

SINGLETON PARISH COUNCIL
PARISH COUNCIL MEETING (PCM) MINUTES

WEDNESDAY 20TH JULY 2016 AT 19:00

SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott, Chairman; Cllr Neil Hedger (arrived 19.40); Cllr Jon Ward; Cllr Diane Snow; Cllr Julia Wilder, Cllr Rebecca Trowell and Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <ul style="list-style-type: none"> • Jeremy Hunt, West Sussex County Council, Chichester North • Henry Potter, Chichester District Councillor, Boxgrove • 3 members of the public 	
<p><u>055.16</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <p>The Chairman welcomed everyone to the meeting and the Clerk received apologies from Cllr Nick Conway and Cllr Diana Parish.</p>	
<p><u>056.16</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>No interests were declared and there were no changes to the register of interests.</p>	
<p><u>057.16</u></p> <p>AGENDA ITEM 3: CO-OPTION OF NEW COUNCILLOR IF ANYONE HAS COME FORWARD</p> <p>The Clerk confirmed that she hasn't received any expressions of interest and it was agreed that the vacancy advert will continue to be displayed on both the PC website and in the Valley Diary.</p>	<p>Clerk to ensure vacancy advert on website and in the VD</p>
<p><u>058.16</u></p> <p>AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING HELD ON 4 MAY TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>Jeremy Hunt, WSCC commented that the fourth paragraph in 041.16 agenda item 7 is incorrect. It should instead read "In terms of the railings in cement posts alongside the A286 by the cricket pitch, he will continue to pester the Highways team about the issue, but they are safe."</p> <p>The Clerk apologised for the mistake and it was RESOLVED by all councillors that the minutes should be updated accordingly. The Clerk made a hand written correction and they were agreed and signed as a true record. Chairman Cllr Elliott duly signed the minutes.</p>	
<p><u>059.16</u></p> <p>AGENDA ITEM 5: COUNTY COUNCILLOR'S REPORT – JEREMY HUNT</p> <p>Jeremy provided an update on:</p>	

Household Waste Recycling Sites (HWRS)

Following the recent WSCC review of services and public engagement exercise regarding proposals to change the way it delivers services to residents at its HWRS which was triggered by the need to identify savings of £2 million per annum whilst still delivering an efficient and effective service to its communities, new changes have been agreed.

These include amongst others the changes in opening hours at the Westhampnett site to 10am-7pm in the summer and 10am-5pm in the winter, 7 days a week. There will also be additional costs for rubble but timber and household waste remains free. No tyres will be accepted. The changes will come into force from 1 October 2016. Full details can be found at:

<https://www.westsussex.gov.uk/news/changes-agreed-for-west-sussex-household-waste-recycling-sites/>

The Clerk said that she had received details from WSCC in an email about this and would put on the news page of the website so residents are informed.

Traffic delays during Festival of Speed (FOS)

Jeremy has received a number of complaints about the traffic situation around the time of the FOS and he is going to approach Goodwood and ask for a meeting with himself, Goodwood and Chairmans/representatives from the local parish Councils. He accepts there were some exceptional circumstances which lead to traffic delays however he is keen to understand how disruption can be minimised for future events.

WSCC What matters to you survey

The County Council has launched a county-wide consultation called 'What Matters To You?' and is inviting residents to answer questions and give their views to help shape the next year's budget. WSCC provides more than £500m worth of services to more than 800,000 residents in the county. Jeremy asked that councillors complete the survey themselves and also encourage others to do so. The survey runs from 5 July – 30 August and can be found on

https://haveyoursay.westsussex.gov.uk/policy-and-comms/wmtv2016/consult_view

Possible 20mph Traffic Regulation Order (TRO)

Jeremy commented that East Dean have their PC meeting on 25th July at which they will decide whether or not they wish to submit a TRO to WSCC. If they do decide to go ahead, the Chairman Jon Bailie will be in touch with our Chairman about the possibility of a joint application covering the whole of Charlton Road from Singleton to Eat Dean. No further action required on our behalf at this time.

Replacing the railings in cement posts on A286

The Clerk asked if any progress had been made with this and Jeremy said that as of yet no. He will continue to ask Highways about this as he agrees that even though they have been deemed safe, they are unattractive.

