

SINGLETON PARISH COUNCIL

APPROVED Minutes of the Meeting of the Parish Council held at 7pm on Wednesday 21st March 2018 at Singleton Village Hall

	ACTION
<p>PRESENT: Cllr John Elliott (JE) (Chairman); Cllr Diana Parish (DP), Cllr Diane Snow (DS), Cllr Jon Ward (JWa), Cllr Deborah Harwood (DH), Cllr Julia Wilder (JWi), Cllr Rachel Castagne (RC) and Cllr Brett Munden (BM)</p> <p>Cllrs Jeremy Hunt (WSCC) and 8 members of the public also attended.</p>	
<p><u>017-18</u></p> <p>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</p> <p>Cllr Nick Conway (NC) sent apologies for being unable to attend the meeting.</p>	
<p><u>018-18</u></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>Regular declarations:</p> <p>John Elliott (JE)– CDC District Councillor, Member of the Village Hall Committee, Member of the PCC</p> <p>Di Parish (DP) - Member of the Village Hall Committee</p> <p>Deborah Harwood (DH)– Member of the Flood Action Group</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p><u>019-18</u></p> <p>AGENDA ITEM 3 – MINUTES – 17th January 2018</p> <p><i>a) Agenda item 11 - 011-18 – Finance item Review 2018/19 Precept – CLARIFICATION FOLLOWING CONCERNS RAISED BY PARISHIONERS SINCE THE PUBLICATION OF THE DRAFT MINUTES</i></p> <p>A number of parishioners have raised concerns about the increase in the precept for 2018/19, as well as the discrepancy between the precept percentage increase stated in the 2018/19 Council Tax bill (14.45%) and the draft minutes of the January 2018 Parish Council meeting available on the parish council website, that reported the precept for 2018/19 would be £14,426.61 being an increase of 9.5%.</p> <p>In 2017/18 the Parish Council received a total amount from the Chichester District Council of £13,174.99 – Precept of £12,605.00 plus a Chichester District Council Reduction grant of £569.99. The Increase of 9.5% in the minutes referred to the increase in the total funds received by the Parish Council (including the Council Tax Reduction Grant) year on year (2017/18 £13,174.99, 2018/19 £14,426.61). The increase reported in the council tax bill of 14.45% only relates to the increase to precept (excluding the Council Tax Reduction Grant) received by the Parish Council year on year (2017/18 £12,605.00, 2018/19 £14,426.61). The 5% discrepancy results in an additional annual charge of £2.52 to a Band D council tax bill.</p>	

