

SINGLETON PARISH COUNCIL

**DRAFT Minutes of the Parish Council Meeting held at 7pm
on Wednesday 21st November 2018 at Singleton Village Hall**

	ACTION
<p>PRESENT: Cllr John Elliott (JE) (Chairman); Cllr Deborah Harwood (DH), Cllr Diane Parish (DP), Cllr Jon Ward (JWa), Cllr John McDonald (JM) & Cllr Adrian Taylor (AT) & Cllr Rachel Castagne (RC)</p> <p>Cllr Jeremy Hunt (JH WSCC) Cllr Henry Potter (HP CDC) and 9 members of the public also attended and Ciara Williams from Goodwood Estates.</p>	
<p>AGENDA ITEM 1 - APOLOGIES FOR ABSENCE – Cllr Diane Snow (DS) Cllr Julia Wilder (JW)</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 – 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>AGENDA ITEM 3 - Minutes of the last Parish Council Meeting - To approve as a correct record the Minutes of the Parish Council Meeting held on 19th September 2018</p> <p>It was Resolved that the minutes of the meeting held on 19th September 2018 were agreed and signed by the Chairman as a true record. The motion was PROPOSED by DH and SECONDED by DP. The vote was unanimous.</p>	
<p>AGENDA ITEM 4 – Chairman’s Report</p> <p>JE reported that the WW1 Memorial Event was well attended, with over 100 people attending, after the service a tea was provided by the Village Hall, this was also well attended, thanks to the everyone who contributed to making this a successful event.</p>	
<p>AGENDA ITEM 5 – County Councillor Report – Mr Jeremy Hunt, Chichester North Decision – WSCC.</p> <p>Cllr Hunt reported that Day Care Centres for Adults would now be split between two centres, Wrenford Centre, The Chestnut Centre and The Julia Adams Centre. He also reported that the crash site at the bottom of Town Lane has now been repaired. There has been no response from Highways about the Leys pavements. He has forwarded our email regarding the Willow Tree’s in the Leys to Highways. It was also noted that the 3 trees on the amenities land were not the responsibility of Highways. Ciara Williams from Goodwood Estates offered to help with the matter of land ownership. Cllr Hunt confirmed that any funding for the Charlton Defibrillator would need to be set up as crowd funding and WSCC would then decide whether to contribute. JE asked that the gravel trap in North Lane is cleared by Highways.</p>	
<p>AGENDA ITEM 6 – District Councillor Report – Mr Henry Potter, Boxgrove Ward</p>	

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<p>Cllr Potter reported that there was nothing to report that directly affected Singleton and Charlton but some general points of interest were that at a recent Overview and Scrutiny Committee, a Report was received of the performance of the Westgate Leisure Centre, and including the Grange Midhurst and the Bourne Leisure Centre, Westbourne. The management of these Leisure Centres were transferred to Sports and Leisure Management, Everyone Active. It was a very good report, probably better than expected as the arrangement is in its infancy. The Well-being Clinics have been very well promoted and received with high numbers of attendances, particularly, the elderly folk in the Districts. Activities surrounding swimming have shown a increase and overall memberships have increased. Also, Customer satisfaction has improved on last year, now at 92%. Overall attendances have risen by 43% since the transfer of the management. The management team we're commended for the report. There were some doubts about the possibility of an ice rink within Priory Park for the Christmas period. An application for this was debated at a Planning Committee Meeting and it was decided that the final decision be taken by CDC Officers after diligent consultation with stakeholders. This year celebrates the 100th anniversary since the historic Park was gifted to the City Council by the 7th Duke of Richmond. Responsibility for Priory Park is now vested with CDC. Permission for the event has now been granted and a hearing to decide whether alcohol may be provided will be decided by a Special Alcohol and Licencing Sub Committee tomorrow, Thursday. Finally, the review of the District Councils Local Plan is reaching a conclusion, it was be received by the Cabinet on 14th November and received full acceptance at a Full Council Meeting yesterday, the 20th. Now, it will be subject to a full Public Consultation for a six week period, commencing on 7th December, any amendments made and then presented to the Government Inspector for Approval. It's been a long process but this will take the future planning for the District, outside the National Park Area, up to 2035.</p>	
<p>AGENDA ITEM 7 (moved from Item 15) – The Leys & School Parking</p> <p>DH presented a proposal for improving the safety and appearance of the area in front of The Leys and The School. She has spoken to the Headmaster of Singleton School and Janet Holt, Head of Governors and they are keen to work with The Parish Council on this project. It was suggested that a Honeycombe was put in front of The Leys with chestnut fencing to define the parking spaces and a path to secure the safety of pedestrians. Outside the school it was proposed to extend the layby to the end of the school playing field. This will allow for 15 cars outside The Leys and 8 additional spaces outside the school. Funding would be raised through grants. JE raised the subject of maintenance, Janet Holt suggested that everyone could get together to carry out this task. JE also suggested that we have flashing School signs to further increase safety. With regard to the safety of the school bus drop off point, JE said that this was the responsibility of the Travel Team not Highways. DH to send the proposal to JH. DH and JH to put a team together to move this forward, JH and Chris would attend a meeting with them. One quote has been obtained for circa £29,000, other quotes will be obtained once a plan has been approved. The proposal to be discussed again at the Public Forum.</p>	<p>DH</p>
<p>AGENDA ITEM 8 – Public Forum</p> <p>Pavements – The question was asked as to who is responsible for keeping the pavements clean and safe. JH commented that this was not covered by WSCC and that the parishioners could cover this as long as they notify the PC for insurance purposes and wear safety clothing which would be supplied by the PC. CW suggested that a clean-up day could be arranged as that is how other Parishes handle this issue. Lavant have a Community Volunteer Group.</p>	

