

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 23 JULY 2008 AT 7.05PM AT THE VILLAGE HALL

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

In attendance: Mrs. J. Martin, Clerk, and County Cllr. M. Hall. Two members of the public were present, Cllr. Steve Corbett, representing West Dean Parish Council, and Mrs. M. Phillimore, from Charlton.

23.08 Apologies for Absence

Apologies were received from Cllr. M. Pollock (on holiday). This was **ACCEPTED**. Apologies were also received from PCSO Jason Lemm (on leave) and District Cllr. H. Potter (another commitment).

24.08 Code of Conduct

(i) Declarations of Interest – None.

(ii) Chichester DC: Standards Committee – e.mail dated 5 June 2008, with agenda and papers for the Standards Committee meeting on 12 June 2008, together with the minutes. Complaints relating to District and Local Council Members would now be submitted directly to Chichester DC, rather than to the Standards Board for England, in Manchester. Also agenda and papers for the Standards Committee meeting on 24 July 2008 (all placed in Circulation File).

All

25.08 Public Session

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

Cllr. Corbett was a Member of West Dean Parish Council and its Traffic Sub-Committee. Since the Singleton and West Dean parishes shared the same traffic problems on the A286, he hoped that they could work together to reach some solutions. Three Members from each Council had volunteered to train to operate SID, so once sites had been agreed, they could share operations, as the requirement was for six volunteers. Cllr. Corbett had obtained an information sheet about SID from PCSO Jason Lemm (*the Clerk would obtain a copy*). The problem with hiring a SID was the long waiting list. Mr. Steve Johnson from WSCC Highways had advised that the hire of a SID, with operative, was £50 per half day. County Cllr. Hall suggested that if Lavant joined Singleton and West Dean, it might be possible to attract sufficient funding from the Chichester South County Local Committee and the Lavant Valley Partnership to buy a SID. Cllr. Corbett had heard that WSCC was reviewing its policy on flashing lights, owing to the cost of repairing or replacing them after being vandalised. The one at Cocking had fallen victim to this. After a general discussion, it was **AGREED** that a joint meeting be arranged between Cllrs. Spence and Corbett for the week beginning 4 August 2008.

Clerk

WS/SC

Cllr. Corbett left the meeting at 7.25pm.

Mrs. Phillimore requested further details of the recent planning application to expand Singleton Oilfield, being concerned that this would bring heavy vehicles through Charlton. The Parish Council's Planning Committee had considered application SE/02561/08 on 10 July 2008. The Clerk read the paragraph on "Traffic Movements" from the Chairman's response letter dated 11 July, the full text of which could be viewed on Chichester DC's website.

The Chairman reconvened the meeting at 7.30pm.

26.08 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 21 May 2008 be **APPROVED**. They were duly signed as a correct record.

27.08 Matters Arising from the Minutes

(i) LDF Core Strategy (Min. 5.08) – Cllr. Deans expressed concern over some of the sites submitted by the Good wood Estate to Chichester DC for the LDF. This was shared by other Members, who felt strongly that compared with parishes of similar size, Singleton now had plenty of low-cost housing. There was no need for any more housing outside the Settlement

Policy Area (SPA). Cllr. Pollock had promised to discuss the sites in more detail at a Planning Committee meeting. It was **AGREED** to:

- (a) Ask Cllr. Pollock to arrange a Planning Committee meeting, then to write to Chichester DC to reinforce the Parish Council's views. **MP**
- (b) Ensure that a policy statement was made in the Parish Plan/Village Design Statement. **K H-L**
- (ii) Affordable Housing (Min. 9.08(i)) – no reply had been received from Helen Burton, Chichester DC, to the Clerk's e.mail of 8 July 2008. **Clerk**
- (iii) Finger Posts at Knights Hill (Min. 14.08(iii)) – owing to holidays, Cllr. Spence and Mr. Champion had not yet completed the fingerposts. Cllr. Spence would purchase materials and let the Clerk have the receipts, to enable the £50 grant to be claimed from the South Downs Joint Committee. Cllr. Mrs. Farman offered to help with painting, if this could be done in the next few weeks. **WS**
- (iv) Henry Smith Charities (Min. 7.08(c)) – Cllr. Casdagli agreed to join Cllrs. Mrs. Belton and Mrs. Farman, to help with the allocation of monies. **IC**

28.08 County Councillor's Report

Cllr. Hall expected a decision to be made by WSCC to call in the decision to downgrade St. Richard's Hospital, for Judicial Review. This would incur the expense of instructing a barrister, but expert legal representation was essential. There had been further references in the Press to breaches in the Code of Conduct on the part of the decision-makers. Residents were furious that "blue light" times had not been taken into consideration, and the fact that Worthing Hospital had a catchment area of only 144 square miles, compared with St. Richard's 880 square miles. The latter was already experiencing recruitment problems as a result of the decision to downgrade.

