

**SINGLETON PARISH COUNCIL**

**APPROVED Minutes of the Parish Council Meeting held at 7pm  
on Tuesday 10<sup>th</sup> July 2018 at Singleton Village Hall**

	<b>ACTION</b>
<p><b>PRESENT:</b> 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 John McDonald (JM) &amp; Cllr Adrian Taylor (AT)</p> <p>Henry Potter (HP CDC) and 4 members of the public also attended.</p>	
<p><b>056-18 AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b> - Cllr Rachel Castagne (RC) and Cllrs Jeremy Hunt (JH WSCC)</p>	
<p><b>057-18 - AGENDA ITEM 2 - DECLARATION OF INTERESTS/ DISPENSATION REQUESTS</b></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:            John Elliott (JE)– CDC District Councillor, Member of the Village Hall Committee, Member of the PCC            Di Parish (DP) - Member of the Village Hall Committee,            Deborah Harwood (DH)– Member of the Flood Action Group            Diane Snow (DS) – Works at Singleton Primary School</p> <p><i>Agenda item 16 – 68-18-13c) The Leys signage – Declaration of Members Interests</i>            Deborah Harwood            Diane Snow            Julia Wilder</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p><b>058-18 - AGENDA ITEM 3 – MINUTES OF THE ANNUAL PARISH MEETING – 25<sup>th</sup> APRIL 2018</b></p> <p>It was <b>Resolved</b> that the minutes of the meeting held on 25<sup>th</sup> April 2018 were agreed and signed by the Chairman as a true record. The motion was <b>PROPOSED</b> by DS and <b>SECONDED</b> by JWa. The vote was unanimous.</p>	
<p><b>059-18 - AGENDA ITEM 4 – MINUTES OF THE ANNUAL PARISH COUNCIL MEETING – 16<sup>th</sup> MAY 2018</b></p> <p>It was <b>Resolved</b> that the minutes of the meeting held on 16<sup>th</sup> May 2018 were agreed and signed by the Chairman as a true record. The motion was <b>PROPOSED</b> by DP and <b>SECONDED</b> by DS. The vote was unanimous.</p>	
<p><b>060-18 - AGENDA ITEM 5 – MINUTES OF THE PARISH COUNCIL PLANNING COMMITTEE MEETING – 4<sup>th</sup> JULY 2018</b></p> <p><u>PLEASE NOTE THAT ALL PARTIES TO REFERRED TO BELOW HAVE AGREED TO NAMED FOR THE PURPOSES OF TRANSPARENCY</u></p> <p>Following the meeting, it was reported during the meeting Cllr Harwood (DH) had accused fellow councillor, Cllr Ward (JWa) of “lying about the Emergency Plan”. JWa wanted the statement to be retracted and to receive an apologise for the statement. As the statement was made during a Parish Council meeting it falls under “qualified privilege” and the DH</p>	

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has an opportunity to present evidence to support the claim. The July Parish Council meeting was the first opportunity to present the information.

At this point in the meeting, the Chairman JE stood down from the Chair and invited District Councillor Henry Potter (HP CDC) to chair the meeting to try and resolve this issue.

HP (CDC) invited the DH to set out the timeline of events followed by the evidence.

4 Councillors arrived for the 6.30pm Planning Committee meeting at 6.25pm. At 6.35pm, as the appointed chair for the meeting had not arrived, JM was appointed to chair the meeting. The meeting discussed the planning application based on information provided to all councillors provided by the Chairman of the Planning Committee (DS) who could not attend the meeting. During the discussions the Emergency Plan was mentioned and at that point the accusation that Jwa "lied about the Emergency Plan" was made. Jwa was not present at the time the accusation was made. The Chair of the meeting then concluded the meeting, subject to an additional update from the Chairman of the Planning Committee which had not yet been presented to the meeting. Jwa then arrived, presented the updated from Chairman of the Planning Committee, the comments to be submitted to SDNPA were agreed. The meeting then ended.

