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

WEDNESDAY 20<sup>th</sup> MAY 2015 AT 21:00 SINGLETON VILLAGE HALL

	ACTION
<u>PRESENT</u>	
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).	
<u>IN ATTENDANCE</u>	
County Cllr Jeremy Hunt (JH); District Cllr Henry Potter (HP).	
001.15	
AGENDA ITEM 1: SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE	
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.	
The following nominees were co-opted as Councillors to the Parish of Singleton & Charlton:	
■ Neil Hedger, <b>NOMINATED</b> and <b>PROPOSED</b> by Cllr Axtell and SECONDED by Cllr Sole.	
■ Diane Snow, <b>NOMINATED</b> and <b>PROPOSED</b> by Cllr Hope-Lang and SECONDED by Cllr Axtell.	
■ John Elliott, <b>NOMINATED</b> and <b>PROPOSED</b> by Cllr Hope-Lang and SECONDED by Cllr Axtell.	
Declarations of Office were signed by all co-opted Councillors and witnessed by the Parish Clerk and Proper Officer.	
002.15	
DISCHARGE OF COUNCILLORS AND RESPONSIBLE FINANCIAL OFFICER FOR PREVIOUSLY ELECTED COUNCIL	
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 <b>PROPOSED</b> by Cllr Hope-Lang and <b>SECONDED</b> by Cllr Axtell.	
003.15	

Minutes - Singleton & Charlton APCM - 20 May 2015

Page **1** of **13** 

Prepared by Jane Landstrom, Clerk & RFO to Singleton & Charlton Parish Council Tel: 01798 669118 E: singletonparishcouncil1@gmail.com

# AGENDA ITEM 2: ELECTION OF CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE 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. Cllr Hope-Lang tended 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. 004.15 AGENDA ITEM 3: ELECTION OF VICE CHAIRMAN AND SIGNING OF DECLARATION OF OFFICE 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. 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: 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 <u>005.15</u> **AGENDA ITEM 4: APOLOGIES** There were no apologies. 006.15 AGENDA ITEM 5: DECLARATIONS OF INTEREST a) Declaration of Members' Personal Interests on items included in the Agenda None declared.

b) To receive completed Register of Interest Forms from all Councillors

Register of Interest Forms were distributed to all Councillors for completion and return to the	Cllr Elliott (JE)
Parish Clerk. This was also done by email before the meeting. Cllr Elliot and Cllr Hedger still to	Clir Hedger (NH)
return completed forms.	
<u>007.15</u>	
AGENDA ITEM 6: MINUTES OF THE MEETING HELD ON 18 MARCH 2015	
a) To approve and sign the minutes.	
The Minutes were declared correct and accepted as a true record, and the Council agreed they should be signed off by the Chairman.	
Cllr Axtell <b>PROPOSED</b> and Cllr Conway <b>SECONDED</b> the motion.	
b) Matters Arising.	
Singleton & Charlton Fete – Saturday 13th June 2015	
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.	
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.	
Structure of forthcoming meeting agendas	
Cllr Elliott proposed that straight after the minutes of the previous meeting there should be the county and district reports followed by village matters.	
008.15	
AGENDA ITEM 7: VISITORS QUESTIONS	
There were no visitor's questions.	
<u>009.15</u>	
AGENDA ITEM 8: COUNTY COUNCILLORS REPORT	
Cllr Hunt raised 3 main points from his report (see appendix A):	
a) Operation Watershed Funds	
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.	
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	

had been agreed that this PC would not have any discussion with the Land Owner as she was too frail to be able to make an informed decision, any dialogue would be with her family.	
Cllr Ward has agreed to discuss this with Cllr Potter of CDC and the enforcement officer.	Cllr Ward (JW)
Cllr Hunt will tell officers at WSCC not to release any funds until he receives a minuted authority from the Parish Council to do so.	Clir Hunt (JH)
b) Better Connected Broadband - Lavant Valley Forum	
The latest information about superfast broadband will be presented at the next Lavant Valley Forum Meeting on 25 <sup>th</sup> June at Oving Memorial Hall, 6.45 for 7pm start.	
c) Community Initiative Fund	
This may be a good source of funding for the defibrillator. The next round of funding is in September and the PC are not eligible to apply but the Village Hall Committee will be.	
Chichester District Council also provide grants which may also be useful to help fund the defibrillator.	
Both streams of funding should be looked into and information on both schemes presented to the council for further consideration.	Parish Clerk (JL)
010.15	
AGENDA ITEM 9: COUNTY COUNCILLORS REPORT	
3 main points were discussed from the report (see appendix B):	
a) Aerial Masts	
Telephonica and Vodaphone have put in a planning application to replace some aerial masts – more information to follow.	
b) Chichester Local Plan	
The Chichester 'Local Plan' has now been signed off and is valid until 2029.	
c) New road closure at Church Lane	
The exact details to be sought & distributed.	Parish Clerk (JL)
<u>011.15</u>	
AGENDA ITEM 10: FINANCE	
a) Item 10.1 - Approval of internally audited Accounts for the year ending 31 March 2015	
The Report from the Internal Auditor was presented to the Meeting by the Parish Clerk/ Responsible Financial Officer for approval by Councillors.	