There would be a motion on Friday calling for WSCC to write to the Government, calling for the immediate withdrawal of the very unpopular proposal to discontinue Post Office Credit Accounts in 2010. This was one of the biggest sources of revenue for rural post offices and was expected to lead to the closure of 3,000 more branches, bringing more hardship to communities.

Cllr. Hall also provided an update on the LDF and stressed the need to have the Core Strategy in place as a matter of priority. Developers were still building houses, despite problems with Southern Water's infrastructure, the doors having been opened by the Consultation Document.

Cllr. Hall left the meeting at 8.05pm.

29.08 District Councillor's Report

Cllr. Potter was not present at the meeting.

30.08 Planning Committee

- (i) Planning Committee Minutes – the minutes of the meetings held on 21 May, 12 June and 10 July 2008 had previously been circulated (Appendix A). On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that these be **ADOPTED**. They were duly signed by the Chairman.
- (ii) WSCC: Minerals and Waste Development Framework Forum on 16 July 2008 – details passed to Cllr. Hope-Lang.
- (iii) South Downs Joint Committee: The South Downs Management Plan 2008 – 2013 – passed to Cllr. Pollock.
- (iv) SEERA: "The South East Regional Sustainability Framework" – the Clerk read Cllr. Pollock's report. The Framework included The Vision: "A socially and economically strong, healthy and just South East that respects the limits of the global environment", and set out four priorities:
- Achieving sustainable levels of resource use.
 - Reducing greenhouse gas emissions associated with the region.
 - Ensuring that the South East was prepared for the inevitable impacts of climate change.
 - Ensuring that the most deprived people had an equal opportunity to benefit from and contribute to, a better quality of life

There were a further 25 objectives underlying these priorities. All were intended to guide and inform everyone in the South East, from planners to service providers, including Parish Councils, what they did, with many targets set as early as 2010: a very ambitious agenda. Cllr. Pollock did not recommend any specific actions to the Parish Council, but felt it would be interesting to see how much was embedded and implemented, particularly through the planning processes at County and District level. It could, for example, affect requirements on the development of the Local Development Framework and, possibly, Parish Plans and Village Design Statements.

31.08 Highways, Footpaths, Transport and Flood Prevention

- (i) Speeding at Singleton – the Clerk read a letter dated 5 June 2008 from Mrs. Gudgeon of Sheep Lane Cottage, Singleton, to Mr. Steve Johnson, requesting that something be done about noise and speeding traffic on the A286. He had been to see her and advised that proposals were being developed for a traffic management scheme between Cocking and Lavant, which might include moving the 30mph speed limit southwards, nearer the village and introducing a 40mph buffer zone between the existing area of road covered by the national speed limit and the 30mph zone on the northern approach to Singleton. Investigations were also being made into the possibility of a vehicle activated sign, but this might be difficult, as the road on the northern side was located within a cutting. Alternatively, it might be possible to install additional signing to reinforce the speed limit. Mr. Johnson had promised that the Parish Council would be consulted on any proposals. It was **AGREED** that this problem would be considered as part of the joint initiative with West Dean Parish Council. The Clerk would respond to Mrs. Gudgeon. A section on “Traffic” would be included in the Parish Plan.
- (ii) Helicopter Movements for “Glorious Goodwood” – Cllr. Mrs. Farman was concerned about noise from helicopters over-flying inhabited areas, rather than using non-populated corridors. The Clerk would ask Goodwood to be vigilant over this and instruct pilots to avoid flying over residential property and also request a copy of approved flight paths. It would be helpful if the Parish Council could have some input in planning for the future, if problems were experienced this weekend. *(NB. Goodwood promised to instruct the Control Tower, but were unable to provide approved flight paths, since these varied with weather conditions – ref: Clerk’s e.mail 24/07/08).*
- (iii) Potholes at Charlton – Cllr. Mrs. Farman had reported a number of potholes to Mr. Ben Whiffin, SCC Highways. *(NB. To be repaired 25/07/2008).*

**WS/SC
Clerk
K H-L**

32.08 Parish Plan and Village Design Statement

Cllr. Hope-Lang promised to further the Parish Plan during August and September 2008, but was unable to do so afterwards, owing to a prior commitment. He would present a draft at the next Parish Council meeting on 1 October. The Clerk would put him on touch with people at Action in Rural Sussex and Chichester DC, who could offer useful help and advice. Cllr. Hope-Lang was thanked for taking this on.