SINGLETON PARISH COUNCIL

<p>The Parish Council felt the increase in the precept for 2018/19 was necessary in order to allow the Parish Council to fulfil its statutory powers together with its increased requirements and duties.</p> <p>The CDC Council Tax Reduction grant was a grant that was introduced by CDC for 2013/14 (a political decision) to pay Parish Councils a portion of the funding received from central government for members of the parish who were on housing benefit or Council Tax benefit. The grant was awarded from 2013/14 until 2016/17. The funding from central government has changed in respect of this addition payment and is no longer paid out to Parish Councils. The grant was reduced gradually over the 5 year period.</p> <p>It was Resolved that the minutes of the meeting held on 17th January 2018 with the above clarification be agreed and signed by the Chairman as a true record. The motion was PROPOSED by DH and SECONDED by JWa. The vote was unanimous.</p>	
<p><u>020-18</u></p> <p>AGENDA ITEM 4 - County Councillor Report - Mr Jeremy Hunt, Chichester North Division – WSCC</p> <ul style="list-style-type: none"> a) At the last Community meeting for Build a Better A27 (BABA27) a number of options were presented the Highway Consultants - SYSTRA. Responses by the working group representatives must submit their communities preferred option by 29 March 2018. From the consultation 2 or 3 options will be chosen. b) Last month the County Council budget was approved and the Council accepted an increase of 2.95% for general funds and 2% for adult social care. The Council will be investing £2.4m in child welfare, £6m in adult social care and £3.6m in environmental issues. WSCC is on a sound financial footing. c) Entrance to The Leys – extension of the footpath by the phone box. This is now on the WSCC list. d) Hard core parking outside school – C.Cllr Hunt has looked into this and there is currently no funding available from WSCC for this project. e) Speed Watch Group- C.Cllr Hunt pointed out that the Westhampnett Speed Watch Group have linked up with the Boxgrove Group, sending out letters and receiving advice from the police and the Surrey & Sussex Speed Watch Group (www.communityspeedwatch.co.uk) 	
<p><u>021-18</u></p> <p>AGENDA ITEM 5 – District Councillor Report - Mr Henry Potter, Boxgrove Ward</p> <p>No report was submitted</p>	
<p><u>022-18</u></p> <p>AGENDA ITEM 6 – 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.</p> <p>A parishioner raised concerns about to the increase in the precept. This was covered in Agenda item 019-18 above</p> <p>A parishioner asked why the 2018/19 budget included a pension for the clerk. Employers are required to offer employees a pension and the current clerk has opted to receive a pension.</p> <p>Another parishioner wanted to draw attention to the Speed Watch Group that used to carry out speed watch checks during the Goodwood Breakfast meetings. This was noted and DH informed the parishioner that a new Speed Awareness group is being set up. The</p>	

SINGLETON PARISH COUNCIL

same parishioner also wanted it noted that the war memorial should not be moved as it could be damaged as a result of a move and that it only needs to be cleaned.

023-18

AGENDA ITEM 7 – Review and update Members’ Responsibilities – current responsibilities

The councillor responsibilities were reviewed and updated as follows:-

Name	Responsibility	Name	Responsibility
Cllr Rachel Castagne	<ul style="list-style-type: none"> • Levin Down Sussex Wildlife trust liaison • SDNP Liaison • Closed cemetery 	Cllr Diana Parish	<ul style="list-style-type: none"> • Notice Boards • Pond • Roads/Pavements/potholes
Cllr Nick Conway	<ul style="list-style-type: none"> • Winter Snow Management • Lavant Valley Partnership • Policy Review 	Cllr Diane Snow	<ul style="list-style-type: none"> • Planning Committee Chair • Henry Smiths Charity • West Sussex Wildlife Trust liaison • Closed Cemetery • pond
Cllr John Elliott	<ul style="list-style-type: none"> • Tree Warden • Henry Smiths Charity • Finance (including funding) 	Cllr Jon Ward	<ul style="list-style-type: none"> • Southern Water liaison • Goodwood liaison • Hyde Liaison • BABA27 Liaison • GDPR • Finance (including funding)
Cllr Deborah Harwood	<ul style="list-style-type: none"> • Noticeboards • Defibrillator (weekly & monthly checks) • Policy review 	Cllr Julia Wilder	<ul style="list-style-type: none"> • Henry Smiths Charity • SDNP Wildlife liaison
Cllr Brett Munden	<ul style="list-style-type: none"> • Playground (Health & Safety) • Jubilee Gardens • Flag Pole • Policy review 		

All members of the Parish Council are members of the Planning committee

The clerk will prepare a Health & Safety form for the Playground, Pond, Closed Cemetery and the Jubilee Gardens and a reporting cycle schedule.

Clerk

024-18

AGENDA ITEM 8 - General Data Protection Regulation (GDPR)

JWa and the Clerk attended a GDPR seminar in February run by SALC. The clerk circulated a briefing note to the councillors about the seminar. It was agreed that a GDPR working group would be set up – JWa, NC and the clerk. The Clerk would draft a working paper on the first key decision – appointing a company to carry out the required data audit, provide necessary draft policies and carry out the role of the external data protection officer.

