

SINGLETON & CHARLTON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) DRAFT MINUTES

WEDNESDAY 15TH JULY 2015 AT 19:00

SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott, Chairman (JE); Cllr Neil Hedger (NH); Cllr Danny Sole (DS); Cllr Jon Ward (JW); Cllr Nick Conway; Cllr Diane Snow (DS); Parish Clerk & Proper Officer Jane Landstrom (JL).</p>	
<p><u>IN ATTENDANCE</u></p> <ul style="list-style-type: none"> • Maurice Pollock and Carol Thompson, Singleton Valley Flood Action Group (SVFAG) • Henry Potter, District Councillor, Boxgrove Ward 	
<p><u>029.15</u></p> <p>AGENDA ITEM 1: WELCOME AND APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone to the meeting and the following people send their apologies and were not present</p> <ul style="list-style-type: none"> • Cllr Samantha Axtell • Jeremy Hunt, County Councillor, WSCC • Rob Gillan, Police Community Support Officer (PCSO) 	
<p><u>030.15</u></p> <p>AGENDA ITEM 2: DISCLOSURE OF INTERESTS</p> <p>No interests were disclosed and no changes to the Register of Interests were made.</p>	
<p><u>031.15</u></p> <p>AGENDA ITEM 3: APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 20 MAY AND 22 JUNE 2015</p> <p>Both sets of minutes were approved by all councillors and signed and dated by the Chairman.</p>	
<p><u>032.15</u></p> <p>AGENDA ITEM 4: MATTERS ARISING FROM PREVIOUS MINUTES & TO DISCUSS ANY MATTERS NOT DEALT WITH ELSEWHERE ON THE AGENDA</p> <p>Keith Hope-Lang letter of resignation & thanks for service</p> <p>The Clerk and the Chairman received an email on 26 June from the previous Chairman, Keith Hope-Lang asking if the council would please accept it as his formal notice of his resignation. The Clerk accepted it on behalf of the Council and thanked him for his hard work. The councillors mentioned that he was a good chairman and thanked him in particular for his</p>	<p>Clerk (JL) to write letter of thanks</p>

extensive work on the Village Design Statement.

Transparency Code – website

The Clerk shared a copy of the 'NALC legal Briefing' LO2-15 dated 30 March 2015 as well as 'A guide to your website and listings' from Hugo Fox and went on to explain that the new regulations came into effect as of April 2015.

External audit requirements for Parish Councils with an annual turnover of less than £25K will cease, replaced by the mandatory requirement to publish certain information within prescribed timescales on a website accessible free of charge.

By 1 July 2015, the following documents from 2014-15 have to be published on a website:

- All items of expenditure above £100
- End of year accounts
- Annual governance statement
- Internal audit report
- List of councillor responsibilities
- Details of public land and building assets
- Draft minutes
- Agendas

The Clerk explained that Singleton & Charlton PC is one of only 5 Parish Councils in whole of CDC area without its own website. CDC have said that as a short term measure, they will upload the documents onto their website.

It was unanimously resolved by all councillors that this would be the best short term option and asked the Clerk to send the necessary documents to CDC so they can upload them onto their website.

A discussion then followed about what the PC should do in the longer term and it was resolved by all councillors that:

- The PC need their own website and can't rely on using CDC. Also it should be separate from the Valley Diary although a discussion should be had with them to ensure reciprocal links and promotion.
- The desired timescale to have the new website up and running is by the end of the year.
- The preferred option would be to have a village (Singleton & Charlton) site that enabled other organisations in the village to promote themselves including the Village Hall, Church, and Women's Institute etc.
- The site should be easy to maintain and the Council are happy for the Clerk to use her judgement with regards to whether this be a Google site or one through Hugo Fox, both of which are free of charge.
- The council accepted there would be a cost implication to this work and asked the Clerk to build & lead on it rather than appointing an external contractor. The Clerk

Clerk (JL) to gather together necessary documents and forward to CDC asking them to upload onto their website

Clerk (JL) to action the resolutions to the left and report on progress at the next PC meeting

advised it would be circa 5 days to build and cost around £500 which has been included in the budget.

