

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 8 JULY 2009 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, Mrs. D. Snow, and W. Spence.

In attendance: Mrs. J. Martin, Clerk; County Cllr. M. Hall; District Cllr. H. Potter; PCSO Carly Churchill-Wright. No members of the public were present.

21.09 Apologies

Apologies were received from Cllr. Mrs. Farman (prior engagement). This was **ACCEPTED**.

22.09 Code of Conduct

- (i) Declarations of Interests – None. Cllr. Conway declared a personal interest under Min. 33.09 (vi) when this item was raised.
- (ii) Chichester DC – Standards Committee – agenda for meeting on 29 June 2009. Placed in Circulation File.

All

23.09 Public Session

The Chairman adjourned the meeting at 7.04pm to enable members of the public to speak.

PCSO Churchill-Wright was welcomed to Singleton, having replaced PCSO Jason Lemm. Crime was low in the Parish, the most recent incidents being a break-in at the Weald and Downland Museum ticket office, when a few coins had been taken; damage incurred during a failed van break-in at Bankside; paint-stripper on a vehicle at Downley Close; and a suspected stolen vehicle at The Leys, which had turned out to be a false alarm. A watching brief would be maintained on vandalism to the Church tower. At the Parish Council's request, PCSO Churchill-Wright outlined the work of "Crimestoppers" (Min. 34.09(iv) below refers).

PCSO

The Chairman reconvened the meeting at 7.12pm.

24.09 Minutes

On a proposal by Cllr. Mrs. Snow, seconded by Cllr. Conway, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 6 May 2009 be **APPROVED**. They were duly signed as a correct record.

25.09 Matters Arising from the Minutes

- (i) Overflying Helicopters (Min. 5.09) – the Clerk read the reply from Mr. Mike Husband, Goodwood Aerodrome Manager. Members recognised that he was doing as much as possible to contain the problem, given that his radio-controllers were unable to oblige pilots keep away from villages, their service being advisory, not mandatory. Pilots/operators would continue to be advised when making telephone bookings to stay clear of villages. This would be reinforced over the radio when pilots called up. Pilots would also be asked upon landing to use a different route out. It was noted that there had been some over-flying during the recent Goodwood Festival of Speed. Flight movements during the forthcoming "Glorious Goodwood" would be monitored.
- (ii) Drainage in Church Way (Min. 9.09(i)) – Cllrs. Spence and Mrs. Snow had examined the adoption plans provided by WSCC Highways. The plastic pipe was within the highway boundary, so WSCC would be asked to pursue this with HydeMartlet, since it appeared to be too shallow to be effective.
- (iii) Culvert by the Cricket Ground (Min. 9.09(i)) – Cllr. Spence was still trying to contact the Environment Agency. He had tidied the area and would send them some photographs, to see what could be done to correct the flow.
- (iv) Downley Close Sign (Min. 9.09(i)) – now in place. Residents had now requested a correct sign for the end of the building, indicating nos. 1 - 17 Church Way, instead of nos. 1 – 11.
- (v) Replacement of Poplars with Willows (Min. 9.09(i)) – it was unanimously **AGREED** that Cllr. Elliott would ask HydeMartlet to replace the poplars, rather than the Parish Council, to ensure that ownership and responsibility for maintenance and insurance was clear.
- (vi) Damage to Glebe Field by NHS Van (Min. 9.09(ii)) - Mr. Grant-Richardson had failed to respond, so it seemed unlikely that reinstatement costs would be paid. Cllr Casdagli was

All

Clerk

WS

Clerk

JE

replacing the post at the entrance to the Glebe Field, to prevent any further vehicle trespass.

IC

26.09 County Councillor's Report

Cllr. Hall was congratulated on being returned as WSCC Ward Member in the recent elections. Yesterday's CLC meeting at East Wittering had been very successful, with lively discussion about potholes. The next CLC meeting was on 15 September 2009, in the Gridshell at the Weald and Downland Museum, when the new South Downs National Park and the Speed Management Scheme between Chichester and Cocking would be on the agenda. He would ask Roger Harper and Alison Tate to brief the Parish Council in advance, including the timetable they were working to.

All

M Hall

PCSO Churchill-Wright left the meeting at 7.40pm.

