

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

WEDNESDAY 4<sup>TH</sup> MAY 2016 AT 19:00

SINGLETON VILLAGE HALL

	<b>ACTION</b>
<p><b><u>PRESENT</u></b></p> <p>Cllr John Elliott, Chairman; Cllr Neil Hedger; Cllr Jon Ward; Cllr Nick Conway; Cllr Diane Snow; Cllr Diana Parish, Cllr Julia Wilder and Clerk &amp; Proper Officer Jane Landstrom</p>	
<p><b><u>IN ATTENDANCE</u></b></p> <ul style="list-style-type: none"> <li>• Jeremy Hunt, West Sussex County Council, Chichester North</li> <li>• 9 members of the public</li> </ul>	
<p><b><u>036.16</u></b></p> <p><b>AGENDA ITEM 1: WELCOME AND TO RECEIVE &amp; APPROVE APOLOGIES FOR ABSENCE</b></p> <p>The Chairman welcomed everyone to the meeting and the Clerk received apologies from Cllr Trowell and Cllr Henry Potter, CDC</p>	
<p><b><u>037.16</u></b></p> <p><b>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</b></p> <p>No interests were declared and there were no changes to the register of interests.</p>	
<p><b><u>038.16</u></b></p> <p><b>AGENDA ITEM 3: RESIGNATION OF CLLR SOLE AND CO-OPTION OF NEW COUNCILLOR IF ANY COME FORWARD</b></p> <p>Chairman Cllr Elliott said that he had received by email Danny Sole’s resignation letter sent on 11 April in which he stated that after much thought and consideration he felt he couldn’t give the Parish Council the time it deserves.</p> <p>Cllr Elliott proposed that the PC formally thank Danny for his commitment and hard work whilst being a Parish Councillor and that the clerk should write a letter to this effect. This was <b>RESOLVED</b> by all councillors.</p>	<p><b>Clerk to write letter to Danny Sole</b></p>
<p><b><u>039.16</u></b></p> <p><b>AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING HELD ON 16 MARCH TO BE AGREED AND SIGNED AS A TRUE RECORD</b></p> <p>It was <b>RESOLVED</b> by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Elliott duly signed the minutes.</p>	
<p><b><u>040.16</u></b></p>	

**NO SPECIFIC AGENDA ITEM: PUBLIC SESSION**

The Chairman thanked the residents of the villages in attendance for coming to the meeting and asked the question about what they feel should be done about the dog waste bags which are being littered on Levin Down. After discussion, it was agreed that signage should be put up on the gate leading up to the footpaths (both in Singleton and Charlton) and that a dog waste bin should be installed in Charlton on Charlton Road by the gate which leads to the footpath going up to Levin Down.

It was **RESOLVED** that the Clerk would investigate both the signage and dog waste bin with CDC and report back at next meeting where it will be included as an agenda item.

The Chairman then asked the residents if there was anything they wanted to discuss and bring to the PC's attention.

Further to the email she had sent the Clerk, a resident of Singleton asked why she had received a letter advising her of the presence of water voles on her riverbank which was posted through her door by Cllr Snow who was helping to undertake the recent wildlife survey in the river along with Cllr Wilder, Cllr Parish and Fran Southgate from the West Sussex Wildlife Trust.

She went on to say that this appeared to be at odds with what Fran Southgate had stated in her email saying that the presence of water vole activity could not be confirmed. Any notices to parishioners or publicly printed materials should be based on factual evidence and that the letter is not and is misleading. She asked the PC for clarification on why misleading information was delivered in the form of the letter.

The Clerk apologised for any misunderstanding caused and said it wasn't the intention of the PC to provide misleading information. The letter should not have been sent and the correct information was printed in the recent Valley Diary article.

A villager commented that she felt this was about the PC not supporting the SVFAG and that the PC wanted to prove the existence of water voles to prevent any future river work going ahead.

Cllr Snow said that the letter was sent in good faith in an attempt to keep residents fully informed and that it wasn't about future work being stopped. The river works that were carried out last year by the SVFAG followed the correct procedure at the time which was to check the Biodiversity records for any record of endangered species which at the time there was not. Having a survey done now will help ensure any future river works can be carried out as this is now a requirement.

