

SINGLETON PARISH COUNCIL

PARISH COUNCIL MEETING (PCM) MINUTES

WEDNESDAY 24th NOVEMBER 2016 AT 19:00 - SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott (Chairman); Cllr Jon Ward; Cllr Julia Wilder, Cllr Nick Conway, Cllr Diana Parish and Clerk & Proper Officer Jane Landstrom</p>	
<p><u>IN ATTENDANCE</u></p> <ul style="list-style-type: none"> Henry Potter, Chichester District Councillor, Boxgrove 	
<p><u>083.16</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <ul style="list-style-type: none"> Cllr Elliott welcomed everyone to the meeting and the Clerk received apologies from Cllr Rebecca Trowell, Cllr Neil Hedger and Jeremy Hunt, West Sussex County Council, Chichester North <p>Cllr Elliott said that he had received and accepted Cllr Snow’s resignation from the Council due to increasing family commitments. He thanked her for the huge amount of work she has done on the VDS and also her ongoing support. It was RESOLVED that the Cllr Wilder would become the new authorised signatory taking the place of Cllr Snow and that a new chair of planning would be appointed at the next meeting. The Clerk should advise CDC about the vacancy.</p>	<p>Clerk to start change of authorised signatory & advise CDC re vacancy</p>
<p><u>084.16</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>Cllr Conway declared an interest in the WDOAM planning application as he works at the Museum and asked not to vote.</p>	
<p><u>085.16</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 the PC website, notice boards and the Valley Diary.</p>	<p>Clerk to ensure vacancy advert on website and in the VD</p>
<p><u>086.16</u></p> <p>AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING HELD ON 21 SEPTEMBER TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>It was RESOLVED by all councillors that the minutes should be agreed and signed as a true record. Chairman Cllr Elliott duly signed the minutes.</p>	
<p><u>087.16</u></p> <p>AGENDA ITEM 8 IV. VILLAGE MATTER - ANTI SOCIAL BEHAVIOUR</p> <p>This was discussed and appropriate actions resolved.</p>	
<p><u>088.16</u></p>	

AGENDA ITEM 5: COUNTY COUNCILLOR'S REPORT – CLLR JEREMY HUNT

Cllr Hunt was not present but he provided the follow report which was circulated before the meeting:

Good evening, please accept my apologies for being absent tonight, but due to the late change in the date of this meeting I have a clash of appointments. I only have three updates this month and they are as follows:

1. *Railings by A286 - Unfortunately I think the weather window has now been missed for this project. However, on the positive side I am pretty sure that Balfour Beatty will supply the traffic lights FOC as part of their community support initiative, but I am still awaiting final confirmation of this. Unfortunately the delay has been because of discussions surrounding the repair of the railings adjacent to the road, just opposite the cricket pitch. As you know from a previous report from WS highways, whilst they appreciate that these are not in a good state of repair, they do not consider that they need replacing at the moment. I understand that the community would like them replaced, so I believe the PC are looking to fund the replacement themselves. I had therefore tried to get both these projects covered by one set of lights, but unfortunately that didn't work out. I have spoken to our highways team and we have now decided to move this project to early next spring, when conditions for painting should be a lot better. In the meantime we need to understand exactly what you plan to do about the damaged railings, so that we can try arrange for the traffic control to cover both jobs at the same time. I understand that our new Area Highways Officer, Chris Dye, is going to meet up with John, so maybe that work could be discussed at the same time.*

The Clerk updated the PC and said that she had spoken to Chris Dye at WSCC and confirmed that it had been agreed that the painting of the railings should go ahead regardless of the other broken railings as we didn't want to delay it.

