

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON THURSDAY 8 NOVEMBER 2007 AT 7PM AT THE VILLAGE HALL

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

In attendance: Mrs. J. Martin, Clerk. One member of the public was present.

84.07 Apologies for Absence

Apologies were received from County Cllr. Hall and District Cllr. Potter (both attending a Planning Committee meeting at Boxgrove Parish Council), Cllr. A. Brown (work commitment), and PCSO Jason Lemm.

85.07 Code of Conduct

(i) Declarations of Interest – None.

(ii) The Standards Board for England: Town and Parish Standard – September 2007. Placed in Circulation File.

All

86.07 Public Session

The Chairman adjourned the meeting at 7.04pm to enable Mr. Bowers to speak.

Mr. Bowers, of 21 The Leys, made monthly “walkabout” checks for Martlet Homes on behalf of local tenants. Most items could only be dealt with by Martlet Homes, but Cllr. Spence agreed to mention others at the Steering Group meeting on 14 November 2007. The Clerk would e.mail PCSO Lemm to ask him to visit Mr. Bowers to discuss vehicle infringements. She would also seek assurance from Martlet Homes that problems reported by Mr. Bowers would receive prompt attention.

WS

Clerk

The Chairman reconvened the meeting at 7.25pm.

87.07 Minutes

On a proposal by Cllr. Pollock, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 19 September 2007 be **APPROVED**. They were duly signed as a correct record.

88.07 Matters Arising from the Minutes

None.

89.07 PCSO Jason Lemm’s Report

All Members had received a copy of PCSO Lemm’s e.mail dated 21 September 2007 in response to issues raised at the last meeting. Since then, four road accidents had been reported and a domestic dispute, which had been resolved. Emergencies should be reported on **999** and non-emergencies on **0845 60 70 999**. Information could be passed to PCSO Lemm on **0845 60 70 999 extension 22325** or on Jason.Lemm@sussex.pnn.police.uk If anyone wished to contact his supervising officer, this was Sergeant Spencer Roberson on Spencer.Roberson@sussex.pnn.police.uk

All

90.07 County Councillor’s Report

Cllr. Hall was unable to attend the meeting.

91.07 District Councillor’ Report

Cllr. Potter was unable to attend the meeting.

92.07 Affordable Housing - Steering Group Meeting

A meeting had taken place on 27 September, the minutes of which had been circulated to all Members. The next would be held on Wednesday 14 November at 6.45pm at Singleton Village Hall. Cllr. Spence would ask if the Parish Council could view the houses when they were finished.

WS

93.07 Singleton Relief in Sickness Fund

At the AGM on 9 May 2007, Cllr. Mrs. Belton had been re-elected Parish Council representative for a further four years, but the vacancy arising from the death of Cllr. Norrell had not been filled. This had now

- been requested. On a proposal by Cllr. Spence, seconded by Cllr. Pollock, it was unanimously **RESOLVED** that Cllr. Mrs. Farman be elected the Parish Council's second representative. **Clerk**
- 94.07 Henry Smith's Charity**
 Since the sum of money received by the Parish Council for allocation in Singleton and Charlton had increased substantially in 2006, suggestions had been invited through the 'Valley Diary' bulletin as to how this might be distributed. Two replies had been received, both favouring the status quo, unless a mobility scooter could be purchased for local hire. A cheque in the sum of £3,000 was passed to Cllr. Mrs. Farman to arrange distribution in time for Christmas 2007. **SF**
- 95.07 Village Pump Project**
 Cllr. Spence had researched the history of the area around the pump, with a view to the Parish Council restoring the Pound as a future project. This would be complemented by an information board. He would look into costs, to enable the Clerk to investigate possible grant sources. It was **AGREED** to proceed, provided the project could be substantially self-financing. **WS/Clerk**
- Cllr. Elliott joined the meeting at 7.40pm.*
- 96.07 Electronic Circulation of Agendas**
 Minutes were already sent electronically to those Members with e.mail. The law, which pre-dated this technology, did not allow for agendas to be similarly distributed. A recent NALC/SALC Advice Note stated that provided each Member consented individually, the use of e.mail was acceptable. It was **AGREED** that all Members would receive both by e.mail, with hard copies to Cllrs. Mrs. Belton and Deans. **Clerk**
- 97.07 Public Participation Sessions at Parish Council Meetings: Amendments to Standing Orders**
 The Clerk requested that revisions be made to Standing Orders nos: 58 and 69 in accordance with NALC Legal Briefing Note L11-07. Report circulated with agenda (Appendix A). On a proposal by Cllr. Spence, seconded by Cllr. Pollock, it was unanimously **RESOLVED** that the revisions be **ADOPTED** forthwith. **Clerk**
- 98.07 Planning Committee**
- (i) Planning Committee Minutes – the minutes of the meeting held on 25 October 2007 had previously been circulated (Appendix B). On a proposal by Cllr. Spence, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that these be **ADOPTED**. They were duly signed by the Chairman of the Planning Committee.
 - (ii) Planning Enforcement – Cllr. Pollock had found the recent CPRE Planning Seminar very informative. There being no standard policy amongst local councils to accommodate Planning Enforcement, he asked the Parish Council for guidance. It was **AGREED** that whilst Members would not follow up each planning approval for infringements, the Planning Committee would deal with any matters brought to its attention, either by speaking informally to householders, or by referring items to Chichester DC. Action taken would be reported at Planning Committee meetings and recorded in the minutes. **Planning Cttee**
 - (iii) WSCC Minerals and Waste Development Framework: Update – letter dated 10 October 2007 explaining delay in consultation (placed in Circulation File).
- 99.07 Richmond Playground**
- (i) Health and Safety – Cllr. Casdagli had dealt with most items identified in the 2007 RoSPA report, but the flattening of the rubber matting needed to be done professionally. He would obtain quotes with a view to having this done in the Spring, before the ground hardened. **IC**
 - (ii) Grass-cutting – this was manageable within the playground, but solutions were still being considered for the open grassed area. **IC**
- 100.07 Highways, Footpaths, Transport and Flood Prevention**
- (i) Wooden Bus Shelter on A286 Northbound (Min. 74.07(i)) – Cllr. Spence was thanked for carrying out repairs, which were nearing completion. He would be reimbursed for materials. **WS**
 - (ii) Finger Posts at Knights Hill, Charlton (Min. 74.07(ii)) – Cllr Spence would inspect the signposts to assess how much restoration was necessary and collect the boards and letters from the WSCC Depot at Drayton when they arrived. **WS**

