

# SINGLETON PARISH COUNCIL

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## MINUTES OF THE ANNUAL GENERAL MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 5 MAY 2010 AT 7PM

**Present:** Cllrs. M. Pollock (Chairman), P. K. Hope-Lang (Vice Chairman), Mrs. J. Belton, I. Casdagli, N. Conway, J. Elliott, Mrs. S. Farman, and I. Michael.

**In attendance:** Mrs. J. Martin, Clerk; County Cllr. M. Hall; District Cllr. H. Potter and two members of the public, Mrs. E. Jeffries and Mrs. H. Morris.

Cllr. Pollock, Chairman for the 2009/2010 Council Year, took the Chair. He was pleased to welcome Mrs. Jeffries and Mrs. Morris.

### 1.10 Apologies

Apologies were received from Cllr. W. Spence (away from area). PCSO Churchill-Wright also sent her apologies.

### 2.10 Election of Chairman and Signing of Declaration of Acceptance of Office

Cllr. Pollock was proposed by Cllr. Elliott and seconded by Cllr. Mrs. Farman. There being no further nominations, he was unanimously **RE-ELECTED** Chairman of the Parish Council for the 2010/2011 Council Year. He duly read and signed his Declaration of Acceptance of Office and took the Chair.

Clerk

### 3.10 Election of Vice Chairman

Cllr. Hope-Lang was proposed by Cllr. Pollock and seconded by Cllr. Mrs. Farman. There being no further nominations, he was unanimously **RE-ELECTED** Vice Chairman of the Parish Council for the 2010/2011 Council Year.

### 4.10 Code of Conduct - Declarations of Interests

Cllr. Elliott declared a personal interest in agenda item 13 (Min. 13.10(iii)), having bid for the sit-on mower.

### 5.10 Public Session

*The Chairman adjourned the meeting at 7.07pm to enable members of the public to speak.*

Cllr. Mrs. Belton felt that the Singleton Relief in Sickness Fund should be rightly named Nurse Harding's Sickness Fund. Mrs. Morris explained the background to the Fund, which Nurse Harding had bequeathed to the community she had served for many years. Mrs. Muir, who looked after the money, had confirmed that the official name of Singleton Relief in Sickness Fund would be difficult to change after so many years. It was agreed that "Nurse Harding's Sickness Fund" would be added in brackets on Parish Council papers, in recognition of her valued legacy.

Clerk

Cllr. Mrs. Belton announced her retirement from the Parish Council after more than forty years. The Chairman warmly thanked her for her work, adding that she would be greatly missed. He would arrange a small event to mark her leaving. The Clerk would take the necessary steps to fill the vacancy.

Clerk

*Mrs. Belton and Mrs. Morris left the meeting at 7.18pm.*

Mrs. Jeffries had ongoing concerns over the very narrow pavement adjacent to the A286 near Grooms Yard. A recent near-miss involving a young mother with small children had highlighted the danger. Possible solutions were to move the bus stop to Budd's Hill, provided the existing lay-by could be extended, or to widen the pavement at Grooms Yard to create a pinch-point, which would double as a traffic calming measure. The Parish Council had asked WSCC Highways for a solution quite recently, with the response being that the pavement was too narrow to erect safety railings and the main road could not be widened. At Cllr. Hall's suggestion, the Chairman would submit this as a question to be answered by WSCC at the forthcoming County Local Committee meeting, emphasising that the pavement was the main access route to the bus stop.

MP

*Mrs. Jeffries left the meeting at 7.25pm, when the Chairman reconvened the meeting.*

#### 6.10 Election of Planning Committee

The Planning Committee currently comprised eight members of the Parish Council, with the Chairman ex-officio (ie. all Members), with a quorum of three. On a proposal by Cllr. Casdagli, seconded by Cllr. Conway, it was unanimously **RESOLVED** that this continue. The Chairman would be elected at the first Planning Committee meeting held in the new Council Year.