2. *I note that item 5 of the agenda highlights some other highways issues you wish to raise. I have discussed these with John and Chris Dye, Area Highways Officer, and as I have already reported in the previous paragraph, they are planning to meet shortly to go through these issues.*

Following discussion it was **RESOLVED** that the Clerk would arrange a meeting with Chris Dye at WSCC for him to come to the villages and inspect the following, suggesting ways WSCC can help with:

- Fox Goes Free Car Park – what help can WSCC give to extending this? (Cllr Ward)
- Primary School – what help can WSCC give to maintain the grass verges. Is more parking required and or can they help with posts? (Cllr Ward)
- Primary School – what help can WSCC give to extend the pavement to make crossing the road more safe (Cllr Wilder)
- Sunken manhole A286 – why hasn't this been fixed? (Cllr Ward)
- Broken Railings in concrete posts next to cricket pitch – WSCC say they are safe. Are they really? They look awful, what support can WSCC give to help us fix them? (Cllr's Trowell & Parish)
- Moving speed limit at Town Lane – how easy is it to move the speed limit sign past the Museum? What help can WSCC give? (Cllr Parish)

Cllrs Ward and Elliott would lead the meeting with other councillors getting involved along the way.

There was discussion around the possibility of moving the speed limit on Town Lane to past the Museum as concern was expressed about speeding. It was **RESOLVED** that this would be discussed with Chris Dye at the meeting. Henry Potter said that he would enquire about whether the Parish could borrow the portable device his PC shares with others which records speeds. This would help identify if there was a persistent speeding problem or not as data can be recorded and downloaded. It was agreed that this would best be done in the Spring / Summer once the Museum renovation work is complete.

Cllr Wilder suggested that if the PC were going to ask for a TRO (Traffic regulation Order), a better one may be to make Grove Road one way. Everyone agreed that this is something to explore and **RESOLVED** that it

Clerk to set up meeting with Chris Dye, WSCC re highways issues

Cllr Potter to enquire about using portable speeding device

Explore TRO for Grove Road next

<p>should be put on hold until next year as the PC is currently working on a lot.</p> <p>3. <i>I also note that in item 8 you mention the defibrillator again. If you still require some funding then I would encourage you apply through our Community Initiative Fund (CIF). The next Chichester South CLC Meeting, where CIF applications will be considered, is on 6th December, but unfortunately the date for applications is now closed. The next meeting is in March, so applications need to be in by early February. For CIF details, the website is www.westsussex.gov.uk/leisure-recreation-and-community/grants-and-funding/funding-for-voluntary-and-community-organisations/community-initiative-fund/</i></p> <p>It was RESOLVED the priority would be to install the defibrillator in the BT kiosk in Singleton and next year, perhaps funding would try to be obtained to do the same in Charlton.</p> <p><i>As usual, if any other West Sussex related issues are raised during the meeting, then please let me know and I will get back to you.</i></p> <p><i>Best regards, Jeremy</i></p> <p>The Clerk asked who would take the lead on village maintenance and reporting highways issues and it was RESOLVED that all councillors should report problems as and when they see them via Love West Sussex and let the Clerk know they have done this and provide a reference number so the Clerk can chase if required.</p> <p>There was discussion around the lack of and poor quality grass cutting by WSCC and Cllr Potter said that there is a move to try and get the PC's to take this on themselves as WSCC budgets are being cut. Following discussion, it was RESOLVED that the 2 areas the PC would like to see looked after more are the triangle of grass on A286 on corner of Grove Road and triangle of grass on A286 by the Cricket Pitch and that these should possibly be added to the existing maintenance contract with Keith Goacher.</p>	<p>Year</p> <p>All Cllrs to report highways issues via Love West Sussex & give reference number to Clerk</p> <p>Clerk to send link to Love West Sussex</p> <p>Clerk to ask Keith Goacher to quote for additional grass cutting</p>
<p><u>089.16</u></p> <p>AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT – HENRY POTTER</p> <p>Cllr Potter read the following report which had been previously circulated by the Clerk:</p> <p><i>The decision by the Planning Committee Members at a special Meeting, solely to debate the Whitehouse Farm development to the west of the city, was deferred for a second time due to the unacceptable submission regarding the access to the site. The application was for access to be via Orchard Street, Westgate and Parklands and this is deemed to be unsatisfactory bearing in mind the air quality in Orchard Street, the largely residential areas and the proximity to Bishop Luffa School. The Planning Committee are demanding a southern access from Westgate Road adjacent to Tesco's. This could have a serious threat to the District Local Plan. Finally, at the third special meeting of the Planning Committee, permission was granted with the condition that a new southern access would be introduced once 125 of the first 600 houses are completed.</i></p> <p><i>You will, no doubt, have heard that the Ministry for transport has seen fit to overrule the planning decision to retain the Traffic Lights at the Oving junction on the A 27. This is very disappointing particularly since the chosen option for the improvements to the A27 is yet to be decided.</i></p> <p><i>At the recent Council Meeting, it was resolved, after much debate to introduce evening Car Park charges from 6pm to 8 pm at two of the DC car parks. These are Northgate and New Park Road and the charges will be for a trial period of 1 year and if it proves to have been detrimental to the night time economy, they will be dropped.</i></p> <p><i>Last night, I attended the SDNPA meeting with the Parishes within the Park in West Sussex. I was surprised to find no-one from any of the Parishes in the Valley. However we did learn how the NP are approaching the making of a Local Plan for the Park. As you are aware, the SDNP is a very large area and the task is daunting, and one thing the Authority is concerned about is confidentiality! All the delegates were asked, quite strongly, to be discreet in discussing the proposals shown at the meeting. The reason, which I personally didn't quite grasp, was to protect the Park from unscrupulous Property Developers coming forward to apply premature pressure to many of the proposed preferred sites for housing. Any Parishes which have, or are in</i></p>	

