

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 1 OCTOBER 2008 AT 7.10PM AT THE VILLAGE HALL

Present: Cllrs. W. Spence (Chairman), I. Casdagli (Vice-Chairman), Mrs. J. Belton, D. Deans, J. Elliott, Mrs. S. Farman, and M. Pollock.

In attendance: Mrs. J. Martin, Clerk; County Cllr. M. Hall; District Cllr. H. Potter; PCSOs J. Lemm and R. Moorey. No members of the public were present.

40.08 Apologies for Absence

Apologies were received from Cllr. K. Hope-Lang (away) This was **ACCEPTED**. Apologies were also received from Mr. N. Draffan, Goodwood Estates Ltd.

41.08 Code of Conduct

- (i) Declarations of Interest – None.
- (ii) Chichester DC: Standards Committee – minutes for the Standards Committee meeting on 24 July 2008 (placed in Circulation File). **All**
- (iii) The Standards Board for England: Town and Parish Standard – September 2008 (placed in Circulation File). **All**

*It was unanimously **AGREED** to defer the Public Session, to await expected attendees.*

42.08 Minutes

On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Elliott, it was unanimously **RESOLVED** that the minutes of the meeting on 23 July 2008 be **APPROVED**. They were duly signed as a correct record.

43.08 Matters Arising from the Minutes

- (i) LDF Core Strategy (Min. 27.08(i)(a)) – it had been agreed not to proceed.
- (ii) Affordable Housing (Min. 27.08(ii)) – Cllr. Spence had written on 25 August 2008 to Mr. John Marsland, Chief Executive for Chichester DC. He read his reply of 9 September. Mr. Marsland was satisfied that the allocations were made in accordance with policy, but future H9 sites would have “a more finely worded definition at the point of advertising to try to avoid similar situations”. Whilst this was unsatisfactory, it was **AGREED** that faced with the Data Protection Act, no more could be done.
- (iii) Finger Posts at Knights Hill (Min 27.08(iii)) – Cllr. Mrs. Farman was thanked for painting the posts, which were now in place. Mr. Roger Champion planned to add the fingers this week. The Clerk would claim the grant from the South Downs Joint Committee. **Clerk**

County Cllr. Hall and District Cllr. Potter arrived at 7.30pm. They apologised for their delay.

- (iv) SDJC: The South Downs Management Plan 2008 – 2013 (Min. 30.08(iii)) – Cllr. Spence outlined the content of the Plan and passed round copies of the Summary.
- (v) AiRS/NHS: Improving Village Access to Health and Well-Being – no-one was able to attend.

44.08 Public Session

PCSOs Jason Lemm and Moorey arrived. The Chairman adjourned the meeting at 7.33pm.

PCSO Lemm apologised for his delay. Since the last meeting, two lost dogs had been reported and one recovered. Another had been found loose on the main road and returned to its owner. There had been reports of bikes in Charlton Forest and an arrest made following an indecent exposure at the Weald and Downland Museum. Cllr. Elliott had reported an injured badger, which later died. Yesterday's burglary from a shed at The Leys, involving the theft of quad bikes and a mini motor cycle, was under investigation, including house-to-house enquiries. PC Mark Hillman had recently retired and was now working on “Countrywatch”. PCSO Lemm was in the process of setting up a Neighbourhood Management Panel to involve residents in local Police work. Further details would follow. There was new graffiti at the Church, which he would photograph and follow up. It was essential that every incident was reported immediately, so it could be properly recorded and provide the best chance of identifying the culprits.

Traffic Matters

PCSO Lemm demonstrated one of the two SIDs in the Chichester Police Division, one each for the Chichester and Midhurst areas. Parish Councils could borrow one for two weeks at a time, to remain in the same spot for the entire period. Each site required a Police Risk Assessment. SIDs, which had to be manned at all times, were intended as a traffic calming measure and did not record speeds. (Separate applications for each SID site, to Inspector Chris Woollerton on Christopher.Woollerton@sussex.pnn.police.uk).

STAG

Parish Councillors and County Cllr. Hall had been told at meetings that a recording box for SID could be purchased for about £600. Singleton and West Dean Parish Councils were considering buying one to share. PCSO Lemm understood that Police-owned SIDs were intended for traffic calming only, but would seek clarification. Training was very simple, with a team of six volunteers on roster, plus a reserve, one of whom had to take ownership of the device. Volunteers would need high-intensity jackets. PCSO Lemm would e.mail the Sussex Police SID Information Sheets, for distribution. It was essential that the operation of SID was non-confrontational. Cllr. Hall hoped that each County Local Committee would buy a SID, to reduce the waiting time.

The Clerk would ask WSCC for their latest readings on the A286 on the Singleton/West Dean stretch.

