

SINGLETON PARISH COUNCIL

PARISH COUNCIL MEETING (PCM) MINUTES

WEDNESDAY 15th MARCH 2017 AT 19:00 - SINGLETON VILLAGE HALL

	ACTION
<u>PRESENT</u> Cllr John Elliott (Chairman); Cllr Jon Ward; Cllr Julia Wilder, Cllr Diana Parish, Cllr Diane Snow, Cllr Neil Hedger, Cllr Nick Conway and Clerk & RFO, Caroline Davison	
<u>IN ATTENDANCE</u> <ul style="list-style-type: none">• Henry Potter, Chichester District Councillor, Boxgrove• Jeremy Hunt, West Sussex County Council, Chichester North• Two members of the public	
<u>107.16</u> Agenda Item 1: Apologies for Absence The Chairman welcomed everyone to the meeting. There were no apologies of absence.	
<u>108.16</u> Agenda Item 2: Declarations of Interests There were no declarations of interest or dispensation requests.	
<u>109.16</u> Agenda Item 3: Minutes of the Previous Meeting Resolved that the minutes of the previous meeting held on 15 th March 2017 be agreed and signed by the Chairman as a true record.	
<u>110.16</u> Agenda Item 4: Co-option of New Parish Councillor 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.	
<u>111.16</u> Agenda Item 5: Open Forum A member of the public raised major concerns about the inconsiderate and dangerous parking at Charlton. He reported that during a recent visit from his family, his baby grandson had experienced breathing difficulties and an emergency ambulance had been called. This ambulance however had	

been unable to gain access via the lane next to the barns due to parked vehicles blocking the way. Concern was expressed that a solution to the parking problems in the village must be found.

112.16

Agenda Item 9: Car Parking at the Fox Goes Free

The Chairman proposed that this Agenda Item was brought forward as it linked with the representation made in the Public Forum. It was agreed that parking issues in Charlton were of ongoing concern and were particularly problematic on race days when there was an increased volume of people using the public house and arriving by car. Cllr Jon Ward reported that he had put together a proposal for an extension to the car parking area at the Fox Goes Free Public House in Charlton including how this proposal could be funded. This outline proposal however had not received support from the owner of the Fox Goes Free who did not wish to proceed with the project under the funding structure which had been proposed. It was reported that recent improvements had been made to the surface of the existing car parking area at the Fox goes Free and in addition the owner of the public house had agreed to employ someone to monitor the car parking outside the public house on busy days.

The Chairman proposed that a Working Group was set up to discuss the parking difficulties, to identify possible solutions to the problem and to progress further communications with the owner of the Fox Goes Free if appropriate. It was agreed that incorporation of this working group could be considered at the next Full Council Meeting.

113.16

Agenda Item 6a): Chairman's Verbal Report

There were no other matters requiring the Parish Council's attention other than those on the Agenda. It was noted that the Chairman would be attending the All Parishes Meeting.

Agenda Item 6b): District Councillor's Report – Henry Potter

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

Report by Henry Potter

I'm not going to dwell on the recent news that the plans for the A27 have been scuppered, other than it's been a complete waste of 12 month's work by a lot of people!

I and two other Councillors sat in a Task and Finish Group to scrutinise the District Community Safety Partnership. We were informed of last years (Jan. To Dec. '16) crime figures and I'm sorry to report that they showed an increase. Reports of child abuse has risen nationally, due to the exposure of offenders in the past 3 years, more cases are being reported. Cyber/ internet crime has risen dramatically, this is a difficult one, and theft of and from motor vehicles has risen alarmingly. An example was given of 11 instances of break ins to cars at beauty spot car parks on the 5th February this year alone at Cocking, Kingley Vale, West Stoke, Singleton and other locations! The advice really is to LEAVE NOTHING OF VALUE IN A PARKED VEHICLE. Even hidden they will find it, best to leave glove/cubby boxes opened as well as any parcel shelf cover. The new role of PCSO's was explained by Area Commander Justin Burtenshaw. There are less of them now since the change was made in September last year, and they are no longer assigned their own area. They are now deployed where needed, i.e. Where there are higher crime levels, mainly now in Arun District. I suggested if this might lead to more crime in our less policed district? Only time will tell!!

