

# SINGLETON PARISH COUNCIL

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## MINUTES OF THE ANNUAL GENERAL MEETING OF SINGLETON PARISH COUNCIL HELD AT THE VILLAGE HALL ON WEDNESDAY 6 MAY 2009 AT 7PM

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

**In attendance:** Mrs. J. Martin, Clerk; County Cllr. M. Hall; District Cllr. H. Potter; Mr. N. Draffan and Mr. A. Rees, representing the Goodwood Estate. No members of the public were present.

Cllr. Spence, Chairman for the 2008/2009 Council Year, took the Chair.

### 1.09 Apologies

All present. Cllrs. Conway and Elliott apologised in advance for having to leave the meeting and return later (Confirmation class and another meeting respectively).

### 2.09 Election of Chairman and Signing of Declaration of Acceptance of Office

Cllr. Spence did not wish to stand again for the Chairmanship. Cllr. Pollock was proposed by Cllr. Mrs. Farman and seconded by Cllr. Mrs. Snow. There being no further nominations, he was unanimously **ELECTED** Chairman of the Parish Council for the 2009/2010 Council Year. He duly read and signed his Declaration of Acceptance of Office and took the Chair. Cllr. Spence was warmly thanked for his two years of leadership, which had been much appreciated.

Clerk

### 3.09 Code of Conduct - Declarations of Interests

None.

### 4.09 Election of Vice Chairman

Cllr. Casdagli did not wish to stand again for the Vice Chairmanship. Cllr. Hope-Lang was proposed by Cllr. Pollock and seconded by Cllr. Mrs. Farman. There being no further nominations, he was unanimously **ELECTED** Vice Chairman of the Parish Council for the 2009/2010 Council Year. He was welcomed to the post. He was pleased to accept, but did not wish to proceed to the Chairmanship.

Clerk

### 5.09 Public Session

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

Mr. Draffan introduced Mr. Alan Rees, who would succeed him in June. The Festival of Speed would take place on 3/4/5 July, with the Revival Meeting on 18/19/20 September 2009. As usual, they had been working closely with the Police to minimise traffic disruption for local residents.

Cllr. Mrs. Farman explained that following discussion at the Annual Parish Meeting in March, she had approached Goodwood over the ongoing nuisance of helicopters over-flying Charlton, particularly during the main horse-racing events. She had been advised that helicopters were being operated in accordance with the Civil Aviation Authority's Rules of the Air outside controlled airspace. If there was suspicion of these being breached, this was a matter for the CAA's Enforcement Branch, which on production of evidence, Goodwood was prepared to take up and report on the Parish Council's behalf. Mr. Draffan explained that the regulations for helicopters differed from winged aircraft, although they were ticked off by the Control Tower if they were picked up by their radar and failed to comply with instructions. He would take this up with Mr. Rod Fabricius, General Manager of the Racecourse, to whom Cllr. Mrs. Farman would forward her e.mail correspondence with Ros Howell. Members were happy for her to pursue this on behalf of the Parish Council.

SF

*The Chairman reconvened the meeting at 7.20pm, when. Cllr. Conway left.*

### 6.09 Election of Planning Committee

The Planning Committee currently comprised eight members of the Parish Council, with the Chairman ex-officio (ie. all Members), with a quorum of three. On a proposal by Cllr. Pollock, seconded by Cllr. Mrs. Snow, Cllr. Mrs. Farman was unanimously **ELECTED** Chairman for the 2009/2010 Council Year.

Mr. Draffan left the meeting at 7.25pm.

#### 7.09 Election of Parish Council Representatives on Outside Bodies

- a) Emergency Planning – Cllrs. Spence, Conway and Elliott.
- b) Goodwood Motor Circuit Consultative Committee – Cllrs. Casdagli and Hope-Lang.
- c) Henry Smith Charities – Cllrs. Mrs. Belton, I Casdagli, Mrs. Farman .
- d) Lavant Valley Partnership – Chairman, Vice Chairman, Cllrs. Elliott and Mrs. Snow, but open to all.
- e) Levin Down Management Committee – Cllrs. Casdagli and Mrs. Farman.
- f) Police Neighbourhood Management Committee – Cllr. Hope-Lang.
- g) SALC/CDALC/AiRS – Cllrs. Mrs. Farman (principle representative) and Spence (reserve).
- h) Singleton Relief in Sickness Fund (Nurse Harding Fund) – Cllrs. Mrs. Belton and Mrs. Farman.  
This appointment was for four years from 2007 – 2011.
- i) South Downs Advisory Forum – Cllrs. Mrs. Farman, Mrs. Snow and Spence.
- j) SDJC Off-Road Vehicles Group ('Pathwatch') – Cllrs. Elliott and Mrs. Farman.
- k) Tree Warden – Cllr. Elliott.
- l) Village Hall Management Committee – Cllrs. Casdagli and Elliott.
- m) West Sussex South County Local Committee – Cllr. Spence, but open to all.
- n) WSCC Minerals and Waste Development Framework Forum (MWDF) – this was infrequent. The Clerk would request a volunteer on an ad hoc basis.