Clerk

West Dean Parish Council had already set up a Traffic Action Group. Having attended their recent Parish Council meeting and agreed that the two Councils would work together on shared traffic problems and the WSCC A286 Chichester to Cocking Route Scheme Consultation, Cllr. Spence proposed that:

- (i) Singleton Parish Council approve the creation of its own Traffic Action Group, to work with others on traffic management matters, road safety and SID.
- (ii) STAG to comprise Chairman, Vice Chairman and at least two other councillors (currently Cllrs. Pollock and Deans).
- (iii) STAG have the power to co-opt Parishioners.
- (iv) STAG have delegated powers to commit expenditure up to a limit of £500.
- (v) STAG prepare a response to the WSCC A286 Chichester to Cocking Route Scheme Consultation on behalf of the Parish Council.

This was seconded by Cllr. Pollock and **RESOLVED** by six votes (Cllr. Elliott did not vote) that Singleton Traffic Action Group (STAG) be set up forthwith, to report to each Parish Council meeting.

STAG

Since Roger Harper and Alison Tate had asked for a meeting in early October, to discuss the WSCC A286 Chichester to Cocking Route Scheme Consultation, Members of STAG would let the Clerk have suitable dates as quickly as possible.

WS/IC/
MP/DD

Cllr. Spence invited everyone present to look at the plans for the A286 Chichester to Cocking Route Scheme Consultation, on display at the front of the Hall. He stressed the need for consistency throughout the route and felt that some of the numerous "SLOW" signs might be more effectively replaced by roundels showing the speed limit.

Cllr. Spence had received a copy of a letter dated 24 September 2008 from Mr. and Mrs. E. George of Orestans, Charlton Road, Singleton to Mr. Steve Johnson, WSCC Highways. They had expressed concern over the narrowness of the footpath by Grooms Yard and requested that a protective barrier be installed, with some form of traffic calming.

Singleton CE VA Primary School

A letter dated 15 September 2008 had been received from Mr. John Doff, drawing attention to the outstanding Ofsted report achieved by the school, following a recent inspection. Members were delighted with this and to hear that numbers had now increased to 54. A letter of congratulation would be sent.

Clerk

The Chairman reconvened the meeting at 8.37pm.

45.08 County Councillor's Report

Cllr. Hall would watch the WSCC A286 Chichester to Cocking Route Scheme Consultation closely and asked the Clerk to let him have the date of the meeting between Singleton and West Dean Parish Councils and WSCC. He hoped that the resultant scheme would be included in the 2009/2010 Budget.

Clerk

The developers involved in the North East Chichester Development Brief for the Summersdale and Graylingwell sites had been required to carry out a Traffic Management Study. It had concluded that by 2010, three major junctions, being the Northgate roundabout, St. Pancras (by the War Memorial) and by St. Richard's Hospital, would have reached capacity and would need traffic lights.

Cllr. Hall was now a member of the NHS Scrutiny Committee, which had asked Alan Johnson, Secretary of State for Health, to call in "Fit for the Future". Chichester DC had also called for a Judicial Review. He had just heard that West Sussex Primary Care Trust was launching an ambitious scheme for local healthcare.

The Route 99 request bus service would make four additional runs on Friday evenings.

Cllr. Mrs. Farman expressed frustration over the method of dealing with potholes in Charlton and was advised to write to or e.mail Cllr. Derek Whittington, WSCC Cabinet Member for Highways.

SF

Cllr. Hall was congratulated on his recent appointment as Deputy Cabinet Member for Environment and Economy, and other senior memberships, including Director of AiRS.

46.08 District Councillor's Report

Cllr. Potter had participated in an electronic petition to the Prime Minister to prevent the downgrading of St. Richard's Hospital. The response had been that Alan Johnson was unable to comment whilst this was under investigation. Chichester DC would discuss the situation again next Tuesday.

Cllr Potter drew attention to the Revised Householder Permitted Development Rights under the General Permitted Development Order, which had come into force on 1 October 2008 (e.mail had already been forwarded to Cllr. Pollock).

MP

The Chairman thanked Cllrs. Hall and Potter for attending. They left the meeting at 8.50pm.

47.08 Planning Committee

- (i) Planning Committee Minutes – the minutes of the meetings held on 19 August and 16 September 2008 had previously been circulated (Appendix A). On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Deans, it was unanimously **RESOLVED** that these be **ADOPTED**. They were duly signed by the Committee Chairman.

Cllr. Pollock added that as a result of the Planning Committee's recommendations, conditions had been included in the planning approval for the expansion of Singleton Oilfield, to limit the volume of fully laden tankers. The District Council had also listened to the Committee's comments on the recent Partridge Inn application. He had recently attended the AiRS Rural Sustainable Conference at Hassocks, and outlined the main points of the presentation.

