

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

WEDNESDAY 16TH SEPTEMBER 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"> • Three members of the public • Michael Rowland (MR), Emergency Planning Officer, Chichester District Council • Chris Paterson (CP), Communities Lead, South Downs National Parks Authority • Jeremy Hunt (JH), County Councillor, Chichester North • Henry Potter (HP), District Councillor, Boxgrove Ward 	
<p><u>042.15</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"> • Rob Gillan, Police Community Support Officer (PCSO) 	
<p><u>043.15</u></p> <p>AGENDA ITEM 2: MICHAEL ROWLAND, EMERGENCY PLANNING OFFICER, CHICHESTER DISTRICT COUNCIL</p> <p>20 minute talk & Q&A session.</p> <ul style="list-style-type: none"> - How can we work together to provide emergency planning services? <p>The Chairman welcomed MR and thanked him for attending.</p> <p>MR explained that he started recently (May) in his new role and wanted to take the opportunity to get to know the PC's within the District.</p> <p>The Chairman explained that led by Cllr Axtell, S&CPC have put together a simple All-purpose Emergency Plan based on three principles. He asked MR who the Parish should contact to escalate and formalise the provision of road traffic control and sandbags as there are three houses in the village that are vulnerable to flooding. The Chairman also asked whether or not the emergency phone line in the village hall should be maintained.</p> <p>MR responded by saying that CDC monitor warnings from several agencies including the Environment Agency and the Met Office and based on this information CDC will make contact</p>	<p>MR to provide advice about the emergency phone line</p> <p>MR to confirm the phone number the Parish should</p>

<p>with those at risk. If anyone wanted to contact CDC (at any time as they have an out of hours service) they should ring.</p> <p>MR also mentioned that if the Parish knew flooding happened very quickly, they should consider purchasing their own sandbags to keep in the village and shouldn't wait to outside help to arrive.</p> <p>MR went on to say that CDC have a 'Community Resilience Plan' and there is a 'Family Emergency Plan', both of which he will share. In terms of the bigger picture, there is the 'Resilience Direct' website which is run by the Government. It's in its early stages but MR thinks all emergency plans will eventually be held on this site.</p> <p>HP, District Councillor asked about unusual emergencies such as an aeroplane falling out of the sky and whether or not a Parish register is still kept by Shona Turner from CDC. MR said he would check and follow up.</p> <p>Cllr Ward asked MR for clarification and an explanation of the hierarchy of incidents. There are grey areas and who actually takes command of a particular situation?</p> <p>Cllr Hedger mentioned that Singleton Valley Flood Action Group (SVFAG) wants to purchase its own signage to use in an emergency but wanted to be clear about the potential legal issues and any liabilities this may bring?</p> <p>MR commented that there is a 'What If' meeting run by the Sussex Resilience Forum, which is driven on a county level through WSCC and that perhaps the two points above could be put to them in their next meeting.</p> <p>The Chairman thanked MR for attending and MR left the meeting.</p>	<p>call in an emergency</p> <p>MR to share both plans</p> <p>MR to check Parish register</p> <p>MR to provide advice on hierarchy</p> <p>MR to provide advice on legal issues & liabilities</p>
<p><u>044.15</u></p> <p>AGENDA ITEM 3: CHRIS PATERSON, COMMUNITIES LEAD, SOUTH DOWNS NATIONAL PARK AUTHORITY</p> <p>40 minute talk and Q&A session</p> <ul style="list-style-type: none"> - Making the best use of the Singleton & Charlton Village Design Statement and benefits of a possible Neighbourhood Plan. <p>The Chairman welcomed CP and thanked him for attending.</p> <p>CP explained that he was the communities lead for the SDNPA and shared copies of 'Planning in the SDNP – a role for Parish Councils' (attached)</p> <p>CP explained that the SDNP is a huge and diverse area meaning that individual villages and towns should ideally have their own plans in place which sit under the overarching 'Local Plan'.</p> <p>Currently, within the Local Plan, the following affect Singleton & Charlton:</p> <ul style="list-style-type: none"> • A Settlement Policy Boundary • No Housing requirement • Series of policies to determine future planning applications including The Dip Slope, International Sites (Bats), Design, Safeguarding Views, Dark Night Skies <p>There are three things a Parish Council can do:</p>	<p>Cllr Ward to provide</p>

