

**SINGLETON PARISH COUNCIL**

**APPROVED Minutes of the Parish Council Meeting held at 7pm  
on Wednesday 19<sup>th</sup> September 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 Julia Wilder (JWi), Cllr John McDonald (JM) &amp; Cllr Adrian Taylor (AT) &amp; Cllr Rachel Castagne (RC)</p> <p>Cllr Jeremy Hunt (JH WSCC) and 4 members of the public also attended.</p>	
<p><b>074-18 AGENDA ITEM 1 - APOLOGIES FOR ABSENCE</b> - Cllr Deborah Harwood (DH)</p>	
<p><b>075-18 - 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,            Diane Snow (DS) – Works at Singleton Primary School</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p><b>076-18 - AGENDA ITEM 3 - Minutes of the last Parish Council Meeting</b> - To approve as a correct record the Minutes of the Parish Council Meeting held on 10<sup>th</sup> July 2018</p> <p>It was <b>Resolved</b> that the minutes of the meeting held on 10<sup>th</sup> July 2018 were agreed and signed by the Chairman as a true record. The motion was <b>PROPOSED</b> by JWa and <b>SECONDED</b> by JM. The vote was unanimous.</p>	
<p><b>077-18 - AGENDA ITEM 4 – Minutes of the Parish Council Planning Committee Meeting</b> - To approve as a correct record the Minutes of the Parish Council Meeting held on 1<sup>st</sup> August 2018</p> <p>It was <b>Resolved</b> that the minutes of the Planning meeting held on 1<sup>st</sup> August 2018 were agreed and signed by the Chairman of the Planning Committee as a true record. The motion was <b>PROPOSED</b> by RC and <b>SECONDED</b> by DP.</p>	
<p><b>078-18 - AGENDA ITEM 5 – Minutes of the Parish Council Planning Committee Meeting</b> - To approve as a correct record the Minutes of the Parish Council Meeting held on 15<sup>th</sup> August 2018</p> <p>It was <b>Resolved</b> that the minutes of the Planning Committee meeting held on 15<sup>th</sup> August 2018 were agreed and signed by the Cllr Ward as a true record. The motion was <b>PROPOSED</b> by JWi and <b>SECONDED</b> by DP.</p>	
<p><b>079-18 - AGENDA ITEM 6 – Resignation of the current Chairman</b></p> <p>Prior to the meeting John Elliott informed the Parish Councillors that he was resigning for health issues, however he informed the Parish Council that he had now decided that he would not resign and would continue until the elections in May 2019.</p>	