On a proposal by Cllr. Spence, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that these appointments be **ADOPTED**.

Clerk

#### 8.09 Minutes

Cllrs. Casdagli and Pollock were added to Min. 99.08. On a proposal by Cllr. Spence, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 25 March 2009 be **APPROVED**. They were duly signed as a correct record.

*Cllr. Potter arrived at the meeting at 7.40pm and Cllr. Elliott made his apologies and left.*

#### 9.09 Matters Arising from the Minutes

- (i) Drainage in Church Way and Culvert by the Cricket Ground (Min. 95.08(i)), Downley Close Sign and Replacement of Poplars with Willows – Cllr. Elliott had spoken again to Mr. Sam Irving, Chichester DC's Rural Enabling Officer, regarding the four outstanding items. The Clerk had followed this with a formal request to Mr. Irving, who had referred her to Mr. John Martin at HydeMartlet. A reply to her e.mail of 28 April was awaited. Cllr. Mrs. Belton was concerned that the large hole in the road opposite 9 The Leys had not been reinstated. A large pile of earth had appeared by the soakaway in the car park at Church Way, on which vehicles were parking. Cllr. Mrs. Snow advised that snagging on the new homes had just begun, under the supervision of Mr. Martin Fry, who had been site foreman.
- (ii) Damage to Glebe Field by NHS Van (Min. 95.08(iii)) – Cllr. Pollock was pursuing a claim through Mr. Neil Grant-Richardson at WSCC and was awaiting a response. In the meantime, Cllr. Mrs. Snow and the Rev. Woods had requested that the post at the entrance to the Glebe Field be replaced, to prevent vehicular access. Cllr. Casdagli would arrange this as a matter of priority. The Rector had also suggested that a "No Through Road" sign be erected at the entrance to Church Lane, to deter drivers from trying to take a short cut. It was felt that there was already too much WSCC signage in the village. The PCC had erected its own warning signs in the Church car park, which was private land.

Clerk

MP

IC

Clerk

#### 10.09 County Councillor's Report

Cllr. Hall congratulated Cllr. Pollock, the new Chairman.

The new Western Sussex Hospital NHS Trust had been inaugurated on 1 April 2009. He reminded Members of the Stakeholder Forum meeting at St. Richard's Hospital in Monday 18 May 2009.

DEFRA was advertising for a Chief Executive for the new South Downs National Park and was setting up a Steering Group with the eleven principal authorities involved. This would deal with the transfer to the National Park Authority, which would have either 29 or 37 Members, the majority of whom would be elected. The future of Planning was still under consideration, owing to the legality of delegating powers to local authorities. Mr. Sam Howes had stated at the last Lavant Valley Partnership meeting that Chichester DC was expecting very little to be delegated.

Cllr. Hall thanked everyone who had attended the meeting with Southern Water on 23 April, which he had found very helpful, not least the setting up of a chain of contacts, rather than having to deal with Call

Centres. Southern Water would be taking responsibility for private laterals from the road, from 2011, although there was no funding from 2010 – 2015. The Chairman was unhappy about placing the onus on Parish Councils to remind householders of their responsibilities, the District Council being responsible for serving Notices. This might be a future topic for the Lavant Valley Partnership.

#### 11.09 District Councillor's Report

Cllr. Potter apologised for his late arrival, owing to celebrations at Boxgrove over the recent £300,000 Big Lottery award for the replacement of the Village Hall.

Chichester DC had been reviewing spending and ways of making substantial savings. With only £90,000 Government grant towards bus passes for over 60s and expenditure of £1.47m, there was a considerable shortfall. The popularity of free swimming for under 16s and over 60s at the Westgate Centre was also resulting in a loss of revenue.

Cllr. Potter had written a brief summary for the "Valley Diary" following the Southern Water meeting (see Min. 10.09). He had found it very constructive. Cllr. Mrs. Snow remained concerned about the pumping of sewage into the water-course, having seen local children playing in the water and warned them of the pollution.

#### 12.09 Planning Committee

Cllr. Pollock reported that Planning had been very quiet since the last meeting, with no applications and only two decisions notified by Chichester DC. There was one new application on today's list, for Kingsham Cottage, Singleton.

