

SINGLETON PARISH COUNCIL

**APPROVED Minutes of the ANNUAL Parish Council Meeting held at 7pm
on Wednesday 16th May 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), Cllr John McDonald (JM) & Cllr Adrian Taylor (AT)</p> <p>Cllrs Jeremy Hunt (WSCC), Henry Potter (CDC) and 7 members of the public also attended.</p>	
<p><u>035-18</u></p> <p>AGENDA ITEM 1 - To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office</p> <p>The RESOLUTION to elect John Elliott as Chairman was PROPOSED by Jwa and SECONDED by JW. (6 Councillors voted. 4 for and 2 abstained). JE was duly elected. JE then signed the Declaration of Acceptance of Office.</p>	
<p><u>036-18</u></p> <p>AGENDA ITEM 2 - To elect the Vice-chair of the Council and to receive the Vice-chair's Declaration of Acceptance of Office</p> <p>The RESOLUTION to elect Jon Ward as Vice-chair was PROPOSED by JE and SECONDED by DP. (6 Councillors voted. 5 for and 1 abstained). Jwa was duly elected. Jwa then signed the Declaration of Acceptance of Office.</p>	
<p><u>037-18</u> AGENDA ITEM 3 - APOLOGIES FOR ABSENCE - None</p>	
<p><u>038-18 - AGENDA ITEM 4 - DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</u></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 – Members Interests :</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><i><u>Agenda item 16 – 50-18c) The Leys car parking – Declaration of Members Interests</u></i></p> <p>Deborah Harwood Diane Snow Julia Wilder</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p><u>039-18 - AGENDA ITEM 5 – MINUTES – 23rd March 2018</u></p> <p>It was Resolved that the minutes of the meeting held on 23rd March 2018 were agreed and signed by the Chairman as a true record. The motion was PROPOSED by DS and SECONDED by DH. The vote was unanimous.</p>	

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040-18

AGENDA ITEM 6 – Co-option of Two New Parish Councillors

Since the last meeting two Parish Councillors had resigned, Brett Munden and Nick Conway.

Nick Conway and Brett Munden were thanked for all their help while on the Parish Council.

The clerk informed the meeting that CDC had confirmed that following the publication of the two vacancies on the Parish Council, elections were not required for the positions and the Parish Council could now co-opt 2 new Parish Councillors. Prior to the meeting the Clerk reported that two eligible Parish residents had expressed an interest in being co-opted onto the Council, John McDonald and Adrian Taylor. The clerk had circulated a statement from each of the two applicants giving reasons why they wanted to join the Parish Council.

In accordance with the Council's Co-option Policy, the Chairman asked John McDonald and Adrian Taylor if they wished to add any further comments.

JW **PROPOSED** that both John McDonald and Adrian Taylor be co-opted onto the Parish Council. The motion was **SECONDED** by DH. (7 Councillors voted. Unanimous vote to pass resolution).

The Clerk issued Declaration of Acceptance of Office forms to the applicants, who duly signed them, following which the Chairman congratulated them and welcomed them to the Parish Council. Adrian Taylor and John McDonald took their seats on the Parish Council.

From this point on the full Parish Council was present, namely Cllr John Elliott (Chairman), Cllr Rachel Castagne, Cllr Deborah Harwood, Cllr John McDonald, Cllr Diana Parish, Cllr Diane Snow, Cllr Adrian Taylor, Cllr Jon Ward, Cllr Julia Wilder.

041-18

AGENDA ITEM 7 – Councillor Roles and 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"> • Pond • Roads/Pavements/ potholes
Cllr Adrian Taylor	<ul style="list-style-type: none"> • Playground (Health & Safety) • 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 • Closed Cemetery • pond

