

# SINGLETON PARISH COUNCIL

## MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 30 SEPTEMBER 2009 AT 7PM

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

**In attendance:** Mrs. J. Martin, Clerk; and District Cllr. H. Potter. Four members of the public were present, Lady Elizabeth Benson, Mrs. Vicky Gillespie, and Mr. and Mrs. David Mather.

38.09

### Apologies

Apologies were received from Cllr. Mrs. J. Belton (personal commitment), and Mrs. D. Snow (unwell). Cllrs. Casdagli (personal commitment) and Elliott (meeting at Sutton and Barlavington) had apologised in advance for late arrival. These were **ACCEPTED**.

Apologies were also received from County Cllr. M. Hall (attending another meeting) and PCSO Carly Churchill-Wright (operational reasons).

39.09

### Code of Conduct

- i. Declarations of Interests – Cllrs. Pollock and Spence declared personal and prejudicial interests in agenda item 8(ii), being neighbours and objectors to the Riverside applications.
- ii. Chichester DC – Standards Committee – minutes for meeting on 29 June 2009. Placed in Circulation File.

Clerk  
All

40.09 **Public Session**

*The Chairman adjourned the meeting at 7.05pm to enable members of the public to speak.*

The Chairman welcomed local residents to the meeting. It was unanimously **AGREED** to take the items in which they were interested out of turn, to enable them to leave the meeting when they chose.

#### Agenda Item 8(i) and (ii) - Planning

SE/09/03179/LBC and SE/09/03199/DOM – Substitute Plans

Miss V. Nuttall, Riverside, Charlton Road, Singleton.

Two storey/single storey extension to dwelling house.

Recommendation: *Since the substitute plans contained only minor changes, the previous objection with comments would stand. It was unanimously AGREED that Cllr. Mrs. Farman, Chairman of the Planning Committee, would attend the next Chichester DC Development Control Committee to voice the Parish Council's objections.*

*Cllrs. Pollock and Spence did not take part (see Min. 39.09(i) above).*

Clerk

SE/09/03856/DOM

Ms Sally Norcross-Webb,

The Corner Cottage, Charlton Road, Singleton.

Retrospective planning permission for the construction of a glasshouse.

Mr. and Mrs. Mather complained that neighbours had not been consulted over the glasshouse, which had been erected without planning permission. In their opinion, it was unsightly, intrusive to their property, and detracted from the Grove Road street scene.

Recommendation: *Whilst the Parish Council did not request that the glasshouse be removed, it was considered intrusive to neighbouring properties and to the Grove Road street scene. The Parish Council would therefore request that if the retrospective application were approved, a condition be attached requiring the applicant to erect suitable screening of a sympathetic material, such as wattle.*

Clerk

*Mr. and Mrs. Mather left the meeting at 7.20pm.*

#### Grant Request

Mrs. Gillespie explained that for the past four years, Mr. Wilson had acted as Father Christmas, going from house to house with boxes of chocolates for the children. This was a very popular event, but with more children in the village, was expected to cost him £110 this year. Around fifteen families in Singleton and Charlton would benefit. It was **AGREED** to include this on the agenda for the next meeting, on receipt of a written application. In addition, Cllr. Mrs. Farman would consider a letter of application for a grant from the Henry Smith Charity, provided monies were made available for distribution this year.

SF/Clerk

*Cllr. Casdagli joined the meeting at 7.30pm.*

#### Agenda Item 10 - Highways

Lady Elizabeth Benson requested an update the speeding problems through the village. The Chairman outlined the WSCC Chichester – Cocking A286 Route Consultation and discussions at the recent South Chichester Count Local Committee. The 30mph limit would be moved back towards Singleton on the northern approach, reinforced by a vehicle activated sign (VAS) funded by a grant from Providence Oil. Roundels and more signs, including a dangerous bend warning, were an option, although it was important that signage was not overdone, both aesthetically and because proliferation confused drivers. The Chairman would pass on Lady Elizabeth's request for improved safety and visibility at the dangerous entrance to her property.

MP

*Cllr. Elliott joined the meeting at 7.35pm.*

Lady Elizabeth also requested that the footpath between her drive and Singleton be tidied up and treated with weedkiller, as it was currently in a very poor state. This would be referred to WSCC Highways.

Clerk

Mrs. Gillespie had written a number of letters to WSCC requesting that the large pothole just north of the junction of The Leys with Church Way be filled without delay. Cars were being damaged and with no street lighting, it was also considerable hazard to pedestrians.

