

AGREED Minutes of the Parish Council Meeting held at 7pm on Wednesday 15th May 2019 at Singleton Village Hall

<p>Present: Cllr John Elliott (JE); Cllr John McDonald (JMcD); Cllr Deborah Harwood (DH), Cllr Adrian Taylor (AT); Cllr Jasper Richmond (JR); Cllr Robert Mayne (RM); Cllr Matt Pinnington (MP); Cllr Jane Mayhew (JM); Cllr Rebecca Trowell (RT)</p> <p>Cllr Jeremy Hunt (JH WSCC) and 9 members of the public also attended.</p>	
<p>Agenda Item 1 – Election of Chairman and Vice Chairman</p> <p>JE asked for nominations, AT proposed JMcD for Chairman, DH seconded, all approved. JE wished him good luck for the next 4 years. JMcD asked for nominations for Vice Chairman, AT proposed DH for Vice Chairman, JM seconded, all approved, JMcD congratulated DH. JMcD asked everyone to give a vote of thanks to JE for his chairmanship and being a councillor over many years and in particular the last 4 years, he wished him and long and healthy retirement.</p>	
<p>Agenda Item 2 – Co-Option of a Councillor</p> <p>JMcD asked if anyone in the audience would like to join the council, there was no response so a notice will be posted on the notice boards and website.</p>	
<p>Agenda Item 3 – Councillor Responsibilities/Training</p> <p>JMcD reported that there had been a consultation prior to the meeting and that responsibilities had been allocated to councillors, these will be displayed on the notice boards and website. Please contact the Councillor concerned or the Clerk with any issues.</p>	
<p>Agenda Item 4 – Apologies for Absence – Cllr Henry Potter (HP CDC)</p>	
<p>Agenda Item 5 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</p> <p>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>To consider any Dispensation Requests received by the Clerk not previously considered.</p> <p>Regular declarations – Members Interests:</p> <p>John McDonald – Trustee and Treasurer of Singleton Playschool</p> <p>Deborah Harwood – Member of the Flood Action Group</p> <p>Rebecca Trowell – Member of the Flood Action Group</p> <p>There were no further declarations of interest or dispensation requests.</p>	
<p>AGENDA ITEM 6 - Minutes of the last Parish Council Meeting - To approve as a correct record the Minutes of the Parish Council Meeting held on 20th March 2019. It was Resolved that the minutes of the meeting held on 20th March 2019 were agreed and signed by DH & AT. The vote was unanimous.</p>	
<p>Agenda Item 7 – Chairman’s Report – JMcD said that as he has just been elected there was nothing to report. He asked all new councilors to sign the Declaration of Office. He also asked the public if they would like to receive council information by email, if so, would they write their email address on the attendance list. DH reported that she has set up a Mailchimp account which includes all the volunteers that signed up at the village event. She would like to extend this in the future so that newsletters etc. could be circulated. When our new website is in place Mailchimp will be set within it so that if you sign up for anything on the website the email address will be automatically incorporated into the Mailchimp account. DH asked if anyone would like to be added to the Mailchimp account prior to the new website being in place, could they please email her to comply with GDPR.</p>	
<p>Agenda Item 8 – County Councilor Report – Mr Jeremy Hunt, Chichester North Division, WSCC</p> <p>At your meeting in March I touched on the CC’s financial position and some of the challenges we were facing, so tonight I don’t intend to go into our finances quite so extensively, but I would just like to make a few comments to update you.</p>	

I'm pleased to say that we closed the last financial year on budget, which considering the pressures we face is testament to the hard work put in by all our staff.

Obviously, the current financial year is again going to be a challenge, especially achieving the planned savings/efficiencies in the region of £24m. But the good news is that despite making savings we are now actually **increasing** the amount of funding for Adults and Children's services by around £18.5m.

Over the longer term planning we currently have two serious challenges.

- Firstly, this current financial year is the last year of a four-year government finance settlement. This set out how much financial support we received from Government through various different grants. Last year they carried out a consultation, called the Fair Funding Review and the results of this would help underpin the basis of government funding going forwards. We had been expecting those funding plans to be published this Spring, but it they have now been delayed until the early Autumn. So, unless the Government bring that announcement forward, we are effectively doing our budget preparation for 2020/21 almost blindfold.
- Secondly, the Green paper on **Adult Social Care**, which was promised over a year ago, has still not been published. As Adult care is the largest share of our budget, at nearly 40%, you can see that we urgently need some certainty about how this is going to be funded going forward. In fact, I think we would all like to know that, not just the CC!

