

SINGLETON PARISH COUNCIL

Minutes of an Extraordinary Meeting of the Parish Council held at 7pm on Wednesday 13th December 2017 at Singleton Village Hall

		ACTION
PRESENT: Cllr John Elliott (Chairman); Cllr Nick Conway Cllr Diana Parish, Cllr Diane Snow, Cllr Jon Ward, Cllr Julia Wilder.		
<u>097-17</u> AGENDA ITEM 1 - APOLOGIES FOR ABSENCE Cllr Jeremy Hunt (WSCC) sent apologies for being unable to attend the meeting.		
<u>098-17</u> AGENDA ITEM 2 - DECLARATION OF INTERESTS/ DISPENSATION REQUESTS There were no declarations of interest or dispensation requests.		
<u>099-17</u> AGENDA ITEM 3 - MINUTES Resolved that the minutes of the meeting held on 15 th November 2017 be agreed and signed by the Chairman as a true record.		Clerk
<u>100-17</u> AGENDA ITEM 4 – CO-OPTION OF NEW PARISH COUNCILLORS The Clerk reported that four eligible Parish residents had expressed an interest in being co-opted onto the Council for the three vacancies available. He circulated details of the procedure which he recommended the Council should formally adopt, and then follow, in deciding which of the applicants should be co-opted. Resolved that the procedure prepared by the Clerk and attached to the signed copy of these Minutes be adopted as the Council's Co-option Policy with immediate effect. In accordance with the Council's Policy the Chairman invited the four applicants to address the meeting, outlining why they wished to be co-opted and what they considered they could offer the community. The applicants then spoke, in alphabetical order: Rachel Castagne – a resident of Charlton for 12 years, Rachel emphasized her interest in ecology and in particular her desire to encourage affordable, sustainable and eco-friendly homes for local people. Deborah Harwood – a resident of Singleton for 15 years, Deborah confirmed her involvement with the village Flood Action Group, and as the owner of a business operating out of Charlton Barns expressed a desire to be more formally involved in local activities and initiatives. Brett Munden – a resident of Singleton for 4 years, Brett stated that as a builder he hoped his expertise would be useful to the Council in matters such as quotations, building contracts, planning matters and other related issues. Adrian Taylor – a resident of Singleton for 12 years, Adrian referred to his previous career as a marketing manager, and his view that greater lobbying would be helpful in influencing external agencies, and thereby progressing the Council's aims and ambitions.		Clerk

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<p>Following these presentations the Clerk issued ballot papers to Members of the Council, and invited them to vote for three of the four applicants. Members marked the papers and passed them to the Clerk, who counted and verified the votes, and declared that Rachel Castagne, Deborah Harwood and Brett Munden had received the most votes, and were therefore entitled to be co-opted onto the Parish Council.</p> <p>Resolved that Rachel Castagne, Deborah Harwood and Brett Munden be co-opted onto the Parish Council.</p> <p>The Clerk issued Declaration of Acceptance of Office forms to the successful applicants, who duly signed them, following which the Chairman congratulated them and welcomed them to the Parish Council.</p> <p>Rachel Castagne, Deborah Harwood and Brett Munden took their seats on the Parish Council.</p> <p>From this point on the full Parish Council was present, namely Cllr John Elliott (Chairman), Cllr Rachel Castagne, Cllr Nick Conway, Cllr Deborah Harwood, Cllr Brett Munden, Cllr Diana Parish, Cllr Diane Snow, Cllr Jon Ward, Cllr Julia Wilder.</p> <p>The Chairman offered condolences to Adrian Taylor, and suggested that the Council would welcome his assistance in any future matters where his expertise would be advantageous.</p>		Clerk
<p><u>101-17</u></p> <p>AGENDA ITEM 5 - DEFIBRILLATOR</p> <p>The Clerk advised he was still awaiting from the Community Heartbeat Trust suitable dates for an ‘Awareness’ session, which any interested person could attend to learn more about the Defibrillator adjacent to the village hall. As it was desirable that the date should be published in the Valley Diary, he was now looking for dates in February 2018.</p> <p>The Parish Council noted the position, and asked that if possible two sessions be planned, one during the daytime, and another in the evening, and that the details also be posted on the Council’s website.</p>		Clerk
<p><u>102-17</u></p> <p>AGENDA ITEM 6 – CEMETERY TREE WORKS</p> <p>The Clerk sought clarification of the Council’s wishes regarding the tree in the cemetery which the Chairman felt should be removed in order to prevent Ash seedlings sprouting in the Spring of 2018 and undoing much of the reclamation work which Councillors Snow and Wilder had undertaken. He also reported that a single quote of £750 plus VAT had so far been obtained for removal of the tree.</p> <p>Members agreed that in view of the Council’s difficult financial position it could not agree to expenditure of such a large sum, unless grant aid could be obtained, and that other quotes should be obtained.</p> <p>Deborah Harwood proposed that residents of Singleton and Charlton be invited to offer one day a year when they would be prepared to offer their skills and labour to assist in community projects, and she offered to establish a database.</p> <p>The Council also noted the suggestion of Phil Packer, a village resident, that local tree surgeons be invited to offer their time for free in exchange for the Council mentioning their services to the community in the Valley Diary.</p>		<p>Clerk</p> <p>Cllr Harwood</p> <p>Clerk</p>

