

SINGLETON PARISH COUNCIL

PARISH COUNCIL MEETING (PCM) MINUTES

WEDNESDAY 18TH JANUARY 2017 AT 19:00 - SINGLETON VILLAGE HALL

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott (Chairman); Cllr Jon Ward; Cllr Julia Wilder, Cllr Diana Parish, Cllr Diane Snow, current Clerk & RFO, Jane Landstrom and new Clerk & RFO, Caroline Davison</p>	
<p><u>IN ATTENDANCE</u></p> <ul style="list-style-type: none">• Henry Potter, Chichester District Councillor, Boxgrove• Jeremy Hunt, West Sussex County Council, Chichester North	
<p><u>094.16</u></p> <p>AGENDA ITEM 1: WELCOME AND TO RECEIVE & APPROVE APOLOGIES FOR ABSENCE</p> <ul style="list-style-type: none">• The Chairman welcomed everyone to the meeting. The Clerk had received apologies from Cllr Nick Conway. <p>The Chairman reported that he had received and accepted Cllr Trowell's resignation from the Council. He thanked her for the work she had undertaken on behalf of the Parish Council. Gratitude was expressed to Cllr Diane Snow following her decision to remain as a member of the Parish Council. It was noted that she would continue as Chairman of Planning.</p>	
<p><u>095.16</u></p> <p>AGENDA ITEM 2: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS AND CHANGES TO THEIR REGISTER OF INTERESTS</p> <p>There were no declarations of interest or dispensation requests.</p>	
<p><u>096.16</u></p> <p>AGENDA ITEM 3: CO-OPTION OF A NEW COUNCILLOR IF ANYONE HAS COME FORWARD</p> <p>The Clerk confirmed that she hadn't received any expressions of interest. It was agreed that the vacancy advert would continue to be displayed on the PC website, notice boards and the Valley Diary.</p>	
<p><u>097.16</u></p> <p>AGENDA ITEM 4: MINUTES OF THE PREVIOUS MEETING HELD ON 24TH NOVEMBER 2016 TO BE AGREED AND SIGNED AS A TRUE RECORD</p> <p>RESOLVED that the minutes be agreed and signed by the Chairman as a true record.</p>	
<p><u>098.16</u></p> <p>AGENDA ITEM 5: COUNTY COUNCILLOR'S REPORT – CLLR JEREMY HUNT</p> <p>Cllr Hunt presented the following report which had also been circulated before the meeting:</p> <ol style="list-style-type: none">1) <i>A27- unfortunately this is now back on the Agenda, with a move to recall the consultation so that it can be re-run including the northern options. I can categorically state that I do not support this recall in any way. I think it is utter madness at this late stage to even contemplate such a move, which could delay the upgrade of the existing road for many years.</i>	

- 2) *The Brook House bank works are planned to start w/c 13th February. This work is being carried out by WSCC, in agreement of Mr Cobby and, just to be clear, does not involve the Flood Action Group. If you have any concerns about the work please relay them to either your Chairman or the Clerk, who will have direct contact with Peter Smith of WSCC who is overseeing the work. Alternatively you can email Peter at peter.smith@westsussex.gov.uk*
- 3) *With regard to the Law Courts I have no further update other than the news that was reported in The Observer just before Christmas. Apparently the Government has decided to review the decision regarding the Crown Court provision in Chichester, but I have heard no more. If anyone requires further information please contact Ed Cooke from Resolution, who can be contacted on ec@adersonrowntree.co.uk*
- 4) *Chris Dye's report, sent direct to the Clerk.*
- 5) *The Safer West Sussex Partnership is currently running a survey to seek the views of residents on their experience and perceptions of crime, together with what is important to them in their local area. This survey will help inform the Partnership's work in identifying communities and individuals who are vulnerable to crime. It will assist partner agencies to ensure that appropriate support, intervention and resources are provided to those who are most at risk of harm in West Sussex. You can have your say by visiting www.haveyoursay.westsussex.gov.uk/communities-public-protection/west-sussex-crime-survey-2017 and it will be running until Sunday 5th March.*
- 6) *As you may recall 'Clean for the Queen' which ran last year for the Queen's Birthday. WSCC supported 16 events but we are aware that more than 50 groups got involved and arranged community litter picking days.*
This year Keep Britain Tidy have branded the event as the GB Spring Clean and they are encouraging groups to arrange community litter picks in the first weekend on Marsh 3rd – 5th.
We are again supporting this event.
If you are interested in running a 'Tidy Up' event (and it can be at any time, not just 3rd- 5th March) we have kits that we can lend to the communities. These contain litter pickers, bin-bag hoops, anti-bacterial hand wipes, gloves, some handy hints and a risk assessment template.
If you need any further information please email active.communities@westsussex.gov.uk
- 7) *The next SCCLC Meeting is Tuesday 14th March – last opportunity to get a CIF application in this financial year. Applications should be with us by end of the first week of February*
- 8) *The next Lavant Valley Partnership Meeting is on Tuesday 31st January at St Mary's Church, Lavant*

