

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 14 JANUARY 2009 AT 7PM AT THE VILLAGE HALL

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

In attendance: Mrs. J. Martin, Clerk; County Cllr. M. Hall, and PCSO Jason Lemm, with recruit. No members of the public were present.

The Chairman welcomed Cllr. Mrs. Snow to the Parish Council.

73.08 Apologies for Absence and Declaration of Vacancy

Apologies were received from District Cllr. H. Potter, who was in hospital. Members signed a card expressing their best wishes for his speedy recovery

Cllr. Brown was automatically disqualified from the Parish Council under the “six month rule” of Section 85(1) and (2) of the Local Government Act 1972, having not attended a meeting since 21 May 2008. The Clerk would write to him, as agreed. The vacancy was duly declared. The Clerk passed statutory Notices of Vacancy dated 14 January 2009 to Cllrs. Mrs. Farman and Spence, to place on the notice-boards.

**Clerk
SF/MP**

74.08 Code of Conduct

- (i) Declarations of Interests - none were made.
- (ii) Chichester DC: Standards Committee – agenda and papers for the meeting on 16 December 2008 (placed in Circulation File).

All

75.08 Public Session

The Chairman adjourned the meeting at 7.35pm to enable members of the public to speak.

PCSO Jason Lemm introduced Lisa, a PCSO recruit, who was attending her first Parish Council meeting.

- (i) Crime Report - other than a theft from a builder’s van near Charlton, there had been little activity in the Parish, other than injured deer, lost dogs, trees and puddles. He warned that in Funtington, rogue flat-roof traders had targeted retired residents by pouring water on the roof, then claiming there was an urgent problem. Very good descriptions of the men had been provided, so it was hoped they would soon be caught. He would include a warning in his Newsletter. He would try to adapt this and Neighbourhood Watch reports so that they could be downloaded and placed on Parish Council notice-boards.
- (ii) Neighbourhood Management Panel – the inaugural meeting at Lavant had been well-attended and very successful. Cllr. Hope-Lang had represented the Parish Council and was delighted with this very positive initiative (see also Min. 87.08 below).
- (iii) Graffiti at Parish Church – PCSO Lemm had taken photos of the latest graffiti, to compare with any future vandalism.
- (iv) Parking in Grove Road – since there were no Traffic Regulation road markings to enforce, the Police could only intervene in the case of a one-off obstruction. If one particular vehicle was a repeat offender, he would investigate if given the model and registration number.
- (v) Mud on Road at Knights Hill, Charlton – a number of lorries were delivering manure on Knights Hill, leaving the road slippery and dangerous. No warning notices were displayed and mindful of the fatal accident just over a year ago, residents were very concerned. Responsibility for cleaning the road lay with the farmer, who would be contacted by Cllr. Mrs. Farman. PCSO Lemm would ensure that this was monitored.
- (vi) Annual Parish Meeting – PCSO Lemm promised that either he or his sergeant would attend, to provide an annual report and answer questions from local residents.

PCSO

SF/PCSO

PCSO

The Chairman reconvened the meeting at 7.50pm, when the PCSOs left the meeting.

76.08 Minutes

On a proposal by Cllr. Pollock, seconded by Cllr. Elliott, it was unanimously **RESOLVED** that the minutes of the meeting on 26 November 2008 be **APPROVED**. They were duly signed as a correct record.

77.08 Matters Arising from the Minutes

- (i) New Ditch behind The Leys, Drainage in Church Way, and Culvert by the Cricket Ground (Min. 61.08(v)) – the ditch had now been dealt with and Cllr. Spence was satisfied that there was good flow potential. Cllr. Elliott was pursuing the outstanding items with Mr. Sam Irving, Chichester DC’s Enabling Officer. JE
- (ii) Trees on Southern Boundary of Glebe Field (Min. 64.08(iv)) – the four trees on the southern boundary had been felled, but Mr. Odin had made it clear that there was no point in thickening the hedge with native species whilst the existing elder scrub remained. His original recommendation stood, that the hedge should be removed, the ground cleared, then replanted with native species. In addition, Cllr. Mrs. Snow had received complaints from residents living adjacent to the eastern boundary, at 3 Church Way, that a large elder branch had fallen into their garden, damaging their shed, and from numbers 16 and 17 that the branches overhanging their gardens were causing turf to die. They had asked that the trees be made safe, lowered, or removed altogether. Cllr. Elliott, village Tree Warden, had since spoken to Mr. Henry Whitby, Tree Officer for Chichester DC, who had now agreed to look favourably upon a TCA application proposing the removal of the hedges on the southern and eastern boundaries, provided they were replanted this growing season with native species to an agreed density.