Now, moving on to community support. Firstly, I'm pleased to say that we are continuing with our award-winning **Operation Watershed** initiative, which supports community led capital projects related to flooding and drainage issues.

Secondly, last year we launched the West Sussex Crowd Funding platform. Despite some teething problems this initiative has proved a great success. There are still 15 projects still live from 2018/19 and if all these meet their targets then the total raised through the platform last year will be just under **£690k**, covering 88 projects. Of this total, approx. **£210k** has been pledged by the CC through the CIF, with the balance of around **£480k** being donated by residents, local businesses, partner funds and others. Had we not had the platform, our total funding through the CIF would probably still only been in the region of 210k, and many organisations would have lost out on that opportunity to leverage a further **£480k**.

However, one issue which we now recognise, is that for very small groups, such as 'tea' clubs and those wanting support for such things as the costs of taking elderly residents on an annual outing, the platform is far too complicated. We are therefore looking at bringing back some form of 'micro' grant system, probably for requests up to £750. Hopefully a decisions on that is imminent and I will keep you updated.

Details of our crowd funding can be found at

www.spacehive.com/movement/westsussexcrowd or Google *WS Crowd funding*.

Whilst talking about grant funding and CLC's, the next meeting of the **South Chichester County Local Committee is on Tuesday 18th June, 7.00pm at County Hall as usual.**

Now, just recapping on a few local happenings over the last year:

- Last year saw the CC completed the refurbishment of Halnaker Windmill and the replacement of the sails. I think we are all agreed that it now looks resplendent, once again standing out as an iconic landmark on the Sussex skyline. I am also pleased to say that one of our countryside wardens has spotted swallows flying in and out of the top door, so hopefully that means they have returned to nest there.
- With regards to the proposed A27 bypass, I personally think this is probably now on long term hold. As I am sure you know, both the options, one north and one south, that were put forward by the CC were rejected by Highways England earlier this year. Since then the Arundel section of the A27, where the route had actually been announced, was 'pulled' by HE due, I understand, to some legal challenges. It was due to come back for re-consultation this spring, but I now believe it has been delayed further. I also noted a recent report that HE have delayed eleven major road schemes for at least five years, due to pressure on funding. So I suspect Chichester will be some way down the queue by now!
- I'm sure by now that you are all aware of the recent disastrous fire at the Westhampnett Amenity site, so I just wanted to update you on the current situation. At present It is open for green garden waste

only but will hopefully have a much wider service available in time for the Whitsun bank holiday weekend. We expect this to include the majority of materials, such as general waste, cardboard, wood, large and small electrical goods, hazardous waste, textiles. However, due to space constraints, the closest sites for soil, hardcore and plasterboard are Worthing or Billingshurst. Asbestos can only be taken to Worthing, Burgess Hill or Crawley.

- With references to local highways issues, I am pleased to say that I managed to persuade our highways team to finally extend the pavement around the old phone box to make it safer, especially for children crossing to school. I know that this is something that you have wanted for some time.
- Our highways team also finally replaced the broken railings opposite Town Lane. I know this is something both the PC and I have been chasing for some time, but not being safety railings this was deemed 'non-essential' work. Well, thanks to a foreign driver leaving a Goodwood event, who managed to drive through them, they were finally fixed. So, together with the railings that were painted by the WS volunteers, with support from some residents, the entry to the village is now greatly enhanced.
- I mentioned our Operation Watershed funding earlier tonight. I am pleased to see that the Singleton Flood Action Group are underway with their most recent project, the retaining wall along the side of the river, adjacent to the entrance to the cricket ground. Unfortunately, the river started flowing before this was complete, but fortunately the actual concrete wall was completed in time. Hopefully, once the river drops I'm sure work will re-commence and the facing wall will be built. I know the flood Action Group have, over the last few years, done a lot of excellent work in the village. Our engineers have been impressed with what has been done and so I think we should recognise the work this group has done to protect many residents from the risk of flooding.