DH then presented the evidence to support the claim. In November 2017, a Parishioner, Mr Phil Fathers, asked at the Parish Council Meeting about the Emergency Plan and when it would be completed. DH stated that the following statement was made by Jwa. (However the minutes do not state who made the statement below). From the minutes of the meeting 088-17 Agenda item 8x)

### *"Emergency Plan*

*The Parish Council noted that its Emergency Plan was complete apart from information on flood prevention, but was informed by members of the public at the meeting that this could be provided if the Parish Council asked the Flood Action Group. To avoid further delay the Council made this request at the meeting."*

The Parish Council clerk was sent the Flood Action Group Emergency Plan soon after the meeting.

At the 2018 January Parish council meeting the Emergency Plan was on the Agenda. Mr Fathers asked about the state of the Emergency Plan once more, where upon it was claimed that Jwa stated that there had not been enough time to integrate and the Flood Action Group Plan and then circulate to the other councillors for comments. This would be done for the March meeting. It was then decided to defer the Emergency Plan discussion to the next meeting.

The Emergency Plan was not an Agenda item for the March meeting. At the May Annual Parish Meeting, again the Emergency Plan was not on the agenda. No questions were asked in the public question section of the meeting. During the agenda item – Emergency equipment – the Mr Fathers asked the council what was happening about the Emergency plan. Jwa stated he was not responsible for the Emergency Plan. At this point the clerk reminded the chairman that the item was not on the Agenda and it was not a point in the meeting for the public to ask questions. It was agreed the clerk would look into the issue and add it to the July 2018 meeting agenda.

The Claim of "lying about the Emergency Plan was that for 2 meetings Jwa answered questions about the plan and then at the third meeting said he was not involved.

Jwa then responded to the evidence, agreeing that the Emergency plan was due to be updated for the missing section of the Flood Action Group plan but had reiterated it was not his responsibility and he had not knowing lied.

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HP (CDC) summarised by saying the Emergency plan should be reviewed annually but should not need to be re-written. It is the list of vulnerable people that needs to be updated and following the new GDPR regulations, permission obtained to keep such sensitive information in a secure location. Both councillors have acted against the Code of Conduct, which is agreed by all Parish Councillors. The Parish Council had failed to manage and update the Emergency Plan and incorporate the Flood Action Group Plan. As an example of a good Emergency Plan Singleton should look at East Dean's Emergency Plan.

It was AGREED by both parties that an impasse had been reached. All points to be noted in the minutes and to move forward to other council business. Going forward all parish councillors will adhere to the Parish Council Code of Conduct. No further action to be taken by either councillor involved in this disagreement. Both Councillors in question agreed to this

### **HP (CDC) then JE thanked HP (CDC) for chairing this section of the meeting**

It was **Resolved** that the minutes of the Planning Committee meeting held on 4<sup>th</sup> July 2018 were agreed and signed by the Cllr Ward as a true record. The motion was **PROPOSED** by DH and **SECONDED** by JM.

### **061-18**

**AGENDA ITEM 6 – County Councillor Report-** JH was unable to attend, however he submitted the following report.

"First of all, please accept my apologies for not being able to attend. Unfortunately, due to your change of date for this meeting, I already had two prior engagements booked for this evening!

However, I would just like to update you on a couple of items:

1. Velo South - I know that you, together with a number of other parishes, have concerns over this event. As I have said before, this event is not being organised by WS, but by CSM Active, and so I don't intend to say much about it tonight. However, due to these concerns, I believe that we are possibly planning to facilitate a Velo Engagement evening later this month. As soon as the details are finalised you will be notified.
2. With regard to the small extension to the pavement by the old phone box, adjacent to the Village Hall, I understand that this is due to happen between 9th - 10th July - but it might be up to a week before, or possibly a week later, than these dates depending on progress at the proceeding sites. Hopefully it might have happened by the time you read this report, but if not it is imminent.
3. Finally, just a reminder to keep an eye on our News and campaigns section of our website for all the latest updates on a whole range of things that we do, from flying the flag for Armed Forces day to training firefighters. We also promote free events, such as the 'First Steps to Adulthood' event which provides advice for parents, carers and support workers to help teenagers over the age of 14 with special educational needs or disabilities, to transition to adulthood. We also publish practical assistance, such as how to protect yourself against Lyme disease and topically, weather warnings such as the Level 2 & 3 heat warning issued on a number of occasions during the recent hot weather. So lots of interesting and useful information.