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<p>Cllr John McDonald</p>	<ul style="list-style-type: none"> • Jubilee Gardens • Policy review 			
<p>All members of the Parish Council are members of the Planning committee</p>				
<p>Nick Conway has agreed to continue to co-ordinate the Winter Snow Management programme which required.</p>				
<p>JM agreed to contact the Mr Malcom Scott to see if he would be prepared to take over the flag pole responsibilities.</p>				
<p>The clerk will prepare a Health & Safety form for the Playground, Pond, Closed Cemetery and the Jubilee Gardens and a reporting cycle schedule.</p>				
JM				
Clerk				
042-18				
AGENDA ITEM 8 – Councillors Appointments to outside Bodies – – This should be reviewed annually and is covered by Agenda item 7 above				
043-18				
AGENDA ITEM 9 – Public Open Forum - 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.				
<p>a) <u>Election of councillors</u> A parishioner asked how often the Chairman and vice-Chair are voted in by the Parish Council. The clerk confirmed this is an annual appointment and the vote takes place at the Annual Parish Council Meeting in May. The parishioner then asked the time limit on the length of service of a parish councillor. The Clerk reported that there is no time limit for the length of service. If at the next election in May 2019, only 9 people stand, either current councillors or other parishioners, then those who put themselves forward will be “elected” onto the Parish Councillor. An election will take place if more than 9 parishioners put themselves forward. There would be a cost to the Parish Council is an election is held.</p>				
<p>b) <u>Potholes – The Leys</u> A parishioner complained about the potholes around The Leys. The parishioner was invited to report the potholes to WSCC on the Love West Sussex app. This is the fastest way to get potholes reported and repaired.</p>				
<p>c) <u>Grass Verge in Charlton</u> – email received from a parishioner. A section of the verge around the Village noticeboard to the corner of the main road is always left uncut. It is unsightly and obstructs access/visibility. JE to speak to the contactor to include in the work schedule.</p>				
JE				
044-18				
AGENDA ITEM 10 – Velo South cycle race Sunday 23rd September 2018				
<p>JWa reported that there is a lot of ill feeling amongst parishioners about the way in which Velo South has been organised and communicated. This year it is too late to change the route or road closures, however if it happens again, the Parish Council would like to be involved at the planning stage to ensure lessons have been learnt from the poor planning for this year’s event – specifically preventing communities from moving freely in and out of their village during the event. Cllr Hunt answered questions about the event. After the event this year WSCC will review the event before making any decision about the event taking place in 2019.</p>				
045-18 AGENDA ITEM 11 - County Councillor Report - Mr Jeremy Hunt, Chichester North Division – WSCC				

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- a) Build a Better A27 (BABA27) Group will have their final meeting on 18th May.
- b) The new crowd funding website is up and running. The company that set up the platform were paid £30,000 and will receive a 5% admin fee.

There were no public questions.

046-18 AGENDA ITEM 12 – District Councillor Report - Mr Henry Potter, Boxgrove Ward

The Southern Gateway Project is beginning to evolve with the best news of all, a bridge! Initially discounted due to projected costs, mention is now made of a bridge over the Railway in Basin Road and closure of the crossing adjacent to the Station.

The District Council Overview and Scrutiny Committee met yesterday (Tuesday 15th) and received a report on Community Safety. This is a study which under law, all Councils must scrutinise. It's a lengthy report and can be found on the CDC website. Briefly though, burglary is showing an increase from both houses and outbuildings and there appear to be no particular patterns. Theft of vehicles remains fairly static but theft from vehicles has almost doubled, 94 in the third quarter of 2017, but much of this increase is attributed to two individuals who have now been apprehended and detained. There is a marked rise in anti social behaviour. However, with the permitted increase in the Police precept in order to recruit more police officers, we must hope to see a distinct improvement in these figures.

The Meeting of the Parishes and CDC on 30th April had a varied Agenda. Further promotion of the Councils Tidy Up campaign by Cllr. Roger Barrow, now affectionally known as Mr. Rubbish! But there have been some encouraging progress in this campaign. The ongoing GDPR was further explained by Nick Bennet, the Councils Legal Expert with the added reassurance that 'there is nothing to fear'. The promoters of the Velosouth 2018 made a brief presentation of the event planned for 23rd September this year, and I believe this is appearing to be very ill thought out event. If it goes ahead, it is going to bring an enormous amount of disruption throughout the District. The organisers are assuming a average speed, for young and old of 11mph which means road closures further along the route could be as long as 9 hours Harting, Funtington and Lavant for example. A small section of the A286 in Lavant will be closed for much of the day which may affect residents in the Lavant Valley! All Local Councillors, Parish and District are in receipt of a very searching letter from Cllr. Andrew Shaxson who, as Councillor for Harting, is very concerned about the manner in which this event has moved on rather like a steamroller. All of the presentations at the All Parishes Meeting are in slide form and can be found on the Parish website.