SF

#### 7.10 Election of Parish Council Representatives on Outside Bodies

- a) Emergency Planning – Cllrs. Spence, Conway and Elliott.
- b) Goodwood Motor Circuit Consultative Committee – Cllrs. Casdagli and Hope-Lang.
- c) Henry Smith Charities – Cllrs. Mrs. Farman and Casdagli. As a third representative did not have to be a member of the Parish Council, it was **AGREED** to approach Mrs. Penny Spence.
- d) Lavant Valley Forum – Chairman, Vice Chairman, Cllrs. Elliott and Michael, but open to all.
- e) Levin Down Management Committee – Cllrs. Casdagli and Michael.
- f) Police Neighbourhood Management Committee – discontinued.
- g) SALC/CDALC/AiRS – Cllrs. Mrs. Farman (principle representative) and Spence (reserve).
- h) Singleton Relief in Sickness Fund (Nurse Harding’s Sickness Fund) – Cllr. Mrs. Farman. This appointment ran for the four years 2007 – 2011.
- i) South Chichester County Local Committee – Cllrs. Pollock and Spence, but open to all.
- j) South Downs Advisory Forum – Cllrs. Mrs. Farman, Pollock and Spence.
- k) SDJC Off-Road Vehicles Group (‘Pathwatch’) – currently suspended.
- l) Tree Warden – Cllr. Elliott.
- m) Village Hall Management Committee – Cllrs. Casdagli and Elliott.
- n) WSSC Minerals and Waste Development Framework Forum (MWDF) – Infrequent. Cllr. Elliott attended meetings as a District Councillor and would also represent the Parish Council.

On a proposal by Cllr. Michael, seconded by Cllr. Conway, it was unanimously **RESOLVED** that these appointments be **ADOPTED**.

Clerk

#### 8.10 Minutes

On a proposal by Cllr. Casdagli, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 24 March 2010 be **APPROVED**. They were duly signed as a correct record.

#### 9.10 Matters Arising from the Minutes

- (i) Emergency Planning (Min. 102.09) – Cllr. Spence had dealt with this on behalf of the Parish Council. The Clerk would arrange for copies to be circulated.
- (ii) CRB Check and Child Protection Policy (Min. 101.09(iii)) – Mr. Belton’s CRB check had been satisfactorily completed. The Chairman and Cllr. Casdagli would provide him with some background information on Child Protection.

Clerk

MP/IC

#### 10.10 County Councillor’s Report

- (i) SDJC and the new South Downs National Park – Cllr. Hall was one of the longest serving Members of the South Downs Joint Committee, to be disbanded when the National Park Authority took over on 1 April 2011. The last Planning Committee had taken place, with Planning Control passing to the National Park. This would not be delegated to District Councils, so an announcement on how this would work was awaited with interest.
- (ii) Southern Water - a clear answer was still awaited on outstanding water problems. Cllr. Hall planned to have a meeting with all parties involved, to discuss options. The Clerk would ask Mr. Steve Johnson, WSSC Highways, to ensure that verges damaged by lorries contracted to Southern Water were reinstated.
- (iii) Goodwood Duathlon – Mr. Johnson had been contacted by a cycle race organiser who had just discovered that his annual 130k cycle race on 9 May clashed in time and location with the Duathlon. The Duathlon was on closed roads, whereas the cycle race did not require road closures. Whilst the Duathlon was taking place, the cycle race would use the Lavant to Singleton A286, up Town Lane, along St. Roche’s Hill, down Knights Hill to Charlton, then Droke Lane to the A285. Mr. Johnson had suggested that the organisers of both events discuss the implications, including cars parked in the vicinity of St. Roche’s car park. Cllr. Hall shared the Parish Council’s concern over the discrepancies between promised and advertised times for the Duathlon, with the TRO being from 0600 – 1600 hours. He would ensure that a post-mortem meeting followed the Duathlon to assess the impact on local

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communities, being the first year of a planned annual fixture. WSCC was putting strips across the road over two weekends, to assess the impact on traffic movements.

M Hall

#### 11.10 District Councillor's Report

- (i) Parking in Chichester District – with effect from 12 April 2010, Chichester DC had responsibility for all parking within its area. Traffic Wardens were now employed by the District Council as part of the Civil Parking Enforcement Team. Fines for illegal street parking and in car parks would fund the wardens and maintenance of the service, with car parking charges in Chichester, Midhurst and Petworth going towards car park maintenance.
- (ii) Clean Neighbourhood Scheme – Mr. Graham Nunn had made a presentation at the February Lavant Valley Forum. He was pursuing more prosecutions for fly-tipping, three having already resulted in hefty fines and costs against the offenders. Evidence presented had included DNA removed from tipped items. Cllr. Potter urged people to report any incidents to Environmental Health at Chichester DC. The Clerk would again report the almost nightly litter deposited on the bottom third of Knight's Hill.
- (iii) Haredown All-Terrain Boarding – Cllr. Potter was pleased that the recent application to continue on a permanent basis had been successful, with removal of restrictions on opening days, hours and competitions. There were conditions to lessen the impact on the landscape.
- (iv) Vintage Goodwood – Cllr. Potter suggested that Members might like to look at the website for the new August event, to be staged north of the Sculpture Park.
- (v) Rural Crime – Cllr. Potter had attended a recent meeting at which Angela Shepherd had advised that "Pathwatch" was in limbo since PC Mark Hillman had retired. Some local people had found that having purchased tracking devices for expensive equipment, equipment was now available on the internet to block them. He urged vigilance, since rural crime was on the increase; the theft of oil and diesel being a current problem.

