

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 26 NOVEMBER 2008 AT 3PM AT THE VILLAGE HALL

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

In attendance: Mrs. J. Martin, Clerk; and County Cllr. M. Hall. No members of the public were present.

56.08 Apologies for Absence

Apologies were received from Cllr. P. K. Hope-Lang, who wished to put on record that the original 7pm time of the meeting was changed to 3pm and this prevented him from attending. He regretted that he was not consulted on the change because a compromise choice might have been possible. This was **ACCEPTED**. Apologies were also received from District Cllr. H. Potter (another commitment); PCSO Jason Lemm (operational reasons); and Mrs. D. Snow (at work).

It was **AGREED** that future meetings of the Parish Council and Planning Committee would not take place before 5.30pm, unless exceptional circumstances existed and all Members were consulted.

57.08 Resignation of Cllr. Deans and Co-option of New Parish Councillor

There being no call for a bye-election, following the resignation of Cllr. Deans, the Returning Officer for Chichester DC had given leave to the Parish Council to co-opt a new Member. Notices had duly been posted on both occasions. Mrs. Diane Snow had applied for co-option, having stood for the May 2007 election. On a proposal by Cllr. Spence, seconded by Cllr. Pollock, it was unanimously **RESOLVED** to co-opt Mrs. Snow forthwith.

58.08 Code of Conduct

No declarations of interests made.

59.08 Public Session

No members of the public were present.

60.08 Minutes

On a proposal by Cllr. Elliott, seconded by Cllr. Pollock, it was unanimously **RESOLVED** that the minutes of the meeting on 1 October 2008 be **APPROVED**. They were duly signed as a correct record.

61.08 Matters Arising from the Minutes

- (i) Finger Posts at Knights Hill (Min 43.08(iii)) – these were now complete and looked very smart. Grateful thanks were extended to all who had contributed to the project. A grant of £49.02 had been received from the South Downs Joint Committee.
- (ii) South East England Regional Assembly (SEERA): Partial Review of the South East Plan – Gypsy and Traveller Accommodation Needs (Min. 47.08(iv)) – the Chairman had identified several anomalies relating to spaces and pitches. It appeared that WSCC was being expected to accommodate more than its share of the indigenous population of gypsies, which he trusted was addressed in their response.
- (iii) Maintenance of Riverbanks (Min. 48.08(iii)) – the Environment Agency had advised Cllr. Mrs. Farman that responsibility for maintenance rested with the riparian landowner, meaning the title deed holder bordering the watercourse. Riparian owners normally owned to the centre of the watercourse unless otherwise stated on the deed. The Environment Agency might undertake work under permissive powers, but riparian owners were ultimately responsible. The Environment Agency had taken over as enforcing body from Chichester DC three or four years ago and at that time, had written to the occupants of all riverside properties, explaining their roles and responsibilities. An item would be included in the next “Valley Diary” bulletin.
- (iv) Ash Trees on Track to Old Cemetery (Min. 53.08(i)) – the Clerk had written to Mr. J. Morris, Churchwarden, on 8 October 2008. This had not been acknowledged.
- (v) New Ditch behind The Leys and Culvert by the Cricket Ground (Min. 53.08(ii)) – work was still outstanding. Cllr. Elliott would pursue this as a matter of urgency.

Clerk

JE

62.08 County Councillor’s Report

Cllr. Hall provided an update on the proposed amalgamation of the Chichester and Worthing Hospital

Trusts, which was expected to be ratified in January. Whilst he hoped that this would result in better distribution of expertise and consultant time, he was concerned that the future of Maternity and Paediatric services was still unknown. It was essential that the two Foundation Hospitals had equal footings and equal funding rights from the outset. Cllr. Elliott added that Chichester DC was still standing by with plans for a Judicial Review if the outcome of negotiations was unsatisfactory for St. Richard's Hospital.

A public meeting to discuss gravel extraction at Lavant had taken place on 24 November. Cllr. Hall outlined the current position. He expected the application to be considered by the February 2009 County Planning Committee. It would be on the agenda for the January County Local Committee meeting at County Hall.

It seemed likely that the Inspectorate would make a decision in January to proceed with the proposed South Downs National Park. If so, it was very important to get the boundaries right, as the National Park Authority would assume planning control. It was hoped that some of the actions of the similarly unelected New Forest National Park Authority would not be repeated in the South Downs.

Cllr. Hall was thanked for attending and left the meeting at 3.50pm.

63.08 District Councillor's Report

Cllr. Potter was unable to attend the meeting.