K H-L

33.08 The Richmond Playground

The Clerk apologised for omitting this from the agenda. The 2008 RoSPA inspection had been carried out on 3 June. Cllr. Casdagli outlined the contents of the report and undertook to do all necessary remedial work himself. He would bring the Wicksteed Leisure safety inspection papers to the next meeting, with a view to trying them in 2009, instead of RoSPA.

IC

34.08 The Boundary Committee – Electoral Review of West Sussex: Draft Recommendations

A letter dated 1 July 2008 invited the Parish Council’s comments on the draft recommendations on future electoral arrangements for West Sussex, which could be viewed on www.boundarycommittee.org.uk. Comments were required by **25 August 2008**. Passed to Cllr. Spence.

WS

Mrs. Phillimore left the meeting at 8.40pm.

35.08 Finance

- (i) Bank Balances – Bank Balances as at 30 June 2008 were:

£	
Current Account	9,568.47
Petty Cash	4.67
TOTAL	9,575.14
Richmond Playground Account	1,132.01
OVERALL TOTAL	10,707.15

The £10,707.15 excludes the final payment of £969.90 for the Lychgate Project by the SITA Trust.

- (ii) Comparison of Budget with Expenditure 2008/2009 – sent with agenda (Appendix A).
- (iii) Approval of Payments - 22 May to 23 July 2008 – a Payments Schedule had been circulated with the Agenda (Appendix A).

<u>Parish Council</u>	£	
Inland Revenue	179.75	Clerk's Tax/N.I. for Apr-July 2008. Cq: 000039. <i>NB. £279.75 less £100 online filing credit.</i>
Mrs. J. E. Martin	25.33	Travel to 21/05/08 meeting £10.21. Postage £15.12. Cq: 000040.
Cllr. W. Spence	41.78	Reimbursement for Lychgate Opening: Sand £19.90; Refreshments £21.88. Cq: 000041.
Cllr. I Casdagli	11.69	Reimbursement for Mower Fuel. Cq: 000042.
Playsafety Ltd.	70.50	2008 RoSPA Safety Inspection. Cq: 000043.

Late Additions
None.

Richmond Playground
None.

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

- (iv) Notice of 2007/2008 Audit – the statutory Notices had been placed on the notice-boards for 7 July 2008 and would remain until 15 August 2008 (Appendix C). Clerk
- (v) Internal and External Audit 2007/2008 – Mr. Braby, who had been appointed Internal Auditor for the 2007/2008 Audit, was still very poorly. The papers had therefore been passed to Hilyard Associates Ltd., at a charge of £30 per hour, to meet the 18 August deadline for submission to the Mazars, External Auditors. They had pulled out yesterday, so Ms. Rachael Hall, an accountant, had agreed to perform the internal audit by the due date.

36.08 Chairman's Report

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

General Report:

- (i) South Chichester County Local Committee, held at Selsey - the Chairman had attended.
- (ii) The West Dean Landscape Conservation and Management Plan – this was now complete and was available on disk to borrow from the Chairman.
- (iii) Action in Rural Sussex/NHS: Improving Village Access to Health and Wellbeing – this would take place at North Mundham Village Hall on Tuesday 30 September 2008, from 2 – 4.45pm. Cllr. Mrs. Farman offered to attend. Cllr. and Mrs. Spence planned to go on behalf of the Village Hall.

37.08 Councillors' Reports

Items sent to Members for urgent attention not detailed above:

- (i) West Sussex NHS Primary Care Trust: "Making Changes to Health Services in West Sussex" – leaflets passed to Members on 4 June 2008.
- (ii) Chichester DC: A Strategy for Public Art in Chichester – letter dated 29 May 2008. E.mail

sent by Clerk on 5 June, providing details and inviting Members to attend a consultation evening.