- (ii) Planning Application SE/08/03770/TCA
Mr Charles Burton, Rest Harrow, Charlton, Singleton.
Notification of intention to crown raise up to 4m (all around) above ground level. Also reduce southern sector by 1-2m on 1 no. Yew tree.
On a proposal by Cllr. Pollock, seconded by Cllr. Elliott, it was unanimously **RECOMMENDED** that **No Objection** be made to the application.

MP

- (iii) Government Office for the South East: Proposed Changes to the Draft Regional Spatial Strategy for the South East – letter dated 17 July 2008 (received 4 August). Forwarded to Cllr. Pollock.

MP

- (iv) South East England Regional Assembly (SEERA): Partial Review of the South East Plan – Gypsy and Traveller Accommodation Needs – letter dated 1 September 2008, inviting comments by **21 November 2008**. Passed to Cllr. Spence.

WS

PCSOs Jason Lemm and Moorey were thanked for attending and left the meeting at 9pm.

48.08 Highways, Footpaths, Transport and Flood Prevention

- (i) Vandalism to Brick Bus Shelter on A27 – Cllr. Spence would obtain quotes and arrange for a new ceiling to be fitted as soon as possible. In accordance with PCSO Lemm's request, photographs of all new vandalism would be taken and passed to him immediately.

WS

- (ii) Chichester DC: Flood Survey for Winter 2008/2009 – letter dated 3 September 2008, with supporting documents, requesting that this be completed and returned by **31 March 2008**. Passed to Cllr. Spence.

WS

- (iii) Maintenance of Riverbanks - Cllr. Mrs. Farman would find out who was responsible for maintaining the banks of the Lavant and whether frontagers held any liability.

SF

- (iv) Damage to Dog Bin near School – in taking large equipment along the track beside the school, the dog bin had been badly damaged, with a broken lid. Cllr. Casdagli would suggest to the Clerk a new location for the bin, to open discussions with Chichester DC.

IC

49.08 The Richmond Playground

- (i) Health and Safety Checks - Cllr. Casdagli had identified no problems. He had just cut the grass inside the playground. There was a vote of thanks to Cllr. Brown, who was cutting the Glebe Field regularly.

AB

- (ii) Signage – several signs had disappeared. It was **AGREED** that Cllr. Casdagli would purchase replacements at his discretion, from Goodrowe's at £10.21 each plus VAT, together with some dog-lead hooks, as some users were taking dogs into the Playground.

IC

- (iii) Annual Health Safety and Inspection – RoSPA had made all annual inspections since the playground was built. It was unanimously **AGREED** that Wicksteed Leisure be asked do the 2009 inspection, since they offered an accompanied inspection and a professional Risk Assessment. This would provide Cllr. Casdagli with invaluable information and advice.

Clerk

- (iv) Winter Service for Mower – Cllr. Casdagli would arrange this.

IC

Cllr. Deans left the meeting at 9.30pm.

50.08 Parish Plan and Village Design Statement

Cllr. Pollock reported on behalf of Cllr. Hope-Lang, who had almost completed a first draft, which he would circulate to Members within the next few weeks. It was suggested that the draft be considered at a Planning Committee meeting, pending the Public Consultation stage.

**KH-L
MP**

51.08 Finance

- (i) Bank Balances – Bank Balances as at 31 August 2008 were:

£	
Current Account	9,637.49
Petty Cash	12.23
TOTAL	9,649.72
Richmond Playground Account	1,138.82
OVERALL TOTAL	10,788.54

Notice had been received from Chichester DC that the second half of the 2008/2009 Precept (£5,512.50) had been transferred to the Parish Council's bank account. This should appear on the next Bank Statement.

- (ii) Comparison of Budget with Expenditure 2008/2009 – sent with agenda (Appendix A).
(iii) Approval of Payments - 24 July – 1 October 2008 – a Payments Schedule had been circulated with the Agenda (Appendix B).

<u>Parish Council</u>	£	
Inland Revenue	279.75	Clerk's Tax/N.I. for July-Sept 2008. Cq: 000044.
Mrs. J. E. Martin	130.00	Use of Home as Office Apr/Sept 2008 (£70). Telephone/Internet Apr/Sept 2008 (£60). Cq: 000045.
Mrs. J. E. Martin	17.77	Travel to 23/07/08 meeting £10.21. Postage £7.56. Cq: 000046.
Cllr. W. Spence	49.02	Reimb. for materials for Fingerposts. Cq: 000047.
Cllr. I Casdagli	11.39	Reimb. for Mower Fuel. Cq: 000048.
R. S. Hall & Co.	117.50	Internal Audit 2007/2008. Cq: 000049.
<u>Late Additions</u>		
Cllr. M. Pollock	51.89	Reimb. travel to AiRS Conference. 93 miles @ 55.8p. Cq: 000050.

