

# SINGLETON PARISH COUNCIL

---

## MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 14 JULY 2010 AT 7PM

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

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

*Prior to the meeting, a presentation was made to Mrs. Joan Belton, to mark 43 years of service on the Parish Council. Members toasted her and wished her a long and happy retirement.*

### 21.10 Apologies for Absence

All present.

### 22.10 Co-option of New Councillor

There being no call for a bye-election following the resignation of Cllr. Mrs. Belton, the Returning Officer for Chichester DC had instructed the Parish Council to co-opt a new Member. Notices had duly been posted and Mrs. Joan Burnett had applied for the vacancy, her CV having been previously circulated by e.mail. On a proposal by Cllr. Spence, seconded by Cllr. Conway, it was unanimously **RESOLVED** to co-opt her forthwith, in her absence.

Clerk

### 23.10 Code of Conduct

Cllr. Elliott declared a personal interest in agenda item 13, being a District Councillor.

### 24.10 Public Session

*The Chairman adjourned the meeting at 7.14pm to enable members of the public to speak.*

PCSO Carly Churchill-Wright reported the theft of a tractor from Littlewood Farm in May, close to the Singleton/Cocking border. It had been recovered in Hampshire, two males being arrested soon afterwards. Twenty complaints had been received about a "rave" in Charlton Forest. Over the past couple of weeks, a spate of suspicious vehicles had been reported around the A286. Residents were urged to report unusual sightings immediately on **0845 60 70 999** where they would be logged and followed up. Vehicle registration numbers helped, but simply the location and type of vehicle assisted in building patterns. Beauty-spot car-parks remained a vulnerable target. The Police made high visibility patrols during the summer, but extra vigilance was needed by emptying cars of possessions or putting items out of sight, rather than covering them up. She was able to provide stickers saying "This car is empty of valuables".

All

*Cllr. Mrs. Burnett arrived at 7.25pm and was welcomed to the Parish Council.*

Community Speedwatch – risk assessments were under way for SID sites. Some suggested sites had been approved, others were unsuitable. Those accepted by the Police had to be passed to WSCC Highways for approval. PCSO Churchill-Wright would follow this up with PCSO Jason Lemm, SID co-ordinator.

PCSO

Cllr. Elliott suspected badger-baiting was going on and asked whether the Police could help. PCSO Churchill-Wright would put him in touch with the Wildlife Crime Officer.

*The Chairman reconvened the meeting at 7.29pm.*

### 25.10 Minutes

On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the minutes of the Annual General Meeting on 5 May 2010 be **APPROVED**. They were duly signed as a correct record.

### 26.10 Matters Arising from the Minutes not already on the Agenda

- (i) Singleton Relief in Sickness Fund (Mins. 5.10 and 7.10(h)) – Cllr. Mrs. Farman confirmed that Nurse Harding's name would be kept in the title.
- (ii) Goodwood Duathlon (Min. 10.10(iii)) – there would be a de-brief at the Lavant Valley Forum on 20 July. It was **AGREED** that this be included on the September agenda.

Agenda

- (iii) CRB Check and Child Protection Policy (Min. 9.10) – the Chairman had circulated a draft letter to Mr. Belton, confirming that his CRB check was satisfactory and explaining that the Parish Council adhered to the CRB Code of Practice. He and Cllr. Casdagli would give the letter to Mr. Belton and remind him that his contract was for twelve cuts. It was noted current CRB policy was under review by the new Government.

### 27.10 County Councillor's Report

Cllr. Hall was welcomed to the meeting after his recent illness.

- (i) WSCC Finance – the County Council had lost £12.7m as a result of the new Government's cut in local authority funding. This would result in substantial service cuts, including Children and Young People and manpower. Council Tax had also been capped at 3%, so downgrading services was inevitable.
- (ii) Signage for "The Partridge" – Cllr. Hall outlined the traffic signage now agreed and was thanked for his support.

Cllr. Elliott asked whether villages with single-track roads qualified for 20mph speed limits. Cllr. Hall replied that these normally applied to towns and school crossing zones only.

### 28.10 District Councillor's Report

Cllr. Potter reported:

- (i) Chichester DC Finance – spending decisions would be made at the Council meeting on 20 July. The District Council also had a 3% Council Tax cap.
- (ii) Local Development Framework (LDF) – the LDF Panel had recommended that the Core Strategy be put on hold until there was clarification on local infrastructure provision and the new Government's proposals for Planning.
- (iii) South Downs National Park – this would eventually have its own development policy, which would significantly affect Chichester DC. The SDNP had asked the District Council to provide Planning services with effect from 1 April 2011, with an option extending beyond 2012.
- (iv) Potential Strategic Sites in Singleton – only the land south of The Old Rectory had been identified, but was seen by Chichester DC as having limited potential requiring further assessment on the number of dwellings, with constraints relating to the Conservation Area, access and flood risk.

Cllr. Hall added that the Environment Agency had been looking at the damage to Pagham Harbour from inland inundation and seepage and was examining other ways of getting rid of excess water. This could affect the provision of more large housing developments in the area.