27.09 District Councillor's Report

Cllr. Potter reported that the Policy and Development Committee had recently spent a day in Canterbury, to see how they were engaging with Parish Councils and members of the public. This would be discussed at the LVP. The District Council was still hoping to retain control of Planning when the South Downs National Park came into being. The next Lavant Valley Partnership meeting would be held on 21 July 2009, in Winkhurst Hall at the Weald and Downland Museum, when Waste and Recycling and Emergency Planning would be also be on the agenda.

All

28.09 Planning Committee

- (i) Chairman's Report – as Cllr. Mrs. Farman had circulated a report in advance (Appendix A).
- (ii) Minutes - the minutes of the meeting held on 18 May 2009 had previously been circulated (Appendix B). On a proposal by Cllr. Conway, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that they be **ADOPTED**.
- (iii) Government Office for the South East: Partial Review of the Regional Spatial Strategy for the South East – Provision for Gypsies, Travellers and Travelling Showpeople – undated letter received 20 June 2009, inviting comments by **Tuesday 1 September 2009**. Passed to Cllr. Spence.
- (iv) South Downs Joint Committee: Parish Council Questionnaire – the SDJC was looking at ways in which they, and their successor, the new South Downs National Park Authority, could work more closely with Parish Councils. Passed to Cllr. Pollock.
- (v) SE/09/00504/FUL – Cllr. Mrs. Belton drew attention to the fact that this location had been wrongly described as “The Cricket Ground, Paddock Lane”. The correct address was Sheepwash Lane.

WS

MP

29.09 Highways, Footpaths, Transport and Flood Prevention

- (i) WSCC A286 Chichester to Cocking Route Scheme Consultation/SID/STAG (Min. 14.09(i)) – a meeting between Singleton and West Dean Parish Councils and WSCC had taken place on 24 June (meeting notes awaited). Cllr. Spence tabled the drawings and outlined the current position on the Speed Management Scheme. He supported the use of a 40mph buffer zone to slow traffic before the 30mph limit, but was unhappy with proposals for road markings. He would press for an “oncoming vehicles” sign near the pond. The best site for the VAS sign was on the verge opposite Budds Hill Cottage, to alert traffic coming down the hill to the dangerous bend ahead. As a first step, Mrs. Gudgeon would be consulted, to minimise impact on her property. It was unanimously **AGREED** to delegate responsibility to Cllr. Spence between meetings and to STAG to work with the West Dean Traffic Committee to reach a mutually acceptable solution for both villages. Cllr. Conway, who had joined STAG, had already been involved with the operation of SID at West Dean and was prepared to continue in this role. Cllr. Hall thanked the Parish Council for its input and commonsense solutions.
- (ii) 'Singleton' nameplate in Town Lane – Cllr. Conway suggested that a nameplate be placed towards the bottom of Town Lane. The Clerk would refer this to WSCC.
- (iii) Sheepwash Lane (Pilcher's Path) (Min. 14.09(ii)) – Cllr. Spence was still trying to arrange a meeting, having been told that the case had been passed from Hugh Davies to Gail Rowley. The Clerk would send the evidence forms to Cllrs. Spence and Mrs. Snow.
- (iv) Roads in Charlton – as a result of Cllr. Mrs. Farman contacting WSCC Highways, Mr. Neville had inspected and advised that some edge deterioration and a pothole at Knights Hill would be repaired within three months. Potholes in the village were too shallow to meet WSCC's intervention level. The Clerk would press for urgent action on the worst edges at Knights Hill, given that the road was very narrow, with a dangerous drop between road and verge.

WS/STAG

Clerk

WS/DS

Clerk

- (v) Pothole by Kingsham Cottage, Singleton – this had been properly cut out and repaired.
- (vi) WSCC Policy on Potholes – since several Members wished to monitor and report potholes, the Clerk would circulate WSCC's current criteria. **Clerk**
- (vii) Dog Access at Stile on Path beside School to Levin Down – following a number of complaints that the dog access had been removed, the Clerk had taken this up with the South Downs Conservation Board and forward the reply on receipt. **Clerk**
- (viii) Junction between The Leys and Church Way – Cllr. Mrs. Snow asked whether improvements could be made to the junction, following several near-misses by traffic travelling too fast. The Clerk would refer this to WSCC Highways. **Clerk**

Cllrs. Hall and Potter left the meeting at 8.02pm.