Clerk

SINGLETON PARISH COUNCIL

<p>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.</p>	<p>Clerk</p>
<p><u>025-18</u></p> <p>AGENDA ITEM 9 – Policy Review</p> <p>a) <i>annual schedule for Standing Orders, & Financial regulations review</i></p> <p>It is a requirement that both the Standing orders and the Financial regulations should be reviewed annually. This needs to be factored into the Parish Council meeting yearly cycle. It was PROPOSED one review will take place in July and one in March every year. It was AGREED that Standing Orders will be reviewed in July and Financial Regulations in March each year.</p> <p>a) <i>To discuss schedule to review Code of Conduct policy</i></p> <p>This policy does not need to be reviewed annually but should be reviewed on a regular basis. It was AGREED that Code of Conduct will be reviewed in September 2018</p>	<p>JULY 18 meeting</p> <p>MARCH 19 meeting</p> <p>SEPT 18 meeting</p>
<p><u>026-18</u></p> <p>AGENDA ITEM 10 – Village Maintenance</p> <p>a) <i>Public Rights of Way – Review of Issues to report to Local Access Ranger</i></p> <p>The clerk and Chairman have received the WSCC report on the work carried out in 2017 and the surface vegetation clearance programme for July & August this year. A list of paths has been listed in the programme. The next inspection is September 2018. Councillors were requested to inform the clerk of any issues prior to the inspection.</p> <p>b) <i>Playground Inspection</i></p> <p>The Clerk has circulated the report from the Playground Inspection Company. The only immediate item is the removal of the rubbish bin. BM to remove.</p> <p>It was AGREED that the Parish Council will continue to use the Playground Inspection Company going forward. The Clerk will inform the Playground Inspection Company.</p>	<p>Sept 18</p> <p>BM</p> <p>Clerk</p>
<p><u>027-18</u></p> <p>AGENDA ITEM 11 – Update on on-going matters not covered elsewhere</p> <p>a) <i>Defibrillator update</i></p> <p>i) <u>defibrillator demonstration</u></p> <p>DS reported to the councillors that the defibrillator demonstration in February was extremely useful in order to understand the necessary steps in an emergency where a defibrillator needs to be used. The evening was quite well attended by villagers.</p> <p>ii) <u>Defibrillator checks</u></p> <p>DH has carried out the required checks and has completed the Community Heartbeat Trust Governance forms online. The Clerk was emailed the most recent weekly report dated 17/3/18.</p> <p>iii) <u>Defibrillator Charlton</u></p> <p>It was AGREED that the clerk investigate funding for a defibrillator in Charlton. Clerk to report back in July.</p> <p>b) <i>Chichester Bypass update</i></p> <p>JWa circulated briefing Note to Councillors prior to the meeting on background of the BABA27 Group set up by WSCC and reported on the recent BABAA27 meeting and the 3 options were presented by the Highways Consultants at the meeting.</p>	<p>Ongoing</p> <p>July 18 meeting</p>