Cllr. Mrs. Farman passed round photographs of recent landscaping around the War Memorial at Charlton, carried out by the Sussex Yeomanry. It was felt that unless this became significantly out of character with the area, and provided it was well-kept, there was no cause for concern. It was noted that at one time, the Parish Council had administered funds left to the Sussex Yeomanry for the upkeep of the memorial, but at their request, had been returned some years ago and the special bank account closed.

#### 13.09 Richmond Playground

- (i) Health and Safety – the loose arm-rest on the seat had been repaired. The aerial runway had become slack, owing to children misusing the equipment. It was **AGREED** that Cllr. Casdagli would ask "Playsafe Playgrounds" to adjust it as a matter of urgent priority.
- (ii) Additional Dog Bin at the Glebe Field (Min. 98.08(ii)) – Cllr. Casdagli had met Mr. Gill and agreed a suitable site near the entrance to the playground. The new bin would be installed shortly.

IC

*Cllr. Elliott returned to the meeting at 8.55pm.*

- (iii) Mobile Skate-Park (Min. 98.08(iii)) – an application from Chichester DC's Community Action Chest would be considered in principle for a first visit, but not repeat funding. District Cllr. Potter had attended the launch of the mobile skate-park at Midhurst. It could be used indoors, but would require a very large hall. Outdoors, it needed a solid base, such as a tarmac carpark or playground, grass being unsuitable. The only location in the Parish appeared to be the school, but this was unlikely to be acceptable, owing to the age-group of the children using the skate-park. It was **AGREED** to leave this in abeyance for the time being, to see whether the Youth Club made an approach, or whether a joint session could be arranged with another Parish Council. *(NB. Youngsters can apply to the WSCC Youth Opportunities Fund, and those living in HydeMartlet properties can apply to them for funding).*
- (iv) Portable Goalpost (Min. 98.08(v)) – Cllr. Mrs. Snow advised that the application for funding would be decided on 12 May. If successful, the goalpost would be presented to the Parish Council by HydeMartlet. She was thanked for completing the application forms on behalf of the Parish Council.
- (v) Grass-cutting – this was no longer being carried out by Manor Farm. At present, Cllr. Casdagli was cutting the Glebe Field himself, using the sit-on mower. More volunteers were being sought, but it was **AGREED** that if this became too much, there was £565 in the Budget to bring in a contractor

*Cllr. Potter left the meeting at 8.55pm.*

#### 14.09 Highways, Footpaths, Transport and Flood Prevention

- (i) WSCC A286 Chichester to Cocking Route Scheme Consultation/SID/STAG (Min. 97.08(i)) – Providence Oil had offered £6,500: half the cost of the proposed speed

management measures. Mr. Steve Corbett from West Dean Parish Council had asked WSCC for another meeting to discuss the way forward.

*Cllr. Conway returned to the meeting at 8.55pm.*

- (ii) Pilcher's Path (Min. 97.08(iii)) – Mr. Hugh Davies, Senior Legal Officer at WSCC had suggested a meeting to discuss the way forward. It was **AGREED** that Cllrs. Mrs. Snow and Spence would attend on a Wednesday or Friday morning convenient for Mr. Davies.
- (iii) Drainage and Sewerage Problems in Singleton and Charlton (Min. 97.08(vi)) – a meeting with Southern Water had taken place at West Dean on 23 April, the draft minutes of which had already been circulated (see also Mins. 10 and 11.09 above).

**Clerk  
DS/WS**

#### 15.09 Parish Plan and Village Design Statement

The Working Party would be reconvened in July, as soon as Cllr. Hope-Lang was available, to discuss the project so far and to decide how to proceed with the public consultation. Once decisions had been made, the Clerk would attempt to secure further funding, the original award having expired.

**W Party**

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

#### 16.09 Finance

- (i) Bank Balances – Bank Balances as at 30 April 2008 were:

£	
Current Account	12,328.71
Petty Cash	0.94
<b>TOTAL</b>	<b>12,329.65</b>
Richmond Playground Account	1,107.10
<b>OVERALL TOTAL</b>	<b>13,436.75</b>

- (ii) Approval of Payments for 26 March – 6 May 2009 – schedule circulated with agenda (Appendix A).

