

SINGLETON PARISH COUNCIL

APPROVED Minutes of the Meeting of the Parish Council held at 7pm on Wednesday 17th January 2018 at Singleton Village Hall

| | ACTION |
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| <p>PRESENT: Cllr John Elliott (JE) (Chairman); Cllr Nick Conway (NC), Cllr Diana Parish (DP), Cllr Diane Snow (DS), Cllr Jon Ward (JWa) and Cllr Deborah Harwood (DH).</p> <p>Cllrs Jeremy Hunt (WSCC) and Henry Potter (CDC) also attended.</p> | |
| <p>001-18</p> <p>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</p> <p>Cllr Julia Wilder, Cllr Castagne and Cllr Munden sent apologies for being unable to attend the meeting.</p> | |
| <p>002-18</p> <p>AGENDA ITEM 2 - DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</p> <p>i) To receive Declarations of Interest in respect of matters contained in this Agenda, in accordance with the provisions of the Localism Act 2011 in respect of Members and in accordance with the provisions of the Local Government Act 1972 in respect of Officers.</p> <p>ii) To consider any Dispensation Requests received by the Clerk not previously considered.</p> <p>Cllr Harwood declared that she has a business at Charlton Barns (Agenda Item 10a) and lives on The Leys (Agenda Item 10e). Cllr Snow also declared that she lives on The Leys (Agenda Item 10e). These will be recorded as regular declarations.</p> <p>There were no further declarations of interest or dispensation requests.</p> | |
| <p>003-18</p> <p>AGENDA ITEM 3 - MINUTES</p> <p>Resolved that the minutes of the meeting held on 13th December 2017 be agreed and signed by the Chairman as a true record. The vote was unanimous.</p> | |
| <p>004-18</p> <p>AGENDA ITEM 4 – Resignation of Locum Clerk due to ill-health</p> <p>a) Resignation of Locum Clerk – It was noted that the Locum Clerk, Mr Chris Punnett, had resigned due to ill health. It was noted that Chris Punnett had done a good job as Locum Clerk and is to be thanked for his work.</p> <p>b) Appointment of new Locum Clerk - Louise Collis was asked to act as an emergency Locum for Chris Punnett in late December. Louise Collis put herself forward as the permanent clerk to the Parish Council. The contract will be for 9 hours per week including a WSCC Pension.</p> <p>Resolved that Louise Collis be appointed as the permanent clerk and Responsible Financial Officer for the Singleton Parish Council. The vote was unanimous.</p> <p>It was AGREED that any future recruitment process would involve consulting all Parish Councillors.</p> | Clerk |
| <p>005-18</p> <p>AGENDA ITEM 5 - County Councillor Report - Mr Jeremy Hunt, Chichester North Division – WSCC</p> <p>a) The next Community meeting for Build a Better A27 is 7th February. South Chichester County Local Committee has appointed SYSTRA as the highways consultant.</p> | |

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| <p>b) Applications for the Community Infrastructure Fund should be submitted by the end of January at the latest. So far, no applications have been received and there is £16,000 left in the fund.</p> <p>c) The Small grants programme is still available for up to £1000 for projects to help prevent social isolation – including After Tea club grants. The Deadline was 15th January but if submitted in the next few days applications will be considered.</p> <p>d) For 2018/19 it is likely that WSCC will approach grants differently, possibly through a crowd funding-platform. Donations would then be received from the public and WSCC.</p> <p>e) Cllr Hunt noted that Information about how to download the “lovewestsussex” app is not yet on the Parish Council website. The app can be used to report potholes, graffiti, etc</p> <p>f) The WSCC grass cutting schedule has not yet been updated for 2018.</p> <p>Cllr Elliott asked if the Primary School will be affected by any spending cuts. Cllr Hunt reported that the Easebourne Primary School has been considering expansion and as a result, neighbouring parishes have raised concerns about the effect on their numbers. Any expansion should not affect numbers, however in September 2018 small school funding will drop.</p> <p>Cllr Harwood raised concerns about the parking opposite the school entrance. The parking from The Leys and the Village Hall is problematic and the school parking it is out of control. From the Village Hall to Bankside the area has become a mud bath. Matting was proposed in the past, however the project stopped due to lack of funding. Cllr Harwood suggested proper parking allocation for the Leys properties and new additional carparking by the village hall. Hyde Martlet are aware of the on going issue. Cllr Hunt will speak to WSCC Highways engineer, Chris Dye, about the matting for the area opposite the school. Cllr Harwood and Cllr Snow agreed to lead a sub committee on improving the parking in The Leys</p> | <p>Clerk</p> <p>Cllr Hunt</p> <p>DH/DS</p> |
| <p>006-18</p> <p>AGENDA ITEM 6 – District Councillor Report - Mr Henry Potter, Boxgrove Ward</p> <p>a) The Southern Gateway Project has received initial funding of £5m to get the project off the ground. Negotiations are in progress with Stagecoach and the Post Office, both sites require relocation for the project to move forward.</p> <p>b) On 11th November 2018, the United Kingdom and its friends overseas will mark the day, 100 years previously when the guns fell silent at the end of the Great War. The Queen’s Pageantmaster has announced that there will be a Centenary Beacon lit at Westminster Abbey and is inviting communities across the country to hold their own remembrance ceremonies. Chichester District Council is encouraging parishes to light their own beacons and is making up to £250 available for each parish council to assist with preparations.</p> | |
| <p>007-18</p> <p>1. AGENDA ITEM 7 – 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.</p> <p>Prior to the meeting, Mrs Godfrey had sent an email to Cllr Munden and the clerk explaining her concerns with traffic speeding through the village on the A286. At the meeting Mrs Godfrey highlighted the increase in danger due to the increased numbers of events at Goodwood, the Weald & Downland Museum and the Chili festival plus the increase in anti-social driving. Mrs Godfrey has undertaken some research and there are two developments that maybe of interest:-</p> <p>1). The guide produced in 2015 by Hamilton-Baillie Associates, "Roads in the South Downs", for the SDNP. .</p> | |