SINGLETON PARISH COUNCIL

<p>c) Hyde Liaison meeting No meeting has taken place since the last Parish Council meeting</p> <p>d) Meetings attended i) BABA27meeting on 15th March 2018. – see report under b) above ii) CLC Meeting – Jwa attended</p> <p>e) Upcoming meetings i) Goodwood Liaison meeting – 22 March – Jwa to attend ii) All Parishes Meeting – 30^h April East Pallant House, Chichester 7pm – DH and JWa to attend</p> <p>f) Consultations i) It's Your Water Too - Consultation on Southern Water's next business plan - JWa to review and submit a response</p>	<p>JWa DH/JWa JWa</p>
<p><u>028-18</u></p> <p>AGENDA ITEM 12 –Village Matters for discussion</p> <p>a) Emergency Plan – Emergency equipment DH had requested this Agenda item. DH's points:-</p> <ul style="list-style-type: none"> • emergency equipment storage - centralise both Singleton Flood Action Group (SFAG) and Parish Council equipment. • access and keys - the need for a key box • no more duplication of equipment. <p>Due to Parish Council insurance policy it is necessary to house the emergency equipment of both groups separately, however DH will look into the costing of a second shed to be placed next to the SFAG behind the Village hall. There is £1,457.32 in a ringfenced reserve for emergency equipment that can be used for this purpose. (See 029-18 Agenda item 13g) iii below). BM will buy and secure a key box to house the shed keys.</p> <p>b) Lavant Valley Update from Southern Water Southern water have provided the Parish Council with regular updates about the tankers deployed over the last few months in Singleton. JWa also provided an update.</p> <p>c) State of the River Lavant Based on the events in and around the River Lavant over the last few years. It was PROPOSED by Jwa to send a letter to CDC – Diane Shepherd (CEO) & Andrew Frost (Head of Planning). The draft letter was circulated to the Parish Councillors prior to the meeting. The letter highlights the environmental issues and have requested that CDC establish a community led project to clean up the river. A vote was taken. The vote to send the letter was unanimous. The Clerk will send the letter before the CDC All Parishes Meeting on 30th April.</p> <p>d) Singleton War Memorial Following the publication of the draft minutes on the website, Mr Packer contacted the clerk stating that the report from JE on the PCC's views on the project to move the war memorial were inaccurate. Mr Packer asked that the minutes be changed, however the clerk informed Mr Packer that he minutes must reflect what was reported at the meeting. Mr Packer therefore asked for an opportunity to correct the record at the March meeting.</p> <p>The following statement, agreed by both Mr Packer and to Reverend Robinson was read out at the meeting;</p>	<p>DH BM Clerk</p>

SINGLETON PARISH COUNCIL

"Following Mr Packer's attendance at the last meeting in December 2017, he wrote to the clerk to seek permission to give a presentation at the next Parish Council Meeting (January) on the concept of relocating the War Memorial to a more prominent position. Unfortunately, due to the recent handover, the new clerk was not aware of the letter Mr Packer wrote and this was not actioned. Mr Packer has been seeking the opportunity to give a presentation for over a year and has also stated he is fully aware this is a sensitive subject, requires support from numerous organisations and that the PCC are the first step in the process of giving permission for relocation of the War Memorial. If they (the PCC) agree, then Mr Packer would request the opportunity of giving a presentation to seek permission from the Parish Council (together (as part of the process) with the backing of the RBL, relevant planning authority and residents) to consider relocation to the Village Pond Green beside the Flag Pole. Mr Packer has met with Reverend Robinson to seek an audience with the PCC and once a decision has been made, will inform the Parish Council of the outcome. If the decision is positive, the Parish Council will arrange a date for his presentation at the earliest opportunity. "

The Clerk reminded the Parish Council that the statutory powers of a parish council only allow for the upkeep of a war memorial and do not include the moving of a war memorial.

029-18 - AGENDA ITEM 13- FINANCE

a) Accounts for the period ended 28 February 2018

The Clerk circulated the accounts for period ended 28th February 2018 prior to the meeting together with a cashflow forecast until the year end. As a result of the points raised below there is a need to transfer £1,132.48 from the savings account to cover the remaining payments to be paid before the year end.

The accounts for the period ended 28th February 2018 were **PROPOSED** by RC and **SECONDED** by JE.

b) Quarterly Review and approval of the accounts and bank reconciliations Quarter ended 30 June 2017, 30 September 2017, 31 December 2017

Under the new Annual return requirements for 2017/18 onwards, the Bank reconciliation should be presented to the Parish Council meeting on a quarterly basis. The Bank reconciliations must be approved by the Parish Council and the bank reconciliations and bank statements must be signed by a Parish Councillor who is not, or has not, be involved in the preparation of the accounts in the Financial year or who is not a signatory. This has not been done to date. The Bank reconciliations for 30 June 2017, 30 September 2017, 31 December 2017, and 31 January 2018 required approval at the meeting and were circulated to the councillors prior to the meeting. The approval of the bank reconciliations for the periods mentioned above was **PROPOSED** by JWa and **SECONDED** by DP. DP then signed the bank reconciliations and the bank statements.

