

**APPROVED Minutes of the Parish Council Meeting held at 7pm on  
Wednesday 25<sup>TH</sup> September 2019 at Singleton Village Hall**

<p><b>Present:</b> Cllr John McDonald (JMcD) (Chairman); Cllr Adrian Taylor (AT); Cllr Jasper Richmond (JR); Cllr Robert Mayne (RM); Cllr Rebecca Trowell, Cllr Jane Mayhew (JM) Cllr Henry Potter (HP CDC); and 8 members of the public also attended.</p>	
<p><b>Agenda Item 1 – Apologies for Absence</b> – DH, JH, MP has resigned.</p>	
<p><b>Agenda Item 2 – Declaration of Interests/ Declaration of Interests/ Dispensation Requests</b> 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. To consider any Dispensation Requests received by the Clerk not previously considered. Regular declarations – Members Interests: John McDonald – Trustee and Treasurer of Singleton Playschool Deborah Harwood – Member of the Flood Action Group Rebecca Trowell – Member of the Flood Action Group There were no further declarations of interest or dispensation requests.</p>	
<p><b>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 17<sup>th</sup> July 2019. It was <b>Resolved</b> that the minutes of the meeting were agreed and signed by JMcD. The vote was unanimous.</p>	
<p><b>Agenda Item 4 – Chairman’s Report</b> – Henry Smith Charity – we have received a pack from The Henry Smith Charity giving advice on the set up and constitution of local charities and an informal get together is going to take place with two of the trustees to discuss the way forward, there will then be an AGM to appoint trustees. Robert Mayne is the Parish Council representative. We have received confirmation that the name change of the Parish Council has been agreed. The Parish Council name is now Singleton and Charlton Parish Council.</p>	
<p><b>Agenda Item 5 – County Councillor Report</b> – Mr Jeremy Hunt, Chichester North Division, WSCC JM was unable to attend, report below. The latest version of our Town and Parish News came out a couple of weeks ago. It is sent to your Clerk, so hopefully she has forwarded it on to you all. I also hope you publish this on your website because it covers some interesting issues. For example, this month we cover the following: Details of a budget animation programme you can view, showing some of the financial pressures we face. <a href="https://www.westsussex.gov.uk/campaigns/budget-202021/">https://www.westsussex.gov.uk/campaigns/budget-202021/</a> Details of a consultation running up until 1st October on our electric vehicle strategy <a href="https://www.westsussex.gov.uk/education-children-and-families/your-space/electric-vehicle-strategy-consultation/">https://www.westsussex.gov.uk/education-children-and-families/your-space/electric-vehicle-strategy-consultation/</a> A reminder that you need to have any winter salt submissions in by 16th September (topical as I note this is covered in one of your reports). A new campaign called ‘Mia recycles’ - which is a video made by about recycling and what you can and can’t recycle with Mia, a school girl from Bognor Regis as the face of the campaign. <a href="https://www.westsussex.gov.uk/news/local-school-girl-fronts-new-west-sussex-recycling-campaign/">https://www.westsussex.gov.uk/news/local-school-girl-fronts-new-west-sussex-recycling-campaign/</a> And finally, details of some of our latest campaigns as well as details of how to access our ‘Have your say Consultation Hub’ and also details of how to join our ‘People’s Panel’.  I have been chasing highways in regard to clearing the pavement between Singleton and WD. Following an inspection of this section of pavement, our highways team agreed to add this stretch to the sidings schedule, but currently there are no funds available. Once funds do become available, it will be added to the actual work programme. I was unable to persuade them that this needed adding to our emergency schedule, despite some photos showing a struggling mum with a pushchair that I received from WD PC. I</p>	

will keep the pressure up and I also note that you are making contact with our team of volunteers. IF you need any help with that, please let me know.

Talking of volunteers I'm not sure if you are aware that we have recently published a new guide to supporting resilient communities. This is all about improving local places and spaces and very much focused around joint working with volunteers. The booklet can be found at [https://www.westsussex.gov.uk/media/13095/improving\\_local\\_places\\_and\\_spaces.pdf](https://www.westsussex.gov.uk/media/13095/improving_local_places_and_spaces.pdf) or simply type in *West Sussex Community Guidance and help* to your search engine.