Mr. Bowers left the meeting at 8.25pm.

- (iii) Pilchers Path/Sheepwash Lane (Min. 77.07(ii)) – witness forms had been received from WSCC. It was felt that distributing these might compromise the Parish Council’s belief that this had been identified by WSCC as an ancient highway about fifteen years ago, having researched old maps. The Clerk would respond accordingly. **Clerk**
- (iv) Chichester DC – Flood Survey for Winter 2007/2008 – letter dated 24 September 2007 with survey material forwarded to Cllr. Spence. **WS**
- (v) Overhanging Hedges and Obstruction of Road (Min. 65.07 refers) – despite PCSO Lemm’s intervention, the hedge remained uncut and there were still calls for temporary traffic lights, owing to road obstruction. Cllr. Brown’s offer to site-workers to park in his farmyard had not been taken up. PCSO Lemm would be asked to pursue this and report back. **Clerk**
- (vi) Flashing 30mph Sign – Cllr. Elliott had noticed a number of these in adjoining villages and suggested that one to be installed on the A286 at Singleton. This had already been rejected because Members were unconvinced that there was sufficient need to justify the cost. Cllr. Elliott was invited to make enquiries with the villages concerned and report back. **JE**
- (vii) Parking Associated with the ‘Fox Goes Free’ – Cllr. Mrs. Farman would arrange to meet Mr. Steve Johnson from WSCC Highways, to discuss parking problems and the replacement of broken dolly posts with something sturdier. **SF**
- (viii) New Notice-Board at Charlton – this had been welcomed in the village, but the dip underneath was a safety hazard. Cllr. Mrs. Farman would arrange for the area to be levelled. **SF**

101.07 Lychgate Project

JK Engineering had been paid in full, having completed remedial works to the metalwork. The Lychgate would not be jacked up any further. Once vegetation and surplus soil had been cleared, other options became apparent, so it had been lifted 12mm off the stone plinth and a bed of lime mortar would be inserted to reduce water close to the oak cill beam. Any cost saving would be passed on to the Parish Council. Mr. Thompson offered a site meeting on completion, to discuss the best form of hard-landscaping.

102.07 Parish Plan and Village Design Statement

No progress had been made since the last meeting, but this was being pursued.

WS

103.07 Finance

- (i) Bank Balances – Bank Balances as at 31 October 2007 were:

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| | |
|-----------------------------|-----------|
| Current Account | 11,137.18 |
| Petty Cash | 0.23 |
| TOTAL | 11,137.41 |
| Richmond Playground Account | 1,276.22 |
| OVERALL TOTAL | 12,413.63 |

- (ii) Comparison of Budget with Expenditure 2007/2008 – sent with agenda (Appendix C).
- (iii) Approval of Payments - 20 September – 8 November 2007 – a Payments Schedule had been circulated with the Agenda (Appendix D).