- The clerk should keep a record of all time and costs incurred whilst putting together the new site so it can form the basis of a future grant application. SALC have advised there is Government funding available to support the development of websites to meet the requirements of the Code however at present, details are yet to be published.

Revised Standing Orders

The current Standing Orders were last updated and approved five years ago in 2010 and NALC advise they are updated and agreed annually. Before the meeting the Clerk had circulated 'Singleton & Charlton Parish Council – Standing Orders – July 2015' which are based on the most recent NALC publication 'Part Two Electronic Standing Orders' and asked all councillors to review them before this meeting.

It was unanimously resolved by all councillors to adopt 'Singleton & Charlton Parish Council – Standing Orders – July 2015' with immediate effect.

Queen Victoria Jubilee Gardens

Moved to later in the meeting

Playground

Cllr Snow explained that since the last meeting she had been in touch with Midhurst based Playsafe Playgrounds Ltd (based on a recommendation from Andy Howard, Green Spaces & Street Scene Manager at CDC). They have looked at the annual inspection report and verbally confirmed:

- No wood maintenance work needs to be carried out as the equipment is Life Serve Treated (fully submerged in wood treatment for three months and lasts a lifetime).
- There is nothing wrong with the grass matting which has the mesh underneath.
- The swing seat needs replacing as the metal is showing
- The gate needs altering
- The egg needs replacing in the net
- The gaps need to be closed on the Ariel runway which can be done by replacing the landing board
- Since the inspection there is also dog damage to the runway seat and the rubber needs refitting to the seat.

They have provided a quote to repair the above for £711.00 (no VAT) and the Clerk confirmed that the costs are well within what has been budgeted for.

Since the last meeting, the Clerk had spoken to the insurance broker Came & Company and spoke to Andrew Bedding who confirmed:

- The maintenance works required could not be claimed on the insurance as it's due to

Clerk (JL) to make into a PDF and circulate.

general wear and tear.

- The only contractors who were able to undertake these repairs were those with their own insurance which specifically states they can repair playground equipment. A local tradesman would not therefore be suitable unless his insurance specifically stated he could repair playground equipment.
- The Councillor responsible for the playground needs to visually inspect it every week and keep a log kept to verify.

It was unanimously agreed by all councillors that :

- The PC should contract with Playsafe and ask them to undertake this work ASAP.
- Before the work is undertaken, Playsafe need to provide written confirmation they have suitable insurance to undertake the repairs and also provide in writing some further detail attached the quote stating that they have read through the inspection report and recommend that the following repair are undertaken.
- A visual inspection needs to take place every week along with a log.

Clerk (JL)

Cllr Snow (DS)

Cllr Snow (DS)

Cemetery Railings and footpath

Clerk advised that she had done nothing further since the last meeting but would be in touch with the oilfield about the railings before the next meeting.

Clerk (JL)

The Chairman said that he had been in touch with CDC about pollarding the trees.

Singleton Valley Flood Action Group (SVFAG)

It has come to light that since the meeting, the PC do not have the Powers to support or help in this matter and the following email was sent by the Clerk and Proper Officer on 17 July 2015 to Maurice Pollock & Carol Thompson, SVFAG; all Councillors; Henry Potter, CDC and Jeremy Hunt, WSCC.

To All those concerned,

Apologies for this being sent as a round but due to the urgency I felt it was essential that everyone is made fully aware of the Parish Council's position.

Following the last meeting of Singleton & Charlton Parish Council which took place on 15 July 2015, it has come to my attention that the Parish Council do not have the Powers to help or support in the removal of Cowper Lodge Bridge, Singleton.

The Parish Council can only act within the scope of the statutory functions given by Parliament and they do not include the demolition of property on land which they themselves do not own.

For this reason, the discussion and subsequent vote concerning Cowper Lodge Bridge that took place at the fore-mentioned meeting is immaterial and will not stand.