<u>Parish Council</u>		£	
Singleton Village Hall Management Committee	300.00	Section 133 Grant 2008/2009 (Min. 100.08(v). Cq: 000074, drawn 25/03/2009.	
Bognor Regis, Chichester & District Samaritans	30.00	Section 137 Grant 2008/2009 (Min. 100.08(vi). Cq: 000075, drawn 25/03/2009.	
Mr. A. Stevens	207.00	Repairs to brick bus shelter on A286. Cq: 000076.	
R. S. Hall and Co.	115.00	Internal Audit 2008/2009. Cq: 000077.	
Mrs. J. Martin	29.06	Postage (£9.36); Travel 25/03/2009 & Audit (£19.70). Cq: 000078.	
SALC	130.59	NALC/SALC/LCR journal 2009/2010. Cq: 000079.	
Cllr. I Casdagli	9.79	Reimbursement for sit-on mower fuel. Cq: 000080.	
Allianz Insurance Ltd., or alternative (under review).	TBA	Parish Council's share of Insurance Premium 01/06/2009 – 31/05/2010. Cq: 000081.	
<i>Additions to Schedule</i>			
East Dean, Singleton and West Dean PCC	400.00	Grass-cutting Grant (Gen Powers) 2009/2010. Cq: 000082. See below (vi).	
Mrs. J. Martin	23.00	Reimb. Claranet Domain Registration 27/04/2009 – 26/04/2010. Cq: 000083.	
Cllr. W. Spence	37.50	Travel to and from Southern Water meeting from Slinfold. Cq: 000084.	
Chichester and District CAB		S.142 Grant 2009/2010. Cq: 000085. See below (vii).	
<u>Richmond Playground</u>			
Allianz Insurance Ltd., or		RP Share of Annual Insurance Premium	

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

**Clerk**

- (iii) Budget to date 2009/2010 – schedule circulated with agenda (Appendix B).
- (iv) Internal Auditor’s Report 2008/2009 – copy circulated with agenda (Appendix C). Noted.
- (v) Statement of Final Accounts for 2008/2009 and Approval of Annual Audit Return – both circulated with the agenda (Appendices D and E). On a proposal by Cllr. Pollock, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that the final accounts be **APPROVED**. The Chairman duly signed the Final Accounts for the 2008/2009 financial year and Sections 1 and 2 of the Annual Return. The accounts would now be passed to Mazars, the Parish Council’s designated External Auditors.
- (vi) Request for Grant under General Powers for Churchyard Maintenance: East Dean, Singleton and West Dean PCC – letter dated 29 April 2009. This had stood at £350 pa for several years. On a proposal by Cllr. Elliott, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** to increase the grant to £400 for 2009/2010.
- (vii) Request for Grant under Section 142 of the Local Government Act 1972: Chichester CAB – letter dated 15 January 2009 (CAB accounts for 2007/2008 did not arrive until after March meeting). On a proposal by Cllr. Spence, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** to make a grant of £30 for 2009/2010.
- (viii) Assets Register – the Assets Register was reviewed, amended and **AGREED**. This would be incorporated into the insurance quotes for 2009/2010 (agreed Assets Register attached – Appendix F). It was **AGREED** that the Clerk would renew the Insurance policy with the company which offered the best cover for the most competitive price.
- (ix) Risk Assessments (Min. 100.08(iv)) – Cllr. Spence would discuss these with Cllr. Conway.

**Clerk**

**Clerk**

**Clerk**

**Clerk**

**WS/NC**

**17.09 Chairman’s Report**

Nothing else to add.

**18.09 Councillors’ Reports**

- (i) Bulb Planting – Cllr. Conway had been asked by several residents if more Spring bulbs could be planted. He would report back as to which varieties were favoured and where they might be located. Cllr. Elliott added that some people wished to see bluebells at The Plantation. This had been declined in the past, but could be discussed at the same time.
- (ii) Project for 2009/2010 – Cllr. Elliott hoped the Parish Council would undertake a project for the new Council Year. Members would bring suggestions to the July meeting.

**NC**

**All**

**19.09 Clerk’s Report**

Telephone Box on corner of The Leys, Singleton – notification had been received on 1 May 2009 that payment would now be by BT Chargecard “or similar”, reverse charging via the operator or credit/debit card. Calls to emergency services and free phone numbers would remain free of charge. A notice would be posted on the telephone box. The decision was based on the box being little used and prevented theft from the cashbox. This would be included in the “Valley Diary” report.

**Clerk**

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

**20.09 Date of Next Meeting and Calendar for 2008/2009 Council Year**

Meetings for the remainder of the 2009/2010 Council Year would be held on:

**8 July (next meeting), 30 September (pre-Budget), 25 November 2008 (Budget-setting);  
27 January, 24 March (APM and Parish Council) 2009, with the 2010/2011 AGM on 5 May 2010.**

**All**

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

Signed:

Chairman of the Council

**CIRCULATION FILE**

**26 March – 6 May 2008**

- 1) WSCC: "Connections" – April 2009.
- 2) WSCC: "AAB News" – Spring 2009.
- 3) "ICIS News" – Spring 2009.
- 4) "Partnership News" – April 2009.
- 5) "Clerks and Councils Direct" – May 2009.