Cllr Ward went on to say that the law changed at the beginning of this year and now states that if land can support water voles which are a protected species, a survey must be conducted during the whole breeding season from the spring to the autumn before any work is undertaken. Last year, if a protected species was killed it could potentially result in a magistrate's sentence or a fine, however now since the law has changed it could potentially result in imprisonment. As there is strong evidence of water vole existence, the letter was sent with good intentions to inform residents of their likely existence and to help ensure that voles weren't being mistaken for rats bearing in mind the new laws around harming them.

A villager asked if the PC could advise them about how to manage rats and the Chairman replied that this wasn't an area the PC could advise on and that they would have to contact Chichester District Council.

Another villager mentioned that he felt there are issues of governance with the PC. The Clerk replied saying that she was responsible for how the PC conducted its business and to her knowledge felt that it was conducted correctly as per the PC's Standing Orders and Code of Conduct but if anyone felt this was not the case to please contact her directly and to look at the complaints policy that is on the PC website.

A villager who had listened to the discussion commented that there is clearly two different points

**Clerk to investigate signage and bin and report back at next meeting.**

<p>of view and unfortunately much ill feeling. Healing needs to be done on both sides as he doesn't want to live in a divided village. He then asked about the issue of the concrete kerbs that have been erected in the village within the conservation area and Cllr Snow, Planning Chair replied saying that the matter had been brought to the attention of the planning enforcement team at Chichester District Council.</p> <p>Following the discussion, it was <b>RESOLVED</b> by all councillors that the following email reply be written to the resident:</p> <p><i>We are sorry that you feel you are being wilfully misled and that you have been given incorrect and misleading information, this was not the intention of the Parish Council.</i></p> <p><i>The note that you refer to and attached to your email which was posted through your door stated that 'we have found water voles in the garden that adjoins the river'. In an effort to try and keep residents informed, this note was posted very soon after the survey had taken place, prior to having the email update from Fran Southgate, Sussex Wildlife Trust and local expert in water voles.</i></p> <p><i>In her update, Fran states that she 'could not confirm water vole presence.' She goes on to say that it 'is early in the year, activity is low and it was agreed I would revisit the sites in autumn once there has been a breeding season. There are however signs of historic activity and burrows...'</i></p> <p><i>The note that was posted through your door should have stated that 'we, (the wildlife survey team) found evidence of water voles'. It should have reflected the correct wording which appears in the Wildlife River Survey article in the May edition of the Valley Diary.</i></p> <p><i>Singleton Parish Council apologise for the omission of the word 'evidence' from the note and can confirm that the correct wording appears in the Valley Diary.</i></p> <p>The members of the public left the meeting.</p>	<p><b>Clerk to send email reply to resident.</b></p>
<p><b><u>041.16</u></b></p> <p><b>AGENDA ITEM 7: COUNTY COUNCILLOR'S REPORT – JEREMY HUNT</b></p> <p>Cllr Hunt reported that he had written a reply back to Mrs Jeffries from Singleton who had asked about putting up white posts on the road around the bend. Cllr Hunt said that he thought this wouldn't be possible as it would restrict the road width and make it unsafe for both pedestrians and traffic unless there was a proper pavement which, due to the narrowness of the road, is not possible.</p> <p>In terms of the car park extension at the Fox Goes Free in Charlton, Cllr Hunt said that its unlikely WSCC will be able to help fund it.</p> <p>To help address the parking issues in Charlton, Cllr Ward asked if WSCC would install rough kerb stones that damage car wheels and Cllr Hunt replied that it's very unlikely due to restricted budgets however he would talk to Joel Sykes at Highways. Cllr Hunt mentioned that white posts can be bought from WSCC at £85 each and that this may be an alternative.</p> <p>In terms of the railings in cement posts alongside the A286 by the Cricket pitch, he will continue to see if these can be maintained as they are currently unsafe.</p> <p>He has spoken to his Highways team about the kerbs at the bottom of Knights Hill which have been damaged by Southern Water tankers. Cllr Ward suggested that WSCC Highways should talk to Southern Water and vigorously persuade them to fix the kerbs. Cllr Hunt agreed that WSCC would support Cllr Ward in his efforts to try and resolve this and would talk to his Highways manager Joel Sykes regarding it.</p> <p>Cllr Hunt advised that neighbouring PC, East Dean would like to have a 20mph limit and that they plan to put in a Traffic Regulation Order (TRO) and that it might be an opportunity for a joint application if the PC wanted to also introduce a speed limit in Singleton &amp; Charlton. It was</p>	<p><b>Cllr Hunt to continue talks with Highways to try and maintain railings on A286</b></p> <p><b>Cllr Hunt to investigate rough kerb stones.</b></p> <p><b>Cllr Hunt to talk with Highways to talk to Southern water and repair kerbs</b></p> <p><b>Cllr Elliott to discuss with</b></p>