the process of making a Neighbourhood Plan, were excluded from the allocation process, and during the questions session, as Singleton was in the allocation list, I asked about your likelihood of making a NP affecting your allocation. A quick look by the Park planners disclosed that there was to be NO housing allocated for Singleton Parish. They furnished me with a copy of the site allocation for presentation to you. The other thing they suggested was that once you do decide to progress a Neighbourhood Plan for Singleton, that you notify the Park Local Planners immediately, the address for them is;

planning@sdp.gov.uk

If you have any questions, I'll be happy to answer them if discretion allows!!

Henry Potter, CDC Member Boxgrove Ward

Cllr Potter left the meeting at 20:05

090.16

AGENDA ITEM 7: MATTERS ARISING - COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE LAST MEETING OF 21 SEPTEMBER AND ANY OTHER BUSINESS

The Clerk confirmed that she has actioned all of the points that came up from last meeting and no further action is required with the exception of writing the new policies that SALC have advised all PC's to have.

Councillors also confirmed their action points have been completed or are in hand and the following was briefly discussed:

Southern Water (SW) - Cllr Ward still trying to set up a meeting with Cllr Potter, Cllr Hunt, EA and himself.

Fox Goes Free (FGF) Car Park - Cllr Ward still continuing to progress this and he is working with the FGF to help them submit a funding application to WSCC in the New Year.

Councillor Training – The Clerk advised that all Cllrs who have not attended councillor training need to book on a course ASAP

Cemetery Project - Cllr Elliott said that the project is progressing and the clearance work should start very soon. Letters to all residents who back on to the cemetery have been sent by the PC and an update has been put on the home page of the website.

Goodwood Stewardship & VDS – Cllr Elliott confirmed that with the resignation of Cllr Snow, he and Cllr Ward will meet with Goodwood and progress the VDS.

Any Other Business

Southern Water tankers – the Clerk commented that Cllr Ward has been successful in getting Southern Water to pay for the work required to fix tyre track marks left on the village green. They are paying Keith Goacher directly to do this. Cllr Wilder will check to see if this has been done.

Village Facebook Group – the Clerk commented that she had spoken to Cllr Trowell about the benefits of using a village Facebook group which would be a great way to communicate things quickly and promote community spirit. After discussion, it was agreed that this would be a good idea, but not something to be led or set up by the PC. If one did exist in the village, it would be good for the PC to post on it, but only what we would usually post on our own website. It was **RESOLVED** that Cllr Trowell would explore whether one already exists.