<p>1. Contribute to and comment on the South Downs Local Plan via the public consultation which is open online until 28 October.</p> <p>2. Prepare their own Local Plan (Neighbourhood Planning - NP)</p> <p>3. Prepare an alternative Community Led Plan to provide local intelligence (Village Design Statement - VDS)</p> <p>CP confirmed that Singleton & Charlton could start doing a VDS (the current one needs cutting down) and then do a NP at a later date if they so wished.</p> <p>The Chairman thanked CP for attending and CP left the meeting.</p>	<p>comments to the consultation</p> <p>Decision about VDS or NP needs to be made at the next PC meeting</p>
<p><u>045.15</u></p> <p>AGENDA ITEM 4: DISCLOSURE OF INTERESTS</p> <p>No interests were disclosed and no changes to the Register of Interests were made.</p>	
<p><u>046.15</u></p> <p>AGENDA ITEM 5: APPROVAL OF THE MINUTES OF THE MEETINGS HELD ON 15 JULY 2015</p> <p>It was proposed by Cllr Snow and Seconded by Cllr Sole that the minutes should be approved. They were duly signed and dated by the Chairman.</p>	
<p><u>047.15</u></p> <p>AGENDA ITEM 6: POLICE COMMUNITY SUPPORT OFFICER (PSCSO) REPORT – ROB GILLAN</p> <p><i>“I have been looking through the incidents for Singleton and the majority of reports are from the Goodwood Racecourse during the early part of August. There were reports of stolen tickets, mobile phones, lap top, bag, several purses and sunglasses at the venue. Other reports involved a violent assault and spat.</i></p> <p><i>The Weald and Downland Museum have reported rolls of lead stolen. There are also several ongoing neighbour disputes in the village which have been dealt with by Hyde Housing and the Local Policing team.”</i></p> <p><i>Regards, Rob</i></p> <p>Cllr Snow commented that she was aware of the ongoing neighbourhood disputes and wanted to try and find out why CDC seem to be allocating problem families to Singleton. The Chairman said that he was knows of a lady at CDC who may be able to help.</p>	<p>Cllr Elliott to get in touch with lady from CDC re neighbourhood disputes</p>
<p><u>048.15</u></p> <p>AGENDA ITEM 7: COUNTY COUNCILLOR’S REPORT – JEREMY HUNT</p> <p><i>Singleton PC Meeting</i></p> <p><i>Wednesday 16th September 2015</i></p> <p><i>Good evening, I hope you have all had a good summer.</i></p> <p><i>I’m pleased to say that there don’t appear to have been any major issues since we last met, or none have been advised to me, so I just have a few points to touch on:</i></p> <p><i>1. Flood Action Group - The Operation Watershed money was sent to Carol some time ago, so hopefully some of the works, apart from the bridge, have been commissioned.</i></p>	

