

# SINGLETON PARISH COUNCIL

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## MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 24 MARCH 2010 AT 8PM

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

**In attendance:** Mrs. J. Martin, Clerk. No members of the public were present.

**91.09 Apologies for Absence**

All Members present. Apologies were received from County Cllr. M. Hall (on business in London), and District Cllr. H. Potter (work commitment).

**92.09 Co-option of New Councillor**

There being no call for a bye-election following the resignation of Cllr. Mrs. Snow, the Returning Officer for Chichester DC had instructed the Parish Council to co-opt a new Member. Notices had duly been posted and Mr. Ian Michael had applied for the vacancy. The Chairman read his CV. On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Pollock, it was unanimously **RESOLVED** to co-opt Mr. Michael forthwith. Since he was currently on business in Germany, he would be asked to sign his Declaration of Acceptance of Office in front of the Chairman.

Clerk  
MP

**93.09 Code of Conduct**

There were no Declarations of Interest.

**94.09 Public Session**

No members of the public were present.

**95.09 Minutes**

On a proposal by Cllr. Conway, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 27 January 2010 be **APPROVED**. They were duly signed as a correct record.

**96.09 Matters Arising from the Minutes not already on the Agenda**

- (i) Signs at the "Fox Goes Free" (Min. 82.09(iii)) – Cllr. Mrs. Farman reported that the car park and public house signs had been replaced and were of the correct dimensions.
- (ii) West Sussex Local Transport Plan 3: Initial Stakeholder Consultation (Min. 82.09(iv)) – the Chairman had returned this to WSCC by the due date.
- (iii) Trees by River in front of The Leys (Min. 88.09(ii)) – Cllr. Elliott confirmed that the trees had been replaced.

**97.09 County Councillor's Report**

Cllr. Hall was unable to attend the meeting. His report had been read at the Annual Parish Meeting.

**98.09 District Councillor's Report**

Cllr. Potter was unable to attend the meeting. His report had been read at the Annual Parish Meeting.

**99.09 Planning Committee**

- (i) Chairman's Report – in addition to the applications below, there was a new one on the 24 March Weekly List, which would be considered at the next Planning Committee meeting on Monday 12 April 2010 at 5.30pm in the Village Hall.
- (ii) Planning Committee - the minutes of the meeting held on 18 February 2010 had previously been circulated (Appendix A). On a proposal by Cllr. Pollock, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that they be **ADOPTED**.
- (iii) Planning Applications and Decisions  
SE/10/00919/TCA  
Mr. Jonathan Rodwell,  
Myrtle Cottage, Charlton Road, Singleton.  
Notification of intention to fell 1 no. Sweet Bay tree.  
Recommendation: *No objection*.

All

SE/10/00957/TCA

Mr. James Mayhew,  
The Forge, Singleton.

Notification of intention to crown reduce by 20% and crown raise by up to 4m (above ground level) 1 no. Yew tree.

Recommendation: *Singleton Parish Council agrees that the Yew tree is too large, but would prefer 20% thinning, as in the original application. It is concerned that crown reduction would spoil the attractive shape of the tree.*

Planning Decisions

SE/09/04931/LBC and SE/09/04932/DOM

Mr. and Mrs. R. Hay,  
Kingsham Cottage, Charlton Road, Singleton.

Build porch to rear of property & erect carport/workshop in south west corner of garden.

**Clerk**

**Permit.**

**100.09 Highways, Footpaths, Transport and Flood Prevention**

- (i) Dog Access at Levin Down Stile (Min. 82.09(ii)) – Mr. Tim Hassell, Farm Manager for the Goodwood Estate, had advised Mr. Rees that the fencing team was currently working at the Singleton end of the estate and would endeavour to amend the stile in time for the Annual Parish Meeting. This had not yet been done. **Clerk**
- (ii) Pilchers Path (Min. 82.09(vi)) – Cllr. Spence had downloaded some helpful information from the Land Registry website. He would report further at the next meeting. **WS**
- (iii) Goodwood Duathlon – Mass Participation Events had decided to re-route the 2010 bike ride to avoid Charlton and East Dean. The route from the Motor Circuit was now via Kennel Hill to The Triangle car park, turning back along Racecourse Road to Selhurst Park, back again past the race course, past Goodwood House, returning to the Motor Circuit. There would still be significant closures and diversions on 9 May from 9.00am to 1pm, to be published nearer the event. MPE would review the 2010 race after the event, including the Charlton and East Dean options for 2011.
- (iv) VAS and Traffic Management – the VAS at Budds Hill was now in operation. Drivers were slowing down, so it was hoped that this would have a significant effect on road safety. Providence Oil had confirmed funding support. The VAS at West Dean was also up and running. The Traffic Order (TRO/185) was out for consultation, to implement speed limit changes and associated road markings during the current financial year, but it was possible that some ancillary work, such as cutting back hedging to improve sight lines, might be deferred because significant WSCC funding had been diverted to emergency works after the cold winter.
- (v) Sewerage – overflowing sewers from East Dean to Lavant had been a major problem over the winter, with yellow tankers and pumps much in evidence. Lack of information and the absence of a clear and acceptable plan to resolve them were outstanding issues. Cllr. Mike Hall was acting as co-ordinator with both Southern Water and the Environment Agency.