Notice Boards – the Clerk commented that both boards are in a bad state of repair and too small and that Cllr Treadwell has agreed to scope out options of buying and installing new bigger boards along with any funding that might be available. Cllr Elliott commented that if funding was being sought from CDC, it would have to wait until next May as we out in the cemetery application. After discussion, it was **RESOLVED** that this was a good idea and happy to proceed.

Lavant Valley Community Forum (LVCF) – the Clerk commented that after asking in an email who may be interested in leading on this, she received a reply from Cllr Hedger who said he would be happy to attend

Clerk to write new policies

Cllr Ward to progress SW meeting

Cllr Ward to progress FGF car park

Cllrs who have not attended training to book on

Cllrs Elliott & Ward to meet with Goodwood re VDS

Cllr Wilder to check if tyre marks fixed

Cllr Trowell to explore village FB group

Cllr Trowell to explore noticeboard options

Cllr Hedger to attend LVCF

<p>these meetings. It was RESOLVED that Cllr Hedger would become the new Lavant Valley Community Forum lead and attend all future meetings.</p>	<p>meetings</p>
<p>091.16</p> <p>AGENDA ITEM 8: VILLAGE MATTERS WHICH HAVE ARISEN SINCE LAST MEETING</p> <p>i. BT Phone Box – defibrillator & emergency phone</p> <p>Following the PC's approval go ahead with the purchase of the BT kiosk to house the defibrillator and emergency phone, the Clerk gave an update:</p> <ul style="list-style-type: none"> • The £2,754 grant received from SSE for the purchase of an AED through Heartsafe has not yet been spent and SSE have confirmed that it is ok to now purchase this through the Community Heartbeat Trust (CHT) and buy a different model at a different price from what we specified in the PC grant application. • Goodwood are in full support and once the transfer of ownership to the PC is complete, they will issue the PC with a simple licence to occupy for the land the phone box is sited on. This will be on the basis of £1/annum if demanded, on a rolling annual basis. • The quote from CHT includes a Lifeline View AED, unlocked cabinet and emergency phone including first year line rental (£52) is £2,083 plus VAT. (Emergency phone with a one way line to 999 uses the emergency services network which is resilient to power outage.) • The Clerk has received confirmation from the insurance company that the PC are covered up to £5,000 if the AED or cabinet is vandalised. • As the PC are working with the CHT, BT will pay the electricity for 7 years and will remove the phone leaving the back board and power for the AED and emergency phone. • In terms of ongoing costs, it will be £10-30 year electricity (after the 7 years are up), £30 for replacement pads which need to be replaced every 2 years or after use, new battery every 4 years which costs £200, and £52 phone line rental. Averaged out, this is circa £100 per year that the PC will need to budget. • After consulting local residents, the Clerk received 1 response from a local resident asking that the phone remains for emergency purposes but as we are also installing an emergency phone, this isn't an issue. • Since starting his project, an email has circulated saying that District Councils may have the right to insist that phone boxes remain in place. This was discussed but it was RESOLVED that actually it's better for the phone to be removed and for the AED and new emergency phone to be installed. <p>Following discussion, it was RESOLVED that:</p> <ul style="list-style-type: none"> • The project should move forward as outlined above and Cllr Elliott signed the contract with BT to purchase the kiosk for £1. • Once the paperwork from Goodwood comes through, Cllr Elliott should sign the licence to occupy the land. • The Clerk should order and pay for the equipment from CHT and it should get sent to Cllr Parish's house • The Clerk should obtain a couple of quotes from local electricians to install the equipment • Cllr Parish will lead on the ongoing maintenance & governance of the AED <p>ii. Emergency Planning – Emergency Kit & plans</p> <p>The Clerk said that there is still money left from the original SSE grant and items of equipment that haven't yet been bought including solar powered batteries, metal road signs, white barrier tape and thermal blankets. She asked the PC if this should be bought or not and whether or not it should form part of the</p>	<p>Clerk to send signed contract and cheque for £1 back to BT</p> <p>Clerk to ask Goodwood for licence paperwork to sign</p> <p>Clerk to purchase equipment from CHT & obtain electrician quotes</p> <p>Cllr Parish to lead on maintenance & governance</p>

emergency equipment that has already been bought by the SVFAG and stored in the shed next to the village hall.

