

SINGLETON PARISH COUNCIL

Minutes of the meeting of the Parish Council held on
Wednesday 27th September 2017 at Singleton Village Hall

	ACTION
<p><u>PRESENT</u></p> <p>Cllr John Elliott (Chairman); Cllr Nick Conway, Cllr Neil Hedger, Cllr Diana Parish, Cllr Diane Snow, Cllr Jon Ward, Cllr Julia Wilder.</p> <p>Cllrs Jeremy Hunt (WSSC) and Henry Potter (CDC) also attended.</p>	
<p><u>061-17</u></p> <p>AGENDA ITEM 1: APOLOGIES FOR ABSENCE</p> <p>All members were present. There remain two vacancies on the Parish Council.</p>	
<p><u>062-17</u></p> <p>AGENDA ITEM 2: DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</p> <p>Cllr Snow declared a personal interest in any matter concerning the Henry Smith charity. There were no other declarations of interest or dispensation requests.</p>	
<p><u>063-17</u></p> <p>AGENDA ITEM 3: MINUTES</p> <p>Resolved that the minutes of the meeting held on 19th July 2017 be agreed and signed by the Chairman as a true record.</p>	Clerk
<p><u>064-17</u></p> <p>AGENDA ITEM 4: CLERK TO THE PARISH COUNCIL</p> <p>The Chairman introduced Christopher Punnett, who had offered to act as Locum Clerk pending recruitment of a permanent Clerk to the Parish Council. The terms of his appointment would be considered in Part 2 of the meeting (confidential items).</p> <p>Resolved:</p> <ul style="list-style-type: none"> i) to approve the appointment of Mr C Punnett as Locum Clerk to the Parish Council; ii) to approve the purchase of a printer, keyboard and mouse for the Council's use at an approximate total net cost of £100, together with paper, envelopes and files; iii) to consider the recruitment process for a permanent Parish Clerk in the Spring of 2018. 	Clerk
<p><u>065-17</u></p> <p>AGENDA ITEM 5: CO-OPTION OF NEW PARISH COUNCILLORS</p> <p>The Parish Council was advised that no expressions of interest in becoming a co-opted Member of the Council had been received by the Clerk.</p>	

<p><u>066-17</u></p> <p>AGENDA ITEM 6: PUBLIC OPEN FORUM</p> <p>A member of the public present at the meeting referred to the defibrillator now housed in the redundant telephone box in Singleton. Was any training proposed?</p> <p>It was pointed out that the unit itself provided instructions on how it should be used, as it was being operated, although it was recognised that the stress of an emergency situation might cause difficulty for those having to use it.</p> <p>The Chairman suggested that a demonstration for interested members of the public might alleviate fears, and he asked the Clerk to make suitable arrangements, preferably before Christmas, and place details of the date and time for the demonstration in the Valley Diary.</p>	<p>Clerk</p>
<p><u>067-17</u></p> <p>AGENDA ITEM 7: COMMUNITY LAND TRUST AND HOUSING NEEDS SURVEY</p> <p>The Chairman reported on proposals for a Community Land Trust and Community Led Housing Scheme for Singleton and surrounding Parishes, a presentation on which had been given at the last meeting by Holly Nicols, Rural Housing Enabler at Chichester District Council (CDC).</p> <p>Informal discussions had taken place on a Community Land Trust Housing Scheme for Singleton, in conjunction with the neighbouring Parish of East Dean, the Goodwood Estate and CDC. As had been made clear at the last meeting, this was essentially a villager led scheme, and the only part the Parish Council would play was to kick start the proposal and help compose and deliver a Housing Needs Survey. Due to staff changes at CDC however preparation of the survey form had been delayed, but it was hoped to deliver this to all householders before Christmas 2017. CDC would then assess the responses early in 2018.</p> <p>Any person was eligible to be a member of the Trust, when it was established, and the Chairman would be an independent professional person, not a Councillor.</p> <p>There was a great need to ensure that the housing provided in rural locations contributed to the sustainability of villages, and catered for all sections of the community, from the young looking to leave home but remain in, or move back to, 'their' village, to the elderly who wished to downsize but remain close to friends and relatives, and all stages in between. The accommodation to be provided would be open to those in rented and owner-occupied properties, as well as provision for five retired Goodwood employees.</p> <p>Full details were available on the CDC website, as was a leaflet from the District Council. In addition details of the scheme would be placed in The Valley Diary.</p>	<p>Clerk</p>
<p><u>068-17</u></p> <p>AGENDA ITEM 8a) – CHAIRMAN’S REPORT</p> <p>The Chairman referred to recent incidents in the village which caused him concern. In view of the nature of the events it was agreed that discussion of this matter be deferred to the confidential part of the meeting, as the identity of the persons involved might be revealed during discussion.</p>	