It was unanimously **AGREED** that the Clerk would:

- (a) Make the TCA application, using the specification provided. *(NB. This has been done, with the addition of two or three small replacement native species trees on the eastern boundary, as subsequently requested by Mr. Whitby).* Clerk
- (b) Ask Mr. Odin to revise his quote accordingly.
- (c) Arrange for work to proceed as soon as possible, owing to the proximity of the end of the planting season and nesting birds.

Cllr. Pollock was thanked for his time and effort on this project.

Cllr. Hall suggested that the WSCC Trees and Woodlands Officer might be able to find some grant funding towards the replanting. The Clerk would investigate. Clerk

On the advice of Mr. Odin, it was **AGREED** not to pursue the transfer of established trees from The Plantation to the Glebe Field, owing to the likelihood of them not “taking”.

- (iii) Henry Smith’s Charity (Min. 64.08(vi)) – Cllr. Mrs. Farman confirmed that the money had been distributed in time for Christmas. A bank account would be set up to enable next year’s grants to be paid by cheque. SF
- (iv) WSCC: Working Together for a Better West Sussex (Min. 69.08(ii)) – WSCC would discuss with SALC whether there was any way in which the communication problems arising from the Call Centre could be overcome for local councils.

78.08 County Councillor’s Report

Cllr. Hall reported:

- (i) Route 99 “Dial-a-Ride” Bus Service (Compass Travel) – the new evening services were proving very popular, as they offered youngsters and others who wished to travel at night, much greater flexibility. The last bus left West Street at 11.15pm. www.compass-travel.co.uk
- (ii) Future of St. Richard’s Hospital, Chichester – West Sussex NHS Primary Care Trust had decided to support West Sussex Health, to become an organisation in its own right within the NHS from April 2010 at the latest, so another round of consultations was in progress. It was felt that the sooner St. Richard’s and Worthing Hospitals were working alongside, with their own responsibilities and budgets, the better.
- (iii) Government’s Pharmacy White Paper – this would have required doctors’ practices within a mile of a pharmacy to cease dispensing. The campaign against this had been successful, maintaining the status quo and safeguarding essential services for rural areas.
- (iv) WSCC Minerals Application - Lavant – this had been deferred from the February County Planning Committee to the one on 17 March 2009.
- (v) South Chichester County Local Committee – Cllr. Hall would chair the next meeting on 28 January 2009, at County Hall, when grant applications would be considered from Singleton CE Primary School for the environmental garden, and Singleton Cricket Club for new nets. All
- (vi) Public Meeting: Housing Proposals for Chichester – this would be held on 9, 10 or 11 February 2009, to discuss concerns arising from the large number of new houses proposed for the Graylingwell and Barracks sites and the recently announced traffic projections.

79.08 District Councillor's Report

Cllr. Potter was in hospital and unable to attend the meeting.

80.08 Planning Committee

- (i) Chairman's Report – planning application SE/08/05152/TCA for Mrs. Marjorie Norrell of Bramley Cottage, Singleton: Notification of Intention to fell 1 no. Elaeagnus spp. Tree, had just been received. Since this had been expected to be considered with her other recent tree application and was discussed at the same site inspection with Mr. Henry Whitby, Tree Officer, it was unanimously recommended that there be: **No objection.** MP
- (ii) Planning Committee – the minutes of the meeting held on 15 December 2008 had previously been circulated (Appendix A). On a proposal by Cllr. Spence, seconded by Cllr. Elliott, it was unanimously **RESOLVED** to **ADOPT** the minutes. Minutes for last Monday's meeting would follow shortly. Cllr. Pollock had not chaired this, since the application considered was for his own property. The Core Strategy had also been discussed (see below). MP/WS
- (iii) Chichester DC: Core Strategy Document 2010-2026 (Development Plan) – e.mail dated 2 December 2008, inviting representations from local councils on the Core Strategy, required with statutory partners by the Town and Country Planning (Local Development) (England) Regulations 2008. Cllr. Spence had already circulated his summary, which was **APPROVED**, with amendments to point 5. The Clerk would respond accordingly. Cllr. Spence's work on these lengthy documents was much appreciated. Clerk
- (iv) WSCC: Minerals and Waste Development Framework Update – letter dated 12 December 2008, inviting comments by **30 January 2009**. Already passed to Cllr. Pollock to discuss with Cllr. Hope-Lang. MP/KH-L