Lastly, I just want to check to see if the PC have received our new style Town and Parish News, only a lot have come back as address unknown. I think this is an excellent publication and it goes hand in hand with the regular news bulletins we issue as well as updates on the many campaigns we run, particularly around health and wellbeing issues. I know I have mentioned this subject before, but please keep up to date with all the news and campaigns we promote by visiting our website at www.westsussex.gov.uk/about-the-council/news-and-campaigns/ or again, just Google *WS News and campaigns*

To demonstrate that we do really try and look after our residents, I just want to return to something I mentioned to you at your last meeting.

Trips and falls in elderly people are a major cause of hip fractures. It is estimated that these cost the NHS around £20m per year in West Sussex alone. Then there is the hidden cost of aftercare which often the CC has to pick up. So, to demonstrate that sometimes the simplest things can make a big difference to people's lives I highlighted the **West Sussex free 'Slipper Swap'** campaign for elderly residents across the county. As well as the slipper swap, they were also given a wealth of information on other simple steps they could take to help reduce their risk of falling. I'm pleased to report that the campaign was so successful, we had to arrange some additional dates.

So there you are, it is not all about the multi-million pound projects - this is one of the many simple ways in which **your County Council does care for you, its residents!**

<p>Agenda Item 9 – District Councillor Report – Mr Henry Potter, Goodwood Ward</p> <p>Report supplied as unable to attend.</p> <p>There is still considerable concern regarding the additional Housing for the District (outside the SDNP) which is a Directive from central Government through the National Planning Policy Framework and is fast becoming a threat to the coastal plain south of the A27..As there has been no attempt to improve the infrastructure surrounding Chichester these additional Housing numbers are totally unacceptable and it has already been made clear since the election of May 2nd, by the opposition parties, that this must be challenged.</p> <p>The fire at the WSCC recycling centre at Westhampnett has created a serious threat to our services. Now currently accepting green waste I question where ever are residents disposing of their household waste, mattresses, old fencing, fridges and washing machines etc, where is this stuff now going. I've heard tell Bognor, Shripney is a disaster area and best avoided or Billingshurst which is miles away. I fear the refurbishment of the facility at Westhampnett will be e lengthy operation, with no indication from WSCC when this may take place.</p> <p>With the change in the membership of the Council the future of the Southern Gateway may be called into question. It is such a complex project, now with additional hindrances with the transfer of the Law Courts, the uncertainty of the old Boys High School, and the re-location of the Bus Station/Garage and the Royal Mail sorting centre still undecided, I can see a long drawn out process, longer than the ten years originally anticipated.</p> <p>The future of the A27 is still in the air, the congestion gets worse almost daily together with air pollution in certain places. I know of one new 'Green Party' Member who will be campaigning on this front with strong arguments, and she will receive much support from all Parties. How this standing traffic, which cause this very poor air quality, will be dealt with is another question.</p> <p>Considering that for the past 10 years the Conservative led Council have managed their duties with all due care, the services we all expect have remained unchanged, the annual Precept has been kept at acceptable levels with no increases for 5 years and for this financial year, has seen a modest increase of just £5 per annum for the average Band D householder. Investment has been made in refurbished and additional sheltered housing, and new Industrial Premises in Terminus Road bring in substantial returns helping with the Councils Budget.</p> <p>So, we must now look to the future of a new Council of which I am proud to still be a Member.</p> <p>Henry Potter.</p> <p>Member for the new Goodwood Ward.</p>	
<p>Agenda Item 10 – Public Forum</p> <p>A member of the public asked if the new councillors could introduce themselves, JMcD said that they would be doing so in the next Agenda item. JE reported that it is not legal to refer to the council as Singleton & Charlton Parish Council as the council is registered as Singleton Parish Council. He also asked that the Cornus be removed from Jubilee Gardens as it was not intended to be there. This will be looked at by some councillors.</p>	

Agenda Item 11 – Update on Ongoing Matters

Roads Update – JMcD and RM introduced themselves as being responsible for this item. Gay Godfrey has written to Chris Dyer about the paths, in particular the ones on the A286 at the entrance and exit of the village, these are almost impassable. It is important to establish who is responsible for these paths so that we can then chase to get the work done. DH reported that CDC have a team of volunteers who are always willing to help with these types of projects, however, safety may be an issue as these paths are on a busy main road.

Playground – JR introduced himself as being responsible for this item. He reported that he has looked at the Playground Inspection document and all the items are low risk. He will be looking at funding, work streams and priorities to future proof the playground.