Please let me know of any other issues you would like me to look into - that are relevant to WSCC of course!"

As the work on the footpath was carried out on the day of the Parish Council meeting, it was agreed that the clerk would send an email of thanks to JH for all his assistance on this matter.

**Clerk**

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<p><b>062-18</b></p> <p><b>AGENDA ITEM 7 – District Councillor Report</b></p> <p>The saga of the A 27 continues and there will be no indication of any progress until Highways England have examined the preferred options proposed by CDC and WSCC. These options will have to be evaluated and costed in order to apply for funding from the Treasury under the Roads Infrastructure Strategy phase 2. This is likely to take at least two years.</p> <p>The review of the CDC Local Plan is progressing and I expect the sites which will be proposed to yield the additional housing when the Local Plan reaches the Inspection stage in 2020, will become public and open to consultation.</p> <p>Lastly, the Southern Gateway project is beginning to gather momentum. The Law Courts will close and arrangements are in place for family law cases and other minor actions will be heard in East Pallant House. Alternative sites are being sought for the re-location of the Royal Mail sorting Office and the Stagecoach bus Garage. There will be no bus station terminal as such, possibly just a travel advice facility somewhere close by. There is a lot more information available on a website <a href="mailto:southerngateway@chichester.gov.uk">southerngateway@chichester.gov.uk</a>. And there are opportunities to comment on the outline proposals and speak to Officers involved in this exciting project.</p> <p>HP has recorded the Sunnyhurst Planning application. HP reported that John Saunders, the SDNP Planning officer, met with the architect and believes some issues have now been resolved.</p>	
<p><b>063-18</b></p> <p><b>AGENDA ITEM 8 – Public Open Forum - 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.</b></p> <p>a) <u>Footpath through The Leys</u> A parishioner complained about the tree roots that are growing through the path. The Cherry Tree outside 4 The Leys needs attention. DS confirmed that the Cherry tree was last cut back 5 years ago.</p> <p>b) <u>Drainage hole – Top of The Leys</u> A parishioner also reported this. There was a recent meeting with CDC and Hyde to discuss issues that need to be resolved. The meeting was attended by DS, JWa and JE.</p>	
<p><b>064-18</b></p> <p><b>AGENDA ITEM 9 – General Data Protection Regulation (GDPR)</b></p> <p>a) <b>Data Audit</b> The Data Audit is taking place on 7<sup>th</sup> June. The clerk circulated the data audit to all the Parish Councillors. 9 key points were raised the clerk and DH will work through the list over the next few months. The main issue is that Parish Councillors do not currently have dedicated Parish Council email addresses and use their home email addresses.</p> <p>b) <b>Retention Policy</b> The Clerk has stated drafting the policy but need to be reviewed by the Policies working Group.</p> <p>c) <b>Data Privacy Notice</b> The Clerk has stated drafting the notice but need to be reviewed by the Policies working Group.</p>	<p><b>DH/ Clerk</b></p> <p><b>Clerk / Sept Meeting</b></p> <p><b>Clerk / Sept Meeting</b></p>