30.09 Richmond Playground

- (i) Health and Safety – adjustments had been made as in (ii) below. The see-saw had broken, which on examination, was caused by water getting in a split from a knot in the wood, allowing rot to set in. Playsafe Playgrounds had repaired this without an order, and invoiced for £306.48. Since the six year old see-saw was guaranteed for fifteen years against timber faults and rotting, the Clerk would take this up with Playsafe. **Clerk**
- (ii) Health and Safety Report 2009 (Wicksteed Leisure Ltd) – (circulated by e.mail on 01/06/09). This was a very positive report. The aerial runway and gate had been adjusted by Playsafe Playgrounds and Cllr. Casdagli was dealing with all other items. **IC**
- (iii) New Dog Control Orders - (details sent by e.mail 15/06/2009). It was unanimously **AGREED** that no further action was required. The Clerk would ask Chichester DC to send advise Cllrs. Casdagli and Mrs. Snow on the wording and consolidation of existing signs. **Clerk**
- (iv) Additional Dog Bin at the Glebe Field (Min. 13.09(ii)) – this had been installed.
- (v) Portable Goalpost (Min. 13.09(iv)) – Cllr. Mrs. Snow was thanked for getting the grant, looking after the goal-post, cutting the grass round it and for her article in The Valley Diary, which had brought three volunteers. The goal-post was a very popular addition to the Glebe Field.
- (vi) Grass-cutting – Cllr. Casdagli had several volunteers, so was happy to continue cutting with sit-on mower for the remainder of the season. Cllr. Mrs. Snow would cut the area by the goal-post, which needed to be shorter. It was unanimously **AGREED** that this would be reviewed at Budget time, with the option to continue with the current arrangement or employ a contractor for 2010. This would include the pond and The Plantation. **Budget**

31.09 Projects for 2009/2010

- (i) Traffic Management – as above (Min. 29.09(i)).
- (ii) Parish Plan - as below (Min. 32.09).
- (iii) Village Pond Area – Possible Restoration of Pond and Village Pound – an Information Board had been suggested by the Environment Agency showing the flora and fauna of the pond, and possibly some information on points of interest around the village. It was **AGREED** to defer this, pending research on the construction of the original Pound. **Volunteers to go to Rec Office**
- (iv) Village Pump – Cllr. Spence would repaint this. **WS**
- (v) Bus shelter in Charlton Road – Cllr. Spence would make a small repair. The Clerk would find a contractor willing to apply a coat of wood preservative. To be funded from Reserves. **Clerk**
- (vi) Pictorial Village Signs – to be considered by the Working Party dealing with the Parish Plan and Village Design Statement. **W Party**
- (vii) Public Seats – Cllr. Spence was working on the Assets Register and Risk Assessments. and With the permission of the family, had already disposed of the Pearman seat, as it had become dangerous. The others were under review. **WS**
- (viii) Wooden Bus Shelter on A286 – this had been repaired and would last for another year.
- (ix) Bulb Planting – Cllr. Conway had been approached by local residents, who had suggested a variety of sites in Singleton. Cllr. Mrs. Farman supported planting bulbs at the triangle in Charlton, opposite the War Memorial. He would make further enquiries and circulate details for consideration at the September meeting. **NC**

32.09 Parish Plan and Village Design Statement

The Working Party would review data already collected, plan the way forward, and report to the Parish Council in September **W Party**

33.09 Finance

- (i) Bank Balances as at 30 June 2009:

| | £ |
|-----------------------------|-----------|
| Current Account | 9,716.00 |
| Petty Cash | (16.14) |
| TOTAL | 9,699.86 |
| Richmond Playground Account | 970.10 |
| OVERALL TOTAL | 10,669.96 |

- (ii) Approval of Payments for 7 May – 8 July 2009 – schedule circulated with agenda (Appendix C).

| <u>Parish Council</u> | £ | |
|----------------------------|--------|--|
| Broker Network Ltd. | 550.18 | Parish Council's share of Insurance Premium 01/06/2009 – 31/05/2010. Cq: 000081. Approved at May meeting. |
| Wicksteed Leisure Ltd. | 86.25 | Annual Independent H&S Inspection 2009/2010. Cq: 000086. |
| Chichester DC | 450.16 | Supply and Fit Dog Bin at Glebe Field. Cq: 000087. |
| Mrs. J. Martin | 46.14 | Postage (£8.28); Travel 06/05/2009 (£10.32); Computer Memory (£27.54). Cq: 000088. |
| Boxgrove Parish Council | 34.73 | Stationery. Cq: 000089. |
| HMRC | 129.00 | Clerk's Tax April to June 2009. Cq: 000090. |
| Cllr. I Casdagli | 9.89 | Reimbursement – fuel for sit-on mower. Cq: 000091. |
| <u>Richmond Playground</u> | | |
| Broker Network Ltd. | 137.00 | Playground Share of Annual Insurance Premium 01/06/2009 – 31/05/2010. Cq: 000003. Approved at May meeting. |
| Playsafe Playgrounds Ltd. | 115.00 | Adjustments to gate and aerial runway. Cq: 000004. |

