

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 27 JANUARY 2010 AT 7PM

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

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

73.09 Apologies for Absence

Apologies were received from Cllr. P. K. Hope-Lang (another commitment). This was **ACCEPTED**. Apologies were also received from PCSO Carly Churchill-Wright.

74.09 Resignation of Cllr. Mrs. Diane Snow and Declaration of Vacancy

Cllr. Mrs. Snow's resignation on health grounds was received and accepted with great regret. Tribute was paid to the significant contribution she had made to the Council during her time in office.

The vacancy was duly declared. The Clerk passed statutory Notices of Vacancy dated 27 January 2010 to Cllrs. Mrs. Farman and Pollock, to place on the notice-boards.

Clerk

75.09 Code of Conduct

Declarations of Interests – Cllr. Mrs. Belton declared a personal interest in agenda item 11(ii), being related to one of the prospective contractors. Cllrs. Elliott and Mrs. Farman declared personal interests in agenda item 15, (including the proposed Goodwood Duathlon), being resident at Charlton.

Clerk

76.09 Public Session, including Report from PCSO Carly Churchill -Wright

PCSO Churchill-Wright had informed the Clerk that no incidents had been reported since the damage to the Church in November 2009. Thefts from Goodwood car parks continued, so belongings should not be left visible, and suspicious vehicles reported to her direct or on 0845 60 70 999.

All

77.09 Minutes

On a proposal by Cllr. Conway, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 25 November 2009 be **APPROVED**. They were duly signed as a correct record.

78.09 Matters Arising from the Minutes not already on the Agenda

Nomination for South Downs Park (Min. 63.09(iii)) – owing to a lack of information, it was very much regretted that Cllr. Hope-Lang had not been nominated to stand for the National Park.

79.09 County Councillor's Report

(i) Goodwood Duathlon on 9 May 2010 - County Cllr. Hall was doing his best to reduce the impact of the proposed Goodwood Duathlon on local communities. He was seeing the Duke of Richmond on 1 February. Depending on the outcome of this, the Chairman would let the Clerk know whether letters should be sent to the Chief Executives of WSCC and Chichester DC.

MPClerk

(ii) South East Region Flood Defence Committee – the risk to Chichester and surrounding areas was under ongoing surveillance, with the flood gates now open in Church Farm Lane. Residents were asked to let him know about problem areas, readings being well above average for the time of year. Tankers had been pumping out excess water in the Lavant Valley for several days.

All

(iii) South Downs National Park – WSCC would be represented by Cllr. Deborah Urquhart, Cabinet Member for Environment and Economy.

(iv) Effect on Roads of Recent Severe Weather Conditions – an additional £2.35m had been allocated to deal with potholes caused by the recent snow and ice. Scheduled remedial works had been suspended to release workers for pothole repairs.

80.09 District Councillor's Report

(i) South Downs National Park – Chichester DC would be represented by Cllr. Andrew Shaxson, Ward Member for Harting.

(ii) St. Richard's Hospital, Chichester – Chichester DC had approved the withdrawal of the

Judicial Review, now that the future of the hospital had been secured.

81.09 Planning Committee

- (i) Chairman's Report – Mr. Sam Carter, Planning Administration Manager for Chichester DC, had stated that the Parish Council had a full three weeks from the date of the weekly Planning List to make a recommendation. The District Council was consulting on “Focus on Strategic Growth”, dealing with development in the District until 2026. The consultation ran from 4 January until 1 February 2010, as part of the Core Strategy. On a proposal by Cllr. Pollock, seconded by Cllr. Spence, it was unanimously **RESOLVED** to **ADOPT** the Planning sub-group's recommendations, including support for Option 5 (Appendix A). Cllr. Mrs. Farman was thanked for her work and for the analysis presented to the sub-group.
- (ii) Planning Committee - the minutes of the meetings held on 3 and 17 December 2009 had previously been circulated (Appendix B). On a proposal by Cllr. Pollock, seconded by Cllr. Elliott, it was unanimously **RESOLVED** that they be **ADOPTED**.

SF

Correspondence forwarded to Planning Committee Chairman:

- (a) WSCC: Minerals and Waste Development Framework – Informal Engagement on Options – letter dated 2 December 2009.
- (b) Chichester DC: Core Strategy – Focus on Strategic Growth Options: A Consultation on the Options for Major Development in Chichester District 2011 – 2026 – letter dated 15 December 2009, with LDF Consultation Document dated January 2010.
- (c) Chichester DC: Core Strategy – Options for Strategic Growth, with Consideration of Sustainable Community Strategy Priorities - letter dated 14 January 2010.