It was noted that Cllr Neil Hedger was the representative from the Parish Council for the Lavant Valley Partnership.

Discussion was held in respect of moving the position of the 30mph sign on the main road by a few hundred yards. In order for this to take place it was confirmed that a Traffic Regulation Order (TRO) would need to be obtained. It was noted that this can be a lengthy and expensive process with a limited number of TRO's granted each year. It was agreed that the Clerk would obtain an application form.

It was observed that the last twenty yards of the school access where the pupils walked between the telephone box and the school was extremely muddy. It was agreed that further discussions would be had with Chris Dye to determine possible solutions to this problem.

The Clerk to obtain a TRO Form.

099.16

AGENDA ITEM 6: DISTRICT COUNCILLOR'S REPORT – HENRY POTTER

Cllr Henry Potter presented the attached report which had also been circulated before the

Meeting:

First of all, I wish you all a Happy New Year.

You may have read in the local press of Louise Goldsmith's, the WSCC Leader, request to the Minister for Transport, Chris Grayling, to begin a fresh consultation on the options available for improving the A27 including the 2 options for a Northern By-pass. This, needless to say, has opened a new can of worms with a demand from residents for the District Council to support this request. I'm in despair of the DC who already have responded to the consultation with support for option 2 and can only see this latest revelation adding at least a couple of more years to the decision making process.

I personally, along with many other Councillors, will not support any request for fresh consultations. Local opinion has it that Louise Goldsmith has the County Council elections in May this year in mind and needs to appease the electors in the peninsular ward. However, at the cabinet meeting last Tuesday, it was agreed to propose that Full Council, on 24th January, agree to CDC writing to the Minister for Transport and requesting that the consultation be re-run and to include Northern by-pass options. And, in the meantime, Parish Council Chairmen and District Councillors are invited to separate respective meetings with our MP Andrew Tyrie in the afternoon of this Friday coming. Possibly a chance to find out what, if anything, will happen to change Highways England's current process.

I was very surprised to find that, when I logged on line to reorder a repeat prescription with Langley House practice, an announcement on their home page, to the effect that "This practice is no longer able to accept any future registration of new patients". This was confirmed by the duty dispensing nurse when I collected the prescription! They are full up!!! I reported this to Eileen Lintell our deputy Leader and she pursued this through the other practices within the District. It appears that currently other GP Practises are not in this position.

I have to admit, I'm quite impressed with the most recent update from Mike James of Southern Water. It would seem that, at last with some pressure from the E A, they are endeavouring to prove themselves to be a responsible Authority. They have very recently sleeved a 80 metre stretch of drainage pipe between Boxgrove under the A27 to Tangmere. I was able to watch much of this operation and I was most impressed.

Finally, I can tell you that the DC task and finish group's research into sharing some of our services with Arun and Horsham District Councils has resulted in the proposal being rejected. The reason being that the financial savings were not great enough to warrant this partnership going ahead.