Lastly, some months ago the state of the pavements in the Leys was raised. I did report this and an inspection was carried out. Unfortunately, although it was acknowledged that there were a number of patches, the overall state of the pavement was considered reasonable and did not meet the current intervention levels. However, they would be checked on a regular basis. Obviously I will keep an eye on them myself, but happy to meet someone from the PC if you wish to discuss further.

The Clerk confirmed that the Town & Parish News is circulated to all councillors and is posted on the website. With reference to Re-Cycling, Clerk has written to CDC to enquire about Food Bins. CDC replied that they were looking into this, HP said that a Bio Mass Boiler would be required.

**Agenda Item 6 – District Councilor Report – Mr Henry Potter, Goodwood Ward**

At the Full Council Meeting yesterday approval was given to include Charlton in the Parish name. It will now be titled Singleton and Charlton Parish Council. The Council will now notify the Secretary of State for the change to become 'official'

Also during that same meeting a Motion was tabled that the Council adopt a more vigorous tree planting programme and the creation of wild flower areas to encourage insects and pollinators. Now I am in full agreement with this because the loss of our native Ash Trees is devastating! Not only will we lose 20% of our trees, we lose 20% of the absorption of carbon dioxide and 20% less release of oxygen. Both very important issues. I'd like to suggest that this Council approach your School and encourage them to pot grow from seed as many trees as possible. I appreciate that Goodwood have embarked on a project to plant 70,000 trees across the whole Estate, including some fruit trees, but even this is not enough considering the losses to Ash Dieback. As an example, West Dean Estate have identified 7,000 plus trees which must come down alongside the roads through the Estate alone.

At the West Dean Parish Council I reported on the activities in the woodland behind St. Roche's Lodge. During this past summer a organisation called Learn Bushcraft have been holding summer camps, principally for children. This necessitated laying a Tarmac Road into the woods off of Town Lane and a vast service area of tarmac laid for coaches and other service vehicles to turn around. There are about five villages, each of about six or seven tepees, numerous portaloos, a mobile shower block, some ocean-going steel containers and a dismantled Cessna 172 Skyhawk aircraft scattered around to ensemble a plane crash! None of this has Planning Permission and it appears that West Dean Estate we're-not fully aware of all that has taken place. I have reported all this to the SDNPA, again they claim to be unaware but according to Tim Slaney, the Park senior Planning Officer, a Planning Application is to be submitted by Learn Bushcraft, retrospectively and for the next two years. I only learned very recently that this area is in your Parish and not West Dean, hence the inclusion in this report. There are also traffic safety concerns as coaches are unable to turn into the site from the Goodwood direction.

Finally, the other thing of some concern is the proposal to extend the Centurion Way beyond West Dean to the Car Park at Cocking hill. The idea to bring users from the existing exit in the Motor Road down to the footpath opposite the Dean, along this path to the new bio-mass boiler house opposite WD College entrance where it will re-join the old railway line. I don't believe it to be very responsible to implement this route when it could more safely go through the narrow woodland just over the hedge from the narrow footpath. This proposal was in the schedule for September's planning meeting, but I've noted it has been pulled and now shows in October's list. I still believe it is premature and requires more investigation.