<p><b>RESOLVED</b> that Cllr Elliott would contact the Chairman of East Dean PC and discuss the matter and report back at the next meeting.</p> <p>Cllr Hunt left the meeting.</p>	<p><b>Chair of East Dean PC</b></p>
<p><b><u>042.16</u></b></p> <p><b>AGENDA ITEM 8: DISTRICT COUNCILLOR'S REPORT – HENRY POTTER</b></p> <p>Henry was not present at the meeting but Cllr Elliott in his capacity as a District Councillor commented that Henry would have probably mentioned about the upcoming boundary changes and the fact that at the next election in 3 years' time, he will go from 6 to 8 parishes.</p>	
<p><b><u>043.16</u></b></p> <p><b>AGENDA ITEM 5: SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) UPDATE – CLLR NEIL HEDGER, VICE CHAIRMAN SVFAG &amp; PARISH COUNCIL</b></p> <p><b>i. Update on any ongoing works / activities recently completed to include timescales</b></p> <p>Steve Tapley, a member of the SVFAG has completed the flooding chapter of the Emergency Plan and will work with Cllr Trowell to merge both the PC Emergency Plan and this into one document. No timescales were given.</p> <p><b>ii. Update and notification of any technical or relevant surveys and/or expert input received/required</b></p> <p>Nothing was reported.</p> <p><b>iii. Notification of any proposed or upcoming works / activities including timescales</b></p> <p>The wall by Grove Cottages on the river bend is bowing due to tree in the garden and is on the verge of collapse so this is being looked at as a future project.</p> <p>There is permission to fell two trees along the river and the SVFAG plan to go ahead with this.</p> <p>The pipe below the bridge leading to the Cricket pitch is protruding above the ground and the SVFAG are looking into ways to safely lower it.</p> <p>Some members of the SVFAG are planning on attending the First Aid Course that the Clerk made them aware of through the PC's SALC membership.</p> <p>No timescales were given.</p> <p><b>iv. Update on any changes to local flood risks</b></p> <p>Nothing was reported.</p> <p><b>v. Any help and support required from the PC</b></p> <p>Nothing was reported.</p> <p><b>vi. Any other business</b></p> <p>Nothing was reported.</p> <p><b>vii. Questions and comments</b></p> <p>Cllr Conway commented that he feels there is a perception that the PC have done nothing in terms of the river and helping to prevent flooding. He said that for years, the PC has been doing work on the river which seems to have been ignored. The sandbags and burying the pipes amongst other projects were all done by the PC under Keith Hope Lang's previous Chairmanship as well as other work during Maurice Pollock's and Bill Spence's time on the PC.</p>	

