

SINGLETON & CHARLTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING (APCM) DRAFT MINUTES

WEDNESDAY 20th MAY 2015 AT 21:00

SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr Keith Hope–Lang, Chairman (KHL); Cllr Samantha Axtell (SA); Cllr Neil Hedger (NH); Cllr Danny Sole (DS); Cllr Jon Ward (JW); Cllr Nick Conway; Cllr John Elliott (JE); Cllr Diane Snow (DS); Parish Clerk & Proper Officer Jane Landstrom (JL).</p>	
<p><u>IN ATTENDANCE</u></p> <p>County Cllr Jeremy Hunt (JH); District Cllr Henry Potter (HP).</p>	
<p><u>001.15</u></p> <p>AGENDA ITEM 1: SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE</p> <p>Declarations of Office were signed by five duly elected councillors, Keith Hope-Lang, Samantha Axtell, Danny Sole, Jon Ward and Nick Conway, witnessed by the Parish Clerk and Proper Officer.</p> <p>The following nominees were co-opted as Councillors to the Parish of Singleton & Charlton:</p> <ul style="list-style-type: none"> ▪ Neil Hedger, NOMINATED and PROPOSED by Cllr Axtell and SECONDED by Cllr Sole. ▪ Diane Snow, NOMINATED and PROPOSED by Cllr Hope-Lang and SECONDED by Cllr Axtell. ▪ John Elliott, NOMINATED and PROPOSED by Cllr Hope-Lang and SECONDED by Cllr Axtell. <p>Declarations of Office were signed by all co-opted Councillors and witnessed by the Parish Clerk and Proper Officer.</p>	
<p><u>002.15</u></p> <p>DISCHARGE OF COUNCILLORS AND RESPONSIBLE FINANCIAL OFFICER FOR PREVIOUSLY ELECTED COUNCIL</p> <p>All Councillors and the Responsible Financial Officer from the former Parish Council were duly discharged by unanimous agreement of the newly signed in Councillors. The motion was PROPOSED by Cllr Hope-Lang and SECONDED by Cllr Axtell.</p>	
<p><u>003.15</u></p>	

<p>AGENDA ITEM 2: ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE</p> <p>Cllr Elliott was elected Chairman of the Parish Council of Singleton & Charlton. The motion was PROPOSED by Cllr Hope-Lang and SECONDED by Cllr Snow. The Declaration of Office was signed by Cllr Elliott and witnessed by the Parish Clerk and Proper Officer.</p> <p>Cllr Hope-Lang tendered his resignation from the council which was unanimously accepted. The newly elected Chairman recorded his vote of thanks to Keith Hope-Lang, the former Chairman and the previous Councillors for their hard work and successful term of office. Cllr Axtell on behalf of the council thanked him for his hard work and inspiring and engaging leadership.</p>	
<p>004.15</p> <p>AGENDA ITEM 3: ELECTION OF VICE CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE</p> <p>Cllr Hedger was elected Vice Chairman of the Parish Council of Singleton & Charlton. The motion was PROPOSED by Cllr Conway and SECONDED by Cllr Snow. The Declaration of Office was signed by Cllr Hedger and witnessed by the Parish Clerk and Proper Officer.</p> <p>It was agreed that councillors should continue with their current committee roles until the next meeting when it will be included as an agenda item and during which it will be discussed and agreed who should lead on what. As it currently stands, the following councillors are leading on:</p> <ul style="list-style-type: none"> ▪ Cllr John Elliott – Chairman ▪ Cllr Neil Hedger – Vice Chairman and liaison with Flood Action Group ▪ Cllr Samantha Axtell – Emergency Plan ▪ Cllr Nick Conway – Winter Snow Management ▪ Cllr Danny Sole – Village Maintenance & Highways ▪ Cllr Jon Ward – Flooding and liaison with Goodwood – airfield and race tracks, car & horse ▪ Cllr Diane Snow – Nothing yet assigned 	
<p>005.15</p> <p>AGENDA ITEM 4: APOLOGIES</p> <p>There were no apologies.</p>	
<p>006.15</p> <p>AGENDA ITEM 5: DECLARATIONS OF INTEREST</p> <p>a) Declaration of Members’ Personal Interests on items included in the Agenda</p> <p>None declared.</p> <p>b) To receive completed Register of Interest Forms from all Councillors</p>	