Clerk

All

*Cllrs. Hall and Potter were thanked for attending and left the meeting at 8.15pm.*

#### 12.10 Planning Committee

- (i) Chairman's Report – an out-Parish application by Mr. John Holt of Ides Barn, Droke Lane, East Dean (ED/09/05089/FUL) for the continuation of previously permitted all-terrain boarding on a permanent basis, removal of previous restriction on the number of opening days, and increase in opening hours and the number of competitions per year, had been permitted. Goodwood Motor Circuit had withdrawn its application for temporary use of the circuit for high speed driving for two additional days per annum (WH/10/00233/FUL). A mobile café at The Traingle had erected permanent signs on the road sign. This would be brought to the attention of Chichester DC as a planning enquiry.
- (ii) Planning Committee – the minutes of the meeting held on 12 April 2010 had previously been circulated (Appendix A). On a proposal by Cllr. Pollock, seconded by Cllr. Michael, it was unanimously **RESOLVED** that they be **ADOPTED**.
- (iii) Planning Decisions  
SE/10/00919/TCA  
Mr. Jonathan Rodwell,  
Myrtle Cottage, Charlton Road, Singleton.  
Notification of intention to fell 1 no. Sweet Bay tree.  
Decision: **Permit**.  
  
SE/10/01213/EXT and SE/10/01219/EXT  
Mr. Patrick Jefferson,  
36 Charlton Park Road, Charlton.  
Single storey conservatory (existing timber and glazed porch to be removed).  
SE/05/00333/DOM and SE/10/00334/LBC.  
Decision: **Permit**.

SF

#### 13.10 Richmond Playground

- (i) General and Health & Safety Report - the playground remained in good condition and well-used, with no Health & Safety issues identified, other than children jumping over the perimeter fence to access the playground rather than using the gate. After discussion, it was unanimously **AGREED** that there was little point in erecting a warning sign, as previous ones had been vandalised.
- (ii) Playground Funding (Min. 101.09(iv)) – it was agreed that Cllr. Casdagli should no longer feel obliged to raise money for repairs and insurance, the Richmond Playground Committee having been disbanded some time ago owing to lack of support from parents and children.

On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Elliott, it was unanimously **RESOLVED** that the bank account for the playground be closed and the balance of £855.10 transferred to a dedicated heading within the Parish Council's Budget, to finance all playground expenditure with effect from the beginning of the 2010/2011 financial year. No further items of equipment would be purchased unless local children were prepared to share the fundraising. Up to £1,000 WSCC funding was available, but the application had to come from the children. Cllr. Casdagli was warmly thanked for his ongoing work carrying out regular inspections and general maintenance, including emptying the bins.

Clerk

- (iii) Sale of Sit-on Mower 101.09(ii) – this had been advertised on the notice boards, inviting bids. Only one had been received, from Cllr. J. Elliott, for £500, which matched the independent valuation. It was unanimously **AGREED** to accept his offer.

Clerk

#### 14.10 Highways, Footpaths, Transport and Flood Prevention

- (i) Dog Access at Levin Down Stile (Min. 100.09(i)) – this had been amended by the Goodwood Estate, but Mr. Nigel James at the SDJC was unhappy with it and had decided to have a gate fitted.
- (ii) Pilcher's Path (Min. 100.09(ii)) – Cllr. Spence would apply for a plan costing £8.
- (iii) Replacement Bus Shelter on A286 – the Clerk had submitted an application to the WSCC Bus Shelter Grants Scheme by the due date of 31 March 2010, but had been told on 1 April that the fund had been diverted to pothole repairs. The Grants Scheme was unlikely to be restored in 2011/2012. Enquiries were being made by WSCC into the integrity of the brickwork support for the concrete platform and responsibility for financing repairs, pending further discussions. It was essential that this was resolved quickly, being the only safe location for a bus stop on the northbound main road. In the meantime, the Clerk would submit an application to the County Local Committee Community Initiative Funding scheme, in time for the July CLC meeting.
- (iv) SID (Speed Indicator Device) – Cllr. Conway was ready to start as soon as PCSO Jason Lemm had assessed site suitability.