82.09 Highways, Footpaths, Transport and Flood Prevention

- (i) WSCC A286 Chichester to Cocking Route Scheme Consultation (Min. 64.09(ii)) – Cllr. Pollock advised that the VAS would take the form of a 30mph and bend warning.
- (ii) Dog Access at Levin Down Stile (Min. 64.09(iv)) – still not done.
- (iii) Car Park Sign at the “Fox Goes Free (Min. 47.09 (xi)) – permanent and standing sign still awaited.
- (iv) West Sussex Local Transport Plan 3: Initial Stakeholder Consultation – the Chairman had circulated his suggested response by e.mail. On a proposal by Cllr. Spence seconded by Cllr. Casdagli, this was unanimously **ADOPTED** (Appendix C).

Clerk
SF

MP

Cllrs. Hall and Potter were thanked for attending and left the meeting at 7.50pm.

- (v) Singleton: Condition of Road to Church – WSCC Highways had examined both approach roads to the Church, but were unable to say when they might receive attention.
- (vi) Pilcher's Path – Cllr. Spence took the evidence sheets passed on by Cllr. Mrs. Snow. He would make further investigations on behalf of the Parish Council.

WS

83.09 Richmond Playground and Glebe Field

- (i) General Report, including Health and Safety – the Playground remained in a satisfactory condition. It was unanimously **AGREED** that the 2010 independent Health & Safety inspection be carried out by Mr. Nick Adams, a qualified ex RoSPA inspector. Having looked at ways of refreshing the playground it was unanimously **AGREED** to take no further action unless parents and children made a specific request and were prepared to become involved in fund-raising.
- (i) Grass-Cutting at Glebe Field (Min. 65.09(iii)) – a schedule of quotes had been circulated (Appendix D). On a proposal by Cllr. Spence, seconded by Cllr. Conway, it was unanimously **RESOLVED** to appoint Contractor C, for £900 per annum for the open and play areas at the Glebe Field and the grass beside the Village Pond. The identity of the successful candidate was Mr. Darren Belton. A CRB check would be obtained. Cllr. Casdagli would sell the sit-one mower in the Spring.
- (ii) Goal-Posts (Min. 65.09(iv)) – despite a number of appeals, no-one had volunteered to put out and take in the goal-posts. It was **AGREED** to defer this until the goal-posts were requested and volunteers came forward.

Clerk

Clerk
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84.09 Village Design Statement

Cllr. Hope-Lang had attended a meeting on 21 January 2010 with Cllrs. Casdagli, Farman, Pollock and Spence, and Mr. Dave Hyland, from Chichester DC's Community Department. Mr. Hyland had

explained that a Village Design Statement would be used by Chichester DC as a guide to the Parish's wishes on planning applications for housing. It would also be useful to the Parish Council in any discussion with persons seeking development. A copy of the VDS would be sent to Mr. Hyland, to enable it to be modified, prior to formally asking for endorsement. Mr. Hyland had also explained that a Parish Plan was an entirely different document which covered wider issues than Planning, the format for which was entirely at the discretion of the Parish Council.

85.09 Representative for South Downs National Park

A pack of information relating to the candidates had been forwarded to the Chairman, who had made CVs available to Members. On a proposal by Cllr. Pollock, seconded by Cllr. Conway, it was unanimously **RESOLVED** that candidates Burden and Jackson receive the Parish Council's vote. The voting slip was duly completed and signed by the Chairman and Clerk.

Clerk

86.09 Finance

- (i) Comparison of Budget against Expenditure to date 2009/2010, including Bank Balances – schedule circulated with agenda (Appendix E).
- (ii) Approval of Payments for 26 November 2009 – 27 January 2010 – schedule circulated with agenda (Appendix F).