As the bridge removal is not within the scope of their statutory Powers, Singleton & Charlton Parish Council cannot have an opinion about the removal of Cowper Lodge Bridge and cannot

<p><i>therefore be involved with any part of the decision making, and subsequent outcomes.</i></p> <p><i>I trust this is clear, and can confirm that this position has been advised by Sussex Association of Local Councils (SALC) and their legal department.</i></p> <p><i>Yours faithfully,</i></p> <p><i>Jane</i></p> <p>Jane Landstrom Clerk and Responsible Financial Officer Singleton & Charlton Parish Council</p> <p>singletonparishcouncil1@gmail.com 01798 669118</p> <p>Henry Potter, Maurice Pollock and Carol Thompson left the meeting at the end of this agenda item.</p>	
<p><u>033.15</u></p> <p>AGENDA ITEM 5: VISITORS QUESTIONS</p> <p>There were none.</p>	
<p><u>034.15</u></p> <p>AGENDA ITEM 6: POLICE COMMUNITY SUPPORT OFFICER (PSCSO) REPORT</p> <p><i>I've been looking back at any calls made to police from the Singleton in the last couple of months. I can report there have been mobile phone thefts x 2 from Goodwood. A damaged aerial from a parked vehicle at Seven Points. There have been reported loose cattle seen on the main road. Dogs left in parked cars in hot weather. Ongoing neighbour disputes which we are trying to resolve through mediation.</i></p> <p><i>We have also been patrolling the rural car parks and giving advice not to leave valuables on display. The reported incidents of theft from vehicle have been far fewer this year.</i></p>	
<p><u>035.15</u></p> <p>AGENDA ITEM 7: COUNTY COUNCILLOR'S REPORT</p> <p><i>First of all many apologies for missing this meeting. Unfortunately I have a long standing prior engagement so I am unable to be with you tonight. Please accept my apologies.</i></p> <p><i>There don't appear to have been any major issues since we last met, so please find an update on some outstanding queries:</i></p> <ol style="list-style-type: none"> <i>1. Flood Action Group - Please see my earlier report which was sent to the SVFA Group and your Chairman on Sunday. I also copied in your Clerk and I understand that she has already circulated this to all the members of the PC. I believe this report is self-explanatory and clearly sets out my/WSCC position on the funding. If anyone has any pressing comments would you please advise me as a matter of urgency.</i> <i>2. I have received no further reports on lorry traffic at Charlton.</i> <i>3. Just as an update, I am not aware of any application having been made for CIF funding</i> 	

towards the cost of the purchase of a defibrillator.

4. Application for a speed reduction to 20mph on Charlton Road. No response to my report in November and my subsequent update at the PC meeting on 18th March, so I presume the PC don't wish to continue with this application.

(Copy of November & March Report: The first step is for the Highways department to put down speed loops. This needs to be funded by the PC and the costs are as follows:

2 Sites between £310 - £420 + VAT

3 Sites between £420 - £480 + VAT

4 Sites between £650 - £950 + VAT

If the PC wish to continue would they please confirm as such by e-mail, and confirm how many loops you would like. I will then action it.)

If any other issues are raised at the meeting then please advise me as soon as possible so that I can respond accordingly.

Best regards, Jeremy Hunt WSCC Member for Chichester North Division

jeremy.hunt@westsussex.gov.uk

036.15

AGENDA ITEM 8: DISTRICT COUNCILLOR'S REPORT

First of all I refer to this years Festival of Speed and the incessant circling of the Valley by sightseeing helicopters over the 3 days. It was quite a nuisance. Mr Ian Farman who lives in Charlton wrote a letter of complaint to Lord March and copied it to me, and he received a very prompt reply to the effect that appologies were made and the routing of these Elite Helicopters would be reviewed for the future. Lord March added that private Helicopters attending Goodwood events were out of the jurisdiction of Goodwood Flight control once they left the ground although there are notices asking pilots to be considerate of the inhabitants of the Lavant Valley. I also reported this matter to the CDC Environment Officer, Ms Louise Rudziak, who usually attends the event "washing up" briefing after the event.