Rough kerb stones in Charlton to deter people parking

The Clerk asked if any progress had been made with this and Jeremy replied that he had spoken to Highways and that this isn't something WSCC can do. No further action required.

Talking to Southern Water about repairing the kerbs due to tanker damage

The Clerk asked if there was any progress with this and Jeremy replied that WSCC are happy to support the PC with this matter and will contact Southern Water to see what pressure they can place on them to rectify the problem.

Community project to repaint the railings by bus stop

The Clerk reported that Cllr Parish met with Darren Rolf at WSCC who said that he has a group of people who could undertake the work on the basis that there is some support from the village

Clerk to put details on the PC website

Jeremy Hunt to ask Goodwood for a meeting

Clerk to put details on the PC website

ClIs to complete survey & encourage others to do so

Jeremy Hunt to ask Highways re railings

Jeremy Hunt to ask Highways if traffic lights can be

<p>(helpers, tea makers etc) and that the PC pay for materials. He confirmed that due to the close proximity of the road, traffic lights would be required which he suggested that perhaps WSCC may be able to pay for. The Clerk asked Jeremy Hunt if this would be possible and he said he would ask Highways and advise.</p> <p>The Clerk asked the PC if they want to go ahead with the project on this basis and it was RESOLVED yes. The PC will await to hear from Jeremy about the traffic lights and it was agreed that the Clerk would go back to Darren Rolfe and enquire about likely costs for materials and timescales.</p>	<p>provided FOC or to provide a quote.</p> <p>Clerk to ask Darren Rolfe about materials / timescales</p>
<p><u>060.16</u></p> <p>AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT – HENRY POTTER</p> <p>Cllr Potter read the following report which he later provided the Clerk:</p> <p><i>“Little to report this month. I attended the West Sussex Police roadshow at West Dean College last month when they outlined the new deployment of a reduced number of PCSO's commencing on 4th July. All PCSO's were dismissed on 30th June, and those who chose to would reapply and commence duties on 4th July. I sincerely hope that this won't encourage criminals to this, what is currently, a safe, low crime district. Only time will tell but we were assured that the Service can deal with it.</i></p> <p><i>The Council and it's Officers have embarked on a solution to a situation that has arisen with the Strategic Development Site to the east of Tangmere. This is a threat to the Council's Local Plan and could result in a shortfall in the 5 year supply of building sites and subsequent housing numbers. A serious concern for the Council, especially as the existing Local Plan is to be reviewed over the coming couple of years.</i></p> <p><i>The Council are examining ways of sharing Services with other Authorities, namely Arun and Horsham District, with a view to saving money. Arun have been printing all CDC notices, agendas and meeting minutes for about a year now resulting in savings, and it is hoped to extend this sharing in areas such as Human Resources, ITC and even building control, though not, I must add, Planning. The struggle to save money but maintain existing standards in any event, continues.”</i></p> <p>He also went on to mention a Temporary Traffic Regulation Early Warning Notice which he had seen on email regarding a road closure in East Dean Lane scheduled start date 10th October 2016. It talks of Ethernet cable having to be laid for the East Grinstead Exchange Area. Councillors commented that this seems strange considering East Grinstead is so far away so it was RESOLVED that Cllr Jeremy Hunt would investigate.</p> <p>Lastly, Cllr Potter spoke about the A27 Improvements Project and that there are five videos on You Tube which show each option and recommended that everyone watches them. The Clerk agreed to put these on the website. The videos can be viewed here https://www.gov.uk/government/consultations/a27-chichester-bypass-improvement-scheme</p>	<p>Cllr Hunt to investigate</p> <p>Clerk to put A27 videos on website</p>
<p>AGENDA ITEM 7: GOODWOOD STEWARDSHIP PROPOSAL</p> <p>This was moved to later in the meeting.</p>	
<p><u>061.16</u></p> <p>AGENDA ITEM 8: MATTERS ARISING - COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE LAST MEETING OF 4 MAY AND ANY OTHER BUSINESS</p> <p>The Clerk confirmed that she has actioned the following and no further action is required:</p> <ul style="list-style-type: none"> • Written letter to Danny Sole. • Chased WSCC re damaged 30mph signs which have now been fixed and will be replaced by new signs once they arrive. 	