81.08 Highways, Footpaths, Transport and Flood Prevention

- (i) WSCC A286 Chichester to Cocking Route Scheme Consultation/SID/STAG (Min. 66.08(i)) – updates had been circulated by e.mail. Cllr. Pollock was thanked for drafting and circulating the letter to Mr. Guy Woodason at Providence Resources Plc, asking for financial assistance with Vehicle Activated Signs. This was **APPROVED.** MP
- (ii) Vandalism to Brick Bus Shelter on A27 (Min. 66.08(ii)) – Cllr. Spence would pursue this. WS
- (iii) Damage to Dog Bin near School (Min. 66.08(iii)) – Cllr Elliott and District Cllr Potter had made representations to Chichester DC over the invoice for £80 plus VAT for re-siting the Parish Council's bag dispenser, but had recommended that the cheque be despatched. This had been done with the agreement of the Chairman.
- (iv) Treatment of Bus Shelter at Charlton Road (Min. 66.08(v)) – the Clerk had been advised by the supplier, Bus Shelters Ltd, that the bus shelter should be treated every 2/3 years with a good quality paint preservative. They could supply an exact match or a near alternative could be obtained locally. The WSCC Highway Rangers had been asked to cut the school hedge back, as it was encroaching on the bus shelter, with ivy growing through the walls. WS
- (v) Pilcher's Path – WSCC was reviewing this and requested the Parish Council's current view. Cllr. Mrs. Snow would assist the Clerk in making a response. Cllr. Spence was prepared to visit County Hall to share his local knowledge. DS
- (vi) Footpath at The Leys (Min. 6.08(iv) refers) – WSCC Highways regretted that this did not meet current intervention levels. Normally, this would have been added to the forward surfacing programme, but the Budget was currently too limited. Cllr. Mrs. Snow was aware that several young children had fallen on this path. It was suggested that if further accidents occurred, photos be taken of the injuries and location, followed by a formal complaint to WSCC.
- (vii) Large Pothole by Corner Cottage – this had been reinstated a few days ago, having been done in the dark at 6.45pm. Cllr. Elliott would take a photo, to enable the Clerk to complain about the very poor standard of workmanship. JE/Clerk
- (viii) Cherry Tree at The Leys – Cllr. Mrs. Snow reported that this needed attention, with the roots breaking up the path. Clerk
- (ix) Drainage by Cricket Field – Cllr. Spence had been called out by a resident living at the former post office beside the A286. The road had flooded substantially and threatened to inundate the property. He had rodded the 4" pipe to alleviate the problem, but a gripcut into the Lavant was needed, to provide a permanent solution, as a puddle remained. The Clerk would report this to WSCC Highways. Clerk

Cllr. Hall was thanked for attending and left the meeting at 8.35pm.

82.08 The Richmond Playground

- (i) Health and Safety Checks - Cllr. Casdagli had not identified any problems. The safety matting surface would be inspected and dealt with when it was less wet. IC

- (ii) Request for Additional Dog Bin at the Glebe Field (Min 67.08 (iv)) – the Clerk would write officially to Chichester DC Environmental Health, having had a negative answer from Mr. Gill. About half of the contents of the litter bin at the playground was dog waste, being a health hazard to both children and Cllr. Casdagli, who had to empty it and dispose of the contents. Cllr. Casdagli would erect another notice. Clerk
- (iii) Sit-on Mower – this was going in for service tomorrow. IC
- (iv) Fund-raising – Mr. Nick Conway had offered to help with a summer fund-raising event, possibly a summer barbeque at the Glebe Field. IC
- (v) Portable Goalpost – being aware of the damage to property and vehicles caused by balls and bicycles from as many as eighteen children playing football at Downley Close, Cllr. Mrs Snow had spoken to Mrs. Maureen Hood at HydeMartlet, who had offered to provide a goalpost at the Glebe Field. This was gratefully accepted, provided the posts were not too big and could be moved to mow the grass. DS

83.08 Parish Plan and Village Design Statement

Cllr. Hope-Lang was warmly thanked for his extensive work on the Parish Plan. He explained that he had taken the headings from the guidelines and added information to each one. He felt strongly that a map should be included, so the copyright issue would be investigated. It was **AGREED** that at the next Parish Council meeting, a group would be re-established to build on Cllr. Hope-Lang’s work. In the meantime, several Members would attend Chichester DC’s Annual Parishes Meeting, when Mr. Sam Howes, Deputy Chief Executive, would speak on the Status of Parish Plans. Before going much further, it would be necessary to arrange a public consultation to each household. Agenda