Clerk

*The Chairman reconvened the meeting at 7.50pm, when the remaining members of the public left.*

#### **41.09 Minutes**

On a proposal by Cllr. Spence, seconded by Cllr. Elliott, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 8 July 2009 be **APPROVED**. They were duly signed as a correct record.

#### **42.09 Matters Arising from the Minutes**

- i. Overflying Helicopters (Min. 25.09(i)) – less of a problem recently.
- ii. Culvert by the Cricket Ground (Min. 25.09(iii)) – Cllr. Spence had met representatives from the Environment Agency and Chichester DC, the opinion being that whilst the quality of work was poor and pointing was needed, nothing would be done about the headwall, nor the “back-up” of water.

#### **43.09 County Councillor’s Report**

Cllr. Hall was not present at the meeting.

#### **44.09 District Councillor’s Report**

Flooding Incidents - Cllr. Potter requested that any incidents be reported to [glen.westmore@westsussex.gov.uk](mailto:glen.westmore@westsussex.gov.uk) or on 01243 753844. **All**

South Downs National Park – it seemed likely that the National Park Committee would comprise 37 members, rather than 29, although the allocation of seats was still to be decided. Planning might well remain with Chichester DC, in consultation with the National Park. It was hoped that the Government would provide enough money to set up the National Park satisfactorily.

West Sussex Primary Care Trust – it would be decided in December which services would remain at St. Richard’s Hospital. If unsatisfactory, Chichester DC still had the option to go for a Judicial Review.

Chichester DC’s Car-Parking Consultation – Cllr. Potter updated Members, reminding them that the closing date was 9 October.

*District Cllr. Potter left the meeting at 8.30pm*

#### **45.09 Planning Committee**

- i. Chairman’s Report – Cllr. Mrs. Farman reported decisions made by Chichester DC since the last meeting (listed in full on forthcoming Planning Committee minutes). **SF**
- ii. Planning Committee - the minutes of meetings held on 18 & 26 August and 14 September 2009 had previously been circulated (Appendix A). On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Conway, it was unanimously **RESOLVED** that they be **ADOPTED**, together with recommendations made under Min. 40.09 above.
- iii. Chichester DC: Statement of Community Involvement – details sent by e.mail 11 September 2009. Nothing to add at present.
- iv. South Downs National Park: SALC Session at Arundel Town Hall on Wednesday 7 October 2009 on Councillor Nominations – on a proposal by Cllr. Pollock, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that Cllr. Hope-Lang would attend as a potential nominee. Concern was expressed over the potential lack of local representation, even with 37 members on the National Park Committee. Cllr. Pollock would circulate some thoughts before completing the Parish Council’s comments. **KH-L**  
**MP**

- v. Planning Committee Times – it was unanimously confirmed that the current practice of not starting meetings before 5.30pm be continued.

SF

**46.09 Adoption of Red Telephone Box at Charlton**

BT had invited the Parish Council to adopt the Grade II listed red telephone box for the nominal sum of £1, provided it was used to benefit the community. They intended to remove the telephony equipment, stating that the box was no longer economic to run, with “full mobile network coverage”. A Notice had been placed on the box. English Heritage had approved BT’s adoption scheme, feeling it offered a practical solution. BT’s breakdown of the 39 calls made in 2008/2009, was 3 chargeable and 36 to freephone numbers. In 2007/2008, no calls had been made, in 2006/2007 19 calls and 2005/2006, 328 calls. The Parish Council’s insurers would require BT’s current valuation of the box, but estimated an additional £25 to the annual premium. Chichester DC, as planning authority, was planning to object to the removal of telephony equipment from the box, on the grounds that it was Grade II listed.

It was **AGREED** that as a matter of principle, the box should remain in service and be maintained by BT. BT’s invitation to adopt would therefore be declined and Chichester DC informed that the Parish Council supported its objection. The Parish Council was reluctant to take on liability for the telephone box, but might reconsider when the outcome of the District Council’s objection was known.