<p><b><u>044.16</u></b></p> <p><b>AGENDA ITEM 6: POLICE COMMUNITY SUPPORT OFFICER REPORT – MR ROB GILLAN</b></p> <p>Mr Gillan did not send his apologies or provide a report.</p>	
<p><b><u>045.16</u></b></p> <p><b>AGENDA ITEM 9: COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM THE LAST MEETING AND ANY OTHER BUSINESS</b></p> <p><b>Goodwood</b></p> <p>Following Jeremy Hill’s attendance at the last meeting, the Clerk confirmed that she has received an email from Jeremy confirming that the actions he agreed to are all in hand.</p> <p><b>Fox Goes Free car Park</b></p> <p>Cllr Ward updated the PC and said that meetings had been had with all members of the working group and that Goodwood are in agreement to make available the additional land. It will cost circa £15,000 to complete the project and that funding of £13,000 has been identified from various sources including the SDNPA so the project is £2,000 short. It was <b>RESOLVED</b> that Cllr Ward keeps progressing the project and report back at the next meeting.</p> <p><b>Railings</b></p> <p><i>Railings in cement posts by Cricket pitch – as per 041.16</i></p> <p><i>Black railings opposite Town Lane – Clerk has been in touch with Lady Benson the landowner and she has said that she will look at the options once Portsmouth Water have completed their work. She’s inclined not to replace them as they always get driven into. It was <b>RESOLVED</b> that Cllr Ward will contact Lady Benson and be the PC lead on this project.</i></p> <p><i>Railings by bus stop – Cllr Parish has been in touch with Darren Rolfe from WSCC about the feasibility of a community project and is due to meet him on site in June. It was <b>RESOLVED</b> that Cllr Parish continues to progress this project.</i></p> <p><b>Pavement clearance on A286</b></p> <p>Cllr Parish has cleared this herself with the help of a few residents. She intends to also sweep Town lane and Grooms Yard. No further action required.</p> <p><b>Litter in wooden bus stop on A286</b></p> <p>The Clerk has made a laminated notice which Cllr Trowell put up in the bus stop asking people to use the bin opposite. It was <b>RESOLVED</b> that if the problem still persists, a bin ay have to be purchased and emptied by residents if too expensive to pay CDC.</p> <p><b>Flag Pole</b></p> <p>Cllr Hedger reported that he has made contact with Maurice Pollock who used to manage this and said that he has the key to operate the pole and that the St Georges flag was flying on St George’s Day. No further action required.</p> <p><b>Damaged 30mph signs on A286</b></p> <p>Clerk received an email from Mike Dare, Engineer at WSCC who said that they have raised job 725424 to replace all posts on both sides of the road and to realign existing signage into correct alignment / position. The job has been sent away for costing to provide best value and will be reliant on positive traffic management to install. They cannot provide an estimated completion date for this type of works, because the works are dependent on appropriate quotations being received. Once approved they will be subject to road space being available.</p>	<p><b>As Goodwood liaison, Cllr Ward to ensure actions followed through and carry forward car park project</b></p> <p><b>Cllr Ward to progress with Lady Benson and report back.</b></p> <p><b>Cllr Parish to progress with WSCC and report back.</b></p> <p><b>All Cllrs to monitor to see if litter persists.</b></p> <p><b>Clerk to chase and ensure actioned.</b></p> <p><b>Clerk to monitor</b></p>

### **Dog bag dispenser at Glebe Field**

Following last meeting, it was agreed that the spare dog bag dispenser the PC has would be erected at Glebe Field however Cllr Conway and Danny Sole have tried to install it and have come up against problems as people keep pulling the pole out. After discussion, it was **RESOLVED** that it would replace the one at Charlton Road by the school as even though this has been fixed, it lets water in causing the cardboard rolls that the bags are on to get wet.

Cllr Parish confirmed that 3 no fouling signs have been put up at Glebe field.

The Clerk said that following communication with Danny Sole (26 The Leys) he is happy to replenish the Charlton Road bag dispenser and Francis Ward (Brightside) the one by the Cricket Pitch.

### **Southern Water**

Cllr Ward updated Councillors saying that he hasn't as yet written a letter asking neighbouring Parishes to support the PC in asking that SW not to over pump into the river as he is still progressing discussions with them. He said that he is now talking to the Environment Agency who are now aware of the pollution in the river. He has also had agreement in principle from Goodwood to make available the land for a storm tank so SW no longer have to use the sewer run. He also needs the support of CDC and WSCC and also our MP Andrew Tyrie. It was **RESOLVED** that Cllr Ward keep progressing this.

### **Playground Repairs**

Cllr Wilder reported that she has been unable to talk to Andy Figgins who did the inspection as he has been in hospital. It was **RESOLVED** that she continue to chase Playsafe and get quotes to fix the minor repairs needed.

### **A27 Chichester bypass**

The Clerk has put Cllr Ward and Cllr Elliott in touch with Mark Stuckett who has said that he will be in touch with them when they have their next meeting. No further action required.

### **iGas**

The Clerk reported that despite receiving an email stating the PC were unsuccessful in obtaining a grant, after writing to iGas asking them to reconsider, she received a letter back dated 29 April stating that they are happy to contribute £5,000 towards the cemetery project. It was commented that this was good news and it was **RESOLVED** to progress the application to CDC for funding for the cemetery project.

Despite the letters only being received the day before by residents, a few of the Cllrs attended the public consultation on 28 April which iGas held in Singleton School. Cllr Snow commented that there was nothing further to report in terms of what they are planning with the oilwell.

### **Josh Collins outstanding work**

Clerk spoke to him and he said that the Elder bashes by the cemetery will be cut back ASAP and that pond needs to drain before plugs can be put into tree stumps. Clerk to chase.