<p>2. <i>Just as an update, I have still not seen a CIF application towards the cost of the purchase of a defibrillator.</i></p> <p>3. <i>Reminder of the WS Big Society Fund.</i></p> <p>4. <i>Winter Management plans - I believe you have been sent an update?</i></p> <p>5. <i>The National Park have now opened their local plan for consultation on their preferred options. The consultation will run until 28th October 2015. Details can be found at www.southdowns.gov.uk</i></p> <p>6. <i>Finally, I would like to remind everyone about our Love West Sussex app which is how we are asking everyone to report highway issues in the future. Once you have downloaded the app (can be found on our West Sussex website) all you do is take a photo of the problem, add a pre-set heading and any comments, then just press send. Your report is sent directly to our highways team, together with your photo and the GPS location of that photo. By reporting issues this way you will get a personal response and will be kept updated on the progress of any necessary repairs. This is a much quicker and more effective system of reporting highways issues and is proving very effective. Obviously, if you are not happy with the response then in the first instance please contact our highways department on highways@westsussex.gov.uk . If that does not resolve your problem then please feel free to contact me directly on jeremy.hunt@westsussex.gov.uk</i></p> <p><i>Jeremy Hunt</i> <i>WSCC Member for Chichester North Division</i> <i>jeremy.hunt@westsussex.gov.uk</i></p> <p>The Chairman mentioned that the recent roadside kerb repair work that has been undertaken by WSCC near Huntsman’s Cottage by the War memorial Charlton has been done badly with dips and is not level. JH said that he would look into this.</p> <p>There was discussion that the Village Hall committee are still reluctant to allow a defibrillator in the village hall porch. JH commented that a CIF application couldn’t be done by the Parish Council, but it could by the village hall committee or SVFAG. Cllr Axtell suggested that perhaps they ask Tori who spoke at the APM in May to talk to the Village Hall committee.</p>	<p>JH to look into recent repair work</p> <p>Cllr Elliott and Cllr Axtell to invite Tori to next village hall meeting?</p>
<p><u>049.15</u></p> <p>AGENDA ITEM 8: DISTRICT COUNCILLOR’S REPORT – HENRY POTTER</p> <p><i>Singleton PC meeting 16th September 2015 District Councillors Report</i></p> <p><i>A reminder of the All Parishes Meeting at East Pallent House at 7 pm on Wednesday 30th this month. There is a buffet available from 6 pm onwards. Lots on the agenda, which will be published very shortly, so should be a good meeting</i></p> <p><i>The extension of broadband coverage through the Valley is progressing, I note the Outreach team are hard at work at Charlton this week.</i></p> <p><i>The Council's Overview and Scrutiny Committee appointed 5 Members to a Task and finish Group to look into numerous complaints concerning The Hyde Group from Tenants throughout the District. They have increased their Service Charges dramatically with no good reason. The result of this review is that The Hyde Group now need to review these increases and adjust where necessary and report back to the O & S Committee early next year. Of course there are</i></p>	

<p><i>many other complaints of Hyde but they have assured that these will be dealt with more efficiently.</i></p> <p><i>The position of Police Crime Commissioner is due for election in October, and Katy Bourne, who I think has done a great job over the past 4 years, is standing for re- election. This will take place in Burgess Hill.</i></p> <p><i>That's about it for this month, thank you</i></p> <p>HP also mentioned that should we decide to use extra resource, he could put us in touch with the lady who wrote the Boxgrove Neighbourhood Plan.</p>	
<p>050.15</p> <p>AGENDA ITEM 9: MATTERS ARISING FROM PREVIOUS MINUTES & TO DISCUSS ANY MATTERS NOT DEALT WITH ELSEWHERE ON THE AGENDA</p> <p>Councillor Roles & Responsibilities</p> <p>The Clerk shared a document which outlines in further detail what each councillor role entails. It was agreed that this will be reviewed by all councillors and finally agreed at the next meeting.</p> <p>Henry Smith Charity</p> <p>Cllr Snow has kindly agreed to help administer the donations given from Henry Smith Charity and will be working with Sue Farman this year to 'learn the ropes' and fully take over next year. As Cllr Snow has received donations in the past, she has declared an interest which was sent by email to the Clerk on 22 July. The Clerk shared this with the council who all resolved to accept this declaration of interest and was happy for Cllr Snow to undertake the role.</p> <p>Planning Chair</p> <p>In June's meeting, it was resolved that Cllr Snow would take on the role as Planning Chair on a temporary basis until a replacement could be found. Cllr Sole thought a family member of his may be interested however this is no longer the case. Cllr Snow agreed to remain in the role indefinitely and the whole council were in favour of this.</p> <p>Winter Maintenance</p> <p>Fiona Baker, Principal Community Officer at WSCC was in touch on 3 August asking all Parish Councils to look at the Winter Maintenance Offer for 2015/16 and establish how much salt we still have and to estimate our requirements. As per Cllr Conway's instructions, the Clerk responded saying the PC have sufficient salt reserves and do not need any more for this winter.</p>	<p>ALL – review the 'Councillor Roles & Responsibilities' document and provide Clerk with feedback.</p> <p>Clerk to share details of online planning portal and explain process.</p>
<p>051.15</p> <p>AGENDA ITEM 10: VILLAGE MATTERS</p> <p>Transparency Code - new website</p> <p>Details of how to claim against the transparency fund have been released by SALC. It involves completing an application form which will allow us to produce a bid for funding and enable us</p>	<p>Clerk to upload documents onto CDC website in interim whilst new PC website</p>