I had a meeting with the Duke of Richmond on Monday to discuss the proposal to part develop Manor Farm. The reason I asked for this meeting was as a result of the SDNPA expectation, under a duty to co-operate, that the District outside the Park accept as many as 42 dwellings which the Park have no space for in their emerging Local Management Plan. The Duke and Terrence O'zRourke had no knowledge of the presentation made to you a couple of years ago in which Jeremy Hills outlined the proposal. He could only suggest that His father, the late Duke, had promoted this plan. He added that there are currently no plans to develop any part of Manor Farm.

047-18 AGENDA ITEM 13 – General Data Protection Regulation (GDPR)

- a) **Data Audit & Data Protection Officer requirement** The draft legislation has been evolving over the last few months and only last week there was a new development. Town Councils, Parish Councils and Parish Meetings will be exempt from having a Data Protection Officer however still required to have a data Audit. Even though SALC and CDC still recommend that Parish Councils have a Data Protection Officer, the Parish Council has decided against appointing one and thereby saving the Parish Council £300 per annum. The Data Audit is taking place on 7th June.

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<p>b) <u>Parish Councillor email addresses</u> The clerk has been looking into setting up email addresses, however as the Parish Council use a free google website the cost of setting up 10+ emails is a costly exercise. There is also the way in which the emails are delivered to the councillors which will determine the cost. It was decided to defer a decision on emails until after the data audit.</p>	<p align="center">July meeting</p>
<p><u>048-18 AGENDA ITEM 14 – Village Maintenance</u></p> <p>a) <i>Dog Waste issue</i> - The Clerk has provided Cllrs Snow and Parish with a number of laminated posters emailed by CDC, however most of the posters put up have been taken down or damaged. JE to contact Works unit at CDC to obtain larger signs. A dog poo map was suggested to be placed on the website.</p> <p>b) <i>Village Noticeboard</i> – DH reported that this has now been repaired.</p> <p>c) <i>Playground: Replacement of seesaw</i> It was AGREED that the clerk will apply for the Calorgas Community Fund grant for two seesaws – and old fashion wooden seesaw for the older children and a Tractor Springy seesaw for the 2 to 6 year olds. This would require a grant application for the maximum £5,000 level. The clerk will obtain final quotes, including installation costs, and then make the application before the deadline on 21st May.</p> <p>d) <i>Roads update</i> - Cllr Parish has been busy reporting potholes and fence damage on the Love West Sussex App and keeping the clerk informed of all issues reported.</p> <p>e) <i>WSCC Salt Audit and Winter Management Plan</i> Nick Conway has confirmed the current number of Salt bags held at the Weald & Downland Museum and has agreed to continue to be the salt distributor if and when required for the foreseeable future.</p> <p>f) <i>Old Cemetery</i> – DS reported that JWi and DS have cut the grass themselves rather than using a contractor. Slow worms were recently discovered in the old cemetery.</p>	<p align="center">JE</p> <p align="center">AT/Clerk</p>
<p><u>049-18</u></p> <p>AGENDA ITEM 15 – Update on on-going matters not covered elsewhere</p> <ul style="list-style-type: none"> • <i>Defibrillator update</i> - DH to confirm that she has carried out the required checks and has completed the Community Heartbeat Trust Governance forms online. • <i>Village Hall Party Wall work</i> <p>As owners of the Village Hall, the Parish Council was contacted in April in relation to work on the Party Wall between the Village Hall and a neighbouring property. Via email, the Parish Council unanimously agreed that the Parish Council required a Party Wall Award and appointed CHIPS Surveyors Ltd (Specialist Surveyors for Listed & Historic Building Surveys). The fees will be picked up by the owner of the property carrying out the work.</p> <p>An inspection (recording the condition prior to the works commencing) has already taken place. The surveyor prepared a Schedule of Condition. This is used once the work is completed as a reference to confirm no damage has been caused or if damage has occurred, to determine the level of damage and how The Party Wall Award has been received by the Parish Council and it was AGREED that the Parish Council will make no Objections.</p> <ul style="list-style-type: none"> • Parish Council letter to CDC re River Lavant Diane Shepherd has acknowledged receipt and will discuss options with her Environmental Protection Team and either 	