<p>The District Council has set its Budget for the forthcoming financial year, there is to be a increase in Council Tax resulting in a rise by £5 to a Band D taxpayer. Modest though it is, it will protect the services we expect from the Council, despite increases in spending.</p> <p>There are 3 District elections, due to retirements, on May 4th alongside our County Council elections, and finally a reminder of the All Parishes Meeting with District council at East Pallant House on Wednesday 5th April. This as usual is preceded by a buffet from 6.15 onwards.</p> <p>And finally can I say your proposal to build some affordable retirement homes is a great step forward under a Community Land Trust which should result in the PC having responsibility for who occupies them. This is the type of development the SDNPA are encouraging in their emerging Management Plan, so well done!</p> <p>Agenda Item 6c): County Councillor's Report – Jeremy Hunt</p> <p>The County Councillor, Jeremy Hunt, reported on a number of issues including:</p> <ul style="list-style-type: none"> - The completion of the bank works at Brook House. - Operation Watershed Funding which would continue into 2017/18 with Parish Councils invited to put forward suitable applications. - The date and time of the next A27 Meeting to be held on Wednesday 22nd March 2017. - The Council Tax had increased by 3.9% overall inclusive of the 2% increase for social care. <p>Mr Hunt confirmed that he would be putting his name forward again as County Councillor for the next term.</p>	
<p><u>114.16</u></p> <p>Agenda Item 7: Finance and Corporate</p> <p>a)The Clerk reported that end of year accounts for the financial year 2016/17 were being prepared. The end of the financial year for the Parish Council was 31st March 2017.</p> <p>b)Resolved to authorise the payments for the period 19th January to 15th March 2017. It was noted that these payments would be made by cheque as details of the new clerk had not yet been formally changed over by the Bank.</p>	
<p><u>115.16</u></p> <p>Agenda Item 8:</p> <p>It was reported that there had been just one planning application since the previous meeting which had been posted on the afternoon of the meeting.</p> <p>It was noted that on the Parish Mapping the “Cucumber Tributary” was marked as a drain however it was recommended that this should be given the name ‘Benson Brook’.</p>	<p>The Clerk to write a letter.</p>
<p><u>116.16</u></p>	

<p>Agenda Item 10: New Defibrillator</p> <ul style="list-style-type: none"> a) The Clerk reported that there was documentation which had been received in respect of the defibrillator which required signature and action. b) Resolved that Cllr Hedger would carry out the test Emergency Call. c) Resolved that the Chairman would sign all the relevant documentation. d) The Clerk reported that there was funding available for a Defibrillator Awareness Training Session for up to fifty people. It was agreed to put together a list of possible attendees by category including school staff/local group leaders/parish councillors and carers in the parish and to identify a list of possible dates and times for the session to be held. 	<p>The Clerk to liaise with Cllr Hedger in respect of the emergency test.</p> <p>The Chairman to sign all relevant documentation.</p> <p>The Clerk to progress with arranging defibrillator training session.</p>
<p><u>117.16</u></p> <p>Agenda Item 11: Parish and Community Noticeboards</p> <ul style="list-style-type: none"> a) The Clerk reported that a speculative grant application for the maximum available grant of £1000 had been submitted to Chichester District Council (CDC) for two wall mounted Parish Council noticeboards to replace those located at Charlton and Singleton. b) The application was for replacement Parish Council noticeboards therefore it did not automatically fit the given CDC criteria. The grant application was submitted with quotations obtained by the former Parish Clerk and the approximate cost of the two noticeboards plus installation costs based on the cheapest of these quotations is approximately £2800 inclusive of VAT. The contribution from the Parish Council would therefore be £1800 and this had not been budgeted for. c) Other options were considered for funding of the replacement notice boards if the grant was not received and also if further funding could not be found for the Parish Council contribution towards the replacement cost. These options included replacement of just one board. The Clerk also recommended that further quotations were obtained to ascertain whether there were comparable boards which were cheaper from a different supplier. These noticeboards to be ideally in wood. 	<p>To await the outcome of the CDC grant funding application.</p> <p>The Clerk to obtain further quotations for the noticeboards.</p>
<p><u>118.16</u></p> <p>Agenda Item 12: Painting of Railings along A286</p> <ul style="list-style-type: none"> a) Cllr Diana Parish reported that she alongside the Clerk had been actively pursuing communications between Darren Rolfe at WSCC and Nick Ross at Balfour Beatty in order to pull this project together. b) It was reported that there was still a lack of volunteers from the Parish at this stage for the project to proceed. This had originally been conceived as a Community led project with eleven volunteers from the Parish however due to delays in communications from WSCC and Balfour Beatty the number of volunteers from the Parish had diminished. Parish 	<p>The Clerk and Cllr Parish to pursue.</p> <p>Cllr Hedger to obtain costings for the materials.</p>