**101.09 Richmond Playground and Glebe Field**

- (i) Health and Safety - the Playground remained in good condition, with no Health & Safety issues identified. With the better weather, it was expected to be very well-used. The problem of putting out and taking in the goal-post had been solved, thanks to Mr. Jason Snow, who lived adjacent to the Glebe Field. He would put it out at weekends and at other times on request.
- (ii) Sit-on Mower – this would be serviced before sale, to achieve a better price. **IC**
- (iii) CRB Check and Child Protection Policy (Min. 83.09(ii)) – the CRB check on Mr. Belton had been submitted, prior to commencement of the grass cutting contract. The Chairman had vetoed the Clerk's draft Child Protection Policy, based on the document used for Chichester DC playgrounds. Instead, he would produce a policy which he considered more appropriate to the work of a small Parish Council and its contractor(s). He would also write to Mr. Belton, setting out some guidelines and informing him that Cllr. Casdagli would be his main point of contact. **MP**
- (iv) Fund-Raising – Cllr. Casdagli asked Members to review financing of the playground. The Playground Committee comprising parents and councillors had been disbanded several years ago, leaving him with the problem of fund-raising for insurance, maintenance, and new or replacement equipment. Since the playground was owned by the Parish Council, he felt that it should now accept responsibility for funding the facility in full. **Agenda**

**102.09 Emergency Planning**

Mr. Lloyd Harris, Emergency Planning Officer for Chichester DC, had asked each Parish Council for two designated contacts to open up emergency accommodation. With the consent of the Village Hall

Management Committee, the Village Hall would be the emergency reception centre. It was unanimously **AGREED** that Cllr. Spence would deal with this on behalf of the Parish Council.

WS

### 103.09 Village Design Statement

Cllr. Hope-Lang had sent the draft Village Design Statement to Mr. David Hyland, Senior Engagement Officer at Chichester DC, who had offered helpful comments. Cllr. Hope-Lang believed these could be met by making some adjustments to the draft. A planning officer had provided a longer response, suggesting an entirely new structure, which would necessitate starting again. This had been discussed with Cllrs. Mrs. Farman and Pollock, and agreed that the VDS be amended along the lines suggested by Mr. Hyland. Cllr. Hope-Lang was thanked for the considerable efforts he had made.

### 104.09 Finance

- (i) Comparison of Budget against Expenditure to date 2009/2010, including Bank Balances – schedule circulated with agenda (Appendix B).
- (ii) Approval of Payments for 28 January – 24 March 2010 – schedule circulated with agenda (Appendix C).

<u>Parish Council</u>	£	
<u>Already paid:</u>		
Chichester DC	342.11	Weekly emptying of dog bin at Glebe Field and litter bin by the Village Pond 2009/2010. Cq: 000106. <i>Queried with Cllr. Potter, who did not support the Parish Council's objection (Min. 86.09(ii)). Approved by Chairman.</i>
M.J.O. Forestry Ltd (Marc Odin)	310.20	Hedge Maintenance at Glebe Field. Cq: 000107. <i>Approved under Min. 65.09(ii).</i>
Community Action Fareham	32.50	Admin & Registration Fee for CRB Checking. Cq: 000108. <i>Approved under Min. 83.09(ii).</i>
Community Action Fareham	36.00	CRB Check – D. Belton. Cq: 000109. <i>Approved under Min. 83.09(ii).</i>
<u>To be paid:</u>		
Mrs. J. Martin	13.25	Imprest Reimbursement. Clerk's travel to meeting 24/03/2010 (£11.45). Postage (£1.80). Cq: 000110.
M. R. Pickthall - Man About the House	423.00	Refurbishing seats and notice boards. Cq: 000111.
HMRC	208.20	Clerk's Tax - Jan to March 2010. Cq: 000112.
<u>Late additions:</u>		
Singleton Village Hall Management Committee		Hire of Village Hall for meetings 01/04/2009 – 31/03/2010. Cq: 000113.
Mrs. J. Martin	260.00	Use of home as office (£120) and tel/internet (£140) 2009/2010. Cq: 000114.
W. Spence	4.00	Reimb. Land Registry fee. Cq: 000115.
<u>Richmond Playground</u>		None.