<p>to work towards compliance with the Transparency Code for Smaller Authorities.</p> <p>If the PC have undertaken work or bought equipment after 01 April 2015 solely to comply with the Transparency Code then this spend is eligible for grant funding. Deadline for applications is 10 February 2016.</p> <p>As per last meeting, the Clerk will start to build a new village website to be launched in the New Year (likely Google) and keep track of time spent so that this money can be claimed back. In the interim period before the new website is live, all necessary documentation will be included on the CDC website.</p> <p>Queen Victoria Jubilee Gardens - bulb planting</p> <p>£250 has been set aside in the budget to complete the bulb planting however the Chairman proposed that this money would be better spent on cutting the trees back by the cemetery which he explained is a priority due to the potential liability issues and the overall untidiness of that area.</p> <p>It was unanimously resolved that the bulb planting should be moved back to next year and that money should be used to tidy up the path leading to the cemetery.</p> <p>The Clerk advised that the mowing contract as provided by Keith Goacher does not include any maintenance at Jubilee Gardens.</p> <p>The Chairman advised that it would be sensible to cut this once more at the end of October and then include it in the mowing contract and ask Keith to mow it 3 times a year – June, August and October.</p> <p>It was unanimously resolved by all councillors that this should go ahead.</p> <p>Playground - maintenance works</p> <p>Cllr Snow reported that the maintenance works have been completed to a satisfactory standard by Playsafe who we contracted to undertake the repairs.</p> <p>It was unanimously resolved that their invoice be paid.</p> <p>Cemetery railings and footpath</p> <p>A quote has been obtained from Josh Collins, Tree Medic for £500 to cut back the trees by the cemetery and the Chairman has spoken to Reverend Kevin Robinson about paying for this on a 50/50 split at a cost of £250 each. We are still waiting for the Church to confirm that they are happy to go ahead on this basis but it was unanimously resolved that as long as the Church accepted, the PC should proceed on this basis.</p> <p>Once the trees have been cleared, the railings need to be repaired and it was unanimously resolved that the Clerk should approach the Oil Well to see if they would like to contribute to this.</p> <p>Cllr Conway confirmed that he has managed to source some tiles for the Litch gate and that he should be able to make these repairs once the trees have been cut back.</p> <p>Environment Agency Nature Board</p>	<p>is being built.</p> <p>Clerk to present website design and architecture at next PC meeting.</p> <p>Clerk to update budget accordingly.</p> <p>Clerk to advise Keith Goacher that Jubilee Gardens should form part of the mowing contract.</p> <p>Clerk to pay Playsafe invoice.</p> <p>Clerk to further discussions with the Church and Josh Collins.</p> <p>Clerk to contact the Oil Well.</p> <p>Cllr Conway to make repairs once able.</p>
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<p>4. Footpath from Singleton – Gonville Cottage</p> <p>5. Bulb planting at Jubilee Gardens / Flat Screen / EA Board / Dog bin & bags</p>	<p>that was ordered & paid for by the last council & get in touch with loan Castegi.</p>
<p>052.15</p> <p>AGENDA ITEM 11: PLANNING</p> <p>The Clerk shared the most up to date version of ‘S&CPC Planning Applications 2015-16.’</p> <p>The Clerk mentioned that we have been set up with Consultee Access which will enable us to easily review all applications we have been consulted on, and respond online accordingly. This is the preferred method for response for consultations, as it is immediate and fully automated with comments reaching the case officers in box and being uploaded to the SDNPA back office system and their website at the point of submission.</p>	
<p>New Applications since last meeting:</p> <p>SDNP/15/03694/HOUS ufm 21 Mr Gary Powell The Corner Cottage , Charlton Road, Singleton, West Sussex, PO18 0HA Grade II Listed Demolitions of lean to with replacement single storey extension, pitched roof over garage and other external alterations. No Objection sent to DCP 20/08/15</p> <p>SDNP/15/03695/LIS ufm 38 Mr Gary Powell The Corner Cottage , Charlton Road, Singleton, West Sussex, PO18 0HA Grade II Listed Demolitions of lean to with replacement single storey extension, pitched roof over garage and other internal and external alterations No Objection sent to DCP 20/08/15</p> <p>Applications Approved since last meeting:</p> <p>SDNP/15/02922/LIS ufm 3 Mrs Diana Parish 1 Grooms Yard A286 The Grove to Cobblers Row Singleton Chichester West Sussex PO18 0SB Kitchen Extension No objection on the basis that the materials used are in keeping. Sent to DCP 22/06/15 Approved 10 August 2015</p> <p>SDNP/15/02291/FUL/ ufm 26 Mr Richard Pailthorpe Weald And Downland Open Air Museum, A286 Town Lane To The Grove, Singleton, West Sussex, PO18 0EU The relocation of Sole Street medieval house to a new location within the Weald & Downland Open Air Museum. To be read in conjunction with planning ref. SDNP/15/00490 Approved 28 August 2015</p>	