<p>Councillors were encouraged to actively seek volunteers. It was hoped that this project would be able to go ahead at the end of March/early April, the exact date to be advised by Balfour Beatty.</p> <p>c) It was agreed that Cllr Neil Hedger would obtain costings for the materials to carry out the works.</p> <p>d) Cllr Diana Parish offered to arrange for the provision of refreshments for volunteers in conjunction with the café in Singleton.</p>	
<p><u>119.16</u></p> <p>Agenda Item 13: Sewage Discharge into River Lavant</p> <p>Cllr Jon Ward reported that a letter had been sent from the Chairman of the Parish Council to Southern Water and other interested parties including members of the Lavant Valley Partnership raising concerns about sewage discharge by Southern Water into the River Lavant. Cllr Ward expressed his intention to raise this matter further with Southern Water and the local Members of Parliament.</p>	<p>Cllr Ward to make appoints with local MPs</p>
<p><u>120.16</u></p> <p>Agenda Item 14: Emergency Equipment and Emergency Plan</p> <p>a) It was agreed that the Emergency Equipment would be kept in its current storage location until a more suitable and central location to the Parish had been identified. It was noted that the clip-on torches were not particularly reliable and a number of those held by individual Parish Councillors had already failed.</p> <p>b) It was reported that Cllr Diana Snow was working on changes to the Emergency Plan and would circulate updated copies when these were available.</p>	<p>The Clerk to look at alternatives.</p>
<p><u>121.16</u></p> <p>Agenda Item 15: Goodwood VDS Meeting</p> <p>Cllr Diana Snow gave a draft copy of the Village Design Statement to the District Councillor, Henry Potter. She reported that she may look to obtain further help and support when the document is nearing the stage of preparing the final version.</p> <p>(8.10pm Henry Potter and Jeremy Hunt leave meeting)</p>	
<p><u>122.16</u></p> <p>Agenda Item 16: Remaining Projects for 2016/17 and Projects for 2017/18</p> <p>a) Cllr Julia Wilder reported her concern that she was getting no support with the play area from residents. It was clarified that it was a requirement that a weekly inspection of the play area was carried out by the Parish Council and if maintenance work was identified during these inspections then there was an amount set aside in the annual budget for this purpose. Outside contractors could then be instructed to carry out the necessary works. Cllr Wilder reported that one of the pieces of equipment would not be serviceable for much longer. It was agreed that the costs</p>	<p>The Clerk together with Cllr Wilder to look at the costs of replacement/removal of the item of play equipment.</p>

<p>of replacement or removal needed to be looked at as this would need to be budgeted for.</p> <p>b) The Parish Council looked at other projects which might be supported in the future. Ideas put forward included:</p> <ul style="list-style-type: none"> - An interpretation board for the pond - Rebuilding of the sheep dip – possibly in conjunction with the National Trust. <p>It was noted that funding sources would need to be considered for any new project.</p>	
<p><u>123.16</u></p> <p>Agenda Item 18: Annual Parish Meeting and Annual Meeting of the Council</p> <p>The Parish Council discussed the forthcoming dates for the Annual Parish Meeting and the Annual Meeting.</p> <p>Resolved that the date of the Annual Meeting would be changed from 10th May 2017 to 17th May 2017.</p> <p>Resolved that the date of the Annual Parish Meeting remains on 24th May 2017.</p>	
<p><u>124.16</u></p> <p>Agenda Item 19: Exclusion of Press and Public</p> <p>Resolved to exclude the public and representatives of the press and broadcast media for consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</p>	
<p><u>125.16</u></p> <p>Agenda Item 20: Cemetery Restoration Works</p> <p>The Chairman gave a brief update in respect of progress with the Cemetery Restoration Project. There had been difficulties with one of the contractors however these had now been resolved. It was noted that additional funding sources would need to be identified for remaining works including the signage. The number of seats to be installed would also need to be reduced from three to one.</p>	
<p><u>126.16</u></p> <p>Agenda Item 21: Community Land Trust/Community Led Housing Initiatives</p> <p>The Parish Council considered how these initiatives might be developed in the Parish.</p>	
<p>The meeting closed at 21.10 hrs.</p>	

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