- Purchased flags for Queens’s birthday celebrations.
- Sent off completed Annual Return to PFK Little John.
- Donated goal posts. Melanie Robinson the vicar’s wife has asked if they can be used at the playgroup she is hoping to set up.
- Taken out extended warranty Computer cover.
- Applied for transparency funding. £634.50 has been applied for and waiting to hear if successful.

Clerk to investigate dog bin on Charlton Road & signage

The Clerk distributed leaflets & laminated signage she had received from Jon Rosser, CDC Dog Warden and it was **RESOLVED** that these should be displayed around the village and distributed to the café / pub etc. Councillors took supplies of each.

The Clerk explained that she has been in contact with Lisa Jones at CDC about the possibility of installing a bin on Charlton Road next to the gate leading to the footpath to Levin Down.

CDC confirmed that they no longer install red dog waste only bins but will install a litter bin which accepts dog waste. The bin will look like an ordinary bin and will have the notice ‘It is acceptable to dispose of dog waste in this bin’

The benefit of these litter bins over dog waste bins are that they also accept litter and they are far cheaper to empty at £1.28 +VAT per week as compared to £5.84 +VAT for a dog waste only bin.

To install the bin on Charlton Road next to the footpath (by the Charlton sign) it will cost £415.84 plus VAT, totalling £499.01. This includes weekly emptying for the rest of this calendar year.

For future years, it will cost £66.56 plus VAT, totalling £79.87 per year for weekly emptying which we can accommodate in future budgets.

It was **RESOLVED** that the new bin should be installed on this basis. Clerk to contact Lisa Jones to progress.

The Clerk also commented that the PC own one red dog waste bin at the recreation ground and pay £303 per year plus VAT to empty it. It will cost £476.12 plus VAT to remove this dog bin, dispose of it, install a new multipurpose bin and to empty it for the rest of the year.

It was **RESOLVED** that this made financial sense as within a year this would have paid for itself and will result in much lower emptying costs. Clerk to contact Lisa Jones to progress.

Cllr Parish to investigate possibility of a community project to repaint the railings by bus stop and village gateway

The railings project was previously discussed under 059.16.

The possible Village Gateways project was discussed and the Clerk advised it would cost circa £734 each inc delivery and exc VAT. We would require 4 Gateways so a total price of circa £3,000.

Cllr Potter commented that the narrow grass verges mean that it would be very difficult to install Gateways so it was **RESOLVED** that other options would be considered as something should be done as it came out strongly in the recent Parish survey. All Councillors to look at area and come back with suggestions at the next meeting in September.

All Cllrs to monitor litter at wooden bus stop on A287

Cllr Trowell confirmed that signs have been put up at the bus stop asking people not to drop litter

Councillors who took leaflets / signs to distribute / display

Clerk to contact CDC to install new bin on Charlton Road

Clerk to contact CDC to replace red dog waste bin with new multi-purpose bin

All Cllrs to consider other options for making the A286 entrance into the village more attractive

and to use the bin across the road. The Clerk nor any of the Councillors have noticed or received reports that littering is still a problem so no further action is required at this time.

Cllr Conway to liaise with Danny Sole and replace broken dog bag dispenser on Charlton Road with new spare one.

Cllr Conway wasn't present so no update was available. Clerk to chase.

Cllr Wilder to obtain quotes for playground repairs

Cllr Wilder gave an update saying that she had been in touch with Ralt Leisure (recommended by inspector Andy Figgins) who has said that it will cost £500 for painting and materials and that it would be cheaper to do it through a local handy man or free of charge through a working group. The Clerk confirmed that £250 has been budgeted for inspection and maintenance. £55 of which has already been spent on the inspection so the work needs to come in at max £200.

Cllr Wilder confirmed that she and a group of Mum's at the playground are keen to do the painting work themselves and can use 1 pot of green paint to repaint the teenage shelter and also the gate which needs to be a different colour. It was **RESOLVED** that this would be a perfect way to go ahead as it involved the community and also keeps costs to a minimum as the PC would only pay materials and no labour.

Clerk to progress CDC grant application for cemetery

This was submitted on time and waiting to hear if successful. Cllr Elliott said that we had been successful in receiving a grant but we wouldn't know how much until we received the official offer letter. He asked for volunteers to become part of a working group to help further the project. Cllr Wilder, Ward and Snow agreed and put themselves forward.