Richmond Playground None.

On a proposal by Cllr. Elliott, seconded by Cllr. Mrs. Farman, it was **RESOLVED** that the above payments be **APPROVED**. The cheques were duly signed.

Clerk

- (iv) Internal Audit 2007/2008 – the Clerk read the Internal Audit Report dated 31 July 2008, from R.S. Hall and Co. (Appendix C). It was **AGREED** that it was essential that a professional Risk Assessment be carried out on all trees for which the Parish Council was responsible (the Plantation and the Glebe Field), before the 2009/2010 Budget was set at the November meeting. Cllr. Pollock would arrange this and liaise with the Clerk over payment.
- (v) Henry Smith Charity – the Statement of Account for 2007 was passed to Cllr. Mrs. Farman, for completion. The grant for 2008 had been increased by 5% to £3,150.
- (vi) 2009/2010 Budget (Appendix D) – Members asked questions in preparation for Budget-setting at the November meeting. The draft Budget was based on known expenditure only, so it was important, in the interim, to carry out Risk Assessments on all assets, so that provision could be made for replacements, repairs and maintenance. The Clerk would send the Chairman a copy of the Assets Register.

MP/Clerk

WS/Clerk

52.08 Chairman's Report

Items sent to the Chairman for urgent attention not discussed above:

- (i) Chichester DC: The Big Tidy Up – undated letter received 1 September 2008.
(ii) Chichester and District CAB – invitation to Annual Public Meeting on 7 October 2008.

General Report:

The Chairman announced his intention to stand down in May 2009, but to remain a Parish Councillor.

53.08 Councillors' Reports

Items sent to Members for urgent attention not detailed above:

- (i) WSCC: Minerals and Waste Development Framework (MWDF) – letter dated 29 August 2008, offering a further opportunity to comment and an invitation to attend another Forum on Thursday 16 October 2008. Sent to Cllr. Hope-Lang.
- (ii) Tangmere Recycling Centre - Public Open Day on 28 September 2008 – e.mail circulated 5 September 2008.

Reports:

- (i) Ash Trees on Track to Old Cemetery – the Parish Council had included surgery on the ash trees in the Lychgate Project, but Cllr. Elliott had noticed that they now needed pollarding. The trees belonged to the PCC, so the Clerk would advise Mr. J. Morris, Churchwarden.
- (ii) New Ditch behind The Leys and Culvert by the Cricket Ground – Cllr. Elliott was concerned that although these had been an integral part of the affordable housing project, the ditch had not been cut this year and the culvert was unfinished. Since these had been on HydeMartlet's maintenance list for a considerable time, Cllr. Elliott would pursue this with the help of District Cllr. Potter.

Clerk

JE

54.08 Clerk's Report and Correspondence

A file of correspondence and items of interest to Members was passed to the Chairman (Appendix E).

- (i) South Downs Joint Committee: Annual Parish Update – letter dated 29 July 2008 (Placed in Circulation File).
- (ii) West Sussex NHS Primary Care Trust: The NHS Constitution – Public Consultation Period – letter dated 9 September 2008, inviting comments. Noted.
- (iii) SALC: Notice and Programme for AGM, with Annual Report and Accounts 2007/2008 – placed in Circulation File.
- (iv) Department for Communities and Local Government: Consultation on the Making and Enforcement of Byelaws – letter dated 27 August 2008, with consultation document, inviting a response by **20 November 2008**. Noted.

55.08 Date of Next Meeting

The next meeting would be held on **Wednesday 26 November 2008 at 7pm (Budget-Setting Meeting)**.

All

Closure: The meeting closed at 10.30pm.

Signed:

Chairman of the Council

CIRCULATION FILE
24 July – 1 October 2008

- 1) Sussex Police: Neighbourhood Policing (Chichester Rural) – August 2008.
- 2) South Downs Joint Committee: Annual Parish Update – letter dated 29 July 2008 (Min. 54.08(ii) refers).
- 3) “Clerks and Councils Direct” – September 2008.
- 4) “The Clerk” – September 2008,
- 5) “LCR” – September 2008.
- 6) SALC: Briefing and Update Bulletin – September 2008.
- 7) Saturday Venture Association – letter dated 9 September 2008, offering talks in connection with disability awareness.
- 8) SALC: Notice and Programme for AGM, with Annual Report and Accounts 2007/2008 – see 54.08(iii) above.
- 9) “ICIS News” – Autumn 2008.
- 10) The Standards Board for England: Town and Parish Standard – September 2008 (Min. 41.08(iii) refers).