At the recent Lavant Valley Partnership meeting held at Oving on 25th June WSCC Flood management was on the Agenda and winter management plans were discussed. Your plan I think is pretty well formulated as is East Deans'

Nothing much else going on except they hope to drill some more boreholes up in the Downs to measure water levels. Currently they rely heavily on the automatic monitoring at Chilgrove and the idea is that monitoring stations up on higher ground will help with earlier warning of potential flooding.

Finally, the other item on that Agenda was the update of the Broadband Rollout. The programme is on schedule and it now appears that some "Not Spot" ares may be eligible fro fibre optic sooner than later. New poles have been erected in the Valley particularly in Charlton to carry overhead fibre cables. I'm unsure of when this installation will be completed but it is good news for most of the \valley.

I have been disturbed by the rather rapid enforcement notice served on Mr Aiden Bruner who is now living at ManorFarm. A couple of months ago Mr Bruner had a replacement outdoor Manege constructed on the site of a previous one constructed during Alex Brown's tenure at

<p><i>the Farm. The SDNPA have reacted, in my opinion, rather harshly in as much an enforcement notice was to have been served on 26th July but already it is in the hands of the Government Planning Inspectorate in Bristol. What I find so odd is the fact that, to suit the needs of the extension to the Centurion Way, The SDNPA are constructing a new Manege in a field at Manor Farm West Dean!!!! Our new Representative on the Park Authority, Cllr, Mr Mark Dunn has become involved. I am watching the progress of this issue with much interest.</i></p> <p><i>There have been so many induction meetings for new Councillors over the past 2 months I have nothing more to report. Thank you</i></p> <p><i>Henry Potter</i></p>	
<p><u>037.15</u></p> <p>AGENDA ITEM 9: PLANNING</p> <p>The Clerk shared the most up to date version of ‘S&CPC Planning Applications 2015-16.’</p> <p>New applications since last meeting:</p> <ul style="list-style-type: none"> • SDNP/15/03204/TCA the PC application to fell trees at Jubilee Gardens. <p>Approved applications since last meeting:</p> <ul style="list-style-type: none"> • SDNP/15/02404/TCA / Mr Wolf-Eckart Gemmingen / The Hollies Cobblers Row to the Grove Singleton Chichester West Sussex PO18 0HA / Notification of intention to fell 1 no. Sycamore tree (T12) • SDNP/15/02717/TCA/ Mr Wolf-Eckart Gemmingen / Land North of the Hollies, Cobblers Row to the Grove, Singleton, Chichester, West Sussex, PO18 0HA / Notification of intention to fell 3 no. Elder trees (T13-T15), 1 no. Ash Tree (T10) and 1 no. Hawthorn (T11). <p>Enforcement Notice SE/3 – Manor Farm Singleton</p> <ul style="list-style-type: none"> • The Clerk wrote letters on 3 July 2015 to both Steve Carvell, Executive Director of Environment at CDC and Tim Slaney, Director of Planning at SDNPA expressing the PC’s support of the ménage • A letter received back from Shona Archer, Enforcement Manager at CDC dated 9 July 2015 stating that the support from the PC is noted and will be taken into account should an appeal against the issue of notice be submitted. The PC will be notified on receipt of an appeal and will be able to submit representations to the Planning Inspectorate in respect of any appeal. • Aidan de Brunner who owns the land has been in touch with the Clerk on 13 July asking for copies of the letters sent to CDC and SDNPA. His consultants acting for him have said they would be useful in his submission which he has to do by Friday 17th July. The Clerk sent them straight away. 	
<p><u>038.15</u></p> <p>AGENDA ITEM 10: CORRESPONDENCE & MEETINGS</p> <p>Cllr Sole confirmed he did not attend the recent Lavant Valley Partnership Meeting.</p>	