Clerk to chase Josh Collins to remove Elder bushes by cemetery

Clerk hasn't heard back from Josh but it was **RESOLVED** that this would be done as part of the cemetery project in the autumn so no further action required.

Cllr Hedger joined the meeting at 19:40.

Clerk & Cllr Elliott to write a letter to the Post Office re possible closure

The Clerk reported that this has been done and that the PC has had a reply back stating that the Singleton branch is out of consultation and the Cocking branch is not due for closure. They also state that the Singleton will be branch will be run by a temporary agent until 22 July while they work towards a new solution. All letters are on the website in the news section.

This was discussed and it was **RESOLVED** that as the 22 July is only 2 days away, the Clerk and Cllr Elliott should write another letter asking what the new solution will be.

Cllr Elliott to explore costs of a microphone system for Village Hall

The Clerk confirmed that she received quotes and the minimum cost was £3,500 plus VAT. Cllr Elliott also confirmed that there is no option to hire or borrow one from CDC.

Cllr Potter said that they spent a lot less when they had a similar system installed at Tangmere Village Hall and said that he would send Cllr Elliott the company's name so that another quote

Clerk to contact Cllr Conway re dog bag dispenser

Cllr Wilder to buy materials and give receipt to Clerk who will reimburse. Cllr Wilder to organise working group to start ASAP

Cllrs Ward, Wilder and Snow to work with Cllr Elliott on cemetery project

Clerk & Cllr Elliott to write further letter to Post Office

Cllr Potter to email details of AV company to Cllr Elliott

could be obtained.

Clerk to look into Village hall lease and buildings cover

Not done as yet, still to action.

Clerk & Cllr Elliott to write letter regarding not closing the Chichester Law Courts

The Clerk confirmed that this has been done and the PC have received a letter back from MP Andrew Tyrie stating that several parishes have also contacted him to express their concerns and agrees with us and will do whatever he can to persuade the Ministry of Justice to change its mind. The Clerk also received a letter from HM Courts and Tribunals saying that the Gvt does not intend to reconsider its decision to close the courts.

This was discussed and even though it was felt it was probably a 'done deal', it was worth writing one further letter to PM Teresa May's new Gvt asking them to reconsider the closure. It was **RESOLVED** that the Clerk and Cllr Elliott would write a further letter.

Any Other Business

CDC Community Facilities Audit

CDC have asked that we check and update the facilities audit of the Parish and it was **RESOLVED** that the Clerk completes this and sends out to Councillors to check there's no omissions.

Community Engagement -

Valley Diary

The Clerk asked if we wanted to take out a full A4 page in every edition of the VD at a cost of £250 year. We currently pay £100 for ad hoc notices as and when required which are fitted in all over. This was discussed and it was **RESOLVED** that we wouldn't take the A4 option and would remain doing ad hoc notices. Clerk to advise VD.

Tell us what you think survey

The Clerk advised that this is still open and that we are encouraging people to complete it through the website. She asked if the PC still want to keep it open. This was discussed and it was **RESOLVED** that the survey should be closed and that the results should be analysed and presented at the September meeting for consideration and possible inclusion in next year's budget.

Community Land Trust (CLT) Initiative

The Clerk received a letter and leaflets from CDC asking us to distribute them to make people aware of CLT's which can help deliver affordable housing needed within a community. It was **RESOLVED** that these be distributed and promoted on our website.

Memory bench in Charlton – Levin Down

The Clerk advised that she received a phone call from a lady who used to live in the area and whose husband recently passed away. She would like to erect a bench in his memory as he loved walking on Levin Down and she has noticed that there is already a bench in a bad state of repair the field just before you get to Levin Down in Charlton. She is happy to replace this and pay for a new one.

