

# SINGLETON PARISH COUNCIL

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## MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 25 NOVEMBER 2009 AT 7PM

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

**In attendance:** Mrs. J. Martin, Clerk; County Cllr. M. Hall; District Cllr. H. Potter; and PCSO Carly Churchill-Wright. One member of the public was present: Mrs. V. Gillespie.

Mr. Douglas Ogilvy Watson from Providence Oil dropped in prior to the meeting to offer a brief update on increased activity at Singleton Oilfield in relation to the Phase 2 Development. He outlined work in progress and assured Members that the generator had a new muffler and would be replaced soon by a much less noisy model. Having answered questions, he was thanked for his contribution.

**56.09 Apologies and Request for Leave of Absence from Cllr. Mrs. D. Snow**

Apologies were received from Cllr. W. Spence (on holiday). Cllr. Mrs. Snow had also sent apologies, with a request for leave of absence until March 2010 on personal grounds. Both were **ACCEPTED**.

**57.09 Code of Conduct**

Declarations of Interests – None.

**58.09 Public Session, including Report from PCSO Carly Churchill-Wright**

*The Chairman adjourned the meeting at 7.10pm to enable members of the public to speak.*

PCSO Churchill-Wright reported that:

- (i) Anti-shoot protesters - had been filming and generally causing problems at Manor Farm. This had necessitated Police attendance, with ongoing monitoring.
- (ii) Reporting Crime – it was disappointing that damage to the interior of the Church had not been reported, despite her advice. She was unable to report crime on behalf of victims or obtain a Crime Number, although she was sometimes involved in gathering evidence. Crime should be reported on 0845 60 70 999, or in an emergency, 999. **All**
- (iii) Bike-Marking – a session had been arranged for Monday next at Singleton CE Primary School at 2.45pm. She would erect some posters in Singleton and Charlton. **PCSO**
- (iv) CRB Checking – having read Min. 48.09(v), she strongly advised that the Parish Council consider having outside contractors CRB checked, especially those working in areas frequented by children. **All**

Cllr. Mrs. Farman requested that the Triangle and Countess Gate car parks be patrolled at night. They appeared to be serving as meeting places and used syringes had been spotted. **PCSO**

Mrs. Gillespie asked whether it had been decided whether the Parish Council and/or the Henry Smith Charity would contribute towards the Father Christmas event (Min. 40.09). A grant of £50 would be made from the Henry Smith Charity. **SF**

*The Chairman reconvened the meeting at 7.25pm, when Mrs. Gillespie left.*

**59.09 Minutes**

On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 30 September 2009 be **APPROVED**. They were duly signed as a correct record.

**60.09 Matters Arising from the Minutes**

None.

**61.09 County Councillor's Report**

Cllr. Hall thanked the Chairman for attending the South Chichester CLC meeting on 24 November. The unanimous recommendation from the previous meeting to reduce the speed limit at West Dean from 40 – 30mph had been rejected by the WSCC Cabinet Member for Highways and Transport, so the campaign was continuing. This did not affect the A286 Chichester to Cocking Route Scheme through Singleton from proceeding in the 2010/2011 financial year.

## 62.09 District Councillor's Report

The decision to retain the same services at St. Richard's Hospital had just been announced officially, making a Judicial Review unnecessary. Chichester DC had been thanked by the Trust for its support during the lengthy negotiations. Cllr. Potter described some of the measures being taken by the District Council to save money, which included a review of car parking charges and looking at new ways of generating income at the Westgate and Bourne Leisure Centres.

*PCSO Churchill-Wright left the meeting at 7.35pm.*

## 63.09 Planning Committee

- (i) Chairman's Report – Cllr. Mrs. Farman outlined activity since the last meeting.
- (ii) Planning Committee - the minutes of the meeting held on 23 October 2009 had previously been circulated (Appendix A). On a proposal by Cllr. Elliott, seconded by Cllr. Conway, it was unanimously **RESOLVED** that they be **ADOPTED**.
- (iii) Nomination for South Downs National Park – Cllr. Hope-Lang confirmed his intention to stand as the Parish Council's nominee. **KH-L**
- (iv) Proposed Duathlon Event on 9 May 2010 – 'Mass Participation Events' was planning this new annual event, to start and finish at Goodwood Motor Circuit. A number of local road closures were proposed, including Kennel Hill, Knights Hill, part of Town Lane and substantial parts of Charlton and East Dean villages. Cllr. Mrs. Farman had serious concerns over the impact on Charlton residents, so a meeting with the organiser, Mr. Andy Relf, had been arranged for 1 December 2009 at 2pm at Singleton Village Hall, to be attended by the Chairman and Cllr. Mrs. Farman, representatives from WSCC, Chichester DC, Goodwood Motor Circuit and possibly East Dean Parish Council. Cllrs. Hall and Potter would do their best to attend.