64.08 Finance

- (i) Bank Balances – Bank Balances as at 31 October 2008 were:

£	
Current Account	13,540.16
Petty Cash	15.36
TOTAL	13,555.52
Richmond Playground Account	1,145.78
OVERALL TOTAL	14,701.30

- (ii) Comparison of Budget with Expenditure 2008/2009 – circulated with agenda (Appendix A).
 (iii) Approval of Payments: 2 October – 26 November 2008 – a Payments Schedule had been circulated with the Agenda (Appendix B).

<u>Parish Council</u>	£	
Union Transport Group plc (Sac-O-Mat)	234.65	Bags for Dog Bin Dispensers. Cq: 000051.
Mrs. J. E. Martin	14.64	Travel to 01/10/08 meeting £10.32. Postage £4.32. Cq: 000052.
Mrs. J. E. Martin	52.48	National Pay Award (see (vii) below). Cq: 000053.
Mazars	158.62	External Audit 2007/2008. Cq: 000054.
Cllr. Mrs. S. Farman	3,150.00	Henry Smith's Charity Grant – 2008 distribution. Cq: 000055.
<u>Late Additions</u>		
SLCC	82.00	Annual Subscription 01/01- 31/12/2009. Cq: 000082.
Chichester DC	94.00	Remove and reposition damaged dog bag dispenser adj. Charlton Road. Cq: 000094. <i>(to be withheld pending the outcome of Min. 66.08(iii))</i>
Boxgrove Parish Council	17.47	Share of Viking stationery invoice 985400. Cq: 000058.
Cllr. W. Spence	50.00	Chairman's Allowance 2008/2009. Cq: 000059.
<u>Richmond Playground</u>		
Cllr. I Casdagli	46.02	Dog Lead Loops (£6.63); Signs for Play Area (£39.39). Cq: 000002.

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

Clerk

- (iv) Risk Assessments – Cllr. Spence was compiling these on all items on the Assets Register, which he went through, inviting comments. The newly restored fingerposts would be added. All seats would be examined and ownership established, since one or two had been donated "to the village" in general.

WS

Trees on Southern Boundary of Glebe Field – following a Risk Assessment of all trees for which the Parish Council was responsible under the terms of the lease from the Diocese, it had

become clear that T1, T2, T3 and T5 needed to be felled. Following consultations with Mr. Henry Whitby, Chichester DC's Tree Officer, permission had been granted, provided that each was replaced during the current planting season with four native species (to be approved by CDC) at least 2 metres high. No work was permitted to T4 as it was sound, other than lopping any dead branches and tidying any branches damaged when T3 was felled. The hedge could not be cut or reduced in height, other than the removal of dead wood and thinning of branches of less than 3" circumference. Four quotes had been sought for these works. On a proposal by Cllr. Elliott, seconded by Cllr. Pollock, it was **RESOLVED** to accept the quote from MJO Forestry Ltd. Enquiries would be made to find out whether 2 no. Acer Campestre (Field Maple) and 2 no. Prunus Avium (Wild Cherry) trees from The Plantation, which were becoming overcrowded, were suitable for relocation to replace those felled at the Glebe Field, and whether this was possible logistically.

Clerk/MP

- (v) 2009/2010 Budget - in addition to the draft Budget, it was agreed to include:
- £2,000 for tree works at the Glebe Field, which if funded in 2008/2009 would replenish Reserves for 2009/2010 (see above).
 - £500 towards a replacement mower or additional grass-cutting.
 - £100 for Section 137/142 grants, primarily for CAB and Samaritans.

On a proposal by Cllr. Spence, seconded by Cllr. Elliott, on a vote of five for and one against, it was **RESOLVED** that the Precept for the 2009/2010 financial year remain at £11,025. Cllr. Mrs. Farman wished to place on record that she argued strongly for a reduction in the Precept (for Approved Budget, see Appendix C).

Clerk

- (vi) Henry Smith's Charity – the £3,150 grant for 2008 had been received and paid in to the Parish Council's account. Cheque no: 000055 payable to Cllr. Mrs. Farman, would be distributed in time for Christmas. She intended opening a dedicated charity bank account, into which future monies could be paid and cheques drawn for recipients with bank accounts.

SF

- (vii) 2008/2009 National Interim Salary Pay Award – the new rates of pay with effect from 1 April 2008 had been agreed with the National Joint Council (NJC), pending arbitration. This increased the hourly rate of pay for SCP 23 from £10.116 per hour to £10.364. On a proposal by Cllr. Spence, seconded by Cllr. Elliott, it was unanimously **RESOLVED** to make a £52.48 back-payment for April – November 2008. The Standing Order mandate was duly signed.