Clerk to explore V H lease & insurance cover

Clerk & Cllr Elliott to write a further letter to the Gvt

Clerk to complete and circulate to Cllrs to check

Clerk to advise VD of decision to remain with ad hoc notices

Cllr Trowell to analyse results and present at next meeting

Clerk to promote on website and Cllrs who took leaflets to distribute

Cllr Wilder to take pictures of bench and Clerk to liaise

<p>After discussion, it was RESOLVED that we should help her where we can however the land is owned by Goodwood so we would first need to seek their permission. Also, we need to establish whose bench it is and it was agreed that in the first instance Cllr Wilder will visit the bench that is there already and take some photos so we can ascertain what state of repair it's in and also to see if she can see if there is a plaque on the bench so we can contact the relatives before any repairs or replacement of this existing bench is undertaken.</p>	<p>with Goodwood and lady</p>
<p>062.16</p> <p>AGENDA ITEM 9: SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) UPDATE – CLLR NEIL HEDGER, VICE CHAIRMAN SVFAG & PARISH COUNCIL</p> <p>i. Update on any ongoing works / activities recently completed to include timescales</p> <p>Nothing was reported.</p> <p>ii. Update and notification of any technical or relevant surveys and/or expert input received/required</p> <p>Nothing was reported.</p> <p>iii. Notification of any proposed or upcoming works / activities including timescales</p> <p>Cllr Hedger stated that the SVFAG intend to repair a wall in the bend of the river by Grove Cottage. This has been costed out and funds obtained so it can commence in the autumn.</p> <p>There are also plans to re-grade the river bed as the pipe below the bridge leading to the Cricket pitch is protruding above the ground and the SVFAG are looking into ways to lower it. They hope that there will be a second village bank appearance in the autumn to help with this.</p> <p>iv. Update on any changes to local flood risks</p> <p>There have been no changes to local flood risks and this remains low.</p> <p>v. Any help and support required from the PC</p> <p>Nothing was reported.</p> <p>vi. Any other business</p> <p>Nothing was reported.</p> <p>vii. Questions and comments</p> <p>Deborah Harwood from the SVFAG who was one of the members of public present at the meeting read the following statement:</p> <p><i>“The Flood Action group have received an update from Neil with a proposal the group join the parish council. After careful consideration we have decided to decline the offer and remain as an independent body. We feel this area of work needs a considerable amount of time, energy focus which will take away from other priorities the PC is currently working on. We have also taken time to research how other FAG’s function across the country and on most occasions they are completely separate from the PC. Thus we see it as far more productive to operate separately. The essences of the National Flood Forum also advocate this approach.</i></p> <p><i>You can rest assure that we are affiliated to the National Flood Forum and operate under the constitution set by them. We conform to our obligations such legality, reporting accounts and public meetings. We have provided this information to the PC council in the past on many occasions. On request we have also forwarded the information to WSCC.</i></p> <p><i>We will be setting up a website and will provide the residents with all the information required going forward. We also have the support and backing of the various agencies and bodies when considering matters relating to flood which we continue to work very closely with.</i></p> <p><i>Our aim is to continue to work positively with the residents of the community affected by flooding</i></p>	

to help protect them.

SVFAG have completed its emergency plan (2016), has a shed coming on Friday to house the resilience equipment and is currently applying for funding for future projects, through iGas, SSE and WSCC. Future projects are to rebuild the retaining river wall, which involves dealing with the authorities, CDC planning and tree permission, EA consent, WSCC and surveyors and engineers, all with public liability insurance in place. The fragility of the wall was first pointed out by the contractors as a very potential problem. We then reported this to the EA and WSCC who are both in agreement with the contractors.

The group are, as advised by WSCC, forming a working party group annually to work with hand tools is acceptable. We do not require public liability insurance – however other flood groups have a letter from either their WI or PC to say that should something happen then the voluntary group would be covered. We have spoken to WI and they are getting back to us

We would hope that the PC can respect this decision and move forward. Rebecca communicated the projects we are working on back in June and asked for your contributions. If you wish to contribute or indeed have any concerns, please direct them to the FAG and refrain from going directly to related agencies, which just undermines the work and reputation of the village. It also wastes their time. We will consider your points and make every effort to resolve any issues that arise. This is a far more positive approach which allows us to focus on the job in hand.

I would like to point out one hugely important fact.

That since the work has been done and despite record levels of rain the village did not flood. The river is running as it is meant to be – faster and more directly out of the village.”

The Chairman, Cllr Elliott thanked Deborah for her statement and asked that he and the rest of the PC have time to think about it before making any comment. Cllr Elliott asked for a copy of the statement and Deborah handed him the paper copy she read from.

It was **RESOLVED** that Cllr Elliott and Cllr Hedger would meet as soon as possible to discuss the way forward and that this would be put to the rest of the Council before any comments / actions are made.