<p>Further information from HP – A new roundabout is going to be build for access into the new Lidl store, this will cause a lot of disruption, it will also give access into the housing development on the Portfield Road.</p>	
<p><b>Agenda Item 7 – Public Open Forum</b>  Question raised about land opposite Madgwick Park Housing Development, HP commented that there is a new sewerage system being built around Chichester, called The Trans Chichester Pipeline, it is suggested that this will take 2 ½ to 3 years. Until that is completed all waste from the Madgwick housing development is being taken away in tankers. The work being carried out opposite the housing development is more than likely a pumping station for the new sewerage system. He also said that in relation to the question about the A27, the National Park would never agree to a route through the National Park. A discussion took place about planting trees, HP has written to the school to ask if the school children could plant tree seeds, he asked if the Parish Council could support the school with this project. The Woodland Trust are offering free tree pack to communities and parishes, however, you need to supply a grid reference to indicate where you are going to plant the trees. Another member of the public pointed out that our villages looked a mess as many of the signs are damaged and there are far too many posters and notices. HP said that we are well within our rights to remove any non-relevant material. It is illegal to put advertising boards on the Highway. Damaged signs should be reported on the Love West Sussex site. It was reported that some communication was sent by Highways indicating that it was encouraging parishes to take more responsibility for general maintenance like cleaning signs and pathways. Clarification of this will be sought.</p>	
<p><b>Agenda Item 8 – Council Matters</b>  Insurance – It was agreed to use Zurich Insurance with a three-year deal of £533.62 per year, proposed by JM, seconded AT. This is over £100 saving on the budgeted figure.  Policy – Standing Orders were agreed, proposed JR, seconded AT.  Website Enquiry – agreed to put entry on our website for the Register Office. Busy Lizzie Nursery, agreed to direct them to The Valley Diary. It was agreed that unless an entry is a public service it will not be added to the website. The Clerk will look into adding a ‘Facilities in The Village’ page.  Goodwood Motor Circuit Meeting – discuss their intended appointment of Deputy Chair. It was agreed to write a letter to state the Parish Council object on the basis he is not a councillor so is unable to represent the community.  Responding to Clerk’s emails – JMcd requested that the councillors respond to the Clerk’s emails and requests for reports in a timely manner.</p>	
<p><b>Village Matters – Decisions Required</b>  Sand Bags – agree storage. It was agreed to leave them at The Museum but the condition of the sandbags should be checked.  Playground Grants – agree way forward - There is plenty of funding for Playgrounds, we will need to go the the National Lottery for funding for the Car Parking project. RT will move this forward by creating a survey along with a survey about the Car Parking Project, as supporting documentation to prove that the community have made requests for the equipment or the project, this is required for any grant application.  Harvest Event – agree cost or raffle ticket and food prices. Confirm which Councillors are attending. Agree numbers for catering - Agreed cost of raffle tickets and food, all councillors will be attending.  Fundraising – Cyril Pearman’s Film – is this a good idea for a fundraising event - It was agreed that this could be another fundraiser. Janet Holt may already have a copy of this film, clerk to check. Also, research Silver Jubilee Film.  Bench for Church Way – agree date to move the bench - It was decided to postpone a decision on the bench as objections had been received from past councillors. The Clerk will gather more information for the next meeting.  Playground – agree date for work to start and purchase of materials - As DH was not at the meeting, it was agreed to finalise this by the next meeting.</p>	

<p>Emergency Plan – agree when will this be issued - Clerk to supply Southern Water Emergency number. JR to provide Clerk with the complete Emergency Plan with Appendices.</p> <p>Adoption of Charlton Telephone Box – agree supplier of defibrillator - It was agreed to purchase the defibrillator from The Heartbeat Trust. However, we would not purchase this until we have final confirmation of ownership of the phone box. Agreement of change of use has been agreed by CDC. Since the meeting SDNP have confirmed that as it is listed we will need submit a planning application. Clerk to sign the contract once we have a definitive answer to change of use.</p> <p>Village Paths – agree whether volunteers can carry out work on the paths if Highways won't undertake the work - It was decided that there would be a safety issue so it is not something that volunteers could undertake.</p> <p>STAG – The STAG meeting did not take place, so no report.</p> <p>Mobile Library – can The Parish Council/Village Hall help - This was discussed and had also been discussed at the last Village Hall meeting. It was felt that it would be too difficult to administer.</p> <p>River Clearance – By volunteers, taking place on Saturday 5<sup>th</sup> October. JM is not available but would be willing to clear the pond. A discussion took place and it was agreed that we should wait until a date is set, so that there are plenty of volunteers.</p>	
<p><b>Agenda Item 10 – Finance</b></p> <p>Review of Expenditure v Budget, approval of the Accounts and Bank Reconciliations for the period ending 31<sup>st</sup> August 2019 – Reports circulated. All agreed.</p> <p>Balance in Current Account – 22/09/19 = £5,897.97 (includes 2<sup>nd</sup> instalment of Precept)</p> <p>Balance in Savings Account - £7,482.57</p>	
<p><b>Agenda Item 11 – Planning</b></p> <p>Latest report supplied separately. Nothing further to report.</p>	
<p><b>Agenda Item 12 – Agenda for Next Meeting</b></p> <p>Chris Paterson from the SDNP will attend the Parish Council Meeting in November. He will lead a discussion on Village Design Statements/Neighbourhood Plans.</p>	
<p><b>Meeting Closed at 20.40</b></p>	
<p><b>Confirmed that these minutes are a true and accurate record of the meeting</b></p> <p>Signed: JOHN MCDONALD  Name &amp; Position: CHAIRMAN  Date: 20<sup>th</sup> November 2019</p>	