**SINGLETON PARISH COUNCIL**

<p><b><u>080-18 - AGENDA ITEM 7 – Appointment/ Election of Vice Chairman</u></b></p> <p>Following on from above – not relevant</p>	
<p><b><u>081-18 AGENDA ITEM 8 – County Councillor Report-</u></b> JH was unable to attend, however he submitted the following report:</p> <p>Cllr Hunt is currently concentrating on balancing the budget for WSCC for next year. The revenue budget is £530M, which after planned savings, will still leave a gap of £14M for the 2020 financial year. WSCC has saved £200M since 2014, but will still have to save another £150M over the coming years to be able to maintain as many services as possible. In order to reduce costs WSCC would be asking villages and volunteers for support.</p> <p>Cllr Hunt is in contact with WSCC Highways about the damaged railings on the A286 following the accident. DP explained the issues relating to land ownership and the concerns of the outlet below the damaged railings. Cllr Hunt will make contact with the head of WSCC Highways and the contact DP’s WSCCC Contact (Tony Tibbott).</p> <p>The Paving damage in The Leys due to the cherry tree roots is still outstanding.</p> <p>DH had been in contact with Cllr Hunt to discuss the car parking issues in Singleton, however they have not had an opportunity to meet. (this was a result of the agreement at the July Parish Council meeting the DH would look into costs for alternatives to resolve the current school parking issue). Cllr Hunt reminded the Council that if they are looking for help funding a project then to consider funding via Space Hive.</p>	
<p><b><u>082-18 AGENDA ITEM 9 – District Councillor Report</u></b></p> <p>D.Cllr Potter did not attend the meeting and did not submit a report.</p>	
<p><b><u>083-18 AGENDA ITEM 10 – Public Open Forum -</u></b> 15 minutes is allowed for the public to ask questions relating to this agenda or matters affecting the Parish.</p> <p><b><u>Entrance to the Rectory</u></b> – the Parish Council has received a number of complaints about the work carried out at the Entrance to the Rectory. The white concrete finish is unsightly. The Rectory is in a conservation Area. The entrance work should have replaced like for like and the electors who have complained feel the entrance surface should be changed back to the original colour – black. DS will send an email to SDNP Planning.</p>	<p><b>DS</b></p>
<p><b><u>084-18 AGENDA ITEM 11 – General Data Protection Regulation (GDPR)</u></b></p> <p>a) <b><u>Parish Councillor Email addresses</u></b> DH and the clerk did not meet over the summer to discuss. To be looked at before the next meeting.</p> <p>b) <b><u>Retention Policy</u></b> c) <b><u>Data Privacy Notice</u></b></p> <p>b) and c) above will be addressed by the new clerk with the Policy working group.</p>	<p><b>DH/ Clerk</b></p> <p><b>Clerk / Sept Policy Work Group</b></p>
<p><b><u>085-18 AGENDA ITEM 12- Policies</u></b></p> <p>a) <b><u>Annual Review of Standing Orders</u></b> JM has reviewed and amended the updated NALC draft Standing Orders. The amended Standing Orders were circulated to the councillors prior to the meeting for their consideration.</p> <p>It was <b>Resolved</b> that the 2018 Standing Orders for Singleton Parish Council be <b>APPROVED</b> and <b>ADOPTED</b> by the Parish Council The motion was <b>PROPOSED</b> by DS and <b>SECONDED</b> by JWa. The vote was unanimous. The Chairman thanked JM for all his work on the document. The clerk will circulate the Approved version of the Standing Orders and post on the website.</p>	<p><b>Clerk</b></p>

**SINGLETON PARISH COUNCIL**

<p><b><u>086-18</u> AGENDA ITEM 13 – Village Maintenance</b></p> <p><b>a) Roads update</b>          Damaged barrier - A vehicle has gone through the railings again at the junction of Town Lane &amp; the A286. This issue was discussed earlier in the meeting with C.Clr Jeremy Hunt. (See above)</p> <p>A number of potholes are appearing again. DP will keep a close eye on the potholes outside the pub (as last year an elector fell several times due to ice and the potholes). Also potholes on Grove Road. DP will report any new potholes she is made aware of on the Love West Sussex App.</p> <p><b>b) Playground Equipment</b>          AT reported that he has repaired one of the bins in the playground and if the council are happy with the work he will do the same to the other bin.</p> <p>The Parish Council were made aware that the seal on the zipwire seat needs replacing. AT will contact the District Council and another contractor to get quotes to replace the relevant part. AT to report back to the Parish Council.</p> <p>DP thanked AT for all the time he has spent on the Playground since the last meeting.</p>	<p style="text-align: center;"><b>JH/ DP</b></p> <p style="text-align: center;"><b>DP</b></p> <p style="text-align: center;"><b>AT</b></p> <p style="text-align: center;"><b>AT</b></p>
<p><b><u>087-18</u> AGENDA ITEM 14 – Update on on-going matters not covered elsewhere</b></p> <p><b>a) Meetings attended</b>          i) None.</p> <p><b>b) Upcoming meetings</b>          i) <b>Pathwatch Meeting – 2 October 2018</b> from 10 am until 11.30 am in the Memorial Hall at the South Downs Centre, North Street, Midhurst – No-one to attend          ii) <b>SALC AGM – 4<sup>th</sup> October 2018</b>, 9.30am-4pm, Lodge Hill, Coldwaltham - No-one to attend          iii) <b>WSCC Communities Resilience Conference – 4<sup>th</sup> October 2018</b>, 9.15am to 4pm, Horsham - No-one to attend          iv)  <b>v) All Parishes Meeting – 8<sup>th</sup> October 2018</b> at East Pallant House, Chichester. JWa and JM to attend. Clerk to inform CDC</p> <p><b>vi) Goodwood Liaison Meeting</b>– JW has requested electors and councillors to provide feed back on the 2 Goodwood events that have taken place since the last meeting, so that the information can be relayed at the next Goodwood Liaison meeting. This will also be included in the October Valley Diary Newsletter.</p> <p><b>vii) SDNPA Parish Autumn Workshop dates - Thursday 29 November</b> - West Sussex Parishes Workshop, Venue TBC: 18:30 – 21:30. RC and Jwa to attend. Clerk to send email to SDNP.</p> <p><b>c) Consultations</b> -None outstanding</p> <p><b>d) Velo South</b> – It is possible this may be cancelled due to the weather.</p>	<p style="text-align: center;"><b>JWa/ JM</b></p> <p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>JWa/ RC</b></p>
<p><b><u>088-18</u> AGENDA ITEM 15–Village Matters for discussion</b></p> <p><b>a) Emergency equipment housing update</b>          DH reported to the clerk that the shed is now up and the Emergency Equipment will be shortly transferred to the new shed. RC proposed a vote of thanks to Darren Belton and Danny Sole for very kindly erecting the shed on behalf of the pc and community. The keybox is still outstanding. At the</p>	