Cllr Snow and Cllr Ward commented that the recent new councillor training was excellent and they urged their fellow councillors to attend. Both commented that every decision the Council makes comes under scrutiny.	
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Date received	What	From	Detail	Action
22/05/15	Media Release	Sarah J Parker Public Relations Manager, CDC Tel: 01243 534537	Inspector gives local plan the green light Chichester's Local Plan has been given the go ahead by the planning inspectorate following a thorough examination process. The plan will now go to July's Cabinet and Full Council meetings with a recommendation that it is formally adopted.	Forwarded to whole PC
02/06/15	War Memorial Funding 2015/16	Sophia Harris on behalf of CED Rural sophia.harris@westsussex.gov.uk	A funding opportunity for war memorials has become available: War Memorials Trust - Grants for War Memorials in England This scheme is funded by English Heritage and The Wolfson Foundation and administered by War Memorials Trust. Grants of up to £30,000 are available to protect and conserve freestanding war memorials in England with no other functional purpose than as a war memorial. Next Deadline: 30th June 2015. (Annual deadlines: 31st March, 30th June, 30th September, 31st December) For more information please go to: http://tinyurl.com/ozc5c98	Forwarded onto Danny Sole
02/06/15	Broadband Update	Cheryl Richards cheryl.richards@westsussex.gov.uk on behalf of Broadband broadband@westsussex.gov.uk	Letter from West Sussex County Councillor David Barling with an update on progress to bring better, faster broadband to West Sussex.	Forwarded to whole PC
02/06/15	SSALC Chairs Networking Day &	Carla Staden, Communications & Events Co-ordinator,	Chairs Networking day on Wednesday 30th September 2015 (0930 registration for a 1000 start, finishing at 1530) at The Felbridge Hotel & Spa, East Grinstead.	Forwarded to John Elliott & Neil Hedger

	Chairman ship Briefing Events	SSALC Ltd. Carla.Staden@ssalc.co.uk	Chairs briefing events - Tuesday 13th October 2015, 1345 Registration for a 1400 start, finishing at 1700 at Bradbury Meeting Hall, Lodge Hill Centre, Watersfield, Near Pulborough.	
08/06/15	South Chichester Poster	Annie Craggs, Assistant Democratic Services Officer, WSCC 03302 226 738 annie.craggs@westsussex.gov.uk	South Chichester County Local Committee 7.00pm, Tuesday 16 June 2015 Committee Room 3, County Hall, West Sussex County Council, Chichester, PO19 1RQ For info & agenda 03302 225409/ talkwithus@westsussex.gov.uk	Forwarded to whole PC
09/06/15	New Chichester District Council Emergency Planning Officer	Michael Rowland Emergency Planning Officer Health Protection, CDC 07733125714 mrowland@chichester.gov.uk	Introduce myself as the new Emergency Planning Officer for Chichester District Council. Over the next few months aiming to meet with Parish, Town and City Clerks in the Chichester District in order to introduce myself and see how we can work together to provide emergency planning services.	Forwarded to Sam Axtell & John Elliott
15/06/15	Boundary Review of West Sussex County Council	Charles Gauntlett Senior Advisor – Council and Member Support, WSCC charles.gauntlett@westsussex.gov.uk	The County Council's Electoral Review Panel, chaired by Mr Bill Acraman, will be meeting in late June and throughout July to work on detailed proposals for the pattern of divisions across each district area. The Panel would welcome the views of local stakeholders, including borough/district councils, parish councils and political associations, on possible patterns of divisions	Forwarded to John Elliott & shared with rest of PC
19/06/15	Date of Special Meeting - Goodwood Motor Circuit Consultat	Graham Thrussell Senior Member Services Officer, CDC 01243 53	The Goodwood Motor Circuit Consultative Committee agrees that after the publication of the inspector's report on CDC's draft Local Plan it should hold a special meeting in regard to the housing allocation for the North East Chichester/Westhampnett. Meeting will be held on Tuesday 30 June 2015 at 14:30 at GMC.	Forwarded to Jon Ward