Clerk

- (viii) External Audit 2007/2008 – this had been passed by Mazars without comment, the charge being £135 plus VAT (see above). Statutory Notices were passed to Cllrs. Mrs. Farman and Pollock, for the notice-boards (Appendix D).

SF/MP

65.08 Planning Committee

- (i) Chairman's Report – Cllr. Pollock commented that owing to the recession, there was little planning activity. No Planning Committee meetings had been held since the last meeting.

- (ii) Planning Decisions made by Chichester DC since the last meeting:

SE/08/03461/DOM

Mr. Ian Michael, 6 Charlton Mill Way, Charlton.

Rear double glazed timber conservatory.

Decision: **Permit.**

SE/08/03476/LBC and SE/08/03479/FUL

Enterprise Inns, The Partridge Inn, The Grove, Singleton.

Change of use of an existing outbuilding into a three bedroom guest accommodation block with new single storey storage extension and new extension to main public house building to form new cellar and storage extension together with internal alterations to existing kitchen/cellar areas.

Decision: **Permit.**

SE/08/03770/TCA

Mr. Charles Burton, Rest Harrow, Charlton.

Notification of intention to crown raise up to 4m (all round) above ground level. Also reduce southern sector by 1-2m on 1 no. Yew tree.

Decision: **Not to prepare a TPO.**

- (iii) Planning Applications for Consideration and Recommendation:

SE/08/04396/FUL

Murray Equipment Co. Ltd; Unit B, Charlton Mill Way, Charlton.

New windows to front and side elevations.

Proposed: Cllr. Spence

Seconded: Cllr. Elliott

Recommended unanimously: *No objection.*

MP

66.08 Highways, Footpaths, Transport and Flood Prevention

- (i) WSCC A286 Chichester to Cocking Route Scheme Consultation/SID/STAG (Min. 44.08) – the consultation meeting with WSCC had taken place, but there had been no further developments and STAG had not met again. The Clerk had been told by Mr. Ben Whiffin of WSCC Highways that the latest readings for the Singleton-West Dean stretch of the A286 could be provided by Roger Harper and Alison Tate through STAG. It was unanimously **AGREED** that Cllr. Mrs. Farman would replace Cllr. Deans. **STAG**
- (ii) Vandalism to Brick Bus Shelter on A27 (Min. 48.08(i)) – Cllr. Spence had tidied the area and asked for a quote, which had not arrived. He was pursuing this, which he expected to cost in the region of £300. **WS**
- (iii) Damage to Dog Bin near School (Min. 48.08(iv)) – Chichester DC had replaced the dog bin and set it back by the fence, with the Parish Council's bag dispenser. Mr. Gill had refused to relocate them beside the telephone box, owing to strong protests from local residents several years ago, which had resulted in the bins being removed altogether. Chichester DC had since invoiced the Parish Council £94 for moving bag dispenser. This was high, given that the District Council had moved their dog bin at the same time. It was **AGREED** to withhold the cheque to enable Cllr. Elliott and District Cllr. Potter to take this up with Mr. Gill. **JE/HP**
- (iv) Footpath at The Leys – the Clerk would report to WSCC the poor surface on part of the pavement at The Leys, which had been noticed by Cllr. Elliott. **Clerk**
- (v) Encroachment of Ivy through Bus Shelter from School Hedge and Weeds In Grove Road – the Clerk would ask the Highway Rangers to put both on their maintenance list, and look at the bus shelter file for details of how the woodwork should be treated. **Clerk**

67.08 The Richmond Playground

- (i) Health and Safety Checks - Cllr. Casdagli had identified no problems. He was repairing the arm on one of the benches. Any uneven areas under the safety matting would be levelled over the winter, but otherwise, this appeared to be in good condition. **IC**
- (ii) Signage – Cllr. Casdagli was thanked for buying and erecting new signs and dog lead holders.
- (iii) Winter Service for Mower – Cllr. Casdagli had arranged this.
- (iv) Litter Bin – the Dog Warden's new signs were proving effective, since more people were clearing up after their pets, but this had resulted in a number of used bags being placed in the open-topped litter bin by the playground, which was both a health hazard and unpleasant for Cllr. Casdagli to empty. He would try to build and fix a lid. Cllr. Elliott would repeat the Parish Council's request for another dog bin near the Glebe Field when he spoke to Mr. Gill (Min. 66.08(iii) above refers). **IC**
JE