Following discussion, it was unanimously **RESOLVED** that the equipment should still be bought as it was designed to be used in all sorts of emergencies, not just flooding ones and that it shouldn't be stored with the SVFAG emergency equipment as there were concerns around the issue of insurance and the PC doesn't want to be responsible or liable for any equipment owned by anyone other than themselves.

It was **RESOLVED** that the Clerk should purchase the outstanding equipment that hasn't been bought from the list that formed part of the SSE funding and that new larger sizes of high vis jackets, trousers, vests and gloves should also be bought as the existing ones are too small.

iii. War Memorial

Cllr Elliott explained that the War Memorial in Singleton was carefully sited to take into account the layout of the Parish so it could be seen from Charlton but since it was built, flats have now been built which obscure the view. A villager, Phil Packer has proposed that the Memorial be moved to a more prominent part of the village where it can be seen however the Parochial Church Council (PCC) is against the idea.

Cllr Elliott proposed that rather than move the War Memorial, would the PC should support it being enhanced including having a paved area with studded chains around it so the Village had a memorial to be proud of. After discussion, it was **RESOLVED** that the PC would support this and agreed that the PC should approach CDC to explore whether or not they will also support the project and offer any compensation as it was them who agreed to the building of the flats. It was acknowledged that Phil had done an awful lot of work already in terms of identifying possible funding and that he would be the ideal person to continue to take this forward with the PC's support.

At 20:50, Cllr Conway left the meeting.

iv. Anti-social behaviour

This was already discussed at the start of the meeting.

v. Christmas Tree

Cllr Parish acknowledged that it was too late for this year but would the PC support putting a Christmas tree up on the village green next year? There was discussion around costs and insurance but it was **RESOLVED** that in principle, it was a nice idea and that Cllr Parish should put a full proposal together for next year and present at the September meeting. This should include a risk analysis and likely costs. Cllr Parish said he knows the man who organises the Bosham tree so would ask him for help.

Clerk to purchase rest of emergency equipment

Cllr Elliott to go back to Phil & ask for his support in the project

Cllr Parish to write proposal for Xmas tree and present at Sept 2017 meeting.

092.16

AGENDA ITEM 9: BRIEF UPDATE FROM SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) – NEIL HEDGER, VICE CHAIRMAN SVFAG AND PARISH COUNCIL

Cllr Hedger was not present to give an update and the Clerk confirmed that he has not sent one to share.

093.16

AGENDA ITEM 10: PLANNING – CURRENT APPLICATIONS, DECISIONS & APPEALS 21 SEPTEMBER – 24 NOVEMBER

Current Applications that need commenting on:

SDNP/16/05639/TCA – Medowleys, Foxhall, Charlton - Intention to crown thin Copper Beech tree

Clerk to input

Following discussion, it was **RESOLVED** that the following comments be submitted – Singleton Parish Council support this application.

SDNP/16/05567/FUL – WDOAM - Construction of storage barn

Following discussion, it was **RESOLVED** that the following comments be submitted – Singleton Parish Council support this application.

Decisions:

SDNP/16/02802/CM - iGAS Energy - Proposed export of gas by tanker from singleton oilfield

Support - Singleton Parish Council supports this application

Approved 29 September 2016

SDNP/16/03216/LIS & SDNP/16/03215/HOUS – Kingsham Cottage, Removal of existing hedge and erection of flint wall.