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<p>The Clerk informed the Councillors that the ICO are currently considering bringing in a requirement for Parish Councillors to individually register with the ICO as they are effectively data handlers when answering emails and calls from parishioners.</p>	
<p><b>065-18</b>  <b>AGENDA ITEM 10- Policies</b></p> <p>a) <b>Annual Review of Standing Orders</b> – The information was emailed only a few weeks ago to DH, JM &amp; AT. No time to have a meeting to discuss. JM agreed to review and make recommendations prior to the next meeting. He will email out the draft Standing Orders prior to the next meeting.          The clerk proposed a separate meeting to discuss policies – Standing orders, Retention Policy, Privacy Notice, Privacy Policy. This will depend on how much can be covered in the next meeting.</p>	<p><b>JM / Sept meeting</b></p>
<p><b>066-18 AGENDA ITEM 11 – Village Maintenance</b></p> <p><b>a) Asset review and Risk assessment report</b>          DP and the Clerk had a very constructive afternoon viewing all the assets in Singleton. No time left to view Charlton assets. All assets were in good order apart from:-</p> <ul style="list-style-type: none"> <li>• Singleton Noticeboard outside village hall – top section needs to reinforced and/or secured</li> <li>• Goal posts on Glebe Field – no longer on site. To be removed from Asset register</li> <li>• Bins in playground – to be removed ASAP</li> </ul> <p>AT AGREED to mend the notice board and to make a lid for the Playground bin.</p> <p>Old Cemetery –This was gifted to the Parish Council by Goodwood, however. this is not on the asset register and there is no paperwork on file showing change of ownership. It was AGREED that JWa will follow this up with Goodwood.</p> <p><b>b) Roads update</b>  <i>Two issues have been reported by DP to WSCC via the Love West Sussex app:-</i></p> <p>I) <i>Rotten Cooper Beech Tree in The Leys</i>          II) <i>Damaged barrier - A vehicle has gone through the railings again at the junction of Town Lane &amp; the A286.</i></p> <p><i>Other road issues raised at the meeting</i></p> <p>iii) <i>The 30 mph signs along the hedge in Charlton are pink and therefore not road legal. JE AGREED to email WSCC Highways.</i></p> <p>iv) <i>The grass contractor is still not cutting the grass verge in Charlton. JE to call the contract ASAP to resolve this issue.</i></p>	<p><b>AT</b></p> <p><b>JWa</b></p> <p><b>JE</b></p> <p><b>JE</b></p>
<p><b>067-18</b>  <b>AGENDA ITEM 12 – Update on on-going matters not covered elsewhere</b></p> <p><b>a) Meetings attended</b></p> <p>i) SDNP Workshop – Attended by RC. No report submitted.</p> <p><b>b) Upcoming meetings</b></p> <p>c) <b>Velo South 4 Parishes meeting - Meeting 18th July 7pm</b></p> <p><b>d) Consultations</b></p> <ul style="list-style-type: none"> <li>• <b>West Sussex County Council - Bus Strategy Consultation –At the previous Parish Council meeting</b> Cllr Castagne had agreed to review and submit comments. Cllr Castagne was not present to give an update.</li> </ul>	

**068-18 AGENDA ITEM 13–Village Matters for discussion**

**a) Emergency equipment**

DH has identified a key storage box for £57 for access to the Emergency Equipment shed. It was **AGREED** that DH could purchase the key box. PROPOSED by DP and SECONDED by JE.

DH

**b) Emergency Plan**

Since the last meeting the clerk has tried to establish with CDC and WSCC what is required to update the Emergency Plan and how best to take the Plan forward under the new GDPR Regulations. Sue Furlong at WSCC will work with the Parish Council to update the current emergency plan. The Emergency Plan Officer at CDC is Michael Rowlands and the County Council Manger for the Resilience Team is Martin Funnel. Sue Furlong and the clerk have agreed that the best course of action is to form a Working Group which should meet with Michael Rowlands, Martin Funnel and Sue Furlong to establish what is now required to be included in an Emergency Plan including advice on updating the vulnerable residents list to be used by the Parish Council or the Emergency Services. A Public Meeting will then be held in September/ October to involve the parishioners on the update of the Plan.

Generally, it should not be a document to be used in case of a helicopter crash on the downs but a tool to support local residents and, if necessary, work alongside the emergency services in case of an incident – be it a flood or accident. It is the Emergency Services and Highways who respond to people and property (in that order) at risk. It is the roll of the community Emergency Plan to be preventative and informative.