Concern was expressed that the forthcoming Goodwood Vintage Event might result in illegal camping, but Cllr. Potter felt this was unlikely, as the organised camping facilities were inexpensive.

*Cllrs. Hall and Potter were thanked for attending and left the meeting at 7.45pm.*

### 29.10 Planning Committee

- (i) Chairman's Report – the next Planning Committee meeting would take place on Monday 19 July, when the extensive Goodwood application would be considered. It was **AGREED** that Cllr. Mrs. Farman would arrange a pre-meeting site visit earlier that afternoon.
- (ii) Planning Committee - the minutes of the meeting held on 29 June 2010 had previously been circulated (Appendix A). On a proposal by Cllr. Michael, seconded by Cllr. Spence, it was unanimously **RESOLVED** that they be **ADOPTED**.

SF/All

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

- (i) A286: Narrow Pavement Adjacent to Grooms Yard (Min. 5.10) – raised by the Chairman by written question to the CLC meeting on 11 May 2010. Mr. Steve Johnson, WSCC Highways, had recommended to the CLC on 6 July that partial traffic signal controls should not be installed, there being no injury accidents involving pedestrians. The Chairman was not satisfied with this, so a meeting had been offered with Tracey Webb, WSCC Highways Engineer.
- (ii) Dog Access at Levin Down Stile (Min. 14.10(i)) – this had been amended to a high standard by the South Downs Joint Committee.
- (iii) Pilchers Path (Min. 14.10(ii)) – Cllr. Spence's extended search with the Land Registry now enabled the Parish Council to refer the matter back to WSCC with signed Forms of Evidence from local residents, in the hope that the status of the land could be preserved.
- (iv) Replacement Bus Shelter on A286 (Min. 14.10(iii)) – a full report from WSCC's Structures

MP

Clerk

- Engineer was awaited. In the meantime, the Parish Council had been advised that the bus stop could still be used. WSCC had been unable to establish ownership of the concrete platform and brickwork, but stated that it was not their responsibility. The Chairman and Cllr. Spence planned to visit the County Records Office to examine the Parish Council's archived files, which might hold some answers. A grant bid would be submitted to the November CLC meeting. It was unanimously **AGREED** in principle that the Parish Council would contribute £2,000 towards the project and that the brickwork should to be replaced rather than patched up.
- (v) WSCC Stakeholder Consultation on Public Rights of Way (PROWs) – the Chairman had been informed by e.mail on 14 June that PROWs currently managed by the SDJC would revert to WSCC when the South Downs National Park came into being on 1 April 2011. Response to a questionnaire on SDJC's current service and suggestions for WSCC had been agreed with the Chairman and returned by the closing date of 12 July (to be circulated by e.mail). A Stakeholder Engagement Event would be held on 21 July at Washington Memorial Hall, which the Clerk would attend on behalf of the Parish Council. MP/WS  
Clerk  
Clerk
  - (vi) WSCC: Winter Service: Winter Management Plan – letter dated 7 July 2010 (circulated by e.mail) asking the Parish Council to prepare a Winter Management Plan. Cllr. Michael would deal with Charlton, seek input on Singleton, and prepare a draft for consideration at the September meeting. IM/Agenda
  - (vii) WSCC: Consultation on Provisional West Sussex Transport Plan 2011-2026 – e.mail dated 13 July, previously circulated. It was **AGREED** that Members would look at this online prior to discussion at the Planning Committee meeting on Monday 19 July. SF  
(NB. Agenda for Lavant Valley Forum on Tuesday 20<sup>th</sup> subsequently received, on which this appears, so consideration to be deferred until after this presentation).
  - (viii) Goodwood Festival of Speed – Traffic Signage – whilst signage was normally good, it had been confusing for the recent Festival. Cllr. Mrs. Farman would raise this at the Lavant Valley Forum on 20 July, under the Duathlon item. SF
  - (ix) Dissemination of News on Road Closures, Aircraft Displays and other items of interest to residents – Cllr. Michael would examine ways in which a system might be set up. IM

*At this point, Cllr. Mrs. Burnett signed her Declaration of Acceptance of Office and Form of Undertaking by a Co-opted Member.*

### 31.10 Richmond Playground and Glebe Field

- (i) General and Health and Safety Report – Cllr. Casdagli had joined the new H&S inspector for his annual visit to the playground (see (ii) below). Mr. Darren Belton was keeping the grass cut regularly at the Glebe Field, play area and pond. He was prepared to clear the pond, avoiding disturbing the natural wildlife breeding environment, so Cllr. Casdagli would obtain a quote. The mower was currently with Mr. Roger Gunn, who was helping the Parish Council find a buyer, the original interested party having dropped out. IC  
IC
- (ii) Independent Health and Safety Report 2010 – circulated by e.mail. Cllr. Casdagli was impressed by Mr. Adams' thorough report. On a proposal by Cllr. Spence, seconded by the Chairman, it was unanimously **RESOLVED** that the Clerk would discuss this with Cllr. Casdagli and obtain a quote for remedial items he was unable to undertake. Clerk