### **Footpaths**

The clerk reported that Helen Chaulk has come back with the report after the recent inspection and has found no major issues. The only footpath which was classified as high priority was 434 which is in Singleton Forest above Levin Down. There are some Rights of Way signage that will be attended to in May. The other matters may not be so fast to address and are landowner's responsibilities. If councillors are aware of any other problems, to contact the Clerk. No further action required.

**Cllr Conway to liaise with Danny Sole and replace broken dispenser.**

**Cllr Ward to keep progressing issue with the EA / SW**

**Cllr Wilder to obtain quotes for next meeting**

**Clerk to progress grant application with CDC for cemetery project.**

**Clerk to chase & ensure work is completed.**

<p><b>Surface water and drainage consultation</b></p> <p>Cllr Ward &amp; Cllr Snow confirmed that they did provide comments and that these have been given to CDC. No further action required.</p> <p><b>Training</b></p> <p>The Clerk confirmed that she has booked Cllr’s Trowell, Wilder and Parish onto new councillor training course on 23 June. She has also sent details of online ILCA training to all councillors. No further action required.</p> <p><b>AOB</b></p> <p>Cllr Elliott said that he had 3 matters to talk to the council about:</p> <p><i>Post Office at Weald &amp; Downland Museum</i></p> <p>Cllr Conway reported an interest and did not vote. Cllr Elliott said that he had bene talking to Richard Pailthorpe at the W&amp;DM and that the Post Office is now operating a limited locum service. After discussion, it was <b>RESOLVED</b> that the Clerk and Chairman write a letter to the Post Office to help ensure it remains open and operates a full counter service.</p> <p><i>Microphone equipment for Village hall</i></p> <p>After talking to Janet Holt, Secretary at the Women’s Institute who want to purchase a microphone system for meetings, Cllr Elliott proposed that the PC, Village hall Committee and WI split the cost of this and use it for the shared benefit for all parties. It was <b>RESOLVED</b> that in principle this idea was a good one and that the Chairman look into costs and report back.</p> <p><i>Queen’s Birthday celebration flags</i></p> <p>Cllr Elliott proposed that the PC purchase 2 Queens birthday celebration flags to be used for the hog roast. One to be flown from flag pole and the other for the village hall. The cost would be £70.80. It was <b>RESOLVED</b> that this should be done.</p>	<p><b>Clerk &amp; Cllr Elliott to write a letter to PO</b></p> <p><b>Cllr Elliott to explore costs</b></p> <p><b>Clerk to purchase flags</b></p>
<p><b><u>046:16</u></b></p> <p><b>AGENDA ITEM 10: VILLAGE MATTERS WHICH HAVE ARISEN SINCE LAST MEETING</b></p> <p>i. <b>Operation Watershed – new funds available. Is funding required for a survey to benefit the Parish to help mitigate flooding caused by groundwater and groundwater springs?</b></p> <p>ii. <b>Emergency Planning and Emergency kit – update</b></p> <p>iii. <b>Wildlife survey on the river – results and actions/plans moving forward?</b></p> <p>iv. <b>Bulb Planting / Flowers – jubilee gardens &amp; bus stops (if time allows)</b></p> <p>v. <b>Dog foul bags left on Levin Down – any remedial action required? (if time allows)</b></p> <p>There wasn’t time to discuss these points and it was RESOLVED that they will be included in next meeting’s agenda.</p>	<p><b>Clerk to include in next agenda</b></p>
<p><b><u>047.16</u></b></p> <p><b>AGENDA ITEM 11: ANNUAL PARISH MEETING – FORMAT &amp; AGENDA</b></p> <p>It was <b>RESOLVED</b> that the proposed meeting format the Clerk circulated before the meeting be adopted and a presentation be put together based on those points.</p>	<p><b>Clerk to progress presentation based on previously circulated format.</b></p>