<p><u>069-17</u></p> <p>AGENDA ITEM 8b) – COUNTY COUNCILLOR’S REPORT – JEREMY HUNT</p> <p>Cllr Jeremy Hunt (WSSC) apologised for his absence, and particularly regretted missing the opening ceremony for the cemetery, but indicated that he was now back on his feet. He reported that WSSC would consider its response the proposed A27 improvements, and make a non-binding recommendation to the appropriate Cabinet member. The options were to accept RIS1, for which funding was allocated, or hold out for RIS2, for which finance in five years’ time was not guaranteed. The only advantage of opting for RIS2 was that it would give time to resolve current disagreement over the nature of improvements, but he considered that there was no possibility of a northern bypass route ever being approved due to adverse cost/benefit calculations, National Park and environmental considerations. He would therefore support RIS1.</p> <p>Cllr Hunt also reported that the next meeting of the County Local Committee would be on 31st October, and any grant applications should be submitted as soon as possible.</p>	
<p><u>070-17</u></p> <p>AGENDA ITEM 8c) – DISTRICT COUNCILLOR’S REPORT – HENRY POTTER</p> <p>Cllr Henry Potter (CDC) reported also on A27 highway improvements, indicating that at a meeting earlier that day CDC had agreed to support RIS2, although he and two other members had voted for RIS1.</p> <p>Cllr Potter also reported on a forthcoming CDC Digital Tea Party, designed to help any member of the public trying to get to grips with new technology; reminded Members that the SDNP Local Plan was now out for consultation, and that a meeting specifically for Parish members was being held on 3rd October; and reported that the scaffolding on Halnaker windmill had now been taken down, that it looked very good, and that the sweeps would be re-attached in due course.</p>	
<p><u>071-17</u></p> <p>AGENDA ITEM 9 – FINANCE AND CORPORATE</p> <p>The Council considered a list of outstanding invoices submitted by the Clerk, attached as Appendix 1 to the agenda.</p> <p>Resolved that the invoices listed in Appendix 1 be authorised for payment by the Clerk.</p>	<p>Clerk</p>
<p><u>072-17</u></p> <p>AGENDA ITEM 10 – VILLAGE MATTERS WHICH HAVE ARISEN SINCE THE LAST MEETING</p> <p>i) Emergency Plan/ Salting of roads</p> <p>The Parish Council was advised that the vehicle owned by Cllr Conway which was used to clear and salt/grit snow covered local roads was currently out of action due to electrical faults. It was hoped that this would be repaired shortly.</p> <p>Cllr Conway reported that he had been in contact with WSSC regarding provision of grit/salt, but that this would have to be in the form of bags, as the Parish did not have any grit bins. Members discussed whether such bins were environmentally pleasing, and where they should be located if they were acquired. It was agreed that the Clerk should include the acquisition of bins in the draft budget for 2018/19.</p>	<p>Clerk</p>