**SINGLETON PARISH COUNCIL**

<p>last meeting 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.</p> <p><b>b) Emergency Plan update from the Working Group</b>                  JM reported that a meeting is being arranged with the Emergency Plan Working Group and the Emergency Plan Officer at CDC, Michael Rowlands, and the County Council Manger for the Resilience Team, Martin Funnel. To Working Group will report back once the meeting has taken place.</p> <p><b>c) Flood Action Group Report</b>                  No report was submitted in DH's absence. Deferred to the November meeting.</p>	<p><b>DH</b></p> <p><b>Emergency Plan Working Group / Nov Meeting</b></p> <p><b>DH/ Nov Meeting</b></p>
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**89-18- AGENDA ITEM 16– FINANCE**

<p><b>a) Review of expenditure v budget, approval of the Accounts and bank reconciliations for the period ended 31 August 2018,</b>                  The <b>RESOLUTION</b> to <b>APPROVE</b> the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 August 2018 the was <b>PROPOSED</b> by JM and <b>SECONDED</b> by DP. The motion was carried. Jwa signed the bank reconciliations and the bank statements for the period ended 31 August 2018.</p> <p><b>b) Payments for consideration</b>                  i) <b>Invoices paid</b>                  The <b>RESOLUTION</b> to <b>ALLOW</b> the clerk to pay the WSCC monthly salary electronically in the month when there is not a Parish Council meeting, was <b>APPROVED</b> at the May 2018 Parish council Meeting – 51-18, Agenda Item 17i)ii) Monthly WSCC Salary Invoice. However, for Best Practice, the invoice still needs to be approved retrospectively by the Parish Council.</p>	
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<p><b>ii) Invoices to pay – To be approved at meeting</b></p>	
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Invoice Date	Payee	Details	Cost	AGREED Budget for 2018/19	Year To Date	Under/ (Over) budget
7/9/18	WSCC	Clerk payroll – August 2018	£787.63	£9419.00	£4069.05	
2/9/18	Keith Goacher	Grass cutting upkeep at pond, Glebe Field, plantation, Charlton Verges and Singleton (2 <sup>nd</sup> half of cutting season)	£1122 (excl VAT £935)	£2300.00	£1870.00	£1365.00
14/8/18	Came & Co	Insurance renewal	£656.90	£640.00	£656.90	<b>(£15.90)</b>
22/7/18	Deborah Harwood	Shed for Emergency Equipment	£139.991	N/A		
18/9/18	Clerk	Expenses / Overtime	£110.66			