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2). Affordable average speed cameras, e.g. Siemens SafeZone. These use ANPR (Automatic Number Plate Recognition) devices to automatically check for speed violations between 2 points and relays the information remotely to a central unit. They are proven to be highly effective, are easily deployed with minimum visual impact on existing street signage and are suitable for all roads.

Mrs Godfrey proposed that a traffic action group be set up so that the council can gauge the level of support for various speed enforcing measures. Cllr Conway stated that a Traffic Action Group used to exist, and he still has the equipment and safety clothing that used to be used.

It was AGREED that the Singleton Road Traffic Action Group would be reactivated. Mrs Godfrey will find some parishioners to join the group and Cllr Harwood would represent the Parish Council on the Group and Cllr Munden would also be invited to join the group as a representative of the Parish Council. Mrs Godfrey will arrange the first meeting of the group. The Group will report back to the Parish Council at each Parish Council meeting.

Cllr Ward agreed to bring up the issue of speeding from Goodwood traffic at the next Goodwood Liaison meeting.

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JWa

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AGENDA ITEM 8 – Review and update Members’ Responsibilities – current responsibilities

The current responsibilities are as follows. Due to a number Parish Councillors unable to attend the meeting this agenda item has been deferred to the March 2018 meeting.

| Name | Responsibility | Name | Responsibility |
|----------------------|---|-------------------|---|
| Cllr Rachel Castagne | tbc | Cllr Diana Parish | <ul style="list-style-type: none"> • Footpaths • Village Hall Committee • Notice Boards • Pond |
| Cllr Nick Conway | <ul style="list-style-type: none"> • Winter Snow Management | Cllr Diane Snow | <ul style="list-style-type: none"> • Planning Chair • Henry Smiths Charity • West Sussex Wildlife Trust liaison |
| Cllr John Elliott | <ul style="list-style-type: none"> • Tree Warden • Village Hall Committee | Cllr Jon Ward | <ul style="list-style-type: none"> • Southern Water liaison • Goodwood liaison |
| Cllr Deborah Harwood | tbc | Cllr Julia Wilder | <ul style="list-style-type: none"> • Playground (Health & Safety) • Henry Smiths Charity • SDNP Wildlife liaison |
| Cllr Brett Munden | tbc | | |

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AGENDA ITEM 9 - Update on on-going matters not covered elsewhere

a) Anti-social and Planning issues

The Chairman attended a meeting with officers from CDC, Hyde and Sussex Police. The minutes of the meeting will be circulated to the Parish Councillors ONLY on a strictly confidential basis.

The following Resolution was **PROPOSED** by Cllr Elliott and **SECONDED** by Cllr Ward. The Vote was unanimous **Resolved that** Parish Councillor Diane Snow to maintain a contact with Hyde Martlet and attend all quarterly site visits. This was agreed at the meeting on 15 December by Hyde. All Hyde Martlet residents will still be invited to attend these quarterly site visits as per normal.

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b) Meetings attended –

- The clerk has not been notified of attendance of any meetings.
- Jon Ward to attend the Chichester Bypass meeting on 7th February.