Exit from Levin Down into Charlton – A member of the public asked if this could be moved to the corner of North Lane. As this is a public footpath it would be very difficult or maybe impossible to get this moved. JM to contact the Rights of Way Officer at WSCC.

Emergency Plan – JR introduced himself as being responsible for this item. The plan is almost complete, we need to identify Councillors responsibilities and contact information and how they communicate with each other. DH reported that a list of vulnerable people was compiled in January, it needs to be decided who is to keep this list and who has access to it. Permission was gained from all the people on the list for limited access to this information. JR said that a safeguarding person needs to be appointed.

Village Design Statement – JM introduced herself as being responsible for this item. She reported that a meeting had taken place with Chris Patterson from SDNP, he reported that the current VDS was not suitable and needed some amendments. Our VDS would be unlikely to be reviewed until 2020 as there is a back log. Housing needs have already been identified for Singleton and Charlton for the next 5-10 years, there is unlikely to be any development reviews in these villages for the next 3 to 5 years. JM will be working on the VDS so that in the future we are in a good position should any future development be raised, however, it is acknowledged that there is no great urgency for this to be completed. Chris Paterson from SDNP will be attending the next PC meeting to talk about the South Downs Local Plan in relation to Singleton. JM also reported that she will look at the Jubilee Gardens following the request mentioned above by JE.

Closed Cemetery – Goodwood will be removing the blue pipe that is against the school fence. There was some discussion about the upkeep of the cemetery, in particular the grass cutting. JM will be looking into the correct maintenance of the wildflowers and a meeting will take place with Keith Goacher to discuss the grass cutting and cost.

Youth Club – AT reported that there had been two sessions held, 8 children attended the first session and 17 attended the second one, it is hoped that the numbers would rise to 20. The sessions are once a month and good fun is had by all.

Village Forum – DH reported that we will be manning a table at the Village Fete to further encourage involvement of our parishioners and keep up the communication throughout the village. JM and MP will be responsible for Social/Fundraising Events.

The Leys – MP introduced himself as being responsible for this item. There is supposed to be a 'walk around' once a year with Hyde and a Councillor in attendance. This hasn't been done for some time, MP will contact them to try and arrange.

Road Traffic Group – Report below.

CSW has now held 9 live sessions (in addition to the training sessions held in previous months) with a total of 62 vehicles reported speeding (ie. 36mph and above whose details we have succeeded in noting down accurately). We are still borrowing the speed measuring equipment from Chichester Police Station although at our last STAG meeting on 1 April a member of our group offered to buy the volunteers our own speed gun device. The cost of this greatly increases when VAT is added, a discussion took place about the possibility of the PC purchasing this item so that they could claim back the VAT. The individual who is willing to put the money forward could pay this to the PC. It was agreed that this would be a possibility, GG to discuss further.

The ANPR camera is now fully operational. I have had no update regarding signage nor any feedback.