<p>SDNP/15/03627/TCA ufm 3 Mrs Lizzie Douglas Crossroads House, North Lane, Charlton, Singleton, Chichester, West Sussex, PO18 0HU Notification of intention to crown reduce by 20% (mainly on the height, south, west and east sectors), crown thin by 10-15% (around telephone wires) and crown raise up to 5-6m (above ground level) on 1 no. Ash tree. No Objection Sent to DCP 20/08/15 Raise no Objection 3 September 2015</p> <p>SDNP/15/03821/TCA ufm 8 Mr Gary Powell "The Corner Cottage , Cobblers Row To The Grove, Singleton, West Sussex, PO18 0HA Grade II Listed Notification of intention to crown reduce by 20% (all round), crown thin by 10-15% and crown raise up to 4-5m (above ground level) on 1 no. Yew tree (Y1). Crown reduce by 20% (all round), crown thin by 10-15%, remove 1 no. north-east limb at 5m (above ground level) back to source and deadwood on 1 no. Yew tree (Y2). Fell 1 no. Lawson Cypress tree (L3). Crown reduce by 50% on 1 no. Lawson Cypress tree (L4). Object to felling of Y1 and L3 Sent to DCP 20/8/15" Raise no Objection 7 September 2015</p> <p>SDNP/15/03514/HOUS ufm 52 Mr Peter Boyle The Old Post Office Cobblers Row to The Grove Singleton Chichester West Sussex PO18 0HA Single storey timber outbuilding / garden room. No Objection Cllr Snow sent to DCP Approved 7 September 2015</p> <p>Enforcement Notice & appeal – Manor Farm, Singleton:</p> <p>The Clerk received a letter dated 26 August 2015 from SDNPA informing the PC that an appeal has been lodged against the National Park’s Enforcement Notice served.</p> <p>The appeal will be dealt with by written representation procedure with no public inquiry being held.</p> <p>If the PC wish to make any modifications or elaborations on their comments they should be sent by 29 September at the latest.</p> <p>It was unanimously agreed that the initial comments the PC submitted were sufficient however the PC would like to know the outcome of the appeal so a letter needs to be submitted to this effect.</p>	<p>Clerk to write letter to SDNPA asking for them to notify us of the appeal decision.</p>
<p>053.15 AGENDA ITEM 12: CORRESPONDENCE & MEETINGS</p>	