*Cllrs. Hall and Potter left the meeting at 7.55pm.*

## 64.09 Highways, Footpaths, Transport and Flood Prevention

- (i) Drainage in Church Way (Min. 47.09(ii)) – no further problems had been reported.
- (ii) WSCC A286 Chichester to Cocking Route Scheme Consultation (Min. 47.09(i)) – see Min. 61.09 above.
- (iii) 'Singleton' nameplate in Town Lane (Min. 47.09(iv)) – WSCC was not prepared to provide a sign, but willing to make and erect one at an estimated cost to the Parish Council of £1,000. Owing to the difficulty of finding a suitable location and the proliferation of signage, WSCC's suggested site was in the vicinity of St. Roche's Gate, near the western boundary of the Parish. It was unanimously **AGREED** not to proceed. **Clerk**
- (iv) Dog Access at Levin Down Stile (Min. 47.09(vii)) – this had not yet been provided, but there was another hole in the fence. **Clerk**
- (v) Car Park Sign at the "Fox Goes Free (Min. 47.09 (xi)) – Cllr. Mrs. Farman had requested a temporary sign or blackboard, pending delivery of the new one. **Clerk**
- (vi) Narrow Pavement beside Grooms Yard – a letter had been received drawing attention to the danger to pedestrians, especially from large lorries. WSCC Highways was aware of the problem, but it was not feasible to narrow the road to widen the footway. Black and white hazard markers were being considered, but the footway was probably too narrow to accommodate them. **Clerk**

## 65.09 Richmond Playground and Glebe Field

- (i) Health and Safety – no items were in need of repair. Weather-permitting, the grass needed cutting once more for the winter. Cllr. Casdagli was thanked for installing the replacement post, to keep out unwanted vehicles.
- (ii) Glebe Field Boundaries (Min 48.09(iv)) – Cllr. Elliott had met Mr. Marc Odin to discuss the way forward. The survival rate for the hedge and trees was excellent, at over 90%. Replacement of dead hedging, canes and spirals was included in the original contract and would be done before Christmas. The cost of cutting down the nettles would be 2 man-days @ £130 per day, being £260 plus VAT. On a proposal by Cllr. Elliott, seconded by Cllr. Pollock, it was unanimously **RESOLVED** to ask Mr. Odin to proceed, then to include keeping the nettles down as part of the grass-cutting contract for the Glebe Field. **Clerk**
- (iii) Grass-Cutting at Glebe Field (Min. 48.09(v)) – Cllr. Casdagli's was warmly thanked for his years of voluntary grass-cutting at the Glebe Field; a heavy annual commitment for one person. It was unanimously **AGREED** that in principle, this be contracted out from the 2010/2011 cutting season and that the sit-on mower be sold in the Spring. Cllr. Casdagli

- had obtained three grass-cutting quotes from local contractors, but as these were not uniform, amendments would be requested, for consideration at the January meeting.
- (iv) Goal-Posts – Cllr. Casdagli was still looking for one person, or a rota of volunteers, living near the Glebe Field, to put out and take in the goal-posts. Members would do their best to help solve this.

IC/Clerk

All

#### 66.09 Parish Plan and Village Design Statement

Cllr. Hope-Lang had circulated a copy of the draft and invited comments. He described work completed and suggested ways forward, as discussed at a recent meeting with the Chairman and Cllr. Mrs. Farman. The next step was to arrange a meeting with Mr. Dave Hyland from Chichester DC, and to think about a survey to include local residents and businesses, and two additional sections for Planning and Social Issues. Input was welcome at any time. Cllr. Elliott advised that the Parish Council would receive the first draft of the LDF around 15 December 2009, which would contain relevant information.

All

#### 67.09 Gambling Act 2005 – Formal Consultation on the Draft Statement of Principles 2010 – 2013

An e.mail had been circulated on 2/11/2009, with letter dated 21 October 2009 from Chichester DC. Noted, but no formal response to be made.