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<p>Andrew Frost, Director for Planning & Environment or Alison Stevens, Divisional Manager for Environmental Protection.</p> <ul style="list-style-type: none"> • Joint Letter from Westhampnett and Singleton Parish Council to CDC re River Lavant and Noise issue A response was received from CDC on 15 May and circulated to the councillors. No further action to be taken. • Goodwood Liaison Committee– JWa had nothing to report. Next meeting in a week’s time • CDC All Parishes Meeting report – JE reported on the Annual Parish Meeting. Four presentations were made – Child Sexual Exploitation, GDPR Explained, Velo South and Against Litter Campaign. • Other Meetings attended - None • Upcoming meetings – SDNP Workshop for Parish Councils. JWa and DH to attend on 6th June. • Consultations <ul style="list-style-type: none"> • West Sussex County Council - Bus Strategy Consultation – Cllr Castagne agreed to review and submit comments. Deadline 6/6/18 • National Planning Policy Framework consultation – Cllr Snow reviewed and submitted comments. 	<p align="center">Jwa</p> <p align="center">Jwa/DH</p> <p align="center">RC</p>
<p>050-18 AGENDA ITEM 16 –Village Matters for discussion</p> <p>a) Emergency Equipment housing DH has identified a similar shed to the shed behind the Village Hall. It will cost approx. £170 including a combination lock. DH will look into using the electrical points in the village hall for the radio transmitters.</p> <p>b) The Leys Signage The clerk has contacted 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. To date the clerk has not had a response. The Clerk will follow this up before the meeting.</p> <p>c) The Leys car parking issue – deferred to July meeting</p> <p>d) School parking issue -- deferred to July meeting</p> <p>e) CDC Community Audit – To be completed by JE, Jwa and DS</p> <p>f) Goodwood Allotment on the Charlton Road availability <i>The clerk has been informed by Goodwood that an allotment plot will shortly be available on the Charlton Road. In case a resident is interested, the annual allotment fee is £85.00 and the allotment is quite sizeable to include a fruit cage and shed. There is no water however so all water needs to be collected in butts.</i></p>	<p align="center">DH</p> <p align="center">Clerk</p> <p align="center">July Meeting</p> <p align="center">July Meeting</p> <p align="center">JE/JWa/DS</p>
<p>51-18 - AGENDA ITEM 17– FINANCE</p> <p>a) Internal Auditor’s report The Internal Audit report prepared by Hall & Co was received by the Parish Council and it’s contents noted. It was Agreed that Hall & Co will be continue as the Parish Council’s internal Auditor for 2018/19.</p>	

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b) 2017/18 Annual Governance Statement

The **RESOLUTION** to **APPROVE** the Annual Return - 2017/18 Annual Governance Statement the was **PROPOSED** by DP and **SECONDED** by DS. The motion was carried. The Annual Governance Statement for 2017/18 was then signed by the Chairman and the clerk.

c) Approval of the Accounts and the Bank reconciliation for the year 31 March 2018

The **RESOLUTION** to **APPROVE** the Income & Expenditure Account Summary Year ended 31 March 2018 the was **PROPOSED** by JE and **SECONDED** by DH. The motion was carried.

d) 2017/18 Accounting Statements

The **RESOLUTION** to **APPROVE** the Annual Return - 2017/18 Accounting Statements the was **PROPOSED** by JE and **SECONDED** by DP. The motion was carried. The Accounting Statement for 2017/18 was then signed by the Chairman.

e) 2017/18 Certificate of Exemption from a Limited Assurance Review under Section 9 of the Local Audit (smaller Authorities) Regulations 2105

The **RESOLUTION** - to CERTIFY that the Parish Council is EXEMPT to have a limited assurance review under Section 9 of the Local Audit (smaller Authorities) Regulations 2105, and therefore will not submit an Annual Governance and Accountability Return to the External Auditor - was **PROPOSED** by DH and **SECONDED** by DP. The motion was carried. The Certificate of Exemption for 2017/18 was then signed by the Responsible Financial Officer and the Chairman.

f) Review of expenditure v budget, approval of the Accounts and bank reconciliations for the period ended 30 April 2018

The **RESOLUTION** to **APPROVE** the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 April 2018 the was **PROPOSED** by DP and **SECONDED** by DH. The motion was carried. DH signed the bank reconciliations and the bank statements for the period ended 30 April 2018.