Date received	What	From	Detail	Action
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27/07/15	New Chichester Local Plan	Mike Allgrove, Planning Policy Conservation and Design Service Manager, CDC	On the 14 th July CDC formally adopted the new Chichester Local Plan. This Local Plan applies to those parts of the District that are outside of the South Downs National Park and it now forms part of the statutory Development Plan for this area. The policies within the plan are of immediate effect for the determination of planning applications and appeals and the saved policies of the 1999 Local Plan are no longer relevant.	Sent to all Cllrs
31/07/15	Chichester District Association of Local Councils	Greg Burt, Secretary	Next Meeting is Monday 12 October at Boxgrove Village Hall, 7pm. These meetings are to enable parishes to discuss mutual matters of interest with other parishes, NOT CDC and WSCC.	Ask Chair if happy to attend?
03/08/15	SDNPA: Town and Parish Council Workshops . South Downs Local Plan Preferred Option	Chris Paterson, SDNPA	SDNPA workshops to be held in September 2015. This year's Town and Parish workshops will focus on the South Downs National Park Local Plan – preferred option consultation. The workshops will give all Town and Parish Councils an opportunity to hear more about the draft local plan and provide them with more information on how to respond to the consultation. West Sussex Parish Councils workshop – Thursday 10 September at Pulborough Village Hall. 6.30pm - 9.30pm	Sent to Cllr Ward & Cllr Elliott
24/08/15	All Parishes Meeting	Lisa Higenbottam, Member Services Assistant, CDC	The next meeting between members of Chichester District Council and representatives of Parish Councils is being arranged for Wednesday 30 September 2015. As usual, we expect a buffet will be provided from 6:00pm onwards with the meeting itself starting at 7:00pm.	Sent to Cllr Hedger and Cllr Elliott
26/08/15	Gateway Project Launch Event - 5 October 2015	Julie Aalen Office Administrator and Fundraising Co-ordinator, Weald & Downland Museum	A while ago we sent an invitation requesting the pleasure of your company at our Gateway Project Launch event on Monday 5 October 2015. I cannot trace that we have had your response and do hope that we've not missed it. Would you kindly advise whether you are free to join us or not by 14 September 2015. Please email Katie Jardine on office@wealddown.co.uk or telephone 01243 811010.	Sent to all Cllrs
02/09/15	South Downs Local Plan: Preferred Options - Invitation to Join	Lucy Howard Planning Policy Manager, SDNPA	The SDNPA value the important contribution Parish and Town Councils make to the National Park and your local knowledge is vital in ensuring the Local Plan will be effective in managing development across the National Park. We encourage all Town and Parish Councils to take the time to comment on the Preferred Options consultation. There are three ways to input into this consultation: 1. Accessing the consultation website: www.southdowns.gov.uk/localplanconsultation 2. Filling in an electronic comment form and emailing it to planningpolicy@southdowns.gov.uk 3. Completing a paper copy comment form or writing to the SDNPA at Planning Policy, South Downs Centre, North Street, Midhurst, West Sussex. GU29 9DH	Sent to Cllr Ward & Cllr Elliott
07/09/15	Invitation to briefing session	Jaqui Simes, SALC on behalf of Sux Police & Police	Development of a versatile community presence - a cluster of town and parish councils managing their on arrangements with the ability to set the duties and deploy as necessary. Briefing session on Thursday 8 October 14:00 – 16:30 in	Sent to Chairma n