That concludes my report, if you have any questions, I'll endeavour to answer them

Cllr Potter reported that the Langley House Surgery in Chichester had recently applied to have two extra practice rooms however NHS funding for these had been refused. Consequently the surgery had temporarily closed their books to new patients. Concern was voiced that this was a clear indication of the pressures on doctor's surgeries due to increased number of people living in the district.

In respect of issues with car parking at Bankside, the Clerk reported that she had e-mailed Ann Greaves from Hyde Housing on 4 October and 1 December 2016 but to date no response had been

received.

Following discussions at the last Parish Council Meeting on 24 November 2016 regarding anti-social behaviour in the Parish, it was confirmed that this was now being dealt with by the appropriate agencies.

It was reported that meetings were scheduled to be held on Friday 20th January with Andrew Tyrie MP to discuss the A27 improvements following a request by Louise Goldsmith, Leader of the County Council, to the Minister of Transport, Chris Grayling, to begin a fresh consultation on the options available for improving the A27 including the two options for the Northern Bypass. Discussions were held to determine the Parish Council's stance.

It was agreed that the Parish Council did not support a re-run of the A27 consultation.

100.16

AGENDA ITEM 7: MATTERS ARISING - COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE LAST MEETING OF 24 NOVEMBER AND ANY OTHER BUSINESS

The Clerk confirmed that she had actioned the following and no further action was required:

- CDC had been informed about the new vacancy for a Parish Councillor.
- The signed contract had been sent back to British Telecom in respect of the defibrillator

Councillors also confirmed their action points had been either completed or were in hand.

Southern Water (SW) - Cllr Ward had drafted a letter to Southern Water in respect of contamination to the River Lavant.

Resolved that this letter would be sent to Southern Water and copied to all affected Parish Councils and local MPs, signed from the Chairman of the Parish Council. Cllr Jon Ward requested that the Clerk made an appointment with the local MP, Andrew Tyrie to discuss the contents of the letter.

Fox Goes Free (FGF) Car Park - Cllr Ward reported that he was still progressing this matter.

Goodwood VDS Meeting – It was noted that The Chairman and Cllrs Ward and Snow were scheduled to attend.

Tyre Track Marks on Green – It was agreed that Cllr Wilder would check whether the Green had now been repaired.

War Memorial Renovation – The Chairman to contact Phil Packer and ask for his support with the project.

Any Other Business

Grass Cutting – The Clerk had obtained a quotation of £120 + VAT from Keith Goacher to carry out six cuts per year on the small grassed area with the bench overlooking the cricket pitch and the small triangle of grass to the left of the junction into Grove Road. The current cost of grass cutting was reported to be £1750 however it was noted that there was an amount in the budget available to cover the additional cost. Concern was expressed that the two areas in question should be cut by West Sussex County Council however it was agreed that this was unlikely to happen.

Resolved that the two areas of grass should be included within the overall grass cutting contract.

Defibrillator – It was noted that the defibrillator has now been installed in the old BT telephone box in Singleton. It was agreed that the Clerk in conjunction with Cllr Diane Parish would contact the Community Heartbeat Trust to find out the next steps and procedures in respect of

Clerk to send the letter copied to all relevant parties and to make an appointment with Andrew Tyrie MP.

Councillor Ward to continue discussions with FGF.

Cllr Wilder to check whether the Green had been repaired.

Chairman to contact Phil Packer.

The Clerk to contact Keith Goacher and change the contract.