g) Payments for consideration

i) Invoices paid and to be approved – No invoices paid since the last meeting requiring approval

ii) Invoices approved at meeting

Invoice Date	Payee	Details	Cost
29/3/18	WSCC	Clerk payroll – March 2018	£704.38
31/3/18	CDC	Waste collection 1/4/17 to 31/3/18	£245.22
31/3/18	Singleton Village Hall	Hall hire 10/5/17 to 21/3/18	£90.00
1/4/18	WSALC Ltd	WSALC & NALC Subscription 2018/19	£148.96
5/5/18	R.S.Hall & Co	Internal Audit 2017/19	£150.00
29/3/18	WSCC	Clerk payroll – April 2018	£938.06
15/5/18	Clerk	Expenses – mileage (19/3/18-13/5/18) & printer cartridge & Home office allowance (May & June18), Microsoft 365 annual subscription	£191.71

The **RESOLUTION** to **APPROVE** the above payments was **PROPOSED** by RC and **SECONDED** by DH. The motion was carried.

h) Grant applications status

- Calor Gas Fund – See 48-18 c) above.
- Armed Forces Small Grant Scheme - There but Not There – It was decided not to apply for this grant.

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i) Any other financial issues

I) Clerk Salary Scale 2018/19

NALC have issued the scale awards for 2018/19. The clerks scale LC2-32 hourly rate for 2018/19 has been increased with effect from 1st April 2018. Approval needed for the chairman to sign off the WSCC Employee Clerk Variation form for the increase in the hourly rate.

The **RESOLUTION** to **APPROVE** the clerk’s salary scale increase was **PROPOSED** by JE and **SECONDED** by RC. The motion was carried.

II) Monthly WSCC Salary Invoice

The **RESOLUTION** to **ALLOW** the clerk to pay the WSCC monthly salary electronically in the month when there is not a Parish Council meeting, to avoid red demand letters from WSCC due to a strict 30 day payment policy, was **PROPOSED** by JM and **SECONDED** by DH. The motion was carried.

III) VAT refund claim 2017/18

Now that the internal audit has been signed off the VAT claim for 2017/18 will be made.

IV) LGPS Discretions Policy – Review

The Clerk Pension Provider requires that the Local Government Pension Scheme (LGPS) Discretions Policy is reviewed annual. Going forward this will be done at the March meeting as confirmation that the policy has been reviewed needs to be received by the Pension provider at the end of April each year. This year the Parish Council has an extension as the requirement notification was received after the last meeting. The revised policy was circulated to the councillors prior to the meeting. The **RESOLUTION** to **APPROVE** the updated LGPS Discretions Policy was **PROPOSED** by JWi and **SECONDED** by DS. The motion was carried.

March 2019 meeting

052-18 AGENDA ITEM 18 - Planning

a) planning applications considered since the last meeting – see APPENDIX A

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

Decisions

Reference	Property	Details	Planning Officer	Decision date	Decision
SDNP/18/00097/HOUS	Charlton End, East Dean Lane, Charlton	internal and external alterations to existing dwelling	Beverley Stubbington	11/4/18	Approved
SDNP/18/00098/LIS	Charlton End, East Dean Lane, Charlton	internal and external alterations to existing dwelling	Beverley Stubbington	11/4/18	Approved
SDNP/18/00313/TCA	The Old Post Office, Singleton	Tree work	Henry Whitby	19/3/18	Raise No Objection
SDNP/18/00852/TCA	Land South of The Fox Goes Free, East Dean Lane, Charlton	Tree work	Henry Whitby	26/3/18	Raise No Objection
SDNP/18/01585/TCA	17 Knights Hill Charlton Singleton	Tree work	Oliver Brown	20/4/18	Raise No Objection
SDNP/18/01744/TCA	3 - 4 Grooms Yard A286 The Grove to Cobblers Row Singleton	Tree work	Henry Whitby	4/5/18	Raised No Objection

c) Other planning matters

- i) **SALC – Planning Protocol** – This has been received and circulated to the Parish Councillors

