

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 25 MARCH 2009 AT THE VILLAGE HALL AT 8.15PM IMMEDIATELY AFTER THE ANNUAL PARISH MEETING

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

In attendance: Mr. R. Martin, Locum Clerk.

90.08 Apologies for Absence

Apologies were received from Cllr. P. K. Hope-Lang.

Clerk

91.08 Co-option of New Member

There being no call for a bye-election to fill the vacancy left by Cllr. Brown, the Returning Officer for Chichester DC had instructed the Parish Council to co-opt a new Member. Notices had duly been posted. Mr. Nick Conway, the sole applicant, had provided a CV which had previously been circulated. On a proposal by Cllr. Elliott, seconded by Cllr. Pollock, it was unanimously **RESOLVED** to co-opt Mr. Conway forthwith. As he was already committed to Confirmation classes until mid July, he had promised to join meetings afterwards. (*NB. Cllr. Conway arrived at 9.10pm and duly signed his Declaration of Acceptance of Office.*)

Clerk

92.08 Code of Conduct

- (i) Declarations of Interests – Cllrs. Elliott, Spence and Casdagli declared personal interests, being members of the Village Hall Management Committee (Min. 100(v) below refers).
- (ii) Chichester DC: Standards Committee – minutes of the meeting on 16 December 2008 (placed in Circulation File).
- (iii) Standards Board for England: “Town and Parish Standard” – February 2009 (placed in Circulation File).

Clerk

All

All

93.08 Public Session

No members of the public were present.

94.08 Minutes

On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Elliott, it was unanimously **RESOLVED** that the minutes of the meeting on 14 January 2009 be **APPROVED**. They were duly signed as a correct record.

95.08 Matters Arising from the Minutes

- (i) Drainage in Church Way and Culvert by the Cricket Ground (Min. 77.08(i)) – Cllr. Elliott had spoken to Mr. Sam Irving, Chichester DC’s Enabling Officer, but had been unable to obtain an undertaking as to when the work would be done. He was pursuing this.
- (ii) Trees on Southern Boundary of Glebe Field (Min. 77.08(ii)) – the TCA application had been approved by Chichester DC. The Parish Council had been awarded a grant of £804.50 for the replacement of seven trees and half the net cost of the new hedging, through the WSCC Trees and Woodlands Officer. The Clerk was thanked for this. The work had now been completed, other than a small amount of planting where the biggest tree had stood. This would be carried out during the next planting season after the thinnest ground had been well mulched with rotting chippings.
- (iii) Damage to Glebe Field by NHS Van – Cllr. Pollock was pursuing a claim against the NHS Trust for serious ruts caused by a van driver who had mistakenly attempted to reach Downley Close via the Glebe Field.

JE

Clerk

Clerk

Cllr. Elliott gave apologies and left the meeting at 8.25pm.

96.08 Planning Committee

- (i) Chairman’s Report – Cllr. Pollock outlined business transacted since the last meeting.
- (ii) Planning Committee – the minutes of the meeting held on 12 January, 13 February and 11 March 2009 had previously been circulated (Appendix A). All three were proposed by Cllr. Mrs. Farman. The January and February meetings were seconded by Cllr. Casdagli and the March meeting by Cllr. Mrs. Snow. It was unanimously **RESOLVED** that each be

ADOPTED.

- (iii) LDF Core Strategy – Cllr. Mrs. Farman reported that Mr. Sam Howes, Deputy Chief Executive, Chichester DC, had advised that the Highways Agency was reconsidering the A27 Chichester By-Pass Scheme, which would delay both A27 road improvements and the LDF.