Support - Singleton Parish Council supports this application

Approved 5 October 2016

Village Design Statement – update and way forward:

Cllr Snow provided the following report before the meeting that was shared:

Meeting 24/11/2016 Planning Chairs Report;

Apart from two current planning applications which are SDNP/16/05567/FUL Weald and Downland, storage shed. SDNP/16/05639/TCA Up to 25% Crown thinning, Charlton Both to be voted on at the meeting.

VDS,

- 1. There is a hold on the VDS due to wanting to tally ours with the Goodwood Estate Plan which would add much more weight to the VDS.*
- 2. There are some responses to be added which I will do before handing over the updated version.*
- 3. All planning departments in England are now reviewing the Settlement Policy/Boundary Area's. This may also have a bearing on the VDS and it is likely the new Chair of Planning will need to be consulted on the Singleton SPA.*
- 4. I am pleased to say that the SDNP advise where possible to publish any adopted VDS on the Parishes website meaning only a small amount of copies would need to be printed. This will save the Parish a considerable sum.*
- 5. Our VDS has all headings and subheadings asked for by the SDNP and should not be changed but could be added to.*
- 6. I was planning to hold a morning and an evening VDS Workshop for villagers to see the updated VDS complete with a display when the above points are complete. This would give the Parishioners yet a further chance to say what they agree or disagree with as this is a community project. I suggest a picture of this event in motion should be in the VDS. Once updated from the two meetings the PC could then decide whether to print a Draft Copy and send to the SDNP.*
- 7. The general feedback with regards to Goodwood land is that it is better to have some planning*

**decisions
into SDNPA
consultee
access**

**Cllr Elliott
and Ward to
meet with**

input than none.

It was **RESOLVED** that Cllr Elliott and Ward meet with Goodwood to take the VDS forward.

Goodwood and further VDS

094.16

AGENDA ITEM 11: CLERKS REPORT INCLUDING FINANCE

Since last meeting, the following invoices have been approved for payment:

EXPENDITURE	DETAIL	DATE (TO BE) PAID	AMOUNT
WSCC	Clerk's September Salary	20-Oct-16	423.36
Valley Parish	Refreshments for Goodwood village meeting	20-Oct-16	£ 35.00

The following invoices were approved for payment:

BT	Adoption of Phone Box Kiosk	24-Nov-16	£ 1.00
Valley Diary	Adverts for 2017 Jan - Dec	24-Nov-16	£ 120.00
Community Heartbeat Trust	AED, case & emergency phone inc first year line rental	24-Nov-16	£ 2,499.60
SLCC	2017 Membership (50/50 split with Duncton PC)	24-Nov-16	£ 65.50
WSCC	Clerk's October Salary	24-Nov-16	£ 423.36
4SIGHT	S137 payment	24-Nov-16	£ 50.00

Clerk to make payments

Clerk's Expenses			
Office allowance £30 pcm. Paid 6 months in advance.			
Last paid in May to cover period 1 May - 31 Oct 16. Now due for payment to cover 1 November 2016 - 31 April 2017			£ 180.00
10 x £1 coins for Village hall Heating			£ 10.00
Total Expenses			£ 190.00

No income has been received since the last meeting.

Bank Reconciliation - 22 November 2016			
Balances on accounts			
Current Account			£ 1,251.90
Savings Account			£ 22,223.09
Total			£ 23,474.99
Less unrepresented cheques / online payments			
None			
Cash Book			
Opening Balance 1 April 2016			£ 11,412.78
Add Receipts for the Year			£ 24,542.14
			£ 35,954.92
Less Payments for the Year			£ 12,479.93
			£ 23,474.99

Clerk to ensure £50 4SIGHT donation is in 2017-18 budget

The Clerk explained that 4SIGHT a charity which supports the blind have been in touch asking for a £50 donation as there are 2 people registered blind living in Singleton. The Clerk said that this wasn't part of the budget but that the PC had sufficient funds to pay. It was **RESOLVED** that it should be paid and also included in next year's budget as it's a charity the PC would like to support.