	ive Committee - Tuesday 30 June 2015	4653 Gthrussell@chichester.gov.uk		
22/06/15	Letter from NALC chairman on The Commonwealth Flag Day	Jacqui Simes Finance & Office Manager SSALC Ltd 01273 830201 / Jacqui.Simes@ssalc.co.uk	Asking all local (parish and town) councils, to download the 2016 Guide To Taking Part from the Fly a Flag website, and would like to encourage your participation in this unique, annual occasion, that will bring the communities and countries of the Commonwealth together in a common celebration of this great family of nations, its diverse cultures and communities.	Forwarded to whole PC
26/06/15	Resignation	Keith-Hope Lang pkhluk@yahoo.co.uk	Following his verbal resignation at the APCM on 20 May, Keith Hope-Lang formally offered his resignation in writing by email.	All councillors were copied into original email
05/07/15	Chichester District Association of Local Councils	G C Burt Secretary CDALC clerk@tangmere-online.co.uk	Next meeting is on MONDAY 27 TH JULY AT BOXGROVE VILLAGE HALL AT 7pm An agenda will be sent in advance, but in the meantime, I do hope that you will be able to appoint a representative to attend. Trevor Leggo, SSALC's CEO and Chief Superintendent Steve Whitton, who has recently taken over as Divisional Commander for West Sussex will be in attendance to introduce himself and network with local council representatives; he is conscious that he does not wish to tread on the toes of his District Commanders but is very keen for our member councils to meet him.	Forwarded to whole PC

039.15				
AGENDA ITEM 4: QUEEN VICTORIA JUBILEE GARDENS				
Since the last meeting, the Clerk put in an application for Tree Works to CDC on 23 June 2015 which was received by Henry Whitby and assigned reference SDNP/15/03204/TCA. Decision due 24 July at the earliest.				
The Clerk and Cllr Elliott got in touch with and spoke to 4 contractors about the required felling and pruning and the quotes came back as:				
	GP Tree Surgery (Gary Puttock)	Urban Nature Tree Surgery (Darren)	S&P Tree Specialists (Stuart Power)	Tree Medic (Josh Collins)
Felling &	£350	£600	No breakdown	£370

stump grinding of 3 trees					
Pollard / prune 4 tress	£250	£1,200	No breakdown	£420	
Total	£600 (no VAT)	£1,800 (no VAT)	£620 (no VAT)	£790	

After a discussion about the how confident the Chair felt about the contractors abilities and the quotes they provided, it was unanimously agreed that the Council should appoint Josh Collins, Tree Medic to undertake the work. The first stage will be to supply Josh with a copy of the planning consent letter from CDC and ask him to remove and stump grind the trees, wait for the ground to settle and then once the pollarding work has been approved, to do this as stage 2.

The Chairman received an email on 13 July 2015 (which the Clerk shared with the Council) from the lady who lives in April Cottage which is directly behind the Gardens. She states that the Hazel tree which is planted against her boundary grows eastwards, away from the other trees and well over her garden boundary, pushing her shrubs to grow to the east under them. She has had the overgrowing branches cut back several times in the past few years but they keep returning. She feels the Hazel serves no useful purpose and that the plantation would look much better if the ground beneath the trees was really open over the whole area, so showing off the pollarding effect the Council intend to introduce. She has received a copy of Notification of intention to pollard from the South Downs National Park Authority as referenced above and has told them she has no objections.

This was put to the council and they unanimously resolved that in the interests of preserving history the Hazel Tree should remain but that it should be coppiced to 6-8ft up to the top of the fence.

Clerk (JL)

Clerk (JL) to advise the lady that this has been agreed.

Cllr Elliott (JE) to ensure work is carried out by Josh Collins.

040.15

AGENDA ITEM 11: FINANCE

New bank mandate & internet banking

The Clerk explained that Debbie Gibbens, Business Banking Manager at Barclays, Chichester confirmed on 3 July that all documents from the 4 new signatories (Clerk, Cllr Elliott, Cllr Hedger & Cllr Snow) have all been received and sent to the mandate change team.

Still waiting to hear from the team that this change has been actioned – expected by 17 July.

Can't set up internet baking until this change has been made.

The Clerk has been set up to receive all correspondence and Cathryn Wooley will no longer receive statements.