<p>The data collated by the roadside WSCC box outside The Police House clearly show the traffic calming effect of our CSW sessions whilst they are in operation. It was particularly effective when we borrowed a SID to use in one direction whilst the gun in the other.</p> <p>Unfortunately, the temporary SIDS are not weatherproof and have to be manned at all times by a CSW volunteer. However, Boxgrove highly recommend the semi-permanent SIDS which they as a parish have bought themselves at a cost of approx £3000. The devices which are battery operated, can be mounted on to a WSCC signpost by a member of the CSW team and left in the pre-approved location for a maximum of 15 days in a 90 day period. They currently have 11 approved locations in Boxgrove and Halnaker. IS THIS AN INITIATIVE SINGLETON and CHARLTON SHOULD BE LOOKING INTO? Perhaps in cooperation/joint funding with other parishes? It was also reported that Hyde had been contacted about their vans speeding through the village, they have asked us to take number plate and time of day details and feedback to them. It was reported that more volunteers are required in particular to cover Charlton to monitor speeding by The Fox Goes Free and cars leaving East Dean.</p> <p>DH requested that the posters created by the children at Singleton School be mounted on board so that they can be displayed properly, AT agreed to do this. However, JH reported that Highways may say that they have to be removed. Th Boxgrove posters were removed by the Police.</p> <p>Flood Action Group – RT reported that the work on the wall by the cricket pitch is almost completed. The fascia needs to be added but this can't be done until the river stops flowing. DH proposed that The Flood Action Group should become part of the PC, this was seconded by AT and all Councillors agreed. There would be a handover by Carol with JR who will be responsible for this item going forward. Carol reported that there would need to be an AGM each year. She also mentioned that it would be a good idea to get the Environment Agency to re-assess the flood risk, this can be done if there is no flooding for 5 years, as this would help reduce house holders insurance costs. DH reported that she would organise volunteers to clear the river once it has stopped flowing. Thanks were given to Carol for all her hard work and everyone wished her success with her new home, she will be greatly missed. JE reported that a letter would need to be sent to The Group annulling the previous letter.</p> <p>Defibrillator – DH is responsible for the maintenance and reporting. BT will be applying for an SSE grant for a Defibrillator in Charlton.</p> <p>Upcoming meetings</p> <p>Goodwood Motor Circuit Consultative Committee – 23/05/19, RT attending.</p> <p>County Local Committee Meeting – 11/06/19, JMCD attending.</p> <p>All Parishes Meeting – 15/07/19, DH attending.</p> <p>Annual Parish Meeting – Wednesday 29th May – agenda has been posted on the website and notice boards.</p>	
<p>Agenda Item 12 – Village Matters for Discussion</p> <p>Parish Member Appointment to The National Park Authority 2019, JM will put her name forward.</p> <p>Nomination of a Parish Councillor representative to Chichester District Association of Local Councils, email with last meeting's agenda and minutes to Councillors, representative to be confirmed at the next PC Meeting.</p> <p>Flag Pole – Gay Godfrey asked for volunteers to clean the flag pole, JMCD, MP and Peter Boyle offered to help. Malcolm Scott asked if we would consider purchasing a Sussex Flag, this will be put on the agenda for the next meeting.</p> <p>13. Finance</p> <p>Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for period ending 1st May 2019 – JMCD approved.</p>	

Invoices Paid:

Payment Date	Invoice Date	Payee	Details	Cost
23/04/19	31/03/19	WSCC	Emptying of Bins	£ 254.58
23/04/19	27/03/19	WSCC	Clerk Salary - March	£1,102.76
23/04/19	16/04/19	RS Hall	Internal Audit	£150.00
23/04/19	06/04/19	John Elliott	Chairman's Allowance	£19.95
01/05/19	29/04/19	Vivien Nuttall	Clerk April Expenses including Home Office Allowance	£102.11
01/05/19	29/04/19	WSCC	Clerk Salary - April	£958.52

Payments for Consideration:

Invoice Date	Payee	Details	Cost	Agreed Budget for 2018/19	Year to Date	Under/Over Budget To Date
29/04/19	Lawns & Hedges	Disposal of Green Waste from Village Tidy Up	£26.40	£0	£26.40	£26.40
03/05/19	Community Heartbeat Trust	Emergency Phone Annual Rental	£62.40	£50.00	£50.00	£12.40
20/03/19	Vivien Nuttall	March Home Office Allowance	£30.00	£360.00	£240.00	£120.00

Annual Audit – JMcD signed. All documentation will be posted on the website. Certificate of Exemption to be sent to External Auditor.

14. Grants for 2019/20

IGAS – The PC were awarded £2,500, it is proposed to spend this on materials for renewing the path between Church Lane and The Church, this was unanimously agreed the work will be done by volunteers from the village. Further funding will be sort for the playground equipment.

CIL – There is no further information at present. DH will also be looking at National Lottery Funding for The Leys parking project. JH suggested we look at the Crowd Funding Platform.

SSE Resilient Communities Fund - Deadline for applications 29/05/19, RT will be applying for funds for Charlton Defibrillator.

15. Planning – See separate attachment.

Orchard House Party Wall – Inspection to be arranged.

16. Correspondence

West Sussex Budget Survey – DH will forward the link to every Councillor to complete the survey.

Integrated Communities Action Plan – DH reported that this is really for urban communities and it was felt that it was not necessary to attend this event which is in London.

UK Cycling Event at Goodwood – 09/06/19, RT reported some of the key points, there are no road closures. JH was not aware of this event so asked for the email to be forwarded to him and he will look into it. As long as there are no road closures permission to hold the event is not required. He also reported that a working group has been set up to look at the potential for Velo South.

D Day Celebrations – 06/06/19, there will not be an event in Singleton & Charlton.

17. Agenda for Future Meetings

Bench for Church Way

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

Signed: JOHN MCDONALD

Name & Position: CHAIRMAN

Date: 17th July 2019