<p><b><u>048:16</u></b></p> <p><b>AGENDA ITEM 12: PLANNING</b></p> <p><b>i. current applications, decisions &amp; appeals 17 March – 03 May 2016 including SDNP/16/01117/LIS Littlewood Farm</b></p> <p>It was <b>RESOLVED</b> to support SDNP/16/01117/LIS Littlewood Farm and the replacement of south elevation first floor sash windows. Clerk to input “Singleton Parish Council supports this application” into Planning system.</p> <p><b>Decisions made since last meeting:</b></p> <p>SDNP/16/00164/LIS Mr &amp; Mrs P Boyle, The Old Post Office, Cobblers Row To The Grove Singleton West Sussex PO18 0HA</p> <p>Internal alterations to kitchen and breakfast room.</p> <p>Support Inputted on to system 4/2/16</p> <p>Decision – Approved. 27 April 2016</p> <p><b>ii. Any other business</b></p> <p><b>Village Design Statement</b></p> <p>Cllr Snow reported that this is in hand and has written 35 pages so far. It was <b>RESOLVED</b> that Cllr Snow talk about the VDS at the APM.</p> <p><b>Online petition to vote to have appeal rights against planning decisions</b></p> <p>Cllr Snow reported that as per the resolution passed last meeting, this was signed and the Government response is “The Government does not believe that a right of appeal against the grant of planning permission for communities, including parish councils, is necessary. If petition reaches 100,000 signatures they will debate in Parliament.</p> <p>No further action required.</p> <p><b>Solar Panels possible planning breach</b></p> <p>Cllr Snow reported that this is still with enforcement.</p> <p><b>Concrete flood defences possible planning breach</b></p> <p>Cllr Snow reported that she has made enforcement aware and they are looking into it.</p>	<p>Clerk to input decision on planning system</p> <p>Cllr Snow to continue to progress VDS and present to village at Annual Parish Meeting</p> <p>Cllr Snow to monitor both with enforcement team</p>
<p><b><u>049:16</u></b></p> <p><b>AGENDA ITEM 13: ELECTION OF CHAIRMAN AND VICE CHAIRMAN</b></p> <p>Both Cllr Elliott and Cllr Hedger said that they were happy to continue as Chairman and Vice Chairman respectively and no other Cllrs put themselves forward or proposed anyone else. It was <b>RESOLVED</b> that both continue in their roles and both signed the declaration of acceptance of office forms.</p>	<p>Clerk to file paperwork</p>
<p><b><u>050:16</u></b></p> <p><b>AGENDA ITEM 14: CONFIRMATION OF COUNCILLOR ROLES &amp; RESPONSIBILITIES AND FORMATION OF ANY SUB-COMMITTEES</b></p> <p>It was <b>RESOLVED</b> that this remains the same with no changes at the present time.</p>	

**051:16**

**AGENDA ITEM 15: ANNUAL REVIEW FOR THE YEAR ENDING 31 MARCH 2015**

**i. Annual Governance Statement**

The Clerk gave a report regarding the effectiveness of the system of internal control, and asked the council to consider the findings noting the report from the Internal Auditor. She read the report from the Internal Audit Report stating "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."

It was **RESOLVED** to approve the Annual Governance Statement and the Chairman signed Section 1 of the Annual Return.

**ii. Accounting Statements**

The Clerk read from the internal audit report which stated:

- 1) Monies paid and received during the year have been accurately recorded, authorised and reconciled to the bank and cash balances
- 2) The accounting records, minutes, standing orders and other financial information were found to be in good order. Financial Regulations and Standing Orders were reviewed and updated in the year
- 3) The accounting and other records were well maintained, accurate and correctly cross-referenced except for VAT had not been recorded on seven items of reimbursed expenses (total £35.25) The Clerk commented that this has now been rectified and was included in VAT reclaim
- 4) I reviewed the Council website to ensure that the Local Government Transparency Code 2015 had been correctly implemented and adhered to.

She asked the council to consider the Accounting Statements. It was **RESOLVED** to approve the Accounting Statements and the Chairman signed Section 2 of the Annual Return.

Clerk to send off completed Annual return to PKF LittleJohn

**052:16**

**AGENDA ITEM 16: CLERKS REPORT INCLUDING COMPLIANCE AND FINANCE**

**i. Clerks salary and expenses – to agree the clerk's salary and level of expenses**

The Clerk proposed that this remains the same at £14.10 hr and 30 hour's month. She said that even though she averages 43 hours month she is happy to be paid overtime at the standard rate as and when agreed. This ensures flexibility for all concerned. It was **RESOLVED** that this remains the same as well as the arrangement whereby the Chairman can agree up to 10 hours overtime per month and anything over needs full council sign off.

**ii. Internet banking – update and agree any changes to the nominated signatories and banking arrangements**

After reviewing them, it was **RESOLVED** to maintain the current financial regulations and that no changes are required.