JWa

c) General Data Protection Regulation (GDPR)

In December 2017 SALC reported that

- comes into effect on 25th May 2018 by which time all Parish Councils and Parish Meetings must be compliant
- From a position of not being prepared to create a template pack and guidelines, NALC has now agreed to oversee its development using external bodies who wish to be involved. Ian Davison at Surrey Hills Solicitors has offered to work on this and Ian's offer has been passed to Jonathan Owen, CEO of NALC.
- A difference of opinion has existed between SLCC and NALC/SSALC over the ability of the Clerk to serve as Data Protection Officer; it is now understood that SLCC has shifted its position and recognised the Clerk cannot be the DPO.
- SSALC is in discussion with Satswana, a cyber protection solutions company set up by Colin Howard specifically to offer externalised DPO services to local councils across the Country. The Company ethos is to remove the 'fear and uncertainty' from the process and provide ongoing support. For a single user council the cost will be £150 pa, for a council with 2+ it will be £500 and for the largest town councils, up to £2,000. For this fee an initial impact assessment audit of the Council's data and relationships with Data Processors will be carried out, advice given on steps to be taken and telephone support provided.
- Discussions are also taking place with Maureen Chaffe who has undertaken training for SSALC, Maureen is able to offer a DPO service to a limited number of councils in West Sussex.
- SSALC has GDPR training planned for 30th January and 1st & 6th February at three separate locations across Sussex & Surrey,

It was AGREED that Cllr Ward would attend the GDPR training session on 6th February. The Clerk is also attending.

JWa / Clerk

It was Agreed that the clerk will investigate setting up email addresses for Parish councillors using Parish Council domain name, thereby keeping Parish Council emails separate from private emails for the parish councillors.

Clerk

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AGENDA ITEM 10 – Village Matters for discussion

a) Charlton Barns – vehicle access

The delivery vehicles delivering to Charlton Barns have found it difficult to negotiate the lane & turnings, causing problems over recent months. It was agreed that this is a seasonal issue and that at this time no further action is to be taken by the Parish Council.

b) Defibrillator

The Previous clerk has been trying to arrange training on how to use the defibrillator through the Community Heart Beat trust. The Awareness course will be 1.5 to 2 hours long for up to 50 people. The

Clerk

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| <p>Clerk is hoping to have some firm date within a few weeks.</p> <p>The defibrillator was installed in January 2017, registered with the Trust in October 2017, and South Coast Ambulance service was informed on 1 November 2017. On 15 January 2018, the South Coast Ambulance Service confirmed to the Trust that the Singleton defibrillator is now recorded on their response system.</p> <p>The Parish Council has agreed to the minimum requirement to submit monthly checks, which are uploaded to the Trust's Governance page on their website. Public Liability and theft and Damage of the defibrillator must be covered by the Parish Council. The Clerk spoke to Came & Co and it was confirmed that the Parish Council policy covers for cost and damage of the defibrillator up to £5,000 as well as public liability, including the use of the defibrillator, up to £3m.</p> <p>Under the Agreement between Parish Council and the Trust, and for insurance and governance purposes, the defibrillator must be checked on a monthly basis, but it is strongly recommended that weekly checks are carried out and uploaded to the governance page.</p> <p>It was agreed that Cllr Harwood would carry monthly checks and Cllr Snow would carry out the weekly checks. Cllr Harwood and Cllr Snow will be registered with the Community Heartbeat Trust in order to upload the weekly and monthly reports.</p> | |
| <p>c) Emergency Plan</p> <p>This Agenda item was deferred to the March 2018 meeting. The status of the red folders and The Flood Action Group Plan will also be discussed at that meeting.</p> <p>d) Leys Signage</p> <p>Cllr Snow reported that there has been confusion with the sign at the entrance to The Leys which states "Leading to Church Way". It was AGREED that the clerk would contact the officer responsible for Street Naming at either WSCC or CDC to see if the under the current sign "the Leys – Leading to Church Way" a plaque can be added stating "100 yards " together with an arrow pointing to the right.</p> | <p>DH/ DS Clerk</p> <p>March 18 Agenda item</p> <p>Clerk</p> |
| <p>e) Playground Inspection</p> <p>Andy Figgins has carried out the Playground inspection over the last few years. The Clerk requested a quote from Mr Figgins for the 2018 Inspection ((£60 +VAT)) and also contacted The Play Inspections Company Ltd. The cost of their inspection is £65 +VAT. The Playground Inspections Company Ltd work with the Parish Council insurers, Came & Co Scheme, and provide an assessment of the life expectancy of play equipment as well as an assessment of stock valuation. It was AGREED that the Play Inspections Company Ltd would be appointed for 2018 onwards.</p> <p>Cllr Wilder has reported to the clerk that the 2 wooden bins in the Playground are falling apart. As the risk assessment carried out on the contents placed in the bin can sometimes include hazardous items, and she is now unable to empty the contents in a safe manner. She has recommended that 2 bins be removed. It was AGREED that the clerk would investigate the cost of having the bins emptied by CDC waste collection.</p> | <p>Clerk</p> <p>Clerk</p> |
| <p>f) Chichester Bypass update</p> <p>Cllr Ward will be attending the Chichester bypass meeting on 7th February 2018. Cllr Ward will update the Parish Council at the next meeting.</p> | <p>JWa</p> |