<p>Register of Interest Forms were distributed to all Councillors for completion and return to the Parish Clerk. This was also done by email before the meeting. Cllr Elliot and Cllr Hedger still to return completed forms.</p>	<p>Cllr Elliott (JE) Cllr Hedger (NH)</p>
<p><u>007.15</u></p> <p>AGENDA ITEM 6: MINUTES OF THE MEETING HELD ON 18 MARCH 2015</p> <p>a) To approve and sign the minutes.</p> <p>The Minutes were declared correct and accepted as a true record, and the Council agreed they should be signed off by the Chairman.</p> <p>Cllr Axtell PROPOSED and Cllr Conway SECONDED the motion.</p> <p>b) Matters Arising.</p> <p><i>Singleton & Charlton Fete – Saturday 13th June 2015</i></p> <p>It was agreed that the Parish Council (PC) would not take a stand at the fete as the Emergency Plan had already been presented and discussed at the Annual Parish Council Meeting.</p> <p>In terms of the emergency plan and letting the villages know about the PC and who does what including contact phone numbers, a good idea may be to advertise in the centre pages of the Valley Diary – a highly visible, coloured, detachable centre page with useful contact numbers.</p> <p><i>Structure of forthcoming meeting agendas</i></p> <p>Cllr Elliott proposed that straight after the minutes of the previous meeting there should be the county and district reports followed by village matters.</p>	
<p><u>008.15</u></p> <p>AGENDA ITEM 7: VISITORS QUESTIONS</p> <p>There were no visitor's questions.</p>	
<p><u>009.15</u></p> <p>AGENDA ITEM 8: COUNTY COUNCILLORS REPORT</p> <p>Cllr Hunt raised 3 main points from his report (see appendix A):</p> <p>a) Operation Watershed Funds</p> <p>WSCC are holding back the money until they have full and clear written authority from the landowner (an elderly lady) to remove the bridge at Cowper Lodge.</p> <p>Cllr Ward had reservations about visiting the owner and would strongly object to the bridge being removed until there was clear evidence stating that it should. He is of the view that a discussion had taken place between Cllr Hedger and the then Chair Cllr Hope-Long when it</p>	

Summary and opinion taken from the report for noting:

One of the functions of internal audit is to give assurance to members of the council that the financial systems are operating correctly, and can be relied upon.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

Rachel Hall (ACA)

3 May 2015

b) Item 10.2 - Approval & signing of Annual Return for Accounts dated 31 March 2015 with explanation of variances schedule

The Parish Clerk/Responsible Financial Officer presented the Annual Return for consideration and approval by Councillors with an explanation of the variances schedule for year-end April 2014 to 2015.

Cllr Axtell commented that although spend was over budget this was conscious and was largely due to having to pay for an interim Clerk.

Annual Review of the effectiveness of the Parish Council's internal control systems

After discussion and due consideration, Agenda items 10.1 and 10.2 were accepted and approved by Councillors.

Cllr Axtell **PROPOSED** the motion which was **SECONDED** by Cllr Snow.

Sections 1 and 2 of The Annual Return were duly signed by Chairman Cllr Elliott and Parish Clerk/Responsible Financial Officer.

c) Item 10.3 – Other financial issues

VAT re-claim

The Clerk commented that it appeared no VAT had been claimed back for this last year and understood that Parish Councils were eligible to apply and try and claim back VAT on most of their spend for up to 3 years. This would be investigated and taken forward.

Re-visit the 2015-16 budget

It was agreed by all councillors that due to various changes including hiring a new Clerk, there was a need to re-visit the budget for 2015-16 and that a new one should be drawn up and considered at the next meeting.

Playground survey

The issue of the playground repairs was discussed. Usually there is a budget of £500 to cover the annual maintenance charge, but after this year's inspection and survey report earlier on in the year, the repair bill came out at circa £4,000. There was discussion around the possibility of pursuing outside sponsorship, increasing the precept, or just getting the high risk items rectified.

Parish Clerk (JL)

Parish Clerk (JL)

TO	DETAIL	AMOUNT £	DATE	CHQ NO:	STATUS
Sacomat	Dog waste bag dispenser	346.80	18/03/15	078	Paid - not reconciled
K Bain	Locum Clerk services 24/02/15- 17/03/15	600.00	18/03/15	079	Paid - not reconciled
SLCC	Course 11/2/15	41.40	18/03/15	080	Paid - not reconciled
K Bain	Locum Clerk services 18/03/15- 01/04/15	400.00	02/04/15	081	Paid - not reconciled
SSALC	Flyers & Posters	5.40	02/4/15	082	Paid - not reconciled
K Bain	Locum Clerk services 02/04/15- 23/04/15	600.00	20/04/15	083	Paid - not reconciled
Valley Diary	APM Advert	50.00	20/04/15	084	Paid - not reconciled
SSALC	Recruitment Assistance	456.00	12/05/15	085	Paid - not reconciled
RS Hall & Co	Internal Audit	150.00	12/05/15	086	Paid - not reconciled
West Sussex ALC	WSALCC & NALC Subscription 2015/16	133.70	12/05/15	087	Paid - not reconciled
Jane Landstrom	Clerk's Laptop & All-in one printer	498.97	12/05/15	088	Paid - not reconciled
Keith Goacher	Grass Cutting first half of 2015 season	874.80	14/05/15	089	Paid - not reconciled
Jane Landstrom	Stationary	58.04	18/05/15	090	Awaiting signing