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|----------------------------|----------|---|
| Dignity | 45.50 | Hospital' flyer. Cq: 200170. Photocopying of 'Save St. Richard's Hospital' flyer. Cq: 200171. |
| <u>Late Additions</u> | | |
| Mrs. J. E. Martin | 20.88 | Stamps. Cq: 200168*. |
| Mrs. S. Farman | 3,000.00 | Henry Smith Charity monies for Christmas 2007 distribution. Cq: 200177. |
| <u>Richmond Playground</u> | | |
| None. | | |

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

(iv) National Salary Award for Clerks 2007/2008 – this had been settled at 2.46% with effect from 1 April 2007. The Clerk's hourly rate had increased from £9.872 per hour to £10.116, a rise of £7.32 per month or £87.84 annually, with £58.56 back-pay (less Tax) due as at 30 November 2007. It was **AGREED** that a cheque be drawn at the next meeting and a letter signed amending the Parish Council's Standing Order. A copy of NALC Employment Briefing EO9/07 had been placed in the Circulation File. **Clerk**

(v) 2008/2009 Draft Budget – circulated with agenda (Appendix E). This was discussed and questions answered. The Budget would be agreed at the next meeting on 28 November 2007. **All**

Cllr. Deans left the meeting at 9.30pm.

104.07 Chairman's Report

Items sent to the Chairman for urgent attention not discussed above:

- (i) Chichester DC – Licensing Act 2003: Consultation on the Draft Statement of Licensing Policy 2008-2011 – letter dated 26 September 2007, inviting the Parish Council to take part in an electronic consultation, with a closing date of 14 November 2007.
- (ii) Sussex Partnership NHS Trust – two letters dated 8 October 2007 (received 29th) with consultation documents.

General Report: Circulated prior to meeting (Appendix F).

105.07 Councillors' Reports

Items sent to Members for urgent attention not detailed above:

SALC – Experienced/New Councillor and Chairman's Training Courses – to be held at Dunford House, Midhurst, from 2 – 4 November 2007 inclusive. Details forwarded to Members.

Reports:

- (i) Future of St. Richard's Hospital, Chichester – report circulated by Cllr. Pollock (Appendix G).
- (ii) West Sussex Tree Wardens: Trees for Shade 2007/2008 – letter received 30 October 2007 offering small grants for new shade trees in the Parish. Cllr. Elliott to report at next meeting. **JE**

106.07 Clerk's Report and Correspondence

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

- (i) DEFRA – 'Ways to Tackle Climate Change' – received 1 October 2007 with letter explaining that the Climate Change and Sustainable Energy Act 2006 gave local councils specific powers to support local energy-saving measures. Report pending from the Department for Business, Enterprise and Regulatory Reform. Placed in Circulation File. **All**
- (ii) Quality Council Bid – to be placed on agenda for next meeting. **Clerk**
- (iii) Parish Polls – as a result of recent publicity over the use of parish meetings and parish polls to debate non-Parish issues, NALC had issued Legal Briefing L18/07 (copy in Circulation File). **All**

107.07 Date of Next Meeting

The next meeting would be held on: **Wednesday 28 November 2007 in the Village Hall at 7.30pm.** **All**

108.07 Clerk's Hours of Work

Copies of the Clerk's timesheet analysis for 2006/2007 and 2007/2008 to 31 August 2007 had been circulated with the September agenda, together with explanatory notes. The Clerk withdrew for the discussion. On a proposal by the Chairman, seconded by Cllr. Mrs. Farman, it was **RESOLVED** that:

- (i) Meetings be held six times a year with effect from the 2008/2009 Council Year, plus the Annual Parish (Electors') Meeting, a reduction of three per annum. A reduction of one meeting between 29 November 2007 and 31 March 2008 to be agreed at the next meeting.
- (ii) Councillors to undertake more tasks and do their best to minimise the Clerk's workload. To be monitored at each meeting.
- (iii) Fifty hours overtime be paid in respect of additional hours worked in the second half of the 2006/2007 financial year (funds carried over from audited Budget).
- (iv) To consider overtime worked during 2007/2008 at the end of the financial year (100 hours included in Budget).
- (v) Fifty hours overtime be included in the 2008/2009 Budget. Additional hours worked by the Clerk to attain Quality Council status to be covered by grants, if possible.
- (vi) Additional hours spent by the Clerk on projects to be budgeted within overall project costs.

Closure: The meeting closed at 10.25pm

Signed:

Chairman of the Council

CIRCULATION FILE
20 September – 8 November 2007

- 1) SALC Annual Report and Accounts 2006/2007
- 2) WSCC 'Connections' – September 2007.
- 3) The Standards Board for England: Town and Parish Standard – September 2007 (Min. 85.07(ii) refers).
- 4) DEFRA – 'Ways to Tackle Climate Change' - (Min 105.07(i) refers).
- 5) West Sussex NHS Trust – Patient Advice and Liaison Service – (PALS) – leaflet.
- 6) 'Partnership News' – October 2007.
- 7) Martlet Homes 'The Phoenix' – Autumn 2007.
- 8) West Sussex NHS Trust – response dated 4 October 2007 to my letter dated 3 October.
- 9) WSCC Minerals and Waste Development Framework: Update – letter dated 10 October 2007 (