Minutes – Singleton & Charlton APCM – 20 May 2015

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Page **4** of **13** 

#### 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.

# Parish Clerk (JL)

#### 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.

## Parish Clerk (JL)

#### 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.

Minutes - Singleton & Charlton APCM - 20 May 2015

Page **5** of **13** 

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It was agreed that we need to seek clear guidance on exactly which repairs need to be done from a safety perspective and Cllr Elliott commented that Bob Riley, Works Manager at Chichester District Council now does a lot of the maintenance work on local playgrounds and provides insurance certificates. A phone call should be put into him, along with a copy of the survey report and then meet one of the councillors at the site.

Cllr Elliott (JE)

Keith Hope-Lang (KHL)

Keith Hope-Lang (KHL)

Parish Clerk (JL)

Keith Hope-Lang agreed to circulate the survey report and the last email from Judy Rumke who previously led on the playground.

#### **Bank Mandate**

Councillors agreed that the following 4 authorised signatories (with 2 to sign) will be added to the bank mandate for the operation of accounts in the name of Singleton Parish Council. This is subject to completion and submission of the relevant documentation to Barclays Bank:

- Cllr Diane Snow
- Cllr Nick Conway
- Cllr John Elliott
- Cllr Neil Hedger

The proposed new authorised signatories will replace the following former Councillors who will be removed from the mandate:

- Judith Rumke
- Keith Hope-Lang
- Liz Jasper

As an existing signatory, former chairman Keith Hope-Lang can contact the bank and arrange for the new mandate forms to be sent to the Clerk for completion and signing.

It was agreed by the council that until the new mandate is operational, the existing signatories should continue to sign cheques.

The motion was **PROPOSED** by Cllr Hedger and **SECONDED** by Cllr Conway.

#### Correspondence & bank statements

Keith Hope-Lang drafted a letter to Barclays Bank asking that all correspondence and statements should now be sent to the new Clerk Jane Landstrom at her home address. It also stated that Jane Landstrom should be allowed to request a print out of an up to date statement whenever she requires.

The letter was signed to two authorised signatories – Keith Hope-Lang and Judith Rumke and posted on 15<sup>th</sup> May 2015.

#### Internet banking

The Clerk commented that National Association Local Councils (NALC) had last year revised their financial regulations guidelines and agreed that Parish Councils are now able to use internet banking. All councillors agreed that we should try to be as forward looking as possible and try and introduce internet banking. The guidelines should be sought and new financial regulations proposed, both to be presented at the next meeting.

Parish Clerk (JL)

#### **Payments Status**

The Clerk presented details of what payments and explained that the accounts had not been reconciled as she was not yet receiving the bank statements.

Minutes - Singleton & Charlton APCM - 20 May 2015

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Signed

Page **6** of **13** 

то	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	

# <u>012.15</u>

# 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:  Oving Jubilee Hall, PO20 2DQ Thurs 25 <sup>th</sup> 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.  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

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27/04/15	New Homes Bonus	David Hyland, Community & Partnerships	councillors and chairmen of parish meetings can speak & vote.  The appointment must be made formally at a full council meeting when appointing on to outside bodies  Eligibility criteria, the	
	Donus	Support Manager 01243 53 4864 dhyland@chichester.gov.uk	application form and guidance notes for New Homes Bonus (Parish Allocations) 2015 are now available to download from the website:  http://www.chichester.	
			gov.uk/article/25706	
			/New-Homes-	
			Bonus-Parish-Allocations	
			The closing date for applications is Friday 31st July 2015	
			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.	
28/04/15	Draft for consultation: Air Quality Action Plan for Chichester District	Simon Ballard, Senior Environmental Protection Officer 01243 534694 sballard@chichester.gov.uk	Chichester District Council is consulting on the draft Air Quality Action Plan for Chichester District which is herewith attached:	
			http://www.chichester. gov.uk/article/24645 /Currentconsultations #air	