Approval of Payments Schedule

The following payments were approved for payment by the Council and the 'Approval of Payments Schedule 2015-16' signed by the Chairman:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE	
Keith Hope-Lang	Wine & Nibbles at AGM 20 May	45.34	15/07/15	
Singleton Valley Flood Action Group (SVFAG)	Operation Watershed Start up Grant	1,650	15/07/15	
WSCC	Clerk Salaries for April (£56.45), May (£423.36) & June (£423.36)	903.17	15/07/15	
WSCC	Clerk salary for January (£306) and part of February (£32.79)	338.79	15/07/15	
<p>Revised budget</p> <p>A revised budget was presented by the Clerk as the last one which was approved in November 2014, was not up to date.</p> <p>It was unanimously resolved by all councillors to adopt the new version with the following amendments:</p> <ul style="list-style-type: none"> • Tree surgery works to increase to £790 • Playground inspection / maintenance to increase to £1,200 • Budget £250 for making good at Jubilee Gardens & bulb planting • Budget £500 for TV / Projector <p>Emptying the litter and dog bins are budgeted for but what about the provision of the bins themselves and the bags for dog waste? Clerk to budget for these costs if necessary and contact Ion Castdagi who may have a stock of bags.</p>				<p>Clerk (JL) to make amendments and circulate</p> <p>Clerk (JL)</p>
<p>041.15</p> <p>AGENDA ITEM 12: VILLAGE MATTERS</p> <p>Environment Agency</p> <p>The Clerk sent an email on 7 July to Sarah Denton at the EA, Chichester asking if in memory of Bill Spence who has recently passed away and who worked so hard in the area of water whether or not money would still be available to sponsor the nature board project? Still awaiting to hear.</p> <p>New Flat screen in village hall</p> <p>It was agreed that a flat screen would be helpful when viewing planning applications and also in the interests of not using too much paper at meetings.</p> <p>Clerk to investigate and provide update at next meeting.</p> <p>Village Design Statement / Neighbourhood Plan</p> <p>Chris Paterson, Communities Lead from SDNPA has been invited and confirmed to attend our</p>				<p>Clerk (JL) to chase</p> <p>Clerk (JL)</p>

<p>next meeting on Wednesday 16 September.</p> <p>He has asked for an update of where we are and the previous Chairman Keith Hope-Lang confirmed that work started (but not finished) on a Village Design Statement. He mentioned there was some disagreement as to whether the village needed a Neighbourhood Plan. Some favoured it for the extent to which the planners would be required to take note of it. Others were alarmed at the sheer magnitude of the task and of the £15k cost - where was that money coming from? Subsequently The PC were advised by SDNPA to go for a Village Design Statement; we were advised that the complex costly Neighbourhood Plan was valuable for villages threatened by housing expansion plans. For a small village the simpler Village Design Statement was recommended. Even then Singleton's creation of a Village Design Statement stalled because we had no councillor available to do the job.</p> <p>It was unanimously agreed by all councillors that he should attend the next meeting to help advise Singleton & Charlton the best way forward. Also that the public should be invited and an advert put in the Valley Diary to also include Michael Rowland the Emergency Planning Officer from CDC. He will also attend the next meeting and talk for the first 20 minutes.</p> <p>Dark Skies</p> <p>It was agreed by all councillors that as a Parish we should sign up to the SDNPA 'Dark Skies' scheme.</p> <p>Singleton School grass verge</p> <p>The Chairman commented that twice now the Parish Council has paid to re-seed the grass verge outside the school and we aren't in a position to keep doing this.</p> <p>It was resolved that a friendly letter should be written to the Head asking them to ask anyone who uses this area (parents & delivery drivers) to please not park on the verge and if it falls into disrepair again it won't be the responsibility of the PC to repair it again as they aren't in a position to be able to afford the costs to do this.</p> <p>There followed a discussion about the difficulty of this and that without actually investing in rubber matting or bollarding, the problem won't go away.</p>	<p>Clerk (JL)</p> <p>Clerk (JL)</p> <p>Clerk (JL)</p>
<p>The meeting closed at 20.58 hrs.</p> <p>The next meeting will be held on Wednesday 16 September, 19:00 at Singleton Village Hall</p>	
<p>Attachments to Minutes:</p> <ul style="list-style-type: none"> • Singleton & Charlton Parish Council – Standing Orders – July 2015 • Singleton & Charlton Parish Council - Revised Budget – July 2015 	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	