<p>management and maintenance of the defibrillator. The Clerk to also ascertain the situation regarding the training session in the use of the defibrillator for members of the community. A question was raised as to how the existing BT signage on the phone box could be removed or covered. The possibility of a frosted window sticker or similar was raised.</p> <p>It was agreed that a date and time for the training session would be agreed at the next Parish Council Meeting in March and also how the defibrillator was going to be promoted.</p> <p>The question was raised regarding the siting of another defibrillator in the telephone box at Charlton. It was noted that BT currently have ownership of his telephone box. It was agreed to look over the next six months at possible options for this telephone box if it is likely to be decommissioned.</p>	<p>The Clerk (in conjunction with Cllr Diane Parish) to contact CHT and to consider possibilities for covering or removing the BT signage.</p>
<p><u>0101.16</u></p> <p>AGENDA ITEM 8: VILLAGE MATTERS WHICH HAVE ARISEN SINCE LAST MEETING</p> <p>Noticeboard</p> <p>The Clerk reported that the keys for the two Parish Council Noticeboards had been lost. As a result notices had to now be posted on the outside of the noticeboards. The wooden structure of the noticeboards was also now in a poor state and urgently in need of repair or replacement. Quotations had been obtained for replacement of the noticeboards from £1,112 to £1,600 plus VAT. There was only £250 however available in the budget.</p> <p>The Chairman agreed to look at possible funding sources and liaise with the Clerk.</p> <p>Emergency Planning – Emergency Kit & plans</p> <p>The Chairman had distributed the remaining elements of the Emergency Kits to Parish Councillors before the Parish Council Meeting. It was agreed that the Emergency Plan needed updated and the Chairman would advise the changes which needed to be made. The Clerk in conjunction with Cllr Diana Parish would update the document. Members were reminded that the personal details of parish residents were confidential and should not be shared.</p> <p>Cemetery Project – The Chairman reported that the works to the cemetery had been delayed because the Contractor instructed to carry out tree surgery and clearance works to the site had amputated a finger. It was agreed that the Clerk would make contact with the Contractor to determine his revised start date for the works. It was noted that once the clearance and tree surgery works had taken place then the fencing contractor could be instructed to progress with the fencing works.</p>	<p>The Chairman to look at funding sources.</p> <p>The Clerk in conjunction with Cllr Parish to update the Emergency Plan.</p> <p>The Clerk to contact the Groundworks Contractor.</p>
<p><u>0102.16</u></p> <p>AGENDA ITEM 9: BRIEF UPDATE FROM SINGLETON VALLEY FLOOD ACTION GROUP (SVFAG) – NEIL HEDGER, VICE CHAIRMAN SVFAG AND PARISH COUNCIL</p> <p>Cllr Neil Hedger was not present to give a verbal update and a written report had not been received.</p>	
<p><u>0103.16</u></p> <p>AGENDA ITEM 10: PLANNING – CURRENT APPLICATIONS, DECISIONS & APPEALS</p> <p>24 November – 18 November 2016 inclusive:</p> <p>Applications:</p>	

No applications to agree.

Decisions:

SDNP/16/05639/TCA Anne Allen - Medowleys Foxhall Charlton Singleton Chichester West Sussex
Notification of intention to crown thin by up to 25% on 1 no. Copper Beech tree
Singleton PC support this application - Inputted 25 Nov 16

Raise no objection - 20 December 2016

SDNP/16/05899/TCA Crispin Dunne Cowper Lodge A286 Cobblers Row to Middlefield Singleton
Chichester West Sussex PO18 0EX
Notification of intention to remove 2 no. limbs (leaning on wires) and thin 10% (around wires) on 1
no. Fir tree and fell 1 no. Horse Chestnuts tree.
Singleton Parish Council support the trimming of the trees that are interfering with the phone line;
however the home owner/ power of attorney makes no mention (see emails attached to
application, from Crispin Dunne) of felling a tree and Singleton Parish Council do not support this
irrespective of the tree being a 'self seeder' - Inputted 7/12/16

Raise no objection - 3 January 2017

Village Design Statement and Goodwood Stewardship

Cllr Diane Snow gave a verbal update report.

0104.16

AGENDA ITEM 11: CLERKS REPORT INCLUDING FINANCE

i. Approval of Payments

Since last meeting, the invoices had been approved for payment as set out in the Appendix I to these minutes.

It was agreed that the Clerk would pay the playground inspection invoice once the playground inspection report had been received.

The £1000 grant for the Church was passed for payment even though it was not normally paid until March. It was agreed that as the payment needed to be made before the end of the current financial year it did not matter if the payment was made early.

ii. New Clerk Handover & archive document storage

Sincere thanks were conveyed to the Clerk, Jane Landstrom, for all the work which she had done on behalf of the Parish Council over the past two years. It was confirmed that the new Clerk, Caroline Davison, who started on 1st January 2017, would formally take over in post from 19th January 2017. The boxes of archive documents would be transferred to the new Clerk.