97.08 Highways, Footpaths, Transport and Flood Prevention

- (i) WSCC A286 Chichester to Cocking Route Scheme Consultation/SID/STAG (Min. 81.08(i)) – this had been discussed at the preceding Annual Parish Meeting. Cllr. Pollock had been invited to make a further visit to Singleton Oilfield. Their Senior Engineer had made a verbal commitment to contribute £5,000 towards the £13,000 required for speed management.
- (ii) Vandalism to Brick Bus Shelter on A27 (Min. 81.08(ii)) – an order had been placed with Mr. Alan Weeks, which he hoped to fulfil shortly. The estimated cost of £180 plus VAT might be increased slightly if he was able to suggest an inexpensive means of fire-proofing.
- (iii) Pilcher’s Path (Min. 81.08(v)) – Cllr. Mrs. Snow was thanked for her valuable assistance. Mr. Hugh Davies, Senior Legal Officer at WSCC, would arrange a meeting shortly to discuss what steps were available.
- (iv) Cherry Tree at The Leys (Min. 81.08(viii)) – WSCC Highways had raised an order for the roots to be dealt with.
- (v) Drainage by Cricket Field (Min. 81.08(ix)) – WSCC Highways were aware of the problem and were looking at supplementing the pipe with a grip cut into the verge.
- (vi) Drainage and Sewerage Problems in Singleton and Charlton – further problems had arisen since the last meeting, which had highlighted the need for a permanent solution. The Clerk had written to Southern Water on 11 March 2009, but had not yet received a reply. She was liaising with County Cllr. Hall, who was pursuing Southern Water through WSCC.

98.08 The Richmond Playground

- (i) Health and Safety Checks - Cllr. Casdagli had not identified any problems. He was unable to find any significant fault with the safety matting, so would wait until Wicksteed Leisure carried out their accompanied Health and Safety inspection in June 2009. **IC**
- (ii) Request for Additional Dog Bin at the Glebe Field (Min 82.08 (ii)) – Chichester DC had offered to supply and fit a dog bin for £391.41 plus VAT. Their annual emptying charge was £229.32 plus VAT for a weekly emptying service. The Parish Council was not eligible for a free bin, since the Glebe Field was privately-owned land. On a proposal by Cllr Pollock, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** to proceed, the cost being shared equally between the Parish Council and the Richmond Playground Account. **Clerk**
- (iii) Mobile Skate-Park – “The Drop”, run by the Revelation Church, was launching the mobile skate-park on 1 April 1009 (previously notified by e.mail). This was supported by Chichester DC, Chichester District Crime and Disorder Reduction Partnership, Chichester District Youth Council, West Sussex Youth Service and HydeMartlet. This cost from £200 per two hour session, including delivery, set-up, pack-down, trained staff and insurance. Whilst Members saw this as a good project, it was **AGREED** that to justify the cost, discussions be held with neighbouring Parish Councils and the Youth Club, to assess likely take-up with a view to a shared hiring. **SF/Clerk Agenda**
- (iv) Sit-on Mower (Mon 82.08(iii)) – this had now been serviced.
- (v) Portable Goalpost (Min. 82(v)) – Cllr. Mrs. Snow had discussed this with Mrs. Gwen Miles from HydeMartlet, who had agreed that they would purchase a 12x6 foot goal which would dismantle into a bag, and donate it to the Parish Council. Cllr. Mrs. Snow was investigating where the goal could be stored when not in use. **DS**

99.08 Parish Plan and Village Design Statement

A Working Party comprising Cllrs. Mrs. Farman, Hope-Lang and Spence would meet to discuss progress so far and the way forward. **SF/KH-L/WS**

100.08 Finance

- (i) Bank Balances – Bank Balances as at 28 February 2009 were:

£

Current Account	9,967.28
Petty Cash	18.12
TOTAL	9,985.40
Richmond Playground Account	1,106.66
OVERALL TOTAL	11,092.06

- (ii) Comparison of Budget with Expenditure 2008/2009 – circulated with agenda (Appendix B).

- (iii) Approval of Payments: 15 January – 25 March 2009 – a schedule had been circulated with the agenda (Appendix C).