WS

Clerk

NC

#### 15.10 Village Design Statement

Cllr. Hope-Lang was unable to proceed until July, owing to personal commitments.

#### 16.10 Finance

- (i) Internal Auditor's Report 2009/2010 – the Parish Council's accounts had been found in good order with no adverse comments (Appendix B).
- (ii) Statement of Final Accounts for 2009/2010 and Approval of Annual Return – both circulated with the agenda (Appendix C). On a proposal by Cllr. Elliott, seconded by Cllr. Conway, it was unanimously **RESOLVED** that the final accounts be **APPROVED**. The Chairman duly signed the final accounts for the 2009/2010 financial year and Sections 1 and 2 of the Annual Return, which would now be passed to Mazars, the Parish Council's designated external auditors.
- (iii) Assets Register and Insurance Schedule – the Assets Register was recently updated (Appendix D) and formed the basis for renewal of the Parish Council's insurance policy w/f 1 June 2010.
- (iv) Budget 2010/2011 – circulated with agenda (Appendix E).
- (v) Approval of Payments for 25 March – 5 May 2010 – schedule circulated with agenda (Appendix F).

Clerk

<u>Parish Council</u>		£	
<u>Already Paid</u>			
Singleton Village Management Committee	Hall	108.00	Hire of Village Hall for meetings 01/04/2009 – 31/03/2010. Cq: 000113. (approved at 24/03/10 meeting, but invoice and amount received later).
<u>To be Paid</u>			
Mrs. J. Martin		53.56	Imprest reimbursement. Cq: 000116.
SALC		130.01	SALC/NALC Annual Subscription. 2010/2011. Cq: 000117.
SALC		13.50	Local Council Review. Cq: 000118.
Broker Network Ltd.		672.41	Aviva Annual Insurance Premium 01/06/2010 – 31/05/2011. Cq: 000119.

Additions to Schedule

R. S. Hall and Co.	117.50	Internal Audit 2009/2010. Cq: 000120.
East Dean, Singleton and West Dean PCC	400.00	Grass-cutting Grant (Gen Powers) 2010/2011. Cq: 000121. See below (vi).

Richmond Playground

None.

On a proposal by Cllr. Pollock, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the above payments be **APPROVED**. Cheques were duly signed, together with a Direct Debit mandate for the Parish Council's Claranet account, effective from April 2011.

**Clerk**

- (vi) Request for Grant under General Powers for Churchyard Maintenance: East Dean, Singleton and West Dean PCC – letter dated 22 April 2010 requesting that although the latest accounts would not be available until June, owing to illness, a grant be approved in principle. On a proposal by Cllr. Michael, seconded by Cllr. Elliott, it was unanimously **RESOLVED** to make a grant of £400 for 2010/2011, to be paid immediately, on the understanding that the PCC's latest accounts be sent to the Chairman as soon as completed.

**Clerk**

**17.10 Chairman's Report**

The Chairman had attended the Lavant Valley Forum on 20 April 2010, topics discussed being Economic Development Strategy (including rural communities), Neighbourhood Policing, and Customer Services. He had raised with Inspector Chris Woollerton the status of the Parish Council's request for SID, who had agreed to discuss this with PCSO Jason Lemm (see Min. 14.10(iv) above).

He had submitted three items to May edition of The Valley Diary, being the installation of the VAS of the A286, acknowledging PR Singleton Ltd. for their financial support; the status of the Local Development Framework process, with proposals for major growth areas; and the Strategic Housing Land Availability Assessment.

**18.10 Councillors' Reports**

None.

**19.10 Clerk's Report**

The Circulation File had only one item, a magazine, so had been withheld until the next meeting.

**20.10 Date of Next Meeting and Calendar for 2010/2011 Council Year**

Meetings for the remainder of the 2010/2011 Council Year would be held on:

**14 July (next meeting), 29 September (pre-Budget), 24 November 2008 (Budget-setting);  
26 January, 23 March (APM and Parish Council) 2011, with the 2011/2012 AGM on 11 May 2011.**

**All**

**Closure:** The meeting closed at 9.25pm.

Signed:

Chairman of the Council