84.08 Freedom of Information Act 2000

As agreed at the last meeting (Min. 71.08(iii) refers) the Clerk had circulated the Model Publication Scheme and Singleton adaptation, for comments (Appendix B). On a proposal by Cllr. Pollock, seconded by Cllr. Spence, it was unanimously **RESOLVED** to **ADOPT** the revised Scheme dated 31 December 2008. This would be placed on the village website. Clerk

85.08 Finance

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

£	
Current Account	12,244.38
Petty Cash	0.24
TOTAL	12,244.62
Richmond Playground Account	1,104.75
OVERALL TOTAL	13,349.37

- (ii) Comparison of Budget with Expenditure 2008/2009 – circulated with agenda (Appendix C).
- (iii) Approval of Payments: 27 November 2008 – 14 January 2009 – a Payments Schedule had been circulated with the Agenda (Appendix D).

<u>Parish Council</u>	£	
Phillip Ellis	250.00	Glebe Field Tree Survey. Cq: 000060.
Mrs. J. E. Martin	25.44	Travel to 26/11/08 meeting £10.32. Postage £15.12 (extra postage added). Cq: 000061.
Inland Revenue	277.59	Clerk’s Tax/NI October-December 2008. Cq: 000062.
<u>Late Additions</u>		
The Valley Diary	55.00	Jan – Dec 2009 Inserts to “Valley Diary”. Cq: 000063.
M.J.O. Forestry Ltd.	1,150.00	Tree works at Glebe Field. Cq: 000064.
<u>Richmond Playground</u>		None.

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

- (iv) Risk Assessments (Min. 64.08(iv)) – Cllr. Spence was making good progress. He described the categories included, with a separate form for each one to be completed after each inspection. He would provide an update at the next meeting. WS

86.08 Chairman's Report

Items sent to the Chairman for urgent attention not discussed above: None.

General Report: Nothing additional to report.

87.08 Councillors' Reports

Items sent to Members for urgent attention not detailed above: None.

Reports:

Neighbourhood Management Panel (see also Min. 75.08(ii)) – Cllr Hope-Lang had been most impressed by the Panel: a gathering of representatives from local parishes with the Police. Each had been asked to make a list of the three most important things their village felt the Police should be doing. He would e.mail Members asking for their priorities, before compiling a list for Singleton to take to the next Panel meeting.

All/KH-L

88.08 Clerk's Report and Correspondence

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

- (i) Communities and Local Government: Communities in Control – Real People, Real Power: Code of Recommended Practice on Local Authority Publicity – A Consultation – letter dated 17 December 2008, inviting comments by **12 March 2009**. Noted.
- (ii) Proposed Dates of Parish Council Meetings 2009/2010 – the Clerk circulated a list of dates.
- (iii) WSCC: Bus Shelter Grants Scheme 2009/2010 - letter dated 5 January 2009, inviting applications for the 2009/2010 financial year. It was **AGREED** that having been repaired, the bus shelter on the A286 (Midhurst side) would last for another year. This would be reviewed in the Autumn when the 2010/2011 Budget was considered.
- (iv) Rural Services Network – the Parish Council had been offered free membership under the “umbrella” of Chichester DC. This was accepted for a trial period of one year.
- (v) Chichester DC: Annual Parish Meeting on 3 February 2009 – Cllr. Mrs. Farman had already agreed to attend, but Cllr. Spence now had another commitment. Cllrs. Mrs. Snow and Casdagli would let the Clerk know if they were free. Cllr. Elliott would attend in his capacity as District Councillor.

All

Budget

Clerk

DS/IC

89.08 Date of Next Meeting

The next meeting would be held on **Wednesday 25 March 2009, immediately after the Annual Parish Meeting.**

All

Closure: The meeting closed at 9.40pm.

Signed:

Chairman of the Council

CIRCULATION FILE
27 November 2008 – 14 January 2009

- 1) Chichester DC: Standards Committee – agenda and papers for meeting on 16 December 2008 (Min. 74.08(ii) refers).
- 2) “ICIS News” – Winter 2008.
- 3) NALC “LCR” – January 2009.
- 4) SLCC “The Clerk” – January 2009.
- 5) “Clerks and Councils Direct” – January 2009.
- 6) “Clerks and Councils Direct” - 2009 Yearbook.