It was **RESOLVED** to maintain the existing banking arrangements of 1 authorised signatory (Cllr

Elliott, Cllr Hedger, Cllr Snow) to sign. Clerk is also an authorised signatory, but as per the Financial Regulations although she can action payments, she is unable to internally authorise them.

The Clerk asked if someone from the Council wanted to take on a financial role and monitor this saying they could receive the banking statements. It was **RESOLVED** that this isn't required as that is the role of the internal auditor.

**iii. Asset register – agree schedule of assets and replacement values**

The Clerk referred Councillors to the 2016/17 schedule and notes attached which she had previously shared and it was **RESOLVED** that the schedule is complete, with the correct insurance values. It was also **RESOLVED** to write off the picnic bench at Glebe Field was vandalised and that the goal posts in the cupboard at the village hall should be donated to a youth club. Clerk to investigate.

The Clerk confirmed that she has been in touch with Came & Company about the additional items added which includes the new emergency equipment and that it has only added £8.50 to policy which they have agreed to waive and confirmed that the policy is due for renewal in October.

The Clerk mentioned that buildings are not included on schedule and said that she assumed the village hall committee has its own buildings insurance to cover this which is usually the case. It was **RESOLVED** that the Clerk would check this.

**iv. Insurance - to note the proposed insurance cover, decide whether it is adequate and to agree the payment of the Insurance Premium**

The Clerk explained that the insurance isn't due for renewal until October and it was **RESOLVED** to continue with the cover until that point and that the Clerk should investigate renewal quotes for presentation at the September meeting.

**v. Procedures & Policies – review**

All the existing policies including the Financial Regulations, Standing orders, Code of conduct, Complaints policy, Pension discretion policy and Freedom of Information were all reviewed and it was **RESOLVED** that that no changes were necessary.

**vi. Internal Auditor – appoint an Internal Auditor for the year and agree level of remuneration**

The Clerk proposed that the existing internal auditor Rachel Hall is appointed again and said that she has budgeted £150 inc VAT as per last year. It was **RESOLVED** to accept this.

**vii. Budget – review agreed budget for the year**

It was **RESOLVED** that there should be no changes to the budget except for a £500 allocation for the cemetery project. It was agreed that any further changes including possible bulb planting be discussed at the next meeting once the VAT rebate and any transparency funding has been received.

**viii. VAT – refund from 2015/16**

The Clerk reported that a reclaim has been put in for £1,375 and that the 2013-14 return had not been done so a return has also been put in for £587.97.

**ix. Income & Expenditure – report from the Clerk and approval of payments**

Since last meeting, the following invoices have been approved for payment by Chairman John Elliott:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
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Clerk to amend asset schedule and look into donating goal posts.

Clerk to look into village hall lease and buildings cover.

Clerk to present budget at next meeting

Microsoft Office	Annual Office 365 Subscription	59.99	03/05/16
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New invoices that were approved for payment:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
Citizens Advice Bureau	Donation S137 Payment	£50.00	04/05/16
Kent, Surry & Sussex Air Ambulance	Donation S137 Payment	£50.00	04/05/16
Jane Landstrom	Office Allowance 1 May – 31 Oct 2016	£180.00	04/05/16
Rachel Hall	Internal Audit 2015-16	£150.00	04/05/16
Design & Digital print Centre	Insert for APM in Valley Diary	£42.00	04/05/16
Jane Landstrom (Maplin)	HDMI to VGA adapter for projector	49.99	04/05/2016
WSCC	April salary and 30 hrs March overtime. Also pension	EST: £946.00	04/05/16
PC World	4 year guarantee	£156	04/05/16
Hampshire Flag Company	2 x Queens birthday celebration flags	£70.80	04/05/16

Clerk to make payments

The Clerk reported that £6,197.74 was received in receipts from CDC on 15 April 2016 which was the first half of the precept.

#### Computer

The Clerk reported that PC World have advised that the guarantee expires on 30 April 2016 and has quoted £156 for 4 years to cover free repairs inc parts & labour and free replacement if it can't be fixed. It was **RESOLVED** that this cover should be purchased.

Clerk to take out PC cover

#### Website

The Clerk reported that the following work has been completed since the last meeting:

- News page
- Linked online satisfaction survey to web
- SEO optimisation – it now ranks 2nd on Google

Possibly still to do:

- Any other pages – planning, wildlife?
- Design of a new PC logo?