Reports:

- (i) Lavant Valley Partnership on 15 July 2008 – Cllr. Casdagli had attended the LVP meeting at the Weald and Downland Museum, Singleton. Two items had been discussed, being Village Halls and their Future, and the Sustainable Community Strategy.
- (ii) Rubbish Bin by Entrance to Cricket Field – Cllr. Elliott had noticed that this had been removed, although the base was still present (*NB. Chichester DC removed the bin and will not replace it, as it was there for the shop.*) **Clerk**
- (iii) Telephone Box on the Corner of The Leys – this was no longer taking coins, the cash box being missing. This would be reported to BT. (*NB. 01243 811429 – in future, problems could be reported on 0800 800 151 or bt.com/faults.*) **Clerk**
- (iv) Posters – Cllr. Elliott asked for the Parish Council’s view on posters being placed round the Parish. It was **AGREED** that as long as they were for local events and were removed promptly after the event, there was no harm in this.

38.08 Clerk’s Report and Correspondence

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

- (i) PCSO Jason Lemm’s Report - he had sent a report advising that since the last meeting, there had been two domestic/neighbourhood disputes; a missing person who had since returned to the village; investigations into the theft of lawn mowers; and a report of anti-social behaviour in the playground during the evening. He had patrolled at the time the latter was said to have occurred, but had not witnessed any repeat (*NB. Members had no knowledge of this, since it had not been reported to the Parish Council*). An incident at the “Fox Goes Free” involving two Chichester youths had resulted in arrests the same evening. PCSO Lemm had noticed some new graffiti on the front of the Church and asked whether this was new (*Cllr. Mrs. Belton confirmed that it was*). He reiterated previous warnings about beauty-spot theft and urged residents to be vigilant, take their valuables with them, and to report any suspicious behaviour. PCSO Lemm could be contacted on jason.lemm@sussex.pnn.police.uk or 0845 60 70 999 extension 22325. He was prepared to make personal visits at residents’ request.
- (ii) Chichester DC: District Watch Launch – e.mail dated 15 July 2008 already circulated to all Posters passed to Cllrs. Mrs. Farman and to the Chairman for Cllr. Pollock.
- (iii) Action in Rural Sussex: Annual Conference – to be held on Friday 7 November 2008 from 2-4,30pm at the South of England Showground, Ardingly (follows AGMs of SALC and AiRS in the morning). Conference free, but lunch approximately £16 per delegate.
- (iv) South East Coast NHS: “Healthier People, Excellent Care” – letter dated 11 July 2008, with full document and summary, inviting comments by **15 September 2008**. Hyperlink at www.southeastcoast.nhs.uk/hpec Passed to Cllr. Elliott, who would comment as a private resident.

39.08 Date of Next Meeting

The next meeting would be held on **Wednesday 1 October 2008 at 7pm (Pre-Budget meeting).**

All

Closure: The meeting closed at 9.30pm.

Signed:

Chairman of the Council

CIRCULATION FILE
22 May – 23 July 2008

- 1) SALC: Briefing and Update Bulletin – May 2008.
- 2) Chichester DC - Open letter dated 3 June 2008 from the Leader of the Council to the Chairman of West Sussex PCT regarding the decision to locate the Major General Hospital for West Sussex, at Worthing.
- 3) Chichester DC: Standards Committee – e.mail dated 5 June 2008, with agenda and papers and minutes for the Standards Committee meeting on 12 June 2008 (Min. 24.08(ii) refers).
- 4) Portsmouth Water: Water Resources in the South East – letter dated June 2008 (received 9 June), with Spring Update.
- 5) CPRE “Sussex Review” (Complimentary copy of Summer 2008 edition) – please see comments on Eco-towns, the South Downs National Park Public Inquiry (page 5), and “Around the Districts” (pages 15 & 16).
- 6) “ICIS News” – Summer 2008.
- 7) “Wellspring West Sussex” – Summer 2008.
- 8) “LCR” – July 2008.
- 9) Chichester DC: “Initiatives” – Summer 2008.
- 10) “The Clerk” – July 2008.
- 11) “Clerks and Councils Direct” – July 2008.
- 12) Action in Rural Sussex: “Action” – July 2008.
- 13) Action in Rural Sussex: 2007/2008 The Review...2008/2009: The Business Plan
- 14) “Partnership News” – July 2008.
- 15) Chichester DC: Standards Committee – agenda and papers for the Standards Committee meeting on 24 July 2008 (Min. 24.08(ii) refers).