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g) Singleton War Memorial

Following Mr Packer's attendance at the last meeting, Cllr Elliott has investigated restoring the War Memorial. Mr Packer wanted to move the War Memorial to the entrance, however the Church Council does not want to move it but instead enhance it. If work is to be done on the war memorial a separate committee would need to be formed.

011-18

AGENDA ITEM 11– FINANCE

a) Accounts for the period ended 31 December 2017

The Clerk emailed accounts for the period to 31 December 2017 to the Parish Councillors prior to the meeting. The Accounts were PROPOSED by Cllr Ward and SECONDED by Cllr Harwood. The accounts were approved.

b) Update by the clerk on current income & expenditure - Invoices paid and to be approved

Payments made during the period 14th December 2017 to 17th January 2018, and other invoices to be paid.

| Date | Payee | Details | Cost | Approved by |
|----------|---------------------------|-------------------------------------|-----------|----------------|
| 29.12.17 | WSCC | Payroll services April to Sept 2017 | £44.21 | To be approved |
| 13.12.17 | Clerk | Petty Cash | £30.00 | Chairman |
| 17.01.18 | Community Heartbeat Trust | Emergency phone annual rental | £62.40 | To be approved |
| 17.01.18 | Locum Clerk | Locum Clerk salary – 18 weeks | £3,206.10 | To be approved |
| 17.01.18 | Clerk | Expenses | £67.44 | To be approved |

The payments were PROPOSED by Cllr Elliott and SECONDED by Cllr Snow. The payments were approved.

c) Review 2018/19 Precept

At the meeting on 15th November 2017, it was Resolved that that the Parish Council's precept for 2018/19 be set at £13,570, less any grant from Chichester District Council. The proposed budget was reviewed and amended.

Resolved that the Precept for 2018/19 be revised and increased to £14,426.61 (being an increase of 9.5% on the 2017/18 precept). PROPOSED by Cllr Elliott and SECONDED by Cllr Ward.

The clerk will inform CDC.

FOR CLARIFICATION OF THE PERCENTAGE INCREASE DISCREPANCY BETWEEN THE 9.5% STATED ABOVE AND THE 14.45% INCREASE STATED ON THE CDC COUNCIL TAX BILLS RECEIVED BY PARISHIONERS IN MARCH 2018 PLEASE SEE THE MARCH 2018 MINUTES

d) Bank mandate

The bank mandate to remove Chris Punnett and replace Louise Collis on the Parish Council bank account has been completed and signed by the 2 signatories. This will be submitted to the bank.

Resolved that the bank mandate to remove Chris Punnett and replace Louise Collis on the Parish Council bank account be completed and submitted to the bank. PROPOSED by Cllr Ward and SECONDED by Cllr Parish.

It was AGREED that at the next Parish Council meeting the bank signatories would be reviewed.

Clerk

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e) Grant applications status

i) NALC Transparency Code grant.

Up until the end of January 2018, the Parish Council can submit an application to claim for clerk's time spent on updating the website – 2 hours per month. Income and/ or expenditure must not exceed £25,000 in the financial years claimed. The Clerk needs to review the accounts and determine if the Parish Council is eligible. Clerk to update at the meeting.

Clerk

ii) IGas Award request

The Clerk is drafting a letter to submit to IGas requesting £5,000 award to go towards:-

- fell cemetery tree (estimate £750 plus VAT)
- contribution to conclude cemetery work
- purchase & installation of a Sitesafe near the village hall to house Emergency Parish Council equipment (cost £3000 + VAT)
- Groundwork required for installation of Sitesafe – concrete base (estimate £450+ VAT)
- Contribution towards Restoration / replacement cost of Noticeboards (replacement cost approx. £1000 + VAT per noticeboard)

Clerk

It was Agreed that the clerk submit a letter expressing the Parish Council's interest in applying for funding for these projects.