#### Transparency funding

The Clerk commented that new funds are available through NALC and advised the PC to apply. It was **RESOLVED** that the Clerk should complete an application for the maximum available.

Clerk to apply for transparency funding

#### Hours Worked (contracted hours, 30 month)

<ul style="list-style-type: none"> <li>• March – 89</li> <li>• April – already at 34. Expected to be circa 45-50.</li> <li>• Monthly average calculated over last 11 months = 43</li> <li>• Balance currently stands at 37 hours in credit</li> </ul>	
<p><b>053:16</b></p> <p><b>AGENDA ITEM 17: COUNCILLORS REPORTS INCLUDING FEEDBACK FROM ANY MEETINGS ATTENDED</b></p> <p>Nothing was reported.</p>	
<p><b>054:16</b></p> <p><b>AGENDA ITEM 18: CORRESPONDENCE, INVITATIONS &amp; MEETINGS 16 MARCH – 4 MAY 2016</b></p> <p><i>i. Police Roadshows – 16 June, West Dean College.</i></p> <p>Clerk advised for Councillors to register directly with SALC via survey link.</p> <p><i>ii. All Parishes Meeting – 19 May, CDC</i></p> <p>It was <b>RESOLVED</b> that the Clerk and Cllr Hedger to attend as well as Cllr Elliott in his capacity as District Councillor.</p> <p><i>iii. SDNPA Workshops – 11 May, Midhurst</i></p> <p>It was <b>RESOLVED</b> that Cllr Wilder, Cllr Snow and the Clerk attend.</p> <p><i>iv. Centurion Way</i></p> <p>The Clerk reported that she had received email from Nigel James at SDNPA saying they have been working in partnership with landowners and the local community to resolve this issue and are confident that we will find an acceptable solution (providing access onto the Motor Road near the village school) in the near future. In the meantime information panels and fingerposts have been installed at Binderton to alert users that currently access to the village remains via the route adjacent to the A286. The SDNPA will continue to develop the Centurion Way as and when funding becomes available as part of our vision to develop a network of core shared paths across the National Park. It was <b>RESOLVED</b> that no further action is required.</p> <p><i>v. Just Walk Event 7 May</i></p> <p>The Clerk advised that this will take place on Saturday 7th May called Just Walk and will include 450-500 people with the peak being around 13:00 – 16:00. It was <b>RESOLVED</b> that no further action is required</p> <p><i>vi. Draft West Sussex Joint Minerals Local Plan Consultation</i></p> <p>Cllr Wilder reported that the WSCC and the SDNPA are working in partnership to prepare a new Joint Minerals Local Plan for West Sussex. This will replace the existing Minerals Local Plan (2003). They are now consulting on the content of the draft Plan for a nine week period which will end on Friday 17 June 2016. She has looked at it and advised that there are no major implications for Singleton. It was <b>RESOLVED</b> that if councillors wanted to respond they should do so individually.</p> <p><i>vii. Parliamentary Reception SEPD Resilient Communities Fund</i></p> <p>The Clerk advised that as one of the Fund’s 50 successful recipients, we have been invited to attend a reception at the House of Commons in London to celebrate the achievements of the Resilient Communities Fund in its first year. The reception will take place in early July 2016. Exact date and time TBC. Cllr Trowell and Cllr Elliott have declined and Cllr Conway confirmed he would</p>	<p>Cllrs to register if interested in attending.</p> <p>Cllr Hedger &amp; Clerk to attend</p> <p>Clerk, Cllr Wilder &amp; Cllr Snow to attend</p> <p>Cllrs to respond individually if wish.</p> <p>Clerk to send details to Cllr Conway.</p>

<p>possibly like to go.</p> <p><i>iix. Save our Local Law Courts</i></p> <p>The Clerk shared an email with councillors before the meeting and it was agreed that the PC should write as per the email suggests in support of saving the Chichester Law Courts.</p>	<p><b>Cllr Elliott and Clerk to write letter of support.</b></p>
<p><b>The meeting closed at 21.30 hrs.</b></p> <p><b>The next Parish Council Meeting will be held on Wed 20<sup>th</sup> July 2016, 19:00 at Singleton Village Hall.</b></p> <p><b>The Annual Parish Meeting will be held on Wed 25<sup>th</sup> May, 19:00 at Singleton Village Hall.</b></p>	
<p><b>Attachments to Minutes:</b></p> <p>There are no attachments</p>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>	

DRAFT