On a proposal by Cllr. Elliott, seconded by Cllr. Mrs. Belton, it was unanimously **RESOLVED** that the above payments be **APPROVED**. Cheques were duly signed.

Clerk

- (iii) Comparison of Budget against Expenditure to date 2009/2010 – schedule circulated with agenda (Appendix D).
- (iv) Request for Grant under Crime and Disorder Act 1998: "Crimestoppers" – e.mail dated 29 June 2009 refers. "Crimestoppers" was a Charity currently supported by WSCC, Sussex Police, the Ernest Kleinwort Charitable Trust, Crawley Community Safety Department, and members of their new partnership scheme. They gathered information for the Police, providing a phone number for members of the public to report crime anonymously. Grants of £50 per annum were requested from smaller councils and £100 from larger ones, for three years. On a proposal by Cllr. Hope-Lang, seconded by Cllr. Elliott, it was unanimously **RESOLVED** not to make a grant, on the grounds that crimes could be reported to Sussex Police anonymously on 0845 60 70 999 or at contactcentre@sussex.pnn.police.uk
- (v) Insurance Policy Renewal (Min. 16.09(viii)) – the Clerk had arranged better cover with a reduced premium by changing from Allianz (£891.67) to Norwich Union (£687.18 through Came and Company) making a saving of £204.49. This was a 3 year agreement with a guaranteed 5% no claims discount over each of the first four years, to a maximum 20%.
- (vi) Initial Grant Enquiry from Singleton Pre-School Playgroup – the Chairman had received a letter from Mr. Hobden. Cllr. Conway declared a personal interest, remaining in the room to answer questions. It was **AGREED** in principle to consider an application, on receipt of a structured request backed by financial information.

Clerk

MP

34.09 Chairman's Report

The Chairman had nothing further to add.

35.09 Councillors' Reports

- (i) The Leys, Church Way and Downley Close - Cllr. Mrs. Snow reported that the TV abandoned in Church Way had now been removed. Cllr. Potter was supporting residents' noise issues with Environmental Heath.
- (ii) The Plantation – Cllr. Elliott was planning to cut off the lower branches of these trees.
- (iii) SID – Cllr. Conway had been a member of the SID team during recent sessions by the College gates at West Dean. During two consecutive sessions, 10 – 11am and 11am – noon, in each direction, 114 vehicles had passed, of which 49 were over the 40mph limit and 197 with 41 speeding. The presence of SID definitely slowed drivers down, so he was liaising with Steve Corbett and PCSO Carly Churchill-Wright, with a view to sessions in Singleton.

36.09 Clerk's Report

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

37.09 Date of Next Meeting

The next meeting would be held on: **Wednesday 30 September 2009 at 7pm at Singleton Village Hall.**

Closure: The meeting closed at 9.33pm.

Signed:

Chairman of the Council

CIRCULATION FILE

7 May – 8 July 2008

- 1) SLCC: “The Clerk” – May 2009.
- 2) AiRS: “Action” – April 2009.
- 3) Chichester DC – Standards Committee – agenda for meeting on 29 June 2009 (see Min. 22.09(ii)).
- 4) The Charity Commission: Newsletter for Summer 2009.
- 5) The Charity Commission: Trustees’ Information Sheet: The Economic Downturn
- 6) “LCR” – Summer 2009.
- 7) South Downs Joint Committee: Parish Newsletter dated 23 June 2009, with details of maintenance carried out during 2008/2009.
- 8) “Clerks and Councils Direct” – July 2009.
- 9) “Heartsmart Walks – Spring/Summer 2009 Programme.
- 10) Chichester DC: “Get Active in the Chichester District 2009
- 11) St. Richard’s Hospital Charitable Trust Magazine – Issue 2.
- 12) WSSC: “Connections” – July 2009.