Cllr’s Jeremy Hunt & Henry Potter left the meeting at 20.26 along with two members of the public.

Cllr Elliott and Cllr Hedger to meet & discuss next steps before proposing to the rest of the PC

063.16

AGENDA ITEM 7: GOODWOOD STEWARDSHIP PROPOSAL

Firstly, Cllr Ward reported back on a couple of areas that he has been moving forward:

Fox Goes Free car park extension

This is still work in progress and Goodwood have volunteered the land. He has found some grant money to fund the project but is still £4-5k short. He had a meeting with the pub yesterday and they are keen to progress and get some quotes for the work. It was **RESOLVED** that Cllr Ward continues to progress this.

Talking to Southern Water about getting the potholes repaired

This is still ongoing and needs the support of WSCC which Jeremy Hunt has given. It was **RESOLVED** that Cllr Ward continues to progress.

Southern Water polluting the river

Cllr Ward explained that Southern Water are continuing to use their emergency powers to pump waste into the river. He has been made aware that following the investigatory work Southern Water have recently done, there are 9 laterals in East Dean which are ingressing into the sewerage system, 1 large one in Charlton and a further 2-6 causing problems in Singleton. He has spoken to the Environment Agency about the issue and asked them that they do not automatically renew

Cllr Ward to continue to progress pub car park extension, fixing potholes and negotiations with Southern Water

<p>Southern Water’s right to be able to use their Emergency Powers. If these aren’t automatically granted Southern Water will have to find alternative options which may include tankering away the sewerage from a Storm Drain.</p> <p>Goodwood Stewardship Proposal</p> <p>Cllr Ward handed out paper copies of the letter from Goodwood that the Clerk had already distributed which detailed the Stewardship Proposal.</p> <p>He mentioned that Cllr Elliott and Cllr Snow had meet with Jeremy Hill from Goodwood and briefly talked about what this may mean for the Parish.</p> <p>Cllr Ward went on to explain that this is the first of its kind and we are the first Parish in the area Goodwood has approached. The SDNPA have asked Goodwood to do an Estate Plan and Goodwood are proposing that the existing Village Design Statement that we are currently doing be updated into a Neighbourhood Plan which will carry more legal weight.</p> <p>Cllr Trowell left the meeting at 20:46</p> <p>There was discussion around what exactly the proposal will mean and it was agreed that a further meeting with the Parish is necessary so Goodwood can present their proposal and provide an opportunity for both the Parish Council and villagers to ask questions and discuss what it may mean for the Parish. It was RESOLVED that this meeting should be a separate standalone meeting and not form part of September’s Parish Council meeting (PCM) on 21st Sept. It should take place before the PCM in the 2nd week September and it was agreed that the best place would be the Church rather than the Village Hall. It was also agreed that a pre notice be put in the August edition of the Valley Diary to alert residents.</p> <p>The Clerk made the point that the PC are not deciding now whether or not they support the proposal, this decision would be taken at the September PCM on 21st after the village meeting had taken place. It was RESOLVED that this be added to the agenda.</p> <p>The last remaining member of the public left the meeting at 20.52</p>	<p>Clerk to liaise with Goodwood, Church & PC re meeting date</p> <p>Clerk to arrange notice in VD</p> <p>Clerk to add proposal to Sept PCM agenda</p>
<p><u>064.16</u></p> <p>AGENDA ITEM 10: VILLAGE MATTERS WHICH HAVE ARISEN SINCE LAST MEETING</p> <p>i. Multi-purpose bin in Charlton to help relieve dog waste problem on Levin Down</p> <p>This was discussed under 061.16</p> <p>ii. Winter Maintenance Plan – Cllr Conway</p> <p>Cllr Conway wasn’t present at the meeting but it was RESOLVED that the Clerk would liaise with him directly and ensure a Winter Maintenance Plan was written and sent to WSCC</p> <p>iii. Emergency Planning and Emergency kit update – Cllr Trowell</p> <p>Cllr Trowell was no longer present at the meeting so this wasn’t discussed. The Clerk reminded the Council that the grant they had received form SSEPD had to be spent by November of this year. It was RESOLVED that the Clerk would send the list of equipment to Cllr Elliott and note what had been purchased / still to buy and that Cllr Elliott would talk to Cllr Trowell with regards to progressing this area as the Clerk advised that Cllr Trowell has stepped down from the Emergency Planning role.</p> <p>iv. Police liaison and Neighbourhood Planning</p> <p>It was RESOLVED that this be postponed to September’s meeting</p>	<p>Clerk to contact Cllr Conway and ensure a plan sent to WSCC</p> <p>Clerk to send list of emergency equipment to Cllr Elliott</p> <p>Cllr Elliott to talk to Cllr Trowell & move things forward</p> <p>Clerk to add to next agenda</p>
<p><u>065:16</u></p>	

