

# Singleton Parish Council

## Minutes of a Meeting held on Wednesday 21<sup>st</sup> May 2014 in Singleton Village Hall

*The meeting started at 9pm*

**Present:** Cllr Keith Hope-Lang, Cllr Ian Michael, Cllr Judy Ramke, Cllr Liz Jasper

**In Attendance:** Clerk Cathryn Woolley and District Councillor Henry Potter

### 1. To Elect a Chairman for 2014/15

1/14 Cllr Michael proposed Cllr Hope-Lang to continue as Chairman provided he was happy to continue in this role. Seconded, Cllr Rumke. Cllr Hope-Lang accepted the position of Chairman for a period of one year.

2/14 It was unanimously agreed that a Vice-Chairman will not be appointed.

### 2. To receive the Chairman's Declaration of Acceptance of Office

3/14 Clerk received Cllr Hope-Lang's signed Declaration of Acceptance of Office.

### 3. Casual Vacancy

4/14 Clerk confirmed that the casual vacancy notice has been placed and is with CDC. Clerk noting that a new casual vacancy notice needs to be advertised in view of Cllr John Elliott's resignation and she will update Council of when they can co-opt ahead of the next Council meeting in July. Council notes that they are required to have \*\* Cllrs as this is based on the number of electors in their electorate currently 395.

### 4. Apologies

5/14 County Cllr Jeremy Hunt; Cllrs Ward, Axtell and Conway sent their apologies; all of which were approved.

### 5. Declarations of Interest

6/14 None.

### 6. Minutes of Last Meeting

7/14 6.1 The minutes of the meeting of 19<sup>th</sup> March 2014 were **unanimously approved**.

8/14 6.2 District Cllr Potter confirmed that in relation to minute reference 91/13 – despite what was said when he attended the WSCC Chichester South Committee, Pieter Montyn of Highways looked into this matter and confirmed that if there is no red circle surrounding a road sign; it is impossible to prosecute.

### 7. Visitors' Questions:

9/14 None

### 8. County Councillor's Report ( Mr Jeremy Hunt, Chichester North)

10/14 County Councillor Hunt was unable to be present at the meeting. His annual report was circulated to all of Council. **See Annex B.**

### 10. District Councillor's Report (Mr Henry Potter, Boxgrove Ward)

11/14 District Councillor Potter read through his report to Council. **See Annex C**

### 11. Overview – Parish Chairman

12/14 Cllr Hope-Lang referred to his Chairman's Annual Report already read through at the previous Annual Parish Meeting. **See Annex A**

**12. Planning Issues : New / Recent / Ongoing**

13/14 Cllr Michael referred to his planning report. **See Annex D**

**13. Parish Matters to include any Reports to Council**

14/14 Cllr Rumke referred to her report previously circulated. **See Annex E**

**14. Finance/Correspondence/Invitations received since the last meeting.**

**14.1 Approval of Accounts for the year ending 31<sup>st</sup> March 2013**

15/14 The Clerk/RFO reported on Singleton's financial end for 2013/14. Reference made to Clerk/RFO's report (**see Annex F**) and the set of final accounts for 2013/14 both of which were previously circulated. This confirmed that Singleton's overall year-end position was within budget.

16/14 Council queried as to what the additional surplus funds were in reserves and could this circa/ £2,000 be used towards a new defibrillator or other Parish need/cause. Clerk confirmed that there may be an outstanding payment owed to former clerk, Amanda Finnamore of most of this money and this should be confirmed before any plans are made to spend this money.

17/14 It was also queried whether the grants budgeted for 2013/14 had been paid.

**ACTION:** Clerk to review the above two queries and report back to Council, in readiness for next meeting.

18/14 **RESOLVED:** Council unanimously approved the final accounts for 2013/14. Proposed Cllr Hope-Lang; Seconded Cllr Rumke.

**14.2 Approval of Annual Return for the year 2013/14**

19/14 The internal audit had recently been completed by R S Hall Accountants satisfactorily. A copy of the internal report dated 4<sup>th</sup> May 2013 can be forwarded to Council should they wish to have a copy of this, for their records.

20/14 **RESOLVED:** Council unanimously approved the Annual Return for the year 2013/14 including the accounting statements on page 2.

21/14 **RESOLVED:** Council unanimously approved the Annual Governance Statement on page 3 of the Annual Return for the year 2013/14.

22/14 The Chairman and the Clerk both signed the Annual Return, which will now be sent to PFK Littlejohns LLP, who will undertake Singleton's external audit.

**14.3 Other financial matters**

**14.3.1 Vote of thanks:**

23/14 Clerk proposed a vote of thanks to Rachel Hall for undertaking the internal audit for Singleton again this year.

**14.3.2 Clerk's Office Allowance**

24/14 **RESOLVED:** Clerk's office allowance to be set at £30/month, paid annually at the end of each financial year (£360). This office allowance will cover the use of office, computer, printer, external hard-drive, filing cabinet, additional storage space for files, use of home telephone and mobile. This allowance excludes travel and stationery costs, which will be billed for in

addition. Proposed Cllr Hope-Lang; Seconded Cllr Michael. Clerk to reflect this in this year's budget.