68.08 Parish Plan and Village Design Statement

Cllr. Hope-Lang had worked on this during the summer. It was hoped that he would be able to report his progress at the January meeting. **K H-L**

69.08 Chairman's Report

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

General Report:

- (i) Police Neighbourhood Management Panel - the Chairman thanked Cllr. Hope-Lang for volunteering to represent the Parish Council at the meeting arranged by PCSO Jason Lemm, at 7pm on 8 December at Wellies Restaurant, Oldwick Farm, Lavant. **K H-L**
- (ii) WSCC: Working Together for a Better West Sussex – the Chairman outlined the content of the letter dated 23 October 2008. The Clerk would write to WSCC to express the view that whilst parish councils' enquiries were filtered through the Call Centre and access to the WSCC internal phone directory was denied, working in partnership was seriously impaired. **Clerk**

70.08 Councillors' Reports

Items sent to Members for urgent attention not detailed above: None.

Reports:

- (i) Cllr. Mrs. Farman outlined the content of the recent CDALC meeting, held at Selsey, which she had found interesting and informative. It was hoped to have a speaker in the Spring, to

- explain the latest proposals for the A27 at Chichester. The Quality Council scheme had been criticised as being driven from the top, rather than from local councils.
- (ii) Cllr. Pollock had just received and checked the PCC's final accounts for the year ended 31 December 2007, which had been the condition of the grass-cutting grant already made. The PCC understood that future grants were dependent on such information being produced. He had attended the latest County Local Committee meeting. There was nothing new to report, since the anticipated presentation on SID had been curtailed. He suggested that the Parish Council keep an eye on WSCC's "blue book" for Section 106 monies, especially those arising from the development at Singleton Oilfield.
 - (iii) Cllrs. Casdagli and Elliott had attended the Lavant Valley Partnership meeting, when presentations had been made by Henry Whitby, Chichester DC's Tree Officer; projects and proposals for older people in the District; and from Amanda Jobling on the creation of community projects for youngsters. Cllr. Casdagli had also attended meetings of the Levin Down Management Committee and the Goodwood Motor Circuit Consultative Committee.

Clerk

71.08 Clerk's Report and Correspondence

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

- (i) Communities and Local Government: Communities in Control Consultation – Real People, Real Power – Codes of Conduct for Local Authority Members and Employees – letter dated 9 October 2008 (received 3 November), inviting comments by **24 December 2008**. Passed to Cllr. Mrs. Farman.
- (ii) West Sussex NHS Primary Care Trust: 2009-2014 Draft Strategic Commissioning Plan – document passed to Cllr. Spence, for response by **9 January 2009**.
- (iii) Freedom of Information Act 2000 – Revised Scheme – since the agenda had been published, SALC had advised that a revised scheme, updating the one adopted by the Parish Council in 2002, had to be adopted by 1 January 2009. It was **AGREED** that the Clerk would prepare and date this for 31 December 2008 and present it for formal adoption at the next meeting.
- (iv) Chichester DC: Annual Parishes Meeting on Tuesday 3 February 2009 (6pm buffet for 7pm start) – it was **AGREED** that Cllrs. Mrs. Farman and Spence would attend on behalf of the Parish Council.

SF

WS

Clerk

SF/WS

72.08 Date of Next Meeting

The next meeting would be held on **Wednesday 14 January 2009 at 7pm**.

All

Closure: The meeting closed at 6.20pm.

Signed:

Chairman of the Council

CIRCULATION FILE
2 October – 26 November 2008

- 1) WSCC: “Community Safety Connections” – Autumn 2008.
- 2) “Partnership News” – October 2008.
- 3) Chichester DC “Initiatives” – Autumn 2008.
- 4) Sussex Police: Neighbourhood Policing for Chichester Rural – October 2008.
- 5) SRCC: Report and Financial Statements 2007/2008
- 6) ICIS: “Wellspring West Sussex” (Feb 2008) and “ICIS News” (Autumn 2008)
- 7) AiRS: “Action” – October 2008.
- 8) NALC: “LCR” – November 2008.
- 9) “Clerks and Councils Direct” – November 2008.
- 10) South Downs Joint Committee – Annual Review 2007/2008.
- 11) SLCC: “The Clerk” – November 2008.
- 12) Sussex Police: Neighbourhood Policing (Chichester Rural) – November 2008.
- 13) CPRE: “Stop the Drop” Litter and Fly-Tipping Campaign – Parish Council Tool-Kit.
- 14) Charity Commission – Newsletter.