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

Clerk

- (iii) Grant-Making Policy – the Chairman had previously circulated his recommendation that Parish Council grants should primarily support organisations and charities having their base in, or providing support to, the wider Parish community. He believed that the budget should allow for annual grants to the Village Hall and the PCC, with a contingency fund to support other Parish-based organisations; and scope to consider grant requests from outside bodies providing services befitting the Parish community.

On a proposal by Cllr. Spence, seconded by Cllr. Hope-Lang, it was unanimously **RESOLVED** that:

- (i) Grant applications made each year by the Village Hall Management Committee

- (projects), and PCC (grass-cutting), continue to be budgetted for (£300 and £400 respectively in 2009/2010).
- (ii) £200 be set aside in 2010/2011 to enable other in-Parish grant requests to be considered on an ad hoc basis.
  - (iii) £200 be set aside in 2010/2011 to enable out-Parish grant requests to be considered on an ad hoc basis from bodies providing services which benefitted the wider Parish community.
  - (iv) The above sums be reviewed annually as part of the Budget process.
  - (v) Once the above sums were allocated, subsequent grant requests be deferred to the following financial year, unless there were extenuating circumstances.
  - (vi) In accordance with good audit practice, the latest set of accounts continue to be required for all grant requests, to enable the Council to assess the need for, and purpose of, the monies requested. **All**
- (iv) Appointment of Internal Auditor for 2009/2010 Accounts – Ms. Rachel Hall had acted as Internal Auditor for the 2008/2009 accounts and was prepared to do this again. On a proposal by Cllr. Casdagli, seconded by Cllr. Conway, it was unanimously **RESOLVED** that she be re-appointed forthwith. **Clerk**
  - (v) Assets Risk Assessment (Min. 86.09(iii))  
**Refurbishment of Notice boards and Seats** – this work had been completed to the Parish Council’s satisfaction.  
**Replacement of Bus Shelter on A286** – it was **AGREED** that the grant application be made to WSCC by the closing date of 31 March. The condition of the brickwork was yet to be established, but WSCC was prepared to accept the application with this pending. **Clerk**

**105.09 Chairman’s Report**

The Chairman had attended the following meetings:  
South Chichester CLC - 23 February 2010 – very useful and informative, being focussed on the disastrous state of the roads after the winter weather.  
South Downs Advisory Forum - 25 February 2010 - the formation of the South Downs National Park Authority (SDNPA) was evolving from the South Downs Joint Committee through the interim SDNPA to a permanent body from 1 April 2011. The Advisory Forum was currently run by the SDJC and sought input from the 100+ attendees on activities and priorities for the new National Park Authority. It would be interesting to see how such a large authority developed and to what extent Parish Councils would be involved in the decision-making processes. The South Downs National Park Authority would be responsible for the Local Development Framework for the Downs.

**106.09 Councillors’ Reports and Questions**

Pothole opposite Weald and Downland Open Air Museum – Cllr. Conway reported that although the enormous pothole, initially badly filled, had now been reinstated to a high standard, there was a very large, deep, one close by, opposite the Museum entrance, which was very dangerous. **Clerk**

**107.09 Clerk’s Report**

Nothing further to add.  
A Circulation File of correspondence and items of interest to Members was passed to the Chairman (Appendix D).

**108.09 Date of Next Meeting**

The next meeting would be held on: **Wednesday 5 May 2010 at 7pm at Singleton Village Hall (Annual General Meeting for 2010/2011).** **All**

**Closure:** The meeting closed at 9.15pm.

Signed:

Chairman of the Council

## CIRCULATION FILE

**28 January - 24 March 2010**

- 1) “Partnership News” – January 2010.
- 2) SALC: Briefing and Update Bulletin – January 2010 (also circulated by e.mail).
- 3) NSPCC Helpline – letter dated 27 January 2010, with Newsheet.
- 4) SLCC: “The Clerk” – March 2010.
- 5) “Clerks and Councils Direct” – March 2010.
- 6) NALC: “LCR” – March 2010.
- 7) Energy Saving Trust – letter received 13 March 2010.
- 8) WSCC: “Connections” – March 2010.