#### 14.3.3 Bank Mandate

- 25/14 Chairman to sign papers for bank mandate to remove former Clerk and to add himself as a signatory. Clerk asked if anyone else wanted to be a signatory. It was agreed that the cheque signatories of Cllrs Rumke and Jasper plus Cllr Hope-Lang would be sufficient.
- 26/14 Clerk advised the two signatories should be retained despite changes in legislation to facilitate one signature only; advising not only good practice but acts as a safeguard and supports the openness and transparency of running the Parish Council.

#### 14.3.4 Grant Request for St Mary's Church, Singleton

- 27/14 Council reviewed the grant application request from Wendy Goacher on behalf of St Mary's Church, Singleton to assist with the grounds maintenance costs. Council would like to enquire of Ms Goacher as to why the fee request is double of last year's grant request and what is her forecast for future years' grant requests.

**ACTION:** Clerk to speak/email Wendy Goacher to establish an answer to the above query and to report back at the next meeting.

#### 14.3.5 Henry Smith Charity

- 28/14 Council noted that the Annual Return for Henry Smith Charity was submitted to the Charity Commission by Sue Farman on 6<sup>th</sup> May 2014. Copy of Return filed with Clerk.

#### 14.3.6 Clerk's Contract of Employment

- 29/14 Council noted that the Chairman and Clerk will sign the Contract of Employment at tonight's meeting, but, backdate to the official start date of the Clerk.

#### 14.3.7 Forthcoming Training

- 30/14 Council noted that the Clerk will be attending SSALC's Legal & Finance Day on 8<sup>th</sup> July 2014.

#### 14.3.8 NALC new Financial Regulations

- 31/14 Clerk confirmed that NALC have issued new financial regulations and these will be reported on at the next Council meeting.

#### 14.3.9 Approval of Payments

32/14	21-May	041	C Woolley	Clerk's Travel Expenses Apr – May 2014	£38.40
	21-May	042	Playmaintain	Specialist Works to Playground	£390.24
	21-May	043	WSCC	Salaries April 2014	£326.40
	21-May	044	R S Hall & Co	Internal Auditor Fees 2013/14	£150.00
	21-May	045	Mr K Goacher	Grasscutting (Apr/May and June)	£1,706.40
	21-May	046	C Woolley	Clerk expenses (stationery)	£24.67

- 33/14 Clerk brought to Council's attention that it was not clear from the file whether the grass cutting charges to Mr Goacher were £1706.40 for the year (or part year). Council confirmed that it should be for an entire year. Clerk confirmed that she would not pay unless in receipt of an invoice.

**ACTION:** Clerk to obtain invoice from Mr K Goacher for services April/May and June to be presented to Council for payment at next meeting.

**RESOLVED:** Council unanimously approved the above payments save for cheque number 045 to Mr K Goacher, which is not to be released as it is for the incorrect amount and also an invoice needs to be obtained before payment sought.

#### 14.3.10 Correspondence

34/14 Clerk referring to the correspondence received flagging up certain items which may be of particular interest:

- Various emails as previously circulated;
- Email from Carol Thompson Environmental Health Officer of CDC re: Flood Action Group – which Jon Ward was forwarded.
- Email re: Bus Shelter grants now available [http://www.westsussex.gov.uk/living/roads\\_and\\_transport/public\\_transport/bus\\_and\\_coach\\_services/wscs\\_bus\\_shelter\\_grant\\_scheme.aspx](http://www.westsussex.gov.uk/living/roads_and_transport/public_transport/bus_and_coach_services/wscs_bus_shelter_grant_scheme.aspx)
- Email re: LAVANT VALLEY PARTNERSHIP Meeting to be held on Tuesday 03 June 2014, starting at 7pm. Venue: Lavant Room in St Marys Church, Pook Lane, East Lavant, PO18 0AH. (Arrival and refreshments from 6:45pm) Minutes, agenda and presentations from previous LVP meetings are available on the council's website: <http://www.chichester.gov.uk/index.cfm?articleid=5126>
- Email from Rights of Way Officer of WSCC Public Rights of Way team to confirm that 2 new waymarkers have been put in situ, but, Clerk is unable to clarify where these have been positioned.

#### 15. **Dates of forthcoming meetings**

**Wednesday 9th July 2014 at 7pm**

**Wednesday 17th September 2014 at 7pm**

**Wednesday 19th November 2014 at 7pm (budget setting)**

**Wednesday 21<sup>st</sup> January 2014 at 7pm (setting precept)**

**Wednesday 18<sup>th</sup> March 2014 at 7pm**

**Wednesday 20<sup>th</sup> May 2014 at 7pm (Annual Parish Meeting for Electors at 7pm followed by Parish Council AGM Meeting)**

*The meeting finished at 10.45pm*

I confirm this is a true record of the meeting:

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Keith Hope-Lang, Chairman, 9<sup>th</sup> July 2014