For example, if there is pooling of water on the road and people or property are

- i) at risk then Emergency services and Highways will respond or
- ii) not at risk, and water expected to disappear within 2-3 hours, then Emergency plan will be applied.

Parishioner Phil Fathers was invited to address the meeting. His main issue over the last six months is that the list of vulnerable people was not being updated and he felt should be done as a matter of urgency. He is please that a working group will now be set up that will address this issue together with other points relating to the Emergency Plan.

It Was **AGREED** that the initial members of the Emergency Plan Working Group will be DH, AT, JM and Parishioner Phil Fathers. The Working Group will meet Michael Rowlands, Martin Funnel and Sue Furlong over the summer with a view to hold a public meeting in September/ October 2018.

Emergency Plan Working Group

**c) The Leys Signage**

It was AGREED that the Parish Council will make a sign.

**d) School parking issue**

It was **AGREED** that prior to the Precept setting meeting in November DH would look into costs and ideas with a view to the parking issue being proposed as the next big project for the Parish Council to focus on.

DH/ Nov Meeting

**e) Defibrillator Charlton**

The clerk is working with a Councillor from Bignor Parish Meeting who are also looking to install a new defibrillator. In early discussions with suppliers.

**f) Social Prescribing project**

In the last edition of the Valley Diary the idea of Social Prescribing was suggested. An email was sent to Parish Clerks, the village Hall Chairman, the vicar and other interested parties. A meeting was held. From this CDC was contacted to see how far along the CDC Social Prescribing project was and if it was something the Lavant Valley

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wanted to participate in. IT was agreed that a Befriending Group maybe the way forward, which could work with the CDC Social Prescribing programme. CDC met some of the small working group on Tuesday 4<sup>th</sup> July. It would be useful for a member of the Parish Council living in the Village to be involved with this community lead initiative.

**g) Advertising boards on verges**

A request by DP to add item to the agenda. The number of advertising boards along the verges through Singleton have got out of control. It was **AGREED** that DS would contact Shona Archer from CDC Enforcement would be contacted.

**DS**

**69-18- AGENDA ITEM 14- FINANCE**

**a) Review of expenditure v budget, approval of the Accounts and bank reconciliations for the period ended 30 June 2018,**

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

**b) Payments for consideration**

**i) Invoices paid**

The **RESOLUTION** to **ALLOW** the clerk to pay the WSCC monthly salary electronically in the month when there is not a Parish Council meeting, was **APPROVED** at the May 2018 Parish council Meeting – 51-18, Agenda Item 17i)ii) Monthly WSCC Salary Invoice. However, for Best Practice, the invoice needs to be approved retrospectively by the Parish Council.

Invoice Date	Payment date	Payee	Details	Cost
29/3/18	25/6/18	WSCC	Clerk payroll – May 2018	£704.38

**ii) Invoices to pay – To be approved at meeting**

Invoice Date	Payee	Details	Cost	AGREED Budget for 2018/19	Year To Date	Under/ (Over) budget
16/6/18	Keith Goacher	Grass cutting upkeep at pond, Glebe Field, plantation, Charlton Verges and Singleton (1 <sup>st</sup> half of cutting season)	£1122 (excl VAT £935)	£2300.00	£935.00	£1365.00
18/6/18	SALC	Councillors Briefing & Awareness course (26/6/18) 3 attendees	£216.00 (excl VAT £180)	£225.00	£180.00	£45.00
29/6/18	SALC	Councillors Briefing & Awareness course (10/7/18) 1 attendee	£72.00	£225.00	£240.00	(£15.00)
10/7/18	GDPR Info	Data Audit May 2018	£180 (exc VAT (£150))	NO		(£150.00)
10/7/18	Clerk	Expenses / Overtime	£82.68			

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

**c) Grant applications status**

**i) Calor Gas Community Fund**

The final vote count was 554. Thank you to everyone who spread the work. There were 117 projects in total applying for the maximum £5000 grant. The project with the maximum votes achieved 15,058, however the project with the least votes had 8.