		and Crime Commissioner	Pulborough. Need to RSVP.	
07/09/15	F3824 A286, Lavant - Singleton - Water Renewal Works	Jim Hutchison, Assistant Contracts Engineer, Portsmouth Water Ltd	The works will begin the week commencing 14 th September 2015 and are planned to take 14 weeks. Due to the nature of the works and the speed limit of the road, two-way traffic lights will be used whilst works take place in the highway to ensure the safety of our operatives and road users. We intend to hold a drop-in centre for residents and businesses to drop by and speak with members of the Mains Renewal Team to find out more information regarding the scheme. I will notify you when I have confirmed a time, date and location for this, however if you would like to have a meeting to discuss the works, then I would be happy to meet with you. If yourself or any of your parishioners have any questions or queries then please do not hesitate to contact myself on the contact details below or the Mains Renewal Team via our 24hr Operations Centre 023 9247 7999 or email mainsrenewals@portsmouthwater.co.uk .	Sent to all Cllrs
14/09/15	Community Resilience - Are You Prepared? (Training Opportunities)	Sue Furlong, Neighbourhood Engagement Officer, Parish/Town Council and Local Governance, Communities & Public Protection, WSCC	"What If" has been developed with partners in the Sussex Resilience Forum as a way of providing support to enable communities to prepare and respond in times of difficulties. It's based on a programme providing skills, knowledge and equipment to enable local volunteers to reduce the impact of a crisis event within your community, and covers areas including first aid, evacuation and shelter, coordination and control, and developing community assets. Short questionnaire to complete.	Sent to Cllr Axtell who will respond
15/09/15	Planning Events	Jaqui Simes, SALC	The aim of the event is to provide councils with the opportunity to hear from experts in planning law to gain an understanding of the planning complexities so that councils can make a meaningful contribution to planning in their parish Thursday 8th October Bradbury Meeting Hall, Lodge Hill Centre, Watersfield, Near Pulborough, West Sussex, RH20 1LZ. Cost £30 inc VAT.	Sent to all Cllrs

<p>Cllr Axtell left the meeting</p> <p>054.15</p> <p>AGENDA ITEM 13: CLERK'S REPORT INCLUDING FINANCE</p> <p>Approval of Payments Schedule</p> <p>Since last meeting, the following invoices have been approved for payment by Chairman John Elliott and the 'Approval of Payments Schedule 2015-16' signed:</p> <table border="1"> <thead> <tr> <th>PAYEE</th> <th>DETAILS</th> <th>AMOUNT £ (INC VAT)</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Josh Collins, Tree Medic</td> <td>Tree removal and pruning at Jubilee Gardens</td> <td>790</td> <td>17/08/15</td> </tr> <tr> <td>Keith Goacher</td> <td>Grass Cutting 2nd half of Season</td> <td>946.80</td> <td>17/08/15</td> </tr> </tbody> </table>				PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE	Josh Collins, Tree Medic	Tree removal and pruning at Jubilee Gardens	790	17/08/15	Keith Goacher	Grass Cutting 2 nd half of Season	946.80	17/08/15
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The following payments were approved at this meeting and the 'Approval of Payments Schedule 2015-16' was signed by the Chairman:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
West Sussex County Council	Clerk's salary for July and May/June overtime	1030.33	16/09/2015
West Sussex County Council	Clerk's salary for August	423.36	16/09/2015
Jane Landstrom	Printer Paper & Envelopes	8.89	16/09/2015
Came & Company	Annual Insurance	587.93	16/09/15
ICO – Information Commissioners Office	Data Protection Registration	35.00	16/09/15
Playsafe Playgrounds Ltd	Singleton Playground Repairs	853.20	16/09/15

Clerk to make the payments

Bank Reconciliation - 15 September 2015			
Balances on accounts			
Current Account			£ 12,566.21
Savings Account			£ 5,032.58
Total			£ 17,598.79
Less unrepresented cheques / online payments			
None			£ -
			£ 17,598.79
Cash Book			
Opening Balance 1 April 2015			£ 15,496.99
Add Receipts for the Year			£ 11,414.75
			£ 26,911.74
Less Payments for the Year			£ 9,312.95
			£ 17,598.79

Training

The Clerk advised the Councillors of the following training and asked of anyone would like to attend:

- Chairmanship Training – 13th October 2015, Bradbury Meeting Hall, Lodge Hill Centre, Watersfield, Near Pulborough.
- New Councillor Training – Tuesday 17th November 2015. 1745 registration for a 1800 start, finishing at 2100. Meridian Hall, East Court, College Lane, East Grinstead, West Sussex RH19 3LT. Cllrs Ward, Sole and Snow have already attended. Cllr Axtell has been

ALL to advise Clerk ASAP if they wish to attend training

booked on to attend.