<u>Parish Council</u>	£	
R. Gunn	168.88	Sit-on Mower Service. Cq: 000065.
Chichester Diocesan BF	100.00	Glebe Field Rent 01/10/2008 – 30/09/2009. Cq: 000066. Direct Debit set up for 2009/2010.
M.J.O. Forestry Ltd.	3,305.10	Further hedge/tree works and planting at Glebe Field. Cq: 000067.
Mrs. J. E. Martin	11.88	Travel to 14/01/09 meeting £10.32. Postage £1.56. Cq: 000068.
Inland Revenue	204.00	Clerk's Tax/NI Jan – March 2009. Cq: 000069.
Cllr. M. Pollock	49.90	Mileage for attending South Downs Advisory Forum at Plumpton on 27/02/09. Cq: 000070.
Singleton Village Hall Management Committee	99.00	Hire of Hall for Parish Council and Planning Committee meetings 01/04/08 – 31/03/09. Cq: 000071.
Boxgrove Parish Council	33.49	Share of Viking stationery invoice no: 243500. Cq: 000072.
Mrs. J. E. Martin	130.00	Use of home as office, including tel/fax 01/10/08 – 31/03/09. Cq: 000073.
<u>Richmond Playground</u>		None.

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

Clerk

- (iv) Risk Assessments (Min. 85.08(iv)) – Cllr. Spence would hand his papers to the new Chairman, who would take office in May 2009.

WS/Agenda

- (v) Request for Grant under Section 133 of the Local Government Act 1972: Singleton Village Hall Management Committee – Cllr. Spence, in his capacity as Chairman of the VHMC, had requested a grant of £300, provision for which had been included in the 2008/2009 Budget. On a proposal by Cllr. Pollock, seconded by Cllr. Mrs. Farman, this was unanimously **RESOLVED**.

Clerk

- (vi) Request for Grant under Section 137 of the Local Government Act 1972: Bognor Regis, Chichester and District Samaritans – letter dated 15 January 2009. On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** to make a grant of £30 for 2008/2009.

Clerk

- (vii) Appointment of Internal Auditor for 2008/2009 Accounts – Ms. Rachel Hall had acted as Internal Auditor for the 2007/2008 accounts. She was prepared to do this again for £100 plus VAT. On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Pollock, it was unanimously **RESOLVED** that she be re-appointed forthwith.

Clerk

101.08 Chairman's Report

Nothing additional to report.

102.08 Councillors' Reports

- (i) Chichester DC: Annual Parishes Meeting on 3 February 2009 – Cllrs. Casdagli and Mrs. Farman had attended on behalf of the Parish Council.
- (ii) CDALC – Cllr. Mrs. Farman found these meetings useful and was prepared to continue as the Parish Council's representative. She suggested that the Community Action Chest criteria be examined, to see if the Parish Council could benefit.

Clerk

103.08 Clerk's Report and Correspondence

A file of correspondence and items of interest to Members was passed to the Chairman (Appendix D). New Mobile Library timetables were passed to Cllrs. Mrs. Farman and Pollock for placing on the notice-boards.

SF/MP

104.08 Date of Next Meeting

The next meeting would be held on **Wednesday 6 May 2009 (Annual General Meeting 2009/2010)**.

All

Closure: The meeting closed at 9.45pm.

Signed:

Chairman of the Council

CIRCULATION FILE
15 January – 25 March 2009

- 1) Chichester DC: Standards Committee – minutes of the meeting on 16 December 2008 (Min. 91.08(ii) refers).
- 2) West Sussex NHS Primary Care Trust: “Partnership News” – January 2009.
- 3) WSCC: “Connections” – Winter 2009.
- 4) Chichester DC: Grange Centre Project – January 2009.
- 5) Chichester DC: Annual Report 2008
- 6) Chichester DC: HeartSmart Walks – February to May 2009.
- 7) AiRS: “Action” – February 2009.
- 8) NALC: “LCR” – March 2009.
- 9) “Clerks and Councils Direct” – March 2009.
- 10) SLCC: “The Clerk” – March 2009.
- 11) Standards Board for England: “Town and Parish Standard” – February 2009 (Min. 92.08(iii) refers).