Clerk

*Cllr. Hope-Lang left the meeting at 9pm.*

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

- i. Fingerposts – the Clerk had been advised by metal-casters at the Amberley Chalkpits Museum that as they had one of the original Charlton WSCC signs, complete with “polomint” top, they would be happy to cast new ones, at an estimated cost of £100 each. WSCC were offering the same at £180 each.  
County Cllr. Hall had forwarded an e.mail from County Cllr. Acraman, who had undertaken a survey of all fingerposts in West Sussex. He had failed to identify several in Singleton Parish, but having found three, had criticised the condition of one in Charlton. This was not shared.
- ii. Drainage in Church Way (Min. 25.09(ii)) – no further action had been taken.
- iii. WSCC A286 Chichester to Cocking Route Scheme Consultation/SID/STAG (Min. 29.09(i)) – see Minute 40.09 above.
- iv. ‘Singleton’ nameplate in Town Lane (Min. 29.09(ii)) – still awaiting a reply from WSCC.
- v. Sheepwash Lane (Pilcher’s Path) (Min. 29.09(ii)) – Cllr. Spence had not yet arranged an appointment, but would do so shortly. Cllr. Mrs. Snow had ten completed questionnaires.
- vi. WSCC Policy on Potholes (Min. 29.09(vi)) – the Clerk had circulated WSCC’s current “Safety Plus” and pothole intervention criteria.
- vii. Dog Access at Stile on Path beside School to Levin Down (Min 29.09(vii)) – this was still on the Goodwood Estate’s task list.
- viii. Junction between The Leys and Church Way (Min. 29.09(viii)) – it was not WSCC Highways policy to provide road markings on small estate roads.
- ix. Overhanging Shrub at East Cottage, Singleton – refer to PCSO.
- x. Parking at Singleton – complaints had been received about parking adjacent to the end of Grove Road and The Triangle, which reduced visibility. There were also parking problems by “The Partridge” and on pavements, forcing pedestrians onto the road. Refer to PCSO.

Clerk

Clerk

WS/DS

All

Clerk

Clerk

- xi. Car Park Sign at the “Fox Goes Free” – this had recently come down. Cllr. Mrs. Farman would ask the Clerk to intervene if it had not been replaced in the next few weeks. **SF**

**48.09 Richmond Playground and Glebe Field**

- i. Health and Safety – no items identified.
- ii. See-saw (Min. 30.09(i)) – the Clerk had written to Playsafe Playgrounds, stating that as there was a 15 year guarantee against timber failure, the Parish Council did not expect to pay for the repair . Despite a reminder, Playsafe had not replied. The matter was therefore considered closed.
- iii. New Dog Control Orders – Signage (Min. 30.09(iii)) – Chichester DC had promised to erect new pictorial signs, in line with those used at other recreation facilities.
- iv. Glebe Field Boundaries – the new whips on the boundaries were becoming choked with nettles. **Clerk**  
The Clerk would arrange a meeting between Mr. Odin and Cllr. Elliott to discuss the way forward.
- v. Grass-Cutting – Cllr. Casdagli had obtained a quote for cutting the grass in the open area of the Glebe Field. It was unanimously **AGREED** that he would obtain two more quotes to the following specification, plus an additional quote from the first contractor: **Clerk**

Two cuts per month April – September 2010 inclusive for the Glebe Field open area.

Two cuts per month April – September 2010 inclusive for the enclosed playground area.

Two cuts per month April – September 2010 inclusive for the Pond area.

Per cut for The Plantation during 2010.

*Each contractor to state insurance cover held, equipment to be used and arrangements for disposal of cuttings.*

Cllr. Casdagli would also have the sit-on mower valued, should it be decided to proceed with employing a contractor.

The Clerk suggested that the chosen contractor be subject to a CRB check, but this was considered unnecessary. **IC**

*Cllr. Elliott left the meeting at 9.30pm.*

**49.09 Update on Projects for 2009/2010**

- i. Village Pond Area – Possible Restoration of Pond and Village Pound (Min. 31.09(iii)) – since no-one had come forward to research the original Pound, this would be deferred.
- ii. Village Pump (Min. 31.09(iv)) – Cllr. Spence was thanked for repainting the pump.
- iii. Bus shelter in Charlton Road (Min 31.09(v)). – two coats of wood preservative had been applied during the school holidays, at a cost of £172.50 including labour and VAT (see Min. 51.09(iii) below).
- iv. Public Seats (Min. 39.09(vii)) – the seat at the Cricket Ground would be removed. **WS**
- v. Bulb Planting (Min. 31.09(ix)) – Cllr. Conway had not yet made a full survey, but there was a general wish to have some crocuses on the Green at facing The Leys. On a proposal by Cllr. Elliott, seconded by Cllr. Conway, it was unanimously **RESOLVED** to spend £50 on crocuses, to be shared between Singleton and Charlton. Cllr. Elliott would purchase the bulbs and arrange for them to be planted. **NC**  
**JE**

**50.09 Parish Plan and Village Design Statement**

The Working Party had not yet met. As the Parish Council was anxious to proceed with this, Cllr. Mrs. Farman would arrange a date with Cllr. Hope-Lang. **SF/KH-L**

**51.09 Finance**

i. Bank Balances as at 31 August 2009:

	£
Current Account	8,952.06
Petty Cash	(9.03)
TOTAL	8,943.03
Richmond Playground Account	855.10
OVERALL TOTAL	9,798.13

In addition, the second half of the 2009/2010 Precept had been received (£5,512.50).