AGENDA ITEM 11: PLANNING

Current applications, decisions & appeals 4 May – 20 July 2016:

SDNP/16/03216/LIS and SDNP/16/03215/HOUS - Kingsham Cottage, Charlton Road, Singleton, PO18 0HW.

Removal of existing hedge and erection of flint wall.

After discussion, it was **RESOLVED** to support this application and the following wording be submitted to the consultee access system – ‘Singleton Parish Council support this application’.

SDNP/16/03352/TCA – Blundells Paddock Lane Singleton Chichester West Sussex PO18 0EX

Notification of intention to remove (approx. 13 no. trees) forming a vegetative screen/hedge along the eastern boundary of Blundells (between Blundells and Sunnyburst) on 1 no. Cypress hedgerow

After discussion, it was **RESOLVED** to support this application and the following wording be submitted to the consultee access system – ‘Singleton Parish Council support this application’.

SDNP/16/03542/FUL Weald And Downland Open Air Museum A286 Town Lane To The Grove Singleton PO18 0EU

Temporary permission for a period of 5 years to relocate the existing pre-fabricated cabin for use as offices.

After discussion, it was **RESOLVED** to support this application and the following wording be submitted to the consultee access system – ‘Singleton Parish Council support this application’.

Decisions made since last meeting:

SDNP/16/00766/LIS - Huntsmans Cottage, 33 Foxhall Charlton Singleton, Chichester, West Sussex

Removal of cement render internally and externally and re render with lime render.

"Singleton & Parish Council support this application to replace an inappropriate material with the correct lime plaster."

SDNPA Approved 20 May 2016.

SDNP/16/01117/LIS - Littlewood Farm A286 Cobblers Row to Middlefield Singleton Chichester West Sussex PO18 0HJ

Replacement of south elevation first floor sash windows.

"Singleton Parish Council supports this application"

SDNPA Refused 30 June 2016

SDNP/16/01679/CND - iGAS Energy, Singleton Oilfield A286 Cobblers Row to Middlefield Singleton Chichester West Sussex PO18 0HL

Conditions(s) Variation: Condition Number(s): 3, Seeking extension to life of operations until 31st December 2031 and Amendment of cessation date to 31st December 2031 from Application Reference Number: SE/24/07

"Singleton Parish Council supports this application"

Withdrawn. 17 June 2016

Planning Enforcement Cases

Solar Panels and Concrete flood defences possible planning breach - Cllr Snow reported that this is still with enforcement. No further action required. Awaiting to hear from Planning Enforcement.

Clerk to input decisions on planning system

Cllr Snow to monitor both with enforcement team

Cllr Snow to wait to hear back from WSCC

WSCC Draft Walking and Cycling Strategy 2016-2026

Cllr Snow commented that this has been out to consultation and lists all of the scheme ideas. Alister Linton-Crook, Cycling Project Officer (LSTF) advised her that the SDNPA are planning to organise meetings with Singleton and Cocking PC's (plus other stakeholders) in the next couple of months to provide an update about the Centurion Way Project. No further action required at this time.

066:16

AGENDA ITEM 12: CLERKS REPORT INCLUDING FINANCE

Since last meeting, the following invoices have been approved for payment by Chairman John Elliott and Cllr Diane Snow (where 2 signatories are required):

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
WSCC	April Pay, March Overtime & April pension	1053.53	16/05/16
John Elliott	Annual Parish Meeting expenses	20.00	25/05/16
Rebecca Trowell	Annual Parish Meeting expenses	54.85	25/05/16
Keith Goacher	Grass Cutting as per contract 1 st half season	1050.00	26/05/16
WSCC	May Salary (less pension credit)	239.70	17/6/16

It was **RESOLVED** that the following new invoices were approved for payment:

PAYEE	DETAILS	AMOUNT £ (INC VAT)	DATE
SSALC Ltd	New Councillor Training 23 June x 3 (Parish, Trowell & Wilder) **	198.00	20/07/16
WSCC	May Clerk's Salary (less April pension contribution)	239.70	20/07/16
WSCC	June Salary & May overtime	564.36	20/07/16

** Cllrs Trowell and Parish were unable to attend New Councillor Training and SALC have confirmed that we still have to pay for it but we are entitled to credit towards future training.

