateful.</p> <p>The Tangmere Strategic Development came before the Planning Committee on Wednesday 7th April and the Outline Application for up to 1,300 new homes was granted permission subject to Highways England agreement to revised measures regarding the impact of the traffic from the development on the A27. There was much concern expressed by Committee Members with the impact of additional traffic in the surrounding communities. Mention was made of the very comprehensive representation to the application by Cllr. Addison and a supplementary letter from Cllr Etherington on behalf of Boxgrove PC and I thanked them both for their study of the proposed mitigation works that are planned. The comments from the PC extended to 5 1/2 pages in the meeting papers which is unheard of, Tangmere’s response amounted to 1/2 a page and Westhampnett and Lavant also made final representations. I asked that full details of the plans for traffic mitigation agreed with HE was made available to all interested parties. Last week the Overview and Scrutiny Committee received Representatives from Southern Water, the Environment Agency and Natural England, Ofwat failed to attend, though gave apologies, to question these Authorities about future provision of Wastewater Treatment and particularly the permissions granted to Southern Water by the EA to discharge untreated waste into Chichester Harbour at Appledram and Thornham. The big argument is that the Harbours are not regarded as bathing waters and as such they are measured for fouling differently to open sea waters which to my mind is unsatisfactory. Members have already tabled many questions from all corners of the District for prior considerations and responses from the four Authorities. It was an interesting meeting considering the increased numbers of homes we are expected to provide, but in discussion after the meeting I and several other Members were disappointed in that none of the three delegates fully understood the gravity of the situations faced by the District until they faced the numerous questions, some of which remain unanswered but responses will be made soon. However, we believe there will be some changes made in the future. There has been a recent correspondence from Southern Water, I suspect as a result of the Meeting with the O&amp;S Committee, which I forwarded to the three Parishes in the Valley with an opportunity to raise further concerns and questions.</p> <p>The Local Government Association supported a Legal Challenge by Hertfordshire County Council to the Government’s apparent plan not to continue the change in the law which permitted Virtual Meetings. On the one hand they want us to get back to normal, in a controlled way, but want to discourage mass meetings such as Full Council Meetings or Planning Meetings where it would be normal to admit 50 to 80 people in to one Chamber. It is generally agreed that small, less important meetings are better held virtually and there is evidence of more participation by the general public. I support this because as an example, you may, as a member of the public, be interested in a particular topic during a meeting, perhaps a Planning Application, it is so easy to apply for meeting joining details and watch from the comfort of your home. There has been some guidance issued that providing the public are content to continue attending virtual meetings then PC meetings should be allowed to continue. A simple straw poll of the folk who normally attend virtual PC meetings would be sufficient to support the continuance.</p> <p>Unfortunately, the Court decision was to refuse this application and full details have been circulated to all Parish Councils by Nick Bennet, the District Council Monitoring Officer the Local County Elections take place on Thursday next when we shall elect our County Councillor, the Police and Crime Commissioner for a third 4-year term, and Selsey, Southbourne and Boxgrove will also be voting on their Neighbourhood Plans.</p> <p>And finally, I’m proud to tell you that at the Full Council Meeting on Tuesday last week, I was appointed as the Vice Chairman of the Council to Elizabeth Hamilton the Chairperson.</p>	
<p><b>Agenda Item 9 – Public Open Forum</b></p>	

<p>Re-classification of the Environment Agency flood risk map for insurance purposes – a member of the public asked for an update on the situation. GZ reported that the Environment Agency were going to review in August'20, although they believed the flood map was appropriate at that time, they will review within the next 2 years. They supplied an email address which is on the parish council website, this can be used for insurance related questions. GZ with contact the EA for an update.</p> <p>IGas – The Singleton Oil Well is the second biggest producer in the UK. The permissions for the reinjection of wastewater from various other oil wells at Singleton is still outstanding. Philip Maber and others have been pursuing this for some time but still don't have any confirmation of who gives these permissions. It seems to fall between EA, WSCC and SDNP. DH suggested that GZ, JH, HP and PM get together after the elections to move this forward and obtain answers from all parties. This was agreed.</p> <p>Town Lane Speed Limit – following a letter received from John Forster, there was a question as to who the Cabinet Minister for Highways is. JH reported that it is currently Roger Elkins but this may change after the elections.</p> <p>A member of the public reiterated the comments made by JMCD, about the excellent work carried out by the Parish Council in this difficult time due to the pandemic. He also acknowledged receipt of the Traffic Calming Questionnaire and wished the Community Highways Scheme sub-committee the best of luck with this project.</p>	
<p><b>Agenda Item 10 - Council Matters</b></p> <p><b>Council Matters</b></p> <p><b>Responsibilities</b> – It was decided to defer this item until the Co-Option of new councillors.</p> <p><b>Emergency Plan</b> – It was unanimously agreed to adopt the Procedures for a Pandemic.</p> <p><b>Policies</b> - It was unanimously agreed to adopt the new Code of Conduct and review all other policies once councillor responsibilities have been reviewed.</p>	
<p><b>Agenda Item 11 - Village Matters – Decisions Required</b></p> <p><b>Community Highways Scheme</b> – the proposal for the Village Gateways project has been submitted to highways. RT asked if the Parish Council would be prepared to provide some funds, other stakeholders are also being approached. The final costs for this project are not confirmed yet but they will be between 4 and 2K depending on if the Chichester Volunteers are willing to carry out the installation. VN has a meeting with them on the 10<sup>th</sup> of May. DH suggested that we should be supporting this project as we have additional funds this year from increasing the precept and the sale of unusable emergency equipment. RT pointed out that we need to show that we are carrying out traffic calming projects as this will help support our proposal for the CHS. TM suggested that Charlton should have gates at East Dean end of the village. RT explained that the proposal was to address the A286 and Town Lane first as these are main roads and the most dangerous. Gateways in the villages will be addressed in the second phase of the project. JM asked if we could get volume discount on the purchase of the gates and suggested that the Weald &amp; Downland should make a contribution as the gates will help to address the safety issue of their new pedestrian crossing. VN will request a volume discount from the supplier. There will be a Speed Indicator Device in various places throughout the villages of Charlton and Singleton, one being where East Dean joins Charlton. DH proposed that we should wait until we have the full information on the contribution required from the Parish Council.</p>	
<p><b>Agenda Item 10 – Finance</b></p> <p>Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 30<sup>th</sup> April 2021 – reports circulated and approved.</p> <p>Balance in Current Account (30/04/21) - £12,527.00</p> <p>Balance in Savings Account (18/01/21) – £7,502.58</p> <p><b>Payment for Consideration</b> – Planning App to enable individuals to easily view planning applications via <a href="http://www.singletonparishcouncil.co.uk">www.singletonparishcouncil.co.uk</a> rather than having to look through the SDNP Planning Portal.</p> <p>Introductory Offer £12.00 for first year, £24.00 for following years. There was a unanimous vote in support of this.</p> <p><b>Money Received</b></p> <p>SDNP CIL Payment - £279.30</p>	

<p>½ Year Precept Payment - £9,581.00  Sale of Solar Chargers - £56.00 – well done JM for obtaining a buyer.  <b>VAT Claimed</b> – £1,915.29  <b>Covid-19 Grant</b> – Total Remaining = £150.00 (waiting for one more invoice)</p>	
<p><b>Agenda Item 11 - Planning</b> – Planning document has been circulated and posted on notice boards and website.</p>	
<p><b>Meeting Closed at 20.15</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting</b>  Signed: DEBORAH HARWOOD  Name &amp; Position: CHAIRMAN  Date: 17<sup>th</sup> March 2021</p>	