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<p><u>103-17</u></p> <p>AGENDA ITEM 7 – CLERK’S REPORT</p> <p>Dog Fouling</p> <p>The Clerk reported that, contrary to expectations, the District Council’s Dog Warden had not supplied indestructible notices warning of the penalties for dog fouling, but had merely referred the Parish Council to a Company that could supply these, and from which the Parish Council could purchase. However, in response to a further request from the Clerk the District Council had supplied some self-adhesive notices, to be affixed to suitable posts. These were taken by Parish Councillors, and if more are required the Clerk will ask for them from the District Council.</p> <p>Council Tax Reduction Grant</p> <p>The Clerk reported that the District Council had that day notified him that Singleton Parish Council would not receive any Grant for 2018/19, and that therefore the Precept agreed by the Council at its last meeting would be unaltered.</p> <p>The Chairman explained that the absence of any grant was because there was no new development in the Parish. Those parishes which were experiencing housing development were receiving appropriate grant sums.</p> <p>Recruitment of Permanent Clerk</p> <p>The Clerk reminded Members that his period as Locum would end by 31st March 2018, and that therefore the Parish Council should actively seek to recruit a permanent Clerk, in order to ensure a smooth handover of the role and ongoing duties.</p> <p>Resolved that the Clerk be authorised, in consultation with the Chairman, to pursue recruitment of a permanent Clerk to the Parish Council, and if necessary to seek the assistance of the Sussex Association of Local Councils (SALC).</p>		Clerk
<p><u>104-17</u></p> <p>AGENDA ITEM 8 – PUBLIC OPEN FORUM</p> <p>Charles Henry Gordon Lennox</p> <p>Before opening the meeting up to the public for comments and questions, the Chairman reported on his recent attendance at Chichester Cathedral, with Councillor Julia Wilder, as representatives of the Parish Council, at the ceremony to mark the passing of His Grace Charles Henry Gordon Lennox, the 10th Duke of Richmond and Gordon, who died on 1st September 2017.</p> <p>Singleton Flood Action Group</p> <p>Members were advised that the AGM of the Singleton Flood Action Group would be held on 19th December.</p> <p>Monthly Tea and Chat</p> <p>A village resident, Julie Fathers, referred to the benefits for elderly and/or lonely people of a monthly tea and chat group, which could hold meetings at the village hall. She asked if there might be financial support for such a group. She was advised that grants for such groups were controlled by the ‘well-being’ section of the District Council, and that a direct approach to them should be made.</p>		

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<p>Corner Cottage</p> <p>The owner of Corner Cottage, Tim Slaney, referred to the Parish Council’s support for recent planning applications he had submitted, and reported that the responses and requirements of (SDNP) planning officers was proving problematic. The Chairman asked Mr Slaney to speak to him after the meeting had ended, as he understood the problem and felt he could assist.</p> <p>War memorial</p> <p>Village resident Phil Packer reminded the meeting of the history of the war memorial, sited by Singleton Church. When first erected it was easily visible to village residents, but with development over the years views of it were now very restricted. He had previously tried to obtain permission for it to be moved to a more conspicuous location, but residents and the Church authorities had resisted his proposal. He still felt it should be moved to an alternative site, and he sought support for this objective.</p> <p>The Chairman reported that understood the sentiments, and that he had spoken on Mr Packer’s behalf when this had been raised previously, but those with the power to grant permission had not wished to give it. The Vice Chairman, Jon Ward, agreed to support Mr Packer, and to try to make progress with local residents and the relevant authorities.</p>		Cllr Ward
<p>The meeting ended at 20.00 hrs.</p>		
<p>Confirmed that these minutes are a true and accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>		