<u>Parish Council</u>	£	
Mrs. J. Martin	27.61	Imprest Reimbursement. Clerk's travel to meetings 25/11/09 & 27/01/2010 (£20.99). Postage (6.62). Cq: 000101.
Mrs. J. Martin	8.03	Clerk's Backpay – 2009/2010 National Pay Award. Cq: 000102.
SLCC	57.00	Annual Subscription. Cq: 000103.
Jac. Uittenbogaard & Zonen BV	62.54	Mixed crocuses for Singleton and Charlton. Cq: 000104.
<u>Late additions:</u>		
The Valley Diary	55.00	Bulletins in TVD Jan – Dec 2010. Cq: 000105.
Chichester DC	TBA	Weekly emptying of dog bin at Glebe Field and litter bin by the Village Pond 2009/2010. Cq: 000106.
Mr. Marc Odin	TBA	Clearance and tidying at Glebe Field. Cq: 000107.
<u>Richmond Playground</u>		None.

On a proposal by Cllr. Elliott, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that the above payments be **APPROVED**, with the exception of the Chichester DC invoice for the litter bin, which the Clerk would query with Cllr Potter. Cheques were duly signed.

Clerk

- (iii) Asset Risk Assessment 2009
Refurbishment of Notice-boards and Seats - on a proposal by Cllr. Spence, seconded by Cllr. Elliott, it was unanimously **RESOLVED** to accept the quote from "Man-about-the House", in the sum of £360, to refurbish the notice-boards at Charlton Barns and Singleton, three seats by the Village Pond at Singleton, and one in the churchyard.
Replacement Bus Shelter on A286 – the Clerk had obtained grant of £999 from Chichester DC's Community Action Chest. Application would also be made under the 2010/2011 WSCC Bus Shelter Grant Scheme. Cllr. Pollock was hopeful that Providence Oil might also contribute. Cllr. Spence had serious concerns about the stability of the brickwork supporting the concrete slab on which the current bus shelter stood. This was impossible to assess with the river running so high, but an alternative site for the bus stop might need to be considered.
- (iv) Grant Applications (Min. 68.09(vi)) – the Chairman had circulated two suggested options, but no comments had been received.

Clerk

Clerk

87.09 Chairman's Report

The Chairman's report had previously been circulated, containing updates on Grant Applications (Min. 86.09 (iv) above); the proposed Goodwood Duathlon (Min. 79.09(i) above); the WSCC A286 Chichester to Cocking Route Scheme and VAS (Min. 82.09(i) above); and Providence Oil Resources. He had met Mr. Douglas Watson from Providence Oil to discuss the company's objectives for community

involvement and potential grant support. Mr. Watson had promised to speak to Providence Oil in Dublin, with a view to establishing a grant fund for the benefit of local communities (see Min. 86.09(iii) above).

88.09 Councillors' Reports and Questions

- (i) Goodwood Motor Circuit Consultative Committee – Cllr. Casdagli had attended the meeting on 2 November 2009, when a substantial drop in noise regulation breaches was reported. A review of the existing planning conditions had been requested by the Circuit Management, to give more flexibility in operating, the circuit having suffered a downturn in usage as a consequence of the recession. The strict noise controls would remain, but usage constraints would be updated and extended slightly. An extra meeting had been held on 2 December, to hear from the consultants preparing the revised operation application and to give agreement to its submission. The next meeting would be in April, if the outcome of the application was known.
- (ii) Trees by River in front of The Leys – Cllr. Elliott reported that these would be changed next week.

89.09 Clerk's Report

- (i) Meeting Dates 2010/2011 Council Year – provisional dates had been previously circulated and were unanimously **APPROVED**.
- (ii) Adoption of Red Telephone Box at Charlton – Chichester DC had advised that it was unlikely that a definitive answer would be received from BT. The option of adoption remained, but unless further moves were made by BT, the box would remain in commission and maintained by BT, because the District Council, as the local Planning Authority, objected to decommissioning.

A Circulation File of correspondence and items of interest to Members was passed to the Chairman (Appendix G).

90.09 Date of Next Meeting

The next meeting would be held on: **Wednesday 24 March 2010 at 7pm at Singleton Village Hall, immediately after the Annual Parish Meeting for Electors.**

All

Closure: The meeting closed at 9.20pm.

Signed:

Chairman of the Council

CIRCULATION FILE

26 November 2009 – 27 January 2010

- 1) Chichester DC: Fuel Poverty Guide for Councillors – with booklet.
- 2) “Wellspring” – Issue 2 2009.
- 3) “LCR” – Winter 2009.
- 4) WSCC: Approved Traders Directory 2010
- 5) SLCC: “The Clerk” – January 2010.
- 6) “Clerks and Councils Direct” – January 2010.
- 7) WSCC: “Connections” – January 2010.