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

Invoices PAID

Invoice Date	Date Paid	Payee	Details	Cost	Approved by
17/7/17	14/3/18	Valley Diary	Annual article subscription	£150.00	Approved by 5 out of 9 councillors via email. 4 did not respond
19/2/18	14/3/18	The Playground Inspection Company	Annual inspection	£78.00	Chairman Via email 28/2/18
28/2/18	14/3/18	WSCC	Payroll services 1 st October 17 to 31 March 2018	£44.21	Approved at the March 2018 meeting
2/2/18	14/3/18	WSCC	Clerk payroll - January 2018	£681.66	Approved at the March 2018 meeting
25/1/18	14/3/18	SSALC Ltd	GDPR seminar - Jon Ward	£57.60	Approved at the March 2018 meeting

SINGLETON PARISH COUNCIL

Invoices to pay following the meeting

Invoice Date	Payee	Details	Cost	Approved by
18/3/18	Clerk	Expenses – mileage (17/1/18-18/3/18) & printer cartridge & Home office allowance (March & April 18)	£137.82	Approved at the March 2018 meeting
14/3/18	WSCC	Clerk payroll – February 2018	£704.38	Approved at the March 2018 meeting
23/11/17	The Valley Parish – Parish of East Dean, Singleton & West Dean	Rent of the Glebe Field Singleton	£100	Approved at the March 2018 meeting
23/11/17	The Valley Parish – Parish of East Dean, Singleton & West Dean	Cutting of Grass at St Mary's Church – S.137 donation	£1056.00	Approved at the March 2018 meeting
		Transfer from Singleton Parish Council Savings account to the current account to cover payments to the year end	£1,132.48	Approved at the March 2018 meeting

The payments were **PROPOSED** by JWa and **SECONDED** by JE. The payments were approved.

d) Grant applications status

i) Transparency Code

The clerk has submitted a claim to SALC 2017-18 for the monthly costs for the clerk to comply with The Transparency Code totaling £532.80. The claim was successful and on 16th March £532.80 was paid into the bank account.

ii) Igas

Following the last Parish Council meeting, the parish council were informed that the Village Hall Committee were also applying for an Igas grant this year. The Clerk checked with Igas and was informed that it was preferable for only one application per area. As the Village Hall committee had already submitted their grant application, it was agreed, via email, that the Parish Council would not apply this year. The Village Hall Committee have acknowledged that the Parish Council have not applied and going forward the two parties will check when applying for grants to ensure the village stands the best chance for obtaining a grant. For 2018/19 the Parish Council will make an Igas grant application.

iii) Calor Gas Fund –

Funding is available for small projects. The Village Hall is aware of the fund and, given the above, are waiting to hear if the Parish Council wish to make an application. It was **AGREED** that the Parish Council would apply for a grant to replace the seesaw in the playground. JWa, JE and BM to obtain quotes for the application.

e) Appointment on internal auditor

It was **AGREED** that Rachel Hall would continue to carry out the internal Audit for the 2017/18 accounts.

f) Insurance policy update

The Clerk has contacted Came & Co to add the 3 new benches. While checking the asset register to the insurance policy the clerk noticed that items purchased since 2016 had not been added including the defibrillator and other emergency equipment. These items, together with the bench and new printer have been added to the policy.