<p>Cllr Conway also pointed out that it was desirable to confirm that the main road through Singleton and Charlton was included in the gritting routes of WSCC. Cllr Hunt offered to check on this on behalf of the Parish Council.</p> <p>ii) Nature Board</p> <p>The Chairman referred to the desirability of providing a ‘Nature Board’ for the village green. It was agreed that the Clerk should include the acquisition of a suitable board in the draft budget for 2018/19.</p>	<p>Cllr Hunt</p> <p>Clerk</p>
<p><u>073-17</u></p> <p>AGENDA ITEM 10: PLANNING</p> <p>A verbal report from Cllr Diane Snow was received, and the Parish Council considered the following, details of which had previously been circulated by email to all Members, and which were available on the Chichester District Council website:</p> <p>i) Applications</p> <p>SDNP/17/04683/TCA - Crossroads House, North Lane Charlton Singleton PO18 0HU – tree works</p> <p>Resolved to seek a site visit with the CDC Tree Officer Henry Whitby.</p> <p>SDNP/17/04543/TCA – Crouchers, The Grove Singleton Chichester West Sussex PO18 0EY – tree works</p> <p>Resolved to seek a site visit with the CDC Tree Officer Henry Whitby.</p> <p>SDNP/17/02973/HOUS & SDNP/17/02974/LIS - The Corner Cottage, Cobblers Row The Grove Singleton PO18 0HA - New boundary fence and timber gate.</p> <p>Resolved to raise no objection.</p> <p>ii) Village Design Statement</p> <p>It was noted with regret that despite numerous emails the SDNP had so far not responded to the Parish Council’s proposed Village Design Statement, which had been submitted to them early in the year by Cllr Snow.</p>	
<p><u>074-17</u></p> <p>AGENDA NO. 12 - ITEMS FOR FUTURE MEETINGS</p> <p>The Parish Council noted the following items for discussion at the next meeting:</p> <ul style="list-style-type: none"> Budget for 2018/19 Grant application to IGas Community Fund Notice boards – replacement or repair Cemetery maintenance (grazing by sheep, remove Ash tree) <p>In conjunction with the last item listed Cllr Snow reported that eleven sheep were now (for one month only) grazing in the cemetery, and that access to the ground would therefore be restricted for that period. She thanked all involved for their co-operation.</p>	

<p>Cllr Neil Hedger</p> <p>The Chairman proposed a vote of thanks to Cllr Neil Hedger for all his work for the Parish Council, as it was likely that Cllr Hedger would shortly be moving from the Parish and would therefore resign from the Council.</p> <p>Resolved that Cllr Neil Hedger be thanked formally for his work for and support of Singleton Parish Council.</p>	
<p><u>075-17</u></p> <p>AGENDA ITEM 13 – DATES OF FUTURE MEETINGS</p> <p>Resolved</p> <ul style="list-style-type: none"> i) that in order to give adequate time for consideration of the 2018/19 budget, the next Parish Council meeting to be held on Wednesday 15th November 2017 commence at the earlier time of 6.30pm; ii) that the following dates be set for Parish Council meetings in 2018 (the third Wednesday in each alternate month): 17 January, 21 March, 16 May (inc’ Annual Parish Meeting), 18 July, 19 September, 21 November 2018. 	Clerk
<p><u>076-17</u></p> <p>AGENDA ITEM 14 – EXCLUSION OF THE PRESS AND PUBLIC</p> <p>Resolved that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the 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>Part II</p>	
<p><u>077-17</u></p> <p>CHAIRMAN’S REPORT</p> <p>The Chairman reported on recent anti-social events which had occurred in the village, and his concern that the relevant authorities had responded inadequately. His report was supported by the experience and knowledge of other members, who had direct knowledge of the matters in question.</p> <p>The Chairman proposed that a few members meet informally to provide essential detail in order that the Clerk could write appropriate letters to the authorities concerned.</p> <p>The Council agreed that the peaceful and co-operative nature of the village should not be allowed to be disrupted by a minority of anti-social residents or visitors, and that the appropriate authorities should be reminded of their obligations to deal with such matters in a timely, appropriate and effective manner.</p> <p>Resolved that Cllrs Snow, Ward and Wilder meet to prepare a suitable communication to be sent by the Clerk to Chichester District Council, Hyde Housing and Sussex Police, with additional information to be provided by Cllr Hedger.</p>	Clerk

<p><u>078-17</u></p> <p>LOCUM PARISH CLERK – TERMS OF ENGAGEMENT</p> <p>The Parish Council was advised that the Locum Clerk was registered as self-employed. The Locum Clerk’s standard charge was £25 per hour, for a notional seven hours per week (with any overtime worked to be approved by the Chairman), commencing from 29 August 2017 when he had taken possession of the Council’s documents and equipment and begun acting formally on the Council’s behalf. The Council was not liable for the costs normally associated with employment of a Clerk through the payroll system, such as National Insurance or pension contributions, nor was the usual Clerk’s monthly office allowance payable.</p> <p>Resolved</p> <ul style="list-style-type: none"> i) that the terms of the Locum Clerk’s appointment be approved; ii) that the Clerk be authorised to attend a SALC Budget Planning workshop on 10th October 2017 at a cost of £72. 	<p>Clerk</p>
<p>The meeting ended at 20.55 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>	