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<p>The owner of Corner Cottage asked HP if he could explain what a Step Up Order is, as his porch has been approved by planning but needs a Step Up Order. HP and JH will sort this out.</p> <p>How does The Parish Council prioritise Projects, after much discussion it was agreed to hold a Public Forum on the 12/12/19 at 2pm in The Village Hall with tea and cakes to encourage parishioners to take part and put their views forward. Information has been put in The Valley Diary, we all need to spread the word.</p>	
<p>AGENDA ITEM 9 (8) – GDPR</p> <p>The Clerk explained how each individual councillor could have a parish council email address which would be GDPR compliant. She is willing to help the councillors set this up on their pc/laptops and smart phones. This was agreed and will be addressed in January.</p>	Clerk
<p>AGENDA ITEM 10 (9) – Policies</p> <p>All policies had been sent to the councillor’s and it was agreed to adopt all policies.</p>	
<p>AGENDA ITEM 11 (10) – Village Maintenance</p> <p>Roads Update – DP has had a meeting with The Museum, the pedestrian access is part of the 3 year Lottery project and will be dealt with. The museum are in discussion with SDNP about removing 2 trees and Highways need to be involved.</p> <p>Pond Clearing – Thanks to DP, Gay Godfrey, JM, AT and Judy Fathers. DP was disappointed that more of the councillors didn’t help. DP will raise the ongoing maintenance at The Public Forum.</p> <p>Notice Boards – It was suggested that volunteers could be asked to maintain them.</p> <p>Rectory Drive – this subject has caused much distress to Rev Kev, it was agreed to wait 3 months to see if the cement changes colour as suggested by the contractor that carried out the work.</p> <p>Playground – It was decided to wait until the Playground Inspection in February before carrying out any further work. Clerk to arrange.</p>	
<p>AGENDA ITEM 11 (12) – Update on On-Going Matters</p> <p>Meetings Attended:</p> <p>Goodwood Motor Circuit – 30th October 2018 – JWa reported that the runway would be completed by The Members Meeting in April 2019. The issue if helicopter – 2th s over Charlton has been dealt with.</p> <p>Full Council Meeting – 20th November – JE reported that the 400 metre exclusion zone for any development near the airfield was discussed but JE felt that no real assurance was given.</p> <p>Four Parishes Meeting 27th November, 7pm at The March School – Jwa attends these meetings, other councillors are welcome to attend. The purpose of these meetings is that the four parishes of Boxgrove, Westhampnett, Lavant and Singleton and Charlton help support each other.</p> <p>Velo South Consultation – this is going to be covered at the above meeting.</p> <p>Road Traffic Group – Gay Godfrey gave an update on progress so far. Parishioners who expressed an interest in getting involved are being trained. It was felt that Goodwood Breakfast Meetings caused the most cases of speeding through the village. Rogate was looked at as an example of how road calming can work. Boxgrove are following this model. There is to be a meeting arranged with Highways. CW also offered to help, Gay to talk to her.</p>	
<p>AGENDA ITEM 13 (12) – Village Matters for Discussion</p> <p>Emergency Equipment – the equipment is now housed in a shed at The Village Hall, there is a combination lock, DH has the code, this will be circulated to other councillors. It was</p>	