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<p>ii) Planning Committee Minutes – 11th April 2018 It was Resolved that the minutes of the Planning Committee meeting held on 11th April 2018 were agreed and signed by the Chairman as a true record. The motion was PROPOSED by DP and SECONDED by JWi. The vote was unanimous.</p> <p>i) <u>Iris Cottage, Singleton - Enforcement request</u> The Letter approved by the Planning Committee on 11th April was sent to SDNP on 17th April. A response has now been received. The contents noted and the Parish Council will take no further action.</p>	
<p><u>053-18 AGENDA ITEM 19- Correspondence, invitations & meetings</u></p> <p>a) Correspondence 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"> • NALC have issued updated Standing Orders – These will be incorporated into the Singleton Standing Orders when they are reviewed at the July 2018 Parish Council meeting. • 2018 Operation Watershed Active Communities Fund Continues • Travellers on the move in the Chichester area • South Downs National Park Authority has submitted their local plan to the Secretary of State for examination. 	<p>July 2018 meeting</p>
<p><u>054-18 AGENDA ITEM 20 - Agenda items for Future Meetings</u></p> <ul style="list-style-type: none"> a) The Leys Signage b) The Leys car parking issue c) School parking issue d) annual Review for Standing Orders e) Defibrillator Charlton f) Asset Status review/ Risk Assessment g) Emergency Plan 	
<p><u>055-18 AGENDA ITEM 21 - Dates of Next Meeting:</u> The meeting date for July has been changed to TUESDAY 10th JULY 2018 in Singleton Village Hall at 7pm The meeting ended at 21.20 hrs.</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting</p> <p>Signed: JOHN ELLIOTT Name & Position: CHAIRMAN Date: 10/7/18</p>	

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APPENDIX A - New Planning applications

Reference	Property	Details	Planning Officer	SPC comments Approved by	SPC Comments Submitted
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	Planning Committee 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.
SDNP/18/01016/FUL	Goodwood Racecourse	Proposed installation of external TV screen on retractable mounting	Charlotte Cranmer	Planning Committee on 11/4/18	SUPPORT (submitted 12/4/18)
SDNP/18/01390/FUL	Sunnyhurst Paddock Lane Singleton	Demolition of existing dwelling and replacement with 1 no. four-bedroom cottage	Beverley Stubbington	Planning Committee on 11/4/18 & email correspondence following meeting. 6 out of 7 Agreed with comments submitted. One councillor did not respond	Comments submitted – see below *
SDNP/18/01585/TCA	17 Knights Hill Charlton Singleton	Notification of intention to crown reduce 1 no. Copper Beech tree by 3m and to reduce Western sector of 1 no. Conifer tree by 1.5-2m	Oliver Brown	Planning Committee on 11/4/18	Raise No Objection (submitted 12/4/18)
SDNP/18/01744/TCA	3 - 4 Grooms Yard A286 The Grove to Cobblers Row Singleton	Proposal: Notification of intention to fell 1 no. Conifer tree.	Henry Whitby	Planning Committee on 11/4/18	Due to the possibility of nesting birds (The Wildlife & Countryside Act 1981) supports the felling of this tree this autumn. (Submitted 12/4/18)

* SDNP/18/01390/FUL – Sunnyhurst – comments submitted on 20/4/18 following an extension given by B Stubbington CDC Planning. At an open meeting of the Planning Committee 11th April 2018 a number of points were raised by an adjoining neighbour of the property to the architect. Since this date the architect has prepared new plans to address some of these items which as yet have not been made available to CDC/SDNP Planning. The items addressed by these plans are the removal of the toilet and skylights of the garage and by changing the garage door from one to two making two parking spaces in the garage. Also, moving the garage away from the boundary of the two properties which would have created a party boundary. However, this does not address the main concern of the committee, a guarantee that the footings/foundations of the garage be such that it would not displace the flow of the underground springs which cause flooding to the site and could cause flooding to nearby property if displaced. Displacement of the springs during a new build elsewhere in the Parish caused flooding to nearby properties where no flooding had occurred before. To fully support this application the Parish Council Planning Committee would ask that any footings/foundations be such as to not displace the natural flow of the springs. Although this may not be possible through planning - We also ask in good faith that an undertaking be made in perpetuity to ensure the garage cannot become living accommodation and that the house will always remain one dwelling due to the strong objection of extra traffic to the blind junction with the A286. We have been unable to determine the height of the main property as there is no relation to surrounding property in the plans. This is important as the build due to the springs and flooding stands a metre high on a brick platform next to National Trust land and would ask planning to take a look at this. Should all the above items be addressed the Singleton Parish Planning Committee would like to support this application.