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We were the 54<sup>th</sup> highest. There is no indication how many grants are awarded. No news yet if we have been success.

*ii) Other grants available*

Depending on the outcome of the Calor Gas Community Fund there are a number of grants available.

JW is to arrange a meeting to visit the Igas site. IT was **AGREED** that DP, JM and JE will also attend the visit.

**d) Any other financial issues**

**i) VAT Claim**

The VAT claim for the year ended 31 March 2018 was submitted in May. A payment of £1401.55 has now been received from HMRC.

**ii) Restoration of the Singleton War Memorial**

The Clerk has been informed that the PCC is working to restore the Singleton War Memorial and its surrounds in the churchyard for a service of remembrance and re-dedication on 11th November - the Centenary of the Armistice. The PCC, With support from John Elliott and Henry Potter (in their roles as District Councillors) are seeking a grant from CDC towards the cost and plan an appeal in the Valley in September. This is aimed at the whole Valley population and Valley Diary articles are going to cover it. Nothing to do at this stage, but the clerk has been asked to bring this to the attention of the Parish Council.

**JW/JE/  
JM & DP**

**070-18 AGENDA ITEM 15 - 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/18/01016/FUL	Goodwood Racecourse Racecourse Road Goodwood	Proposed installation of external TV screen on retractable mounting	Charlotte Cranmer	29/5/18	APPROVED

**c) Other planning matters**

i) CDC Notification – Parish Councils will no longer received paper copies of planning applications from October 2018

ii) Tree felled in Charlton – JE to send an email to Mr Whitby at CDC

**071-18 AGENDA ITEM 16- Correspondence, invitations & meetings**

**a) Correspondence**

The Clerk has circulated newsletters, bulletins and other regular publications via email since the last meeting. No Correspondence that needs to be noted.

**072-18 AGENDA ITEM 17- Agenda items for Future Meetings - NONE**

**073-18 AGENDA ITEM 18 - Dates of Next Meeting:**

**The meeting date for September Meeting is to Wednesday 19<sup>th</sup> September 2018 in Singleton Village Hall at 7pm** The meeting ended at 21.20 hrs.

**Confirmed that these minutes are a true and accurate record of the meeting**

Signed: JOHN ELLIOTT

Name & Position: CHAIRMAN

Date:



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**APPENDIX A - New Planning applications**

Reference	Property	Details	Planning Officer	Deadline for comment	SPC comments Approved by	SPC Comments Submitted
SDNP/18/01390/FUL	Sunnyhurst Paddock Lane Singleton	Demolition of existing dwelling and replacement with 1 no. four-bedroom cottage  Revised plans submitted	Beverley Stubbington	5/7/18	Planning committee 4/7/18	Following the submission of the revised plans, Singleton Parish Council has no objections, subject to a survey being carried out, the mapping of the fault lines, and identify the spring source so the pilling required can be placed in a way that does not change the flow of the streams into the neighbouring properties. (submitted 5/7/18)
SDNP/18/03503/HOUS	CORNER COTTAGE, Cobblers Row ,The Grove, Singleton PO18 0HA	Replacement timber gate and rebuilt brick piers.	Beverley Stubbington	6/8/18	10/7/18 Parish Council meeting	The Parish Planning Committee fully support this application.  There was confusion as to the placement of Charlton Road on the plan which runs from the junction of the A286 by the village pond to East Dean to the East of Corner Cottage. The build on the plan is in Grove road which has a junction with Charlton road at the Triangle and is located to the South of the property.
SDNP/18/03504/LIS	CORNER COTTAGE, Cobblers Row The Grove Singleton PO18 0HA.	Replacement timber gate and rebuilt brick piers.	Beverley Stubbington	6/8/18	10/7/18 Parish Council meeting	As above