Clerk

f) Insurance policy update

The clerk needs to inform the insurance company about the bench and Emergency equipment.

g) Any other financial issues

The Clerk has received information from the British Legion, in regard to the World War One Centenary this year, and a new initiative called The Silent Soldier. These Soldier Silhouettes can be in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War. The Cost is £250 per soldier. It was Agreed that the Parish Council is currently not in a financial situation to be able to sponsor a silent soldier.

012-18

AGENDA ITEM 12 - Planning

a) To consider the planning applications detailed below:

| Reference | Property | Details | Planning Officer | Deadline for comment |
|-------------------|-----------|-----------|------------------|----------------------|
| SDNP/17/06228/TCA | Crouchers | Tree work | Henry Whitby | 19/1/18 |

Cllr Snow reported that there are many branches which overhang the footpaths etc. which the owner has endeavoured to remove. It was suggested that the tree should be felled as five branches will appear for each branch cut. It was AGREED that the Parish Council should submit a recommendation to fell the tree.

Clerk

b) To consider any other applications, decisions & appeals;

Decisions

| Reference | Property | Details | Planning Officer | Decision date | Decision |
|--------------------|-----------|--|------------------|---------------|----------|
| SDNP/17/05347/HOUS | Crouchers | Loft Conversion with proposed dormer windows | B.Stubington | 22/12/17 | APPROVED |

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and other internal works

c) Village Design Statement

At the end of November, Cllr Snow instructed the clerk to submit the Village Design Statement. Unfortunately, this was not actioned. However, on 17 January 2018 the clerk submitted the VDS to the SDNPA. Following the review by SDNPA comments should be received before the next Parish Council meeting.

d) Other planning matters

i) IRIS COTTAGE

Work has been carried out repair work on the wall outside the property using cement rather than lime mortar. The owner has now painted the cement to blend the colour with the existing lime mortar. The CDC Enforcement officer has been contacted as this is a listed building and no planning application was submitted before the work was done. The case is now with the SDNPA Enforcement officer.

ii) Planning Committee – correspondence from a parishioner.

Ongoing correspondence with a parishioner on the steps taken in relation to a planning application are ongoing. It is hoped that the clerk will resolve this issue shortly.

iii) Centurion Way Path - Phase 2 - West Dean to South Downs Way

The Talk by Nigel James, SDNPA, on the plans for the Centurion Way Path will be rearranged for a date in February. This will be a closed planning meeting for Parish Councillors only. The public will be able to attend meetings about the plans once the SDNPA have submitted the plans for consultation. The proposed date for the meeting is Wednesday 7th February at 7pm.

013-18

AGENDA ITEM 13 - Correspondence, invitations & meetings

a) Correspondence

The Clerk has circulated newsletters, bulletins and other regular publications via email since the last meeting. Correspondence that needs to be noted.

| From | Detail |
|-----------------------|---|
| Sussex Legal Services | Request for £200 pa for three years to provide free legal advice in Chichester It was Agreed no action to be taken. |
| CDC | On 17 January 2018 the clerk received information relating to the CDC funding contribution towards the Centenary Beacons. To be discussed at the next Parish Council meeting. |

b) Invitations & forthcoming meetings

i) Sussex Pathwatch – 13 February 2017

The next meeting of Sussex Pathwatch will take place at the South Downs National Park Authority's offices (in the Butser meeting room) at the South Downs Centre, North Street, Midhurst, on Tuesday 13 February 2017, from 10.30am to 12.00pm. Cllr Snow and Cllr Harwood to attend.

ii) SALC notification of St John's Ambulance course

Warnham Park on Tuesday 13th March 2018 & Thursday 10th May 2018. No one to attend

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DS/ DH

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| <p><u>014-18</u></p> <p>AGENDA ITEM 14 - Parish Councillor Emergency clothing – Distribution</p> <p>Only Cllr Harwood received her Emergency clothing as Cllr Munden and Cllr Castagne were unable to attend the meeting.</p> | <p>March 18 Agenda item</p> |
| <p><u>015-18</u></p> <p>AGENDA ITEM 15 - Agenda items for Future Meetings</p> <p>Regular agenda item – Village maintenance, to include review of Health & Safety reports agreed earlier in the meeting and other village maintenance issues or initiatives such as the “WSCC Green offer”</p> | |
| <p><u>016-18</u></p> <p>AGENDA ITEM 16 - Dates of Next Meeting: WEDNESDAY 21st MARCH 2018 in Singleton Village Hall at 7pm</p> | |
| <p>The meeting ended at 21.50 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> | |