			We would be grateful for any comments that the parishes may have. The consultation closes 8th June 2015 at midday.
07/05/15	Revised protocols between CDC and Parish Councils for the Management of Unauthorised Encampments	Steve Hansford, Head of Community Services 01243 534789 shansford@chichester.gov.uk	The West Sussex Gypsy Traveller Transit site is now operational as of the 6 <sup>th</sup> 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
13/05/15	Junior Neighbourhood Watch (Email)	John Wright MBE, Chair, Sussex Neighbourhood Watch Federation enquiries@sussexnwfed.org.uk	authority land.  '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

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			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.	
15/05/15	West Sussex	Harry Frost   Better Roads	Trundle Hill, Remove	
	Highways	Communications Coordinator -	overgrown foliage from	
	Upcoming and	West Sussex Highways	trees at the bottom of	
	In-progress	Harry.Frost@bblivingplaces.com	Kennel Hill.	
	Works 15th		Road Closure. 26-28-	
	May 2015		May-2015	
	a, 2013		Goodwood Estate	
			Forestry is the	
			contractor.	
			contractor.	
			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.	
18/05/15	South Downs	Jacqui Simes,	The Nomination papers	
	National Park	Finance & Office Manager	for the South Downs	
	Nomination	SSALC	National Park Authority	
	papers	Jacqui Simes	were posted to you last	
	(Email)	Jacqui.Simes@ssalc.co.uk	week.	
Cllr Ward sa	aid that he would	like to nominate himself for the SDN	IPA. The Clerk passed him	
		n to complete and send off.	·	
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13.15				
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NGENDA II	EM 12: CLERKS RI	EPUKI		
) Terms o	of working and tr	aining		
,	working and th	w6		

The new Clerk, Jane Landstrom formally introduced herself to the council after having been appointed on 27<sup>th</sup> April 2015, following a recruitment process in conjunction with SALC. 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. 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. Parish Clerk (JL) 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. b) New office equipment A new laptop has been purchased as the previous one brought in January 2007 had a faulty screen and was beyond repair. 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." The Clerk purchased a Lenovo laptop, 1 year Microsoft Office, 2 years McAfee Anti-Virus and Epsom all in one printer for £498.97 Parish Clerk (JL) 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. The above details presented in the Clerks report were PROPOSED by Cllr Elliott and **SECONDED** by Cllr Axtell. c) New Councillor Training SALC is running 16 workshops for new Councillors as well as briefing sessions for Chairs, details of which were circulated to Councillors. Parish Clerk (JL) 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. 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. 014.15 AGENDA ITEM 13: DATE OF NEXT MEETING & SCHEDULE OF PARISH COUNCIL MEETINGS

Minutes - Singleton & Charlton APCM - 20 May 2015

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Page 12 of 13

FOR 2015/16	
Parish Council Meetings normally take place bi-monthly on the third Wednesday in the mor from 7.00 pm.	nth
The Clerk proposed that as there was a lot of housekeeping to sort out with the new counci an additional extra ordinary meeting should take place in June. This should be a short 1 hou meeting and look to include:	
<ul> <li>Updating the Financial Regulations and amend to enable internet banking and Clerk as signatory in emergency circumstances</li> </ul>	
<ul> <li>Updating the Standing Orders</li> </ul>	
<ul> <li>Allocating and Agreeing Roles and Responsibilities of Council and any changes to procedures required</li> </ul>	
<ul> <li>Revising the Budget</li> </ul>	
<ul> <li>Transparency Code implications – how to progress with a new website</li> </ul>	
Valley Diary co-ordinator	
Cllr Elliott suggested that before the next meeting in June the council meet at Jubilee Garde to look at the trees, cemetery railings and pond to decide whether issues which were raised 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 o not.	d in
It was agreed that the Clerk should circulate proposed meeting dates for June, July, September, November, January and March.	Parish Clerk (JL)
The meeting closed at 22.35 hrs.	
Attachments to Minutes:	
<ul> <li>Reports Singleton &amp; Charlton Annual Parish Meeting 20 May 2015</li> </ul>	
Singleton & Charlton Parish Council Finance Report 2014/15	
These minutes are an accurate record of the meeting	
Signed:	
Name & Position:	
Date:	