Receipts since last meeting

04/05/2016	HMRC 2013-14 VAT rebate	£587.97
16/05/2016	HMRC 2015-16 VAT rebate	£1,375.93
27/5/2016	iGas (cemetery project)	£5,000
17/6/2016	Duke of Richmond (Goodwood) - Cemetery	£1,000

Pension

The Clerk commented that she has reconsidered and has decided not to join the WSCC LGPS. This frees up £1,285 for overtime / other projects.

Clerk to make payments ASAP

Hours Worked (contracted hours, 30 month)

- May 38.5 hrs / June 26 hrs / July – expected to be around 40hrs
- Balance currently stands at 45 hours in credit

Holiday

The Clerk will be on holiday in Spain from 1 – 22 August inclusive and the Out of Office will be on with the Chairman Cllr Elliott as the emergency contact.

Website updates:

- News page – on an ongoing basis as and when required
- Home page – changed to Singleton Parish Council not Singleton & Charlton
- New Useful contacts section including contact details of village organisations

Website T&C's policy

It was **RESOLVED** to approve the website terms and conditions policy that the Clerk had previously distributed.

Clerk to upload to the website

067:16**AGENDA ITEM 13: COUNCILLORS REPORTS INCLUDING FEEDBACK FROM ANY MEETINGS ATTENDED**

There were no updates from councillors with regards to developments within their areas of responsibility that have not been discussed already.

Clerk, Cllr Elliott & Cllr Hedger to attend the All Parishes Meeting, 19 May, CDC – Clerk didn't attend due to childcare issues and Cllrs Elliott and Hedger were unable to attend.

Clerk, Cllr Wilder & Cllr Snow to attend SDNPA Workshop, 11 May, Midhurst – All commented that it was a productive meeting especially in terms of planning. Since the meeting the Clerk now has consultee access for planning.

068:16**AGENDA ITEM 14: CORRESPONDENCE, INVITATIONS & MEETINGS 4 MAY – 20 JULY 2016**

DATE	FROM	DETAIL
29 June	Matt Gover, CDC	Lavant Valley Partnership Meeting on Thursday 8 September is being held in Singleton Village Hall.
20 July 2017	CDALC, Greg Burt	Chichester District Association of Local Councils, meeting on Monday 25 July 2016, at 7 pm in CDC Offices, Pallant House. Andrew Frost CDC's Head of Planning services in attendance.
10-May	SALC	Free Briefing and Awareness Training for the Parishes in the North of Chichester. Lodsworth Village Hall on Tuesday 26th July at 6.30.
22-Jun	WSCC	What matters to you? Survey 5th July - 30th August 2016 Will help when WSCC set the budget for the forthcoming year and following year (2017-2019).

Cllr Elliott & Ward to attend Lav Vall meeting and contact Matt Gover.

No one to attend CDALC. Clerk to send apologies.

Cllrs to advise Clerk ASAP if they wish to attend

Cllrs to complete & encourage others to do so

Cllr Ward &

1-Jul	Highways England	A27 Chichester Bypass Improvement Scheme - public exhibitions / consultations between 14 July and 22 September	Elliott to attend exhibition in their role as A27 liaison. No action required, just FYI. On website. Cllrs to complete the questionnaire if they wish. Details on our website
1-Jul	Sussex Police	Press Release about new PCSO role introduced to proactively problem solve and tackle local issues	
14 July	WSCC	West Sussex Fire & Rescue Service (draft) Community Risk Management Plan consultation. Closes Friday 5th August	
The meeting closed at 21.15 hrs. The next Parish Council Meeting will be held on Wed 21 September 2016, 19:00 at Singleton Village Hall.			
Attachments to Minutes: There are no attachments			
These minutes are an accurate record of the meeting Signed: Name & Position: Date:			