Resolved that Caroline Davison would contact the bank in respect of the change of details.

**Clerk to
make
payments**

**Clerk to
make an
appointment
with the
bank.**

iii. **Other business**

Budget

It had been agreed since the November meeting that the budget for 2017/18 would be £13,174.99, less CDC grant for £569.99, total precept of £12,605.
The Clerk had informed CDC.

Website updates - No major changes needed to be made except updates to the news page and the required changes to the Clerk's details.

Policies & Regulations – It was noted that the Parish Council needed to have policies on Grievance, Disciplinary, Email & Social Media, Data Protection and Retention of Documents. It was agreed that the Clerk would prepare these as soon as possible.

Training

Councillors were reminded that they should all, as a minimum, attend the SALC Councillor Training. Any Councillors who had not yet attended this training were advised to contact the Clerk to book a place on a forthcoming training session.

It was noted that the SALC Spring Conference was on Thursday 30 March 10-3pm, Pulborough and Cllr Jon Ward was due to attend the Conference; no other expressions of interest were received.

Hours Worked (contracted hours, 30 month)

- November – 30.5 (10 hours over time agreed by Chairman)
- December – 63. Includes 28 hours paid holiday. (10 hours over time agreed by Chairman)
- January – 34 (includes tonight's meeting and final handover)

Final balance stands at 28 hours in credit.

Resolved that final payment of £254.80 to be paid in February pay

The Clerk to prepare the required policy documents as soon as possible.

0105:16

AGENDA ITEM 12: COUNCILLOR'S REPORTS

There were no Councillor reports.

0106.16

CORRESPONDENCE FILE & INVITATIONS RECEIVED 24 November 2016 – 18 January 2017

Members were advised to refer to documents previously circulated.

It was reported that the dates for all Full Council and Planning Meetings including Annual Parish Meeting had been set, agreed with Village Hall and publicised on the website.

The meeting closed at 21.10 hrs.

The next Parish Council Meeting will be held on Wednesday 15 March 2017, 19:00 at Singleton Village Hall.

Attachments to Minutes:

Appendix 1 – Financial Documents – Invoices approved for Payment

Confirmed that these minutes are a true and accurate record of the meeting

Signed:

Name & Position:

Date:

EXPENDITURE	DETAIL	DATE PAID	AMOUNT
4 Sight	S137 Donation	24-Nov-16	£ 50.00
Power Bee - Amazon	Solar Power Batteries	05-Dec-16	£ 175.92
Safety Supply Company	High Vis, torches, gloves & tape	05-Dec-16	£ 156.78
First Aid 4 Less	200 x thermal emergency blankets	05-Dec-16	£ 132.00
Archer Signs	2 x SLOW & 4 X SLOW ROAD FLOODED signs	06-Dec-16	£ 440.34
WSCC	Clerks November Salary	14-Dec-16	£ 423.36
Invoices that need to be approved for payment:			
EXPENDITURE	DETAIL	DATE PAID	AMOUNT
WSCC	Professional Payroll services Oct - March	18-Jan-17	£ 43.92
Goldwater Electrical	AED fitting in phone box	18-Jan-17	£ 329.17
Singleton PCC (Church)	S137 donation	18-Jan-17	£ 1,056.00
Singleton Village Hall Committee	S137 donation	18-Jan-17	£ 200.00
Andy Figgins	Annual Playground Inspection	18-Jan-17	£ 55.00
John Elliott	Ink - stationary	18-Jan-17	£ 93.48
Clerk's Expenses			
Office allowance £30 pcm. Paid 6 months in advance.			
Last paid to Jane Landstrom in November to cover period 1 November 2016 - 31 April 2017. SPC to receive 3 back months (£90)			
Payment due to new Clerk Caroline Davison for period 1 Jan - 30 June			£ 180.00
Total Expenses			£ 180.00
INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
Barclays Bank	Gross Interest	30-Dec-16	£ 54.11