**BM/JWa
/JE**

SINGLETON PARISH COUNCIL

g) Any other financial issues

i. Basis for setting the 2018/19 budget

Following the last Parish Council meeting where the budget and the precept for 2018/19 were approved, the new clerk discovered that budget discussions and agreement were based on the agreed budget figures for 2016/17 and not the actual final audited account figures. The budget papers used at the November 2017 and January 2018 were not a true reflection of actual expenditure in 2016/17. The new clerk also discovered that the for 2017/18 figures between 1/4/17 to 1/9/17 had not be input correctly into the spreadsheet by the acting clerk at that time. The Locum clerk between September 2017 and January 2018 had assumed the accounts were correct. This meant that the actual and estimated amounts for 2017/18 were not an accurate basis for the budget. The new clerk informed the councillors of her findings on 24 January. However, no further action could be taken as the deadline for submitting the 2018/19 precept had passed and had already been submitted by the clerk. Going forward, the clerk will produce accounts for each Parish Council meeting showing variances with the budget and the projected end of year position.

ii. Cemetery Work Project

During the reworking of the accounts above, the clerk was able to determine the Parish Council's position in respect of the grants received and money spent on projects. As there has been concern raised by parishioners about the money spent on the cemetery project the clerk can summarise the income v expenditure of the project:-

SUMMARY RE CEMETERY PROJECT	
Total grants / donations for Cemetery Work	£ 12,150.00
Cost of cemetery work 2016/17	£ 8,334.54
Cost of cemetery work 2017/18	£ 4,178.18
	£ 12,512.72
	Overspend -£ 362.72

iii. SSEPD - Resilience Community Grant – Ringfenced reserve

In 2015-16 the parish council were awarded a grant for £6611. for 2017/18 the ringfence reserve was £4305.44. JWa suggested to the clerk investigate the ringfenced funds set aside for the emergency equipment. AS he was concerned about the level of funds still in the ringfenced reserve. The clerk located the original application for the funding and reviewed the accounts since the funds were received in 2015/16. Not all the emergency equipment purchases had been paid from the ringfenced reserve. As a result, the clerk reported that the general reserve has now increased by £3,232.38. The General reserve is now just over 50% of the precept (the recommended level of reserves by SALC). There is still £1,457.32 ringfenced for emergency equipment. As stated above (see 028-18 Agenda item 12 a) above).

030-18

AGENDA ITEM 14 - Planning

a) To consider the planning applications detailed below:

SINGLETON PARISH COUNCIL

New Planning applications

Reference	Property	Details	Planning Officer	Comment Deadline	SPC comments Approved by	SPC Comments Submitted
SDNP/18/00097 /HOUS	Charlton End, East Dean Lane, Charlton	Proposed internal and external alterations to existing dwelling	Beverley Stubbington	14/2/18	7 out of 9 Councillors approved proposed comments via email 12/2/18. 2 councillors did not respond	SUPPORT
SDNP/18/00098 /LIS	Charlton End, East Dean Lane, Charlton	Proposed internal and external alterations to existing dwelling	Beverley Stubbington	14/2/18	7 out of 9 Councillors approved proposed comments via email 12/2/18. 2 councillors did not respond	SUPPORT
SDNP/18/00313 /TCA	The Old Post Office, Singleton	To reduce one Yew Tree by 5 Metres and the crown by 15%	Henry Whitby	19/3/18	The majority of the parish planning committee had no objection	No Objection
SDNP/18/00852 /TCA	Land South of The Fox Goes Free, East Dean Lane, Charlton	Notification of intention to reduce the height and north sector by 3m, reduce south and west sectors by 2m and east sector by 4m (maximum crown reduction of 30% and to even up the crown) on 1 no. Holm Oak tree (T1).	Henry Whitby	27/3/18	Comments agreed at the PC meeting on 21/3/18	Object Disapprove of the amount to be removed and request Mr Whitby arrange an appointment to view the tree with the Parish Council Chairman, Mr John Elliott whom is the Parish Council Planning Tree consultant.

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

Decisions

Reference	Property	Details	Planning Officer	Decision date	Decision
SDNP/17/06228/TCA	Crouchers	Tree work	Henry Whitby	24/1/18	Raise no Objection
	Iris				No further
SDNP/17/00500/LB	Cottage, Singleton	Mortar work	Enforcement	13/3/18	action

Iris Cottage – CDC comments

The clerk emailed the following comments received from CDC concluding that no further action should be taken as the works carried out to date have addressed the discolouration of the mortar.