### 32.10 Village Design Statement

Cllr. Hope-Lang was congratulated on his recent academic achievement. He was now able to devote more time to the VDS, starting with further discussions with Mr. Dave Hyland at Chichester DC. It was unanimously **AGREED** that whether or not the Planners were prepared to adopt the VDS, it was a useful document for the Parish, both now and historically. KH-L

### 33.10 Chichester DC Consultation: Leader or Directly Elected Mayor

A letter dated 11 May 2010 inviting the Parish Council to comment on the requirement of the Local Government and Public Involvement in Health Act 2007 for Chichester DC to choose from two models, to come into operation after the District Council elections in 2011:

- (i) A Mayor and Cabinet, comprising a directly elected mayor and from two to ten councillors appointed to the executive by the Mayor.
- (ii) A Leader and Cabinet, comprising a councillor elected as leader of the executive by the Council and from two to nine councillors appointed to the executive by the Leader.

It was felt that this was largely a matter for Chichester DC to determine, but on balance, the leader and cabinet option was preferred as being more democratically accountable. Clerk

### 34.10 Adoption of New Standing Orders

Circulated with the agenda (Appendix B). Item 1(z) to be “at Chairman’s discretion; Items 6(m) to be “five”, and item 10 to be “five”. On a proposal by the Chairman, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that they be **ADOPTED** forthwith.

Clerk

### 35.10 Finance

- (i) Comparison of Budget against Expenditure to date 2010/2011, including Bank Balances – schedule circulated with agenda (Appendix C).
- (ii) Approval of Payments for 6 May – 14 July 2010 – schedule circulated with agenda (Appendix D).

<u>Parish Council</u>	£	
<u>Already paid:</u>		None.
<u>To be paid:</u>		
Darren Belton	300.00	Grass-cutting at Glebe Field (4-7 of 12 cuts – 21/05, 04/06, 18/06 & 02/07/10). Cq: 000123.
Mrs. J. Martin	44.59	Imprest Reimbursement. Clerk’s travel to meeting 14/07/2010 (£11.49), Postage (£10.49), Stationery, incl. share of cartridges (£22.61). Cq: 000124.
HMRC	152.40	Clerk’s Tax – April - June 2010. Cq: 000125.
Union Transport Group plc	362.50	Bags for Dog Dispenser. Cq: 000126.
CDALC	10.00	Annual Subscription 2010/11 Council Year (see (iii) below). Cq: 000127.
<u>Additions to Schedule</u>		
N.W. Adams	55.81	Playground Annual H&S Inspection. Cq: 000128.
Cllr. W. Spence	8.00	Reimbursement for further Land Registry search on Pilcher’s Path (see Min. 30.10(ii) above). Cq: 000129.

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

Clerk

- (iii) Request for Annual Subscription: Chichester District Association of Local Councils – the Chairman of CDALC had written to all local Chairmen on 17 June 2010 calling for local council support. A separate letter from the CDALC Clerk requested an annual subscription of £10, which was unanimously **AGREED**, Cllr. Mrs. Farman being a regular attendee.
- (iv) Richmond Playground Account (No: 82723543) – this had been closed in accordance with Min. 13.10(ii).
- (v) Parish Council Elections – 5 May 2011 – letter dated 1 June 2010 from Chichester DC. District Council elections would be held on the same day, so it was expected that the cost of polling stations, polling station staff and count staff would be shared, the full cost of poll cards being met by the District Council. Costs for Parish Council ballot papers, notices and specific stationery would be met in full by parish councils. If a parish council had an uncontested election, it would still have to bear the cost of election work carried out by Chichester DC until the Return of Persons Elected was received. The estimated costs for Singleton Parish Council were £965 for a contested election with no poll cards or £1,190 for a contested election with poll cards. This would be included in the 2011/2012 Budget.

Clerk

Budget

### 36.10 Chairman’s Report

The Chairman had reported under items 26.10(iii) and 30.10(i) & (iv) above.

### 37.10 Councillors’ Reports and Questions

Cllr. Hope-Lang had reported on circulation business discussed at the Goodwood Liaison Meeting on 4 June 2010.

**38.10 Clerk's Report**

Nothing to add.

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

**39.10 Date of Next Meeting**

The next meeting would be held on: **Wednesday 29 September 2010 at 7pm at Singleton Village Hall (Pre-Budget Meeting).**

**All**

**Closure:** The meeting closed at 9.59pm.

Signed:

Chairman of the Council

## CIRCULATION FILE

**6 May – 14 July 2010**

- 1) “Clerks and Councils Direct” – May 2010.
- 2) “The Clerk” – May 2010.
- 3) “Partnership News” – May 2010.
- 4) NHS West Sussex: Guide to Local Health Services in West Sussex – received 26 May 2010.
- 5) “LCR” (Local Council Review)” – Summer 2010.
- 6) “Clerks and Councils Direct” – July 2010.
- 7) “The Clerk” – July 2010.
- 8) WSSC: Approved Traders Directory 2010