Jane Landstrom	Office Allowance 1 May – 31 Oct 2015	180.00	18/05/15	091	Awaiting signing
Keith Hope – Lang	Laminated Posters APM	30.58	18/05/15	092	Awaiting signing
Singleton Village Hall	Village hall Hire 1 April 14 – 31 March 15	65.00	20/05/15	093	Awaiting signing

012.15

AGENDA ITEM 11: URGENT PARISH ISSUES & CORRESPONDENCE & INVITATIONS RECEIVED

Date received	What	From	Detail
31/03/15	Lavant Valley Partnership – next meeting Oving Hall	Matt Gover Corporate Information Officer, CDC 01243 534730	I have confirmed the next meeting, this will take place at: <ul style="list-style-type: none"> ▪ Oving Jubilee Hall, PO20 2DQ ▪ Thurs 25th June 2015 ▪ 6.45pm arrival and refreshments ▪ 7pm start
22/04/15	Appointment to outside bodies – West Sussex ALC Ltd	Jacqui Simes, Finance & Office Manager SSALC Jacqui Simes Jacqui.Simes@ssalc.co.uk	Each member council may appoint up to 2 representatives to attend, speak and vote at the West Sussex ALC Ltd. AGM – this year being held at the Chichester Park Hotel on Thursday 19 November 2015. <ul style="list-style-type: none"> ▪ Each representative has a vote at the West Sussex ALC Limited AGM. ▪ Although clerks can attend the West Sussex ALC Ltd. AGM they cannot be appointed as the council's representative as they cannot speak or vote, only

			<p>councillors and chairmen of parish meetings can speak & vote.</p> <ul style="list-style-type: none"> ▪ The appointment must be made formally at a full council meeting when appointing on to outside bodies
27/04/15	New Homes Bonus	<p>David Hyland, Community & Partnerships Support Manager 01243 53 4864 dhyland@chichester.gov.uk</p>	<p>Eligibility criteria, the application form and guidance notes for New Homes Bonus (Parish Allocations) 2015 are now available to download from the website:</p> <p>http://www.chichester.gov.uk/article/25706/New-Homes-Bonus-Parish-Allocations</p> <p>The closing date for applications is Friday 31st July 2015</p> <p>If you were unable to attend one of the surgeries, or you want to discuss potential bids with us in any further detail, then please speak to Shona Turner or myself.</p>
28/04/15	Draft for consultation: Air Quality Action Plan for Chichester District	<p>Simon Ballard, Senior Environmental Protection Officer 01243 534694 sballard@chichester.gov.uk</p>	<p>Chichester District Council is consulting on the draft Air Quality Action Plan for Chichester District which is herewith attached:</p> <p>http://www.chichester.gov.uk/article/24645/Currentconsultations#air</p>

			<p>We would be grateful for any comments that the parishes may have. The consultation closes 8th June 2015 at midday.</p>
07/05/15	<p>Revised protocols between CDC and Parish Councils for the Management of Unauthorised Encampments</p>	<p>Steve Hansford, Head of Community Services 01243 534789 shansford@chichester.gov.uk</p>	<p>The West Sussex Gypsy Traveller Transit site is now operational as of the 6th May 2015. To support this and the new power of direction it enables, a new protocol has been entered into between West Sussex County Council, all Districts and Boroughs and Sussex Police. There is also a funding agreement between WSCC and the DBs for the management of the site by WSCC and to lead all enforcement action against Unauthorised Encampments of local authority land.</p>
13/05/15	<p>Junior Neighbourhood Watch (Email)</p>	<p>John Wright MBE, Chair, Sussex Neighbourhood Watch Federation enquiries@sussexnwfed.org.uk</p>	<p>'Junior Neighbourhood Watch' encourage the younger generation to take a proactive approach to reducing crime and increasing safety in and about their homes, and around the community, through a series of interactive after-school sessions, hosted by a dedicated team of trained volunteers. Sussex Neighbourhood Watch Federation is spearheading a campaign to bid for funds and resources to further support the successful roll-out of the scheme across the county</p>

			<p>Junior Neighbourhood Watch is one of over 3,000 competing ventures participating in the Aviva Community Fund Programme and the need as many votes as possible to get through to the second round.</p>
15/05/15	<p>West Sussex Highways Upcoming and In-progress Works 15th May 2015</p>	<p>Harry Frost Better Roads Communications Coordinator - West Sussex Highways Harry.Frost@bblivingplaces.com</p>	<p>Trundle Hill, Remove overgrown foliage from trees at the bottom of Kennel Hill. Road Closure. 26-28-May-2015 Goodwood Estate Forestry is the contractor.</p> <p>Work is subject to last minute date changes due to weather conditions, equipment breakdown or emergency work taking priority. The works may start at any time up to 5 days from the planned start date given above. On street yellow 'Advanced Warning' boards will provide details of latest dates.</p>
18/05/15	<p>South Downs National Park Nomination papers (Email)</p>	<p>Jacqui Simes, Finance & Office Manager SSALC Jacqui Simes Jacqui.Simes@ssalc.co.uk</p>	<p>The Nomination papers for the South Downs National Park Authority were posted to you last week.</p>

Cllr Ward said that he would like to nominate himself for the SDNPA. The Clerk passed him the nomination forms for him to complete and send off.