The Parish Council strongly disagree with this conclusion and agreed at send a letter to SDNP Enforcement requesting a further inspection by a heritage officer in order to prepare a technical update. Based on the technical update, the Parish Council can then re-evaluate their position and take a vote on the course of action. The letter will be drafted by the DS and the clerk and presented to the next Planning Committee meeting for approval.

**DS/
Clerk**

SINGLETON PARISH COUNCIL

<p>c) Other planning matters</p> <p>i. <u>Noise issue from Aerodrome and motor Circuit</u> Jwa proposed to send a letter to CDC to highlight the ongoing noise pollution the Lavant Valley has to tolerate on frequent basis. A vote was taken and the vote was not in favour of sending the letter.</p> <p>ii. <u>Centurion Way Path - Phase 2 - West Dean to South Downs Way</u> DS reported on the meeting with Nigel James from SDNP. The next step is the public consultation stage.</p> <p>iii. <u>Re-roofing 19 & 20 Charlton, Goodwood Estate</u> The Estate is intending to carry out some re-roofing works to 19 & 20 Charlton in April. Goodwood wanted to seek the Parish Council views and approval for the tiles they are intending to use. Goodwood are trying to improve the housing stock and ensure that no structural damage occurs to their buildings. A sample tile had been provided by Goodwood. The same tile was used in 2017 for the re-roofing of 27&28 East Dean. The Parish Council had no objections to the type of tile. Goodwood to be informed.</p> <p>h) <u>Draft Village Design Statement</u> SDNP have responded to the submission of the draft Village Design Statement. The email was circulated to the councillors prior to the meeting. Although it was recognised that considerable research and work by local volunteers has gone into the preparation of the draft VDS, the current draft does not meet the scope of a VDS and includes multiple references to exception housing, housing sites and housing need that cannot be addressed through a VDS. The primary focus of a VDS is to influence the design of future development and whilst the current draft contains some useful description of the existing built character in Singleton, the overall document would not be suitable for adoption as a Supplementary Planning Document (SPD).</p> <p>SDNP are currently reviewing their guidance on preparing VDS to incorporate a landscape-led approach appropriate for the South Downs National Park. This guidance may be available by the summer.</p> <p>SDNP would like to, subject to resource availability, work with the Parish Council to get the current draft into a format that would be ready for the consultation preceding adoption.</p> <p>DS was disappointed with this response. DS had tried to obtain advice from SDNP during the period the draft VDS was being prepared but her calls and emails were left unanswered. The comments of the email were noted and will wait to hear back from SDNP.</p>	<p>DS/Clerk</p>
<p><u>031-18</u></p> <p>AGENDA ITEM 15- Correspondence, invitations & meetings</p> <p>a) <u>Correspondence</u></p> <p>The Clerk has circulated newsletters, bulletins and other regular publications via email since the last meeting. Correspondence that needs to be noted.</p> <ul style="list-style-type: none"> Freedom of Information request - received on 6/3/18 and a subsequent request on 17/3/18. The clerk has dealt with both requests. 	
<p><u>032-18</u></p> <p>AGENDA ITEM 16 - Agenda items for Future Meetings</p> <p>a) <u>The Leys Signage</u></p> <p>b) <u>The Leys car parking issue</u></p> <p>c) <u>School parking issue</u></p>	

SINGLETON PARISH COUNCIL

d) <i>Goodwood Liaison meeting</i>	
<p><u>033-18</u></p> <p>AGENDA ITEM 17 - Date for the Annual Parish Meeting</p> <p>It was AGREED to change the date to Wednesday 25th April so that it is held on a separate date to the Annual Parish Council Meeting being held on 16th May 2018.</p>	
<p><u>034-18</u></p> <p>AGENDA ITEM 18 - Dates of Next Meeting: WEDNESDAY 16st MAY 2018 in Singleton Village Hall at 7pm</p> <p>The meeting ended at 21.42 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>	