2017 Draft Budget and Priorities

Clerk to circulate precept

Due to time restraints, it was agreed that this be circulated to include the option of keeping the precept at its current level or increasing it with budget allocated to projects such as buying a bench in the cemetery,

increasing the amount of grass cutting and planting bulbs at Jubilee gardens.

Other Business:

Website updates - No major changes except updates to news page as and when required

Policies & Regulations - we still need to write policies on Grievance, Disciplinary, Email & Social Media, Data Protection and Retention of Documents. Clerk will do ASAP.

Training - SALC have finalised their training programme for 2017 including Councillor Briefing and Awareness, Planning, Housing, Visioning, Chairmanship, HR, Social Media. This has been circulated. All Councillors should as a minimum attend the councillor training. If any Cllrs haven't attended and would like to book please let Clerk know.

Hours Worked (contracted hours, 30 month)

September – 33.5 / October – 14 / November – likely to be circa 30

Balance currently stands at 10.5 hours in credit (lowest it's ever been)

Holiday

The Clerk works term time hours and will be on holiday over the school Christmas holidays from 19th December – 4 January. Out of Office will be on with Chairman as emergency contact.

Meeting dates for 2017

Dates for all full council and planning meetings including Parish meeting have been set, agreed with village hall and publicised on the website.

Clerk's Networking Day

Clerk didn't attend on 1st November in East Grinstead as going to one at Fontwell Race Course on 21 March.

options.

Clerk to write policies required

Cllrs to attend training

095:16

AGENDA ITEM 12: COUNCILLOR'S REPORTS

There were no Cllr reports.

081:16

AGENDA ITEM 13: CORRESPONDENCE, INVITATIONS & MEETINGS 21 SEPTEMBER– 24 November 2016

The following was discussed and agreed:

DATE	FROM	DETAIL	ACTION REQUIRED
18-Nov	WSCC	South Chichester CLC Meeting - 'Talk with us' Tuesday 6 December 2016, 7.00pm Committee Room 3, County Hall, West Street, Chichester, P019 1RQ.	None - attend if you wish. No need to book.
18-Nov	SALC	Dependant Carers' Survey 18/1/17	If you wish to complete it individually log on to https://www.surveymonkey.co.uk/r/GBTMCX5 . And complete by 18 January.

15-Nov	SALC	SSALC Training Survey for Clerks	Cllrs to let Clerk know their thoughts
10-Nov	SALC	Consultation goes live for Sussex Police Precept	Complete consultation on an individual basis at https://www.sussex-pcc.gov.uk/priorities/budget/ Closes in January after which the PCC will present her recommendations on whether to propose a rise in the precept to the Police and Crime Panel.
3-Nov	SALC	West Sussex ALC Spring Conference Thursday 30th March 2017 (0930 registration for a 1000 start, finishing at 1530) at The Lodge Hill Centre, Watersfield, Nr Pulborough, West Sussex, RH20 1LZ Open to Councillors, Clerks and Deputy/Assistant Clerks	To secure a place please complete a booking form here: https://www.surveymonkey.co.uk/r/LP58JJD
31-Oct	SDNPA	Review of the SDNPA's Local List for validation of SDNPA Management Applications.	Cllr Elliott to respond on behalf of PC if required
21-Oct	Post Office	Reply to letter sent regarding poor experience with Singleton Mobile Service. Apologised for confusion stating that the service was in operation but it was from the Village Hall in error. In future it will be from Partridge Inn.	No further action required. Just FYI.

20-Oct	SALC - Anna Abrahams	Proposed extension of Referendum Principles	None required, just FYI
3-Oct	CDC, Christine Christie	The Revenue Support Grant that the Council receive will be subject to a significant cut in 2017/18 and will cease altogether in the following year. Full details of the reduction will be available in December when the taxbase is set.	None required, just FYI and factor into budget planning as means a reduction of £593
The meeting closed at 21.18 hrs.			
The next Parish Council Meeting will be held on Wed 18 January 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:			