Came and Company – Insurance Renewal

The Clerk advised that the annual insurance is due for renewal.

- Last year's insurance cost £587.93 and was provided by Aviva
- The council have budgeted £650. Came & Company have recommended we go with Hiscox - quote has come in for £587.93 or £558.53 on 3 year binding agreement.

It was unanimously resolved by all councillors that the Council go ahead with Came & Company's recommendation and take out their insurance with Hiscox for a single year at a premium of £587.93.

Pension Legislation

For guidance see NALC Legal Topic Note 79 – Staff Pensions and www.thepensionsregulator.gov.uk

The 2008 Pensions Act requires all local councils to enrol their eligible workers into a qualifying scheme from 1 October 2015.

- As the Clerk is paid through payroll services at West Sussex County Council (WSSC), they have a legal responsibility to ensure that all their employees are offered auto enrolment. A letter has been received from WSSC dated 12 August asking if the PC would like their employees to be offered the LGPS
- On her current salary – salary point 31 within 30-34 range in scale LC2 as set out in the National Joint Council (NJC) pay scales, the Clerk's current gross monthly earnings of £423 month fall under the £486 threshold.
- This means that she is not an 'eligible jobholder' and is instead an 'entitled worker'. Entitled workers are aged 16-74 and earn less than £5,824 annum or £486 month. They can require the employer to arrange for them to join a pension scheme. The scheme does not have to be a qualifying scheme and the employer does not have to contribute.

Implications / Options for Singleton & Charlton Parish Council:

- Under Auto Enrolment S&CPC need to ensure that they have notified any employee (the Clerk) that they have the right to join a pension scheme or that if the payments made to an employee exceed the relevant monthly earnings limit that they have a pension scheme that the employee has a scheme to be auto enrolled into.
- The PC needs to decide whether to make available the LGPS (employer contribution of circa 20%) or not. If the PC decide to offer the LGPS, an appropriate resolution as indicated in the letter needs to be made and WSSC pensions department notified accordingly. This would then cover the PC and meet the requirements for auto enrolment.
- Alternatively the Parish Council could notify WSSC pensions department that they have taken the appropriate steps so that their employees (the Clerk) are aware of their right to pay into a pension scheme. They are must also be aware that should circumstances change i.e. the Clerk earns enough for auto enrolment to be applicable or the current Clerk or any future employee wishes to join they must make the appropriate arrangements to either join LGPS or make other pension arrangements.

**Clerk to notify
Came &
Company of
insurance
acceptance**

**Clerk to contact
WSSC pensions
department
stating that for
auto enrolment
purposes, the
LGPS should be
offered**

<p>There was a discussion about the best way forward and it was unanimously resolved by all councillors to pass a statutory resolution (see below) to enable all employees of Singleton & Charlton Parish Council to join the Local Government Pension Scheme (LGPS) via WSCC.</p> <p><i>As an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme Regulations 2013, Singleton and Charlton Parish Council has the power to designate who within the organisation can join the pension scheme. It was resolved that all members of staff holding an employment contract with Singleton and Charlton Parish Council are eligible to join the LGPS. Membership is not extended to any other individuals. The Council resolved to adopt the Auto Enrolment Staging Date of 1 October 2015.</i></p>	
<p>The meeting closed at 21.26 hrs.</p> <p>The next meeting will be held on Wednesday 18 November, 19:00 at Singleton Village Hall</p>	
<p>Attachments to Minutes:</p> <ul style="list-style-type: none"> • Planning in the SDNP – a role for Parish Councils 	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

DRAFT