013.15

AGENDA ITEM 12: CLERKS REPORT

a) Terms of working and training

<p>The new Clerk, Jane Landstrom formally introduced herself to the council after having been appointed on 27th April 2015, following a recruitment process in conjunction with SALC.</p> <p>The terms of working which details overtime working and the office allowance of £30 per month as set out in the document 'Terms of Working – JL – SPC – April 2015' which had been previously shared by email was approved by the council.</p> <p>The new Clerk will be attending 'New Clerk Training' offered by SALC on 16 June which has already been agreed and paid for but also proposed that she should also attend the 'Clerk Networking Day' on 3 November at a cost of £72 inc VAT.</p> <p>In order to try help with the complicated legislation and procedures the council has to adhere to, the clerk proposed that the Parish Council should purchase the most up to date version of 'Local Councils Explained' by NALC at a cost if circa £50 inc VAT.</p> <p>b) New office equipment</p> <p>A new laptop has been purchased as the previous one brought in January 2007 had a faulty screen and was beyond repair.</p> <p>Spend of up to £500 was authorised by the previous Chairman Keith Hope-Lang to cover the cost of new laptop, software and all in one printer. This was as per paragraph 13 of the Singleton Financial Regs which states that "The Clerk, in consultation with the Chairman, may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the Council as soon as practicable thereafter."</p> <p>The Clerk purchased a Lenovo laptop, 1 year Microsoft Office, 2 years McAfee Anti-Virus and Epsom all in one printer for £498.97</p> <p>It is proposed that the old lap top is taken to PC world to have all information copied onto a memory stick and the hard drive removed and physically destroyed. The lap top should be recycled.</p> <p>The above details presented in the Clerks report were PROPOSED by Cllr Elliott and SECONDED by Cllr Axtell.</p> <p>c) New Councillor Training</p> <p>SALC is running 16 workshops for new Councillors as well as briefing sessions for Chairs, details of which were circulated to Councillors.</p> <p>Cllr Ward, Cllr Sole and Cllr Snow confirmed that they would like to attend the new councillor training on 2 July 9-12 at Chichester Park Hotel which the Clerk will book them on to.</p> <p>There is also a more generic training session being run by SALC on 8 July 1.30-4.30pm, in Boxgrove, details of which have been circulated to all councillors. There is no need to book for this, you can just turn up.</p>	<p>Parish Clerk (JL)</p> <p>Parish Clerk (JL)</p> <p>Parish Clerk (JL)</p>
<p>014.15</p> <p>AGENDA ITEM 13: DATE OF NEXT MEETING & SCHEDULE OF PARISH COUNCIL MEETINGS</p>	

<p>FOR 2015/16</p> <p>Parish Council Meetings normally take place bi-monthly on the third Wednesday in the month from 7.00 pm.</p> <p>The Clerk proposed that as there was a lot of housekeeping to sort out with the new council, an additional extra ordinary meeting should take place in June. This should be a short 1 hour meeting and look to include:</p> <ul style="list-style-type: none"> ▪ Updating the Financial Regulations and amend to enable internet banking and Clerk as signatory in emergency circumstances ▪ Updating the Standing Orders ▪ Allocating and Agreeing Roles and Responsibilities of Council and any changes to procedures required ▪ Revising the Budget ▪ Transparency Code implications – how to progress with a new website ▪ Valley Diary co-ordinator <p>Cllr Elliott suggested that before the next meeting in June the council meet at Jubilee Gardens to look at the trees, cemetery railings and pond to decide whether issues which were raised in the past had been resolved and whether or not this new council should deal with them. Minutes from 2004 should be found and looked at to see if the issues are still outstanding or not.</p> <p>It was agreed that the Clerk should circulate proposed meeting dates for June, July, September, November, January and March.</p>	<p>Parish Clerk (JL)</p>
<p>The meeting closed at 22.35 hrs.</p>	
<p>Attachments to Minutes:</p> <ul style="list-style-type: none"> • Reports Singleton & Charlton Annual Parish Meeting 20 May 2015 • Singleton & Charlton Parish Council Finance Report 2014/15 	
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	