#### 68.09 Finance

- (i) Bank Balances as at 31 October 2009:

	£
Current Account	13,238.91
Petty Cash	18.46
TOTAL	13,257.37
Richmond Playground Account	855.10
OVERALL TOTAL	14,112.47

- (ii) Comparison of Budget against Expenditure to date 2009/2010 – schedule circulated with agenda (Appendix B).
- (iii) Approval of Payments for 1 October – 25 November 2009 – schedule circulated with agenda (Appendix C).

<u>Parish Council</u>		£	
Mrs. J. Martin	11.54		Postage (£1.22). Travel to meeting 30/09/2009 (£10.32). Cq: 000097.
Mrs. J. Martin	40.24		Reimbursement for St. George Flag. Cq: 000098.
HM Revenue and Customs	204.00		Clerk's Tax – October to Dec 2009. Cq: 000099.
Henry Smith Charity Singleton	3,150		Transfer of 2009 Grant Award from Henry Smith Charity. Cq: 000100.
<i>Richmond Playground</i>			None.

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

Clerk

- (iv) Henry Smith's Charity – the sum for 2009 remained the same as 2008 (£3,150).
- (v) Star Energy Grant Scheme – details been circulated by e.mail on 21 October 2009. The invitation had subsequently been withdrawn, having been sent in error by Star Energy's Fund Administrator, Singleton Oilfield now being owned by Providence Oil. In the interim, in consultation with the Chairman, the Clerk had costed the replacement of the wooden bus shelter on the A286, as a possible 2010/2011 project to be financed substantially by a WSCC Bus Shelter Grant and monies from Star Energy. It was **AGREED** in principle to proceed with the project if the Clerk could source other subsidiary funding.
- (vi) Application for Grant under Section 137 of the Local Government Act 1972: 4Sight (West Sussex Association for the Blind) – letter dated 20 October 2009. Two members were currently resident in Singleton and receiving help. Cllr. Elliott proposed that a grant of £50 be made, which was seconded by Cllr. Mrs. Belton. On a vote of two for and five against, it was **RESOLVED** that no grant be made in 2009/2010. After discussion, the Chairman undertook to draft a policy for dealing with grant applications, for further consideration by the Parish Council.

Clerk

Clerk

MP

- (vii) Costing of items identified during 2009 Asset Risk Assessment – the Clerk would seek some prices for outstanding items, to be considered at the January meeting. **Clerk**
- (viii) Budget and Precept 2010/2011 – papers circulated with September agenda. On a proposal by Cllr. Mrs. Belton, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the Precept remain at £11,025 for the 2010/2011 financial year, with the proviso that some Reserves be spent on projects to benefit the community (Appendix D). **Clerk**
- 69.09 Chairman’s Report**  
The Chairman had nothing further to add.
- 70.09 Councillors’ Questions and Reports**
- (i) Goodwood Motor Circuit Consultative Committee – Cllr. Casdagli had recently attended a meeting at which new operating proposals had been discussed, including the extension of the Festival of Speed to four days, additional hours for historic racing, and a night driving event in February.
- (ii) Garden Waste – Cllr. Elliott had noticed that garden waste was being thrown over the fence between a property in Downley Close and the Glebe Field. This would be reported to HydeMartlet. **Clerk**
- The Chairman requested that in future, Members wishing to make reports circulate them by e.mail in advance of meetings. **All**
- 71.09 Clerk’s Report**  
A Circulation File of correspondence and items of interest to Members was passed to the Chairman (Appendix E).
- 72.09 Date of Next Meeting**  
The next meeting would be held on: **Wednesday 27 January 2010 at 7pm at Singleton Village Hall.** **All**

**Closure:** The meeting closed at 9.55pm.

Signed:

Chairman of the Council

## CIRCULATION FILE

**1 October – 25 November 2008**

- 1) Chichester and District CAB – letter dated 30 October 2009 with “A Time of Change”.
- 2) WSCC: “Connections” – October 2009.
- 3) Chichester DC: Service Review Newsletter
- 4) “Partnership News” – October 2009.
- 5) NHS West Sussex – “We’re Here to Help You” – leaflet.
- 6) Sussex County Playing Fields Association: Annual Reports and Accounts 2008/2009 and AGM
- 7) “The Clerk” – November 2009.
- 8) “Clerks and Councils Direct” – November 2009.
- 9) South Downs Joint Committee: Annual Review 2008/2009 with letter dated 4 November 2009.
- 10) Action in Rural Sussex: SRCC Report 2008/2009
- 11) Charity Commission News – Autumn 2009.