- ii. Comparison of Budget against Expenditure to date 2009/2010 – schedule circulated with agenda (Appendix B).
- iii. Approval of Payments for 9 July – 30 September 2009 – schedule circulated with agenda (Appendix C).

**Parish Council**

*Already paid*

M. R. Pickthall (“Man-About-the-House”)

£

172.50 Applying two coats of wood preservative to bus shelter in Charlton Road. Cq: 000092.

*For payment*

Mrs. J. Martin

39.03 No postage. Travel to meeting 08/07 and return from Chichester 13/09/2009 (£14.07) and replacement battery for computer (£24.96). Cq: 000093.

HMRC

204.00 Clerk’s Tax July to Sept. 2009. Cq: 000094.

Mazars

155.25 External Audit 2008/2009. Cq: 000095.

Cllr. I Casdagli

10.69 Reimbursement – fuel for sit-on mower. Cq: 000096.

*Richmond Playground*

None.

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

- iv. Conclusion of 2008/2009 Audit Process – the audit procedure had been successfully completed without comment. Statutory Notices of Conclusion were handed to Cllrs. Mrs. Farman and Pollock, for the notice-boards.

**Clerk**

**SF/MP**

- v. Draft Budget for 2010/2011 – papers already circulated (Appendix D). The Clerk was thanked for the excellent accounts and notes. Members were asked to circulate any thoughts at least ten days before the next meeting, when the Budget would be agreed and the 2010/2011 Precept set. **All**
- vi. Henry Smith’s Charity – the amount to be distributed in 2009 was awaited, but could be lower than recent years if investments were affected by the recession. Cllr. Mrs. Farman had done her best to open a dedicated bank account to enable monies to be distributed by cheque, but the Rector had not taken his forms to the bank. It was unanimously **AGREED** that if this had not been done by 11 October, the account would be opened with two signatories, Cllrs. Mrs. Farman and Casdagli, the matter now being urgent. **SF**
- vii. 2009 Asset Risk Assessment – Cllr. Spence was warmly thanked for carrying out this work. He outlined his findings and recommended action (Appendix E). Most items had already been dealt with or were in hand. Those remaining would be costed and discussed at the next meeting. **WS/Clerk**

**52.09 Chairman’s Report**

*Items sent to Chairman for urgent consideration:*

Chichester DC: Car Parking Charges Consultation – letter dated 29 July 2009 with pamphlet. It was **AGREED** that whilst no collective response be made, individuals could do so if they wished. **All**

**53.09**

**Councillors’ Questions and Reports**

- i. Chichester District Association of Local Councils (CDALC) – Cllr. Mrs. Farman had attended the recent meeting, which had included a presentation on the National Park. She had volunteered to attend some Executive Committee meetings, feeling that it would be useful to gain a County-wide view.
- ii. Levin Down Management Committee – Cllr. Casdagli would attend the forthcoming meeting.

**54.09**

**Clerk’s Report**

SALC/AiRS Annual General Meeting 2009 at Ardingly Showground on Friday 6 November – details had already been circulated by e.mail. No-one was able to attend.

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

**55.09 Date of Next Meeting**

The next meeting would be held on: **Wednesday 25 November 2009 at 7pm at Singleton Village Hall (Budget Setting).** **All**

**Closure:** The meeting closed at 10pm.

Signed:

Chairman of the Council

## Appendix F

### CIRCULATION FILE

**9 July – 30 September 2008**

1. Chichester DC – Standards Committee – minutes for meeting on 29 June 2009 (see Min. 39.09(ii)).
2. West Sussex NHS Primary Care Trust – “Partnership News”.
3. “Wellspring” West Sussex – Issue 1 2009.
4. “Clerks and Councils Direct” – September 2009.
5. SLCC: “The Clerk” – September 2009.
6. “LCR” – Autumn 2009.
7. SALC Annual Report and Accounts 2008/2009