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suggested that the radio's should be moved from the Museum to The Partridge. It was agreed that this was a good idea. Clerk to liaise with Nick Conway and The Partridge.
 Emergency Plan – This is to be circulated to all councillors, feedback due by the End of November. Thanks to JM and team for all their work on this document
 Flood Action Group – The work on the wall near the cricket pitch will happen between now and January.
 Request for Payment from Louise Collis – LC requested payment of £75.00 for 3 hours support given to the current Clerk covering complex spreadsheets. It was agreed that she would be paid at her previous rate, not the locum rate. JE to communicate with LC.

Clerk

AGENDA ITEM 14 (13) – Finance

Review of expenditure v budget, approval of the Accounts and Bank Reconciliations for the period ended 21st November 2018 – Approved, Proposed by JE, Seconded by JWa.
 Payments for Consideration:

Invoice Date	Payment date	Payee	Details
5/10/18	9/10/18	ICO	Data Protection Fee
6/10/18	6/10/18	British Legion	Wreath
04/10/18	15/10/18	WSCC	Clerk Salary (Louise)
15/10/18	22/10/18	SSALC	New Clerks Training
15/10/18	22/10/18	SSALC	Clerk Budget Planning Workshop
31/10/18	31/10/18	Henry Smith	Henry Smith
26/10/18	31/10/18	WSCC	Personnel Professional Services
29/10/18	31/10/18	WSCC	Overtime (Louise)
31/10/18	01/11/18	Vivien Nuttall	Salary, Expenses, Mileage, Home Allowance

ii) Invoices to pay - To be approved

Invoice Date	Payee	Details	Cost	AGREED Budget for 2018/19	Year To Date	Under (Over) budget
29/10/18	Community Heartbeat	EmergencyPhone Cellular Annual Rental Yr2	£62.40	£100.00	£62.40	
06/11/18	Malcolm Scott	Flag	£20.00	£0.00	£20.00	(£20.00)

Approved by JE.

Grant Application Status:

Igas – Deadline for proposals 28th February, Panel Meet April, Grants Available May'19

CIL – Closing date 15/2/9.

Decision will be made after The Public Forum as to which projects will be the subject of a grant application.

Charlton Defibrillator – The Clerk as done some research on sources for grants. To be discussed at The public Forum.

Budget 2019/2020 – A lively discussion took place, it was agreed to defer final decisions until the January meeting. It was agreed by all councillors apart from JE to remove a figure for bulbs for the Jubilee Garden and that 3 quotes would be obtained for removing the tree in the old cemetery and then discuss again.

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<p>There was a suggestion by DH that we make a contribution to the Cricket Pavilion, it as agreed to discuss this at The Public Forum. It was agreed to add a donation to St Wilfrids Hospice of £50.00. Bank Account Signatories – This has now been completed.</p>	
<p>AGENDA ITEM 15 (14) – Recruitment of New Clerk All councillors approved the appointment of Vivien Nuttall as Clerk for Singleton and Charlton Parish Council. Admin Discussion – The Clerk requested that councillors respond to emails when asked for information.</p>	
<p>AGENDA ITEM 16 (15) – The Leys /School Parking Moved to Agenda Item 7. Ownership of /the Leys Land The Clerk gave an update, reporting that CDC are communicating directly with Hyde. They believe that Hyde own the land. JH requested copies of the emails as he believes this is not the case. Ghost Willows – reported in Agenda Item 6.</p>	
<p>AGENDA ITEM 17 (16) Planning Document shown below. Appointment of New Planning Officer – RC was asked to take the role temporarily until confirmation of which councillors are standing down and new councillors. RC reluctantly agreed.</p>	
<p>AGENDA ITEM 18 (17) Grant Applications – To be discussed at The Open Forum Meeting in January.</p>	
<p>AGENDA ITEM 19 (18) – Correspondence All correspondence has been circulated prior to the meeting. Date of 2019/20 Meeting – it was agreed that the meetings would continue to be held on the 3rd Wednesday, Bi Monthly.</p>	
<p>Confirmed that these minutes are a true and accurate record of the meeting Signed: JOHN ELLIOTT Name & Position: CHAIRMAN Date: 22nd November 2019</p>	

DRAFT