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

<p><b>ii) Henry Smith Charity 2018 Payment</b>                  The Resolution to <b>APPROVE</b> that the payment to The Henry Smith Charity (Singleton &amp; Charlton) of £3300 for the 2018 payment, should be paid once the Parish Council has received the annual payment of £3300. The payment can be made between meetings. The <b>RESOLUTION</b> to <b>APPROVE</b> the above payments was <b>PROPOSED</b> by RC and <b>SECONDED</b> by DP. The motion was carried.</p> <p><b>c) Grant applications status</b>  <b>i) <u>Silent Soldier – Royal British Legion Silhouette</u></b>                  CDC agreed to pay £250 for a silent soldier instead on using the “CDC Battles Over” grant for a beacon (as per the original scheme requirement). The Silent soldier has now been ordered and should be delivered by mid October (due to high demand). Jwa to take delivery.</p> <p><b>ii) <u>Wreath</u></b>                  It was Agreed that the Parish Council would try and arrange a wreath from the Parish Council on Remembrance Day.</p> <p><b>a) Any other financial issues</b>  <b>i) Budget issues for 2019/20 – village Amenities</b>                  The Clerk distributed a copy of the current Actual v Budget summary for 2018/19 for the period to 31 August 2018. The chairman asked the councillors to review and consider necessary expenditure and cutbacks in preparation for the 2019/20 budget discussions at the next meeting. JE emphasized the need to support local amenities including grass cutting.</p> <p><b>ii) Resignation of clerk/ Recruitment of new clerk</b>                  The current Parish clerk resigned at the end of August, in order to take up an office base opportunity closer to home. Ms Vivien Nuttall will be taking over as locum Parish Clerk from 1<sup>st</sup> October. A Recruitment Committee – JE, RC and JM – will be set up to start the process to recruit a permanent Clerk. The Recruitment Committee will report back at the next meeting.</p> <p><b>iii) Bank Account Signatories</b>                  The Resolution to change the signatories of the Parish Council bank account:-</p> <ul style="list-style-type: none"> <li>• Remove Louise Collis as a signatory</li> <li>• Add Vivien Nuttall as a signatory</li> <li>• Add John McDonald as a signatory</li> <li>• John Elliott and Diane Snow to remain as signatories on the account</li> </ul> <p>The <b>RESOLUTION</b> was <b>PROPOSED</b> by RC and <b>SECONDED</b> by Jwa. The motion was carried.</p>	<p>Clerk</p> <p>JWa</p> <p>DP/Clerk</p> <p>All Councillors</p> <p>Recruitment committee/ Nov Meeting</p> <p>Clerk</p>																		
<p><b>090-18 AGENDA ITEM 17 - Planning</b></p> <p><b>a) planning applications considered since the last meeting – see APPENDIX A</b>  <b>b) To consider any other applications, decisions &amp; appeals;</b></p> <p><b>Decisions</b></p> <table border="1" data-bbox="97 1686 1319 2027"> <thead> <tr> <th>Reference</th> <th>Property</th> <th>Details</th> <th>Planning Officer</th> <th>Decision date</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>SDNP/18/01390/FUL</td> <td>Sunnyhurst Paddock Lane Singleton</td> <td>Demolition of existing dwelling and replacement with 1 no. four-bedroom cottage</td> <td>Beverley Stubbington</td> <td></td> <td></td> </tr> <tr> <td>SDNP/18/03503/HOUS</td> <td>CORNER COTTAGE, Cobblers Row To The Grove</td> <td>Replacement timber gate and rebuilt brick piers.</td> <td>Beverley Stubbington</td> <td>31/8/18</td> <td>APPROVED</td> </tr> </tbody> </table>		Reference	Property	Details	Planning Officer	Decision date	Decision	SDNP/18/01390/FUL	Sunnyhurst Paddock Lane Singleton	Demolition of existing dwelling and replacement with 1 no. four-bedroom cottage	Beverley Stubbington			SDNP/18/03503/HOUS	CORNER COTTAGE, Cobblers Row To The Grove	Replacement timber gate and rebuilt brick piers.	Beverley Stubbington	31/8/18	APPROVED
Reference	Property	Details	Planning Officer	Decision date	Decision														
SDNP/18/01390/FUL	Sunnyhurst Paddock Lane Singleton	Demolition of existing dwelling and replacement with 1 no. four-bedroom cottage	Beverley Stubbington																
SDNP/18/03503/HOUS	CORNER COTTAGE, Cobblers Row To The Grove	Replacement timber gate and rebuilt brick piers.	Beverley Stubbington	31/8/18	APPROVED														

**SINGLETON PARISH COUNCIL**

	Singleton PO18 OHA					
SDNP/18/ 03504/LIS	CORNER COTTAGE, Cobblers Row To The Grove Singleton PO18 OHA.	Replacement timber gate and rebuilt brick piers.	Beverley Stubbington	31/8/18	APPROVED	
SDNP/18/ 03948/TCA	Cowper Lodge A286 Cobblers Row to Middlefield Singleton	Various Treework	Henry Whitby	17/9/18	Raise No Objection	

**c) Other planning matters - None**

**091-18 AGENDA ITEM 18- 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.

A complaint about the parking of large vehicles on the grass in The Leys was received from an elector. It was agreed that as a first step, JE would speak to the owners of the vehicles requesting them to park elsewhere.

**JE**

**092-18 AGENDA ITEM 19- Agenda items for Future Meetings –**

Budget 2019/20

**093-18 AGENDA ITEM 20 - Date of Next Meeting:**

**The meeting date for November Meeting is to Wednesday 21<sup>st</sup> November 2018 in Singleton Village Hall at 7pm**

The meeting ended at 21.00 hrs.

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

Signed: JOHN ELLIOTT

Name & Position: CHAIRMAN

Date:

**SINGLETON PARISH COUNCIL**

**APPENDIX A - New Planning applications**

Reference	Property	Details	Planning Officer	Deadline for comment	SPC comments Approved by	SPC Comments Submitted
SDNP/18/03501/HOUS	CORNER COTTAGE, Cobblers Row The Grove Singleton PO18 0HA	Removal of existing timber framed porch with replacement timber framed porch and slate Roof	Beverley Stubbington	9/8/18	1/8/18 Planning Committee meeting	The Parish Council unanimously support this application. The Planning Committee would like to add that the East Porch might be improved for use by the sides being filled in from the base to halfway.
SDNP/18/03502/LIS	CORNER COTTAGE, Cobblers Row The Grove Singleton PO18 0HA	Removal of existing timber framed porch with replacement timber framed porch and slate Roof	Beverley Stubbington	9/8/18	1/8/18 Planning Committee meeting	As above
SDNP/18/04022/HOUS	2 Charlton Mill Way Charlton Singleton PO18 0HY	<b>Proposal:</b> Proposed conservatory to side elevation.	Beverley Stubbington	30/8/18	15/8/18 Planning Committee meeting	No objection
SDNP/18/01390/FUL REVISED PLANS (validated 1/8/18)	Sunnyhurst Paddock Lane Singleton	Demolition of existing dwelling and replacement with 1 no. four-bedroom cottage	Beverley Stubbington	17/8/18	15/8/18 Planning Committee meeting	Support the application on the basis that:-  <ul style="list-style-type: none"> <li>• the Parish Council do not want any Permitted Development without planning consent by formal application.</li> </ul>

**SINGLETON PARISH COUNCIL**

						<ul style="list-style-type: none"> <li>• Pilling type and axis subject to a survey of the springs direction and depth, if this is not carried out there is a risk of flooding to neighbouring properties.</li> </ul>
SDNP/18/03948/TCA	<p><b>Location:</b> Cowper Lodge A286 Cobblers Row to Middlefield Singleton</p>	<p><b>Proposal:</b> Notification of intention to crown raise by up to 2-3m (above ground level) on 1 no. Magnolia tree (T1) and 1 no. Spruce tree (T10), crown reduce by approx. 30% all around and crown raise by up to 3m (above ground level) on 5 no. Yew trees (T2-T6), 1 no. Tulip tree (T12), 1 no. Spruce tree (T28) and 1 no. Magnolia tree (T41), crown reduce by 30% all around on 3 no. Spruce tree (T8, T13 and T25), 1 no. Yew tree (T9), 1 no. Magnolia tree (T11) and 6 no. Conifer trees (T14-T18 and T42), fell 5 no. Conifer trees (T20, T21, T23, T26 and T27), crown reduce by 50% on 1 no. Conifer tree (T43). Crown raise by up</p>	Henry Whitby	7/9/18	15/8/18 Planning Committee meeting	Support



**SINGLETON PARISH COUNCIL**

		to 3m (above ground level) on 2 no. Spruce trees (T10 and T24), crown raise by 2m (above ground level) and crown reduce by 30 % all around on 4 no. Yew tree (T29-T32), reduce all around by 80% on 1 no. Laurel bush (T34).				
SDNP/18/03801/FUL	<b>Location:</b> Weald And Downland Open Air Museum A286 Town Lane To The Grove Singleton	<b>Proposal:</b> Replacement storage and workshop buildings.	Charlotte Cranmer	7/9/18	15/8/18 Planning Committee meeting	Support
SDNP/18/03924/CND	<b>Location:</b> Weald And Downland Open Air Museum A286 Town Lane To The Grove Singleton	<b>Proposal:</b> Variation of condition 3 of permission SE/93/00551/FUL. Lease 1st floor of Longport Farmhouse for office use.	Rafa Grosso Macpherson	10/9/18	15/8/18 Planning Committee meeting	Support
SDNP/18/04258/TCA	Rest Harrow Foxhall Charlton Singleton PO18 0HU	Proposal: Notification of intention to fell 1 no. Yew tree (T1).	Henry Whitby	13/9/18	Via email consultation	The Parish Council has decided by a majority decision that the Yew Tree should not be felled and that crown reduction and thinning would be more appropriate.  (submitted 17/9/18)
SDNP/18/04309/LIS	<b>Location:</b> Charlton End East Dean Lane	<b>Proposal:</b> Block doorway to existing bathroom on first	Beverley Stubbington	17/9/18	Via email consultation	A majority decision that the Parish Council Planning

**SINGLETON PARISH COUNCIL**

	Charlton Singleton PO18 0HX	floor and re-site doorway leading off corridor, realign staircase leading up to first floor.				Committee support this application. (submitted 17/9/18)
SDNP/18/04310/LIS	<b>Location:</b> Charlton End East Dean Lane Charlton Singleton PO18 0HX	<b>Proposal:</b> Re-plaster existing chimney stack.	Beverley Stubbington	27/9/18		
SDNP/18/04100/LIS	<b>Location:</b> Kingsham Cottage Charlton Road Singleton PO18 0HW	<b>Proposal:</b> Proposed Flint Wall with Section of Pickett Fence	Beverley Stubbington	27/9/18		
SDNP/18/04099/HOUS	<b>Location:</b> Kingsham Cottage Charlton Road Singleton PO18 0HW	<b>Proposal:</b> Proposed Flint Wall with Section of Pickett Fence	Beverley Stubbington	27/9/18		
SDNP/18/04325/HOUS	<b>Location:</b> Wayside A286 Cobblers Row To Middlefield Singleton PO18 0HD	<b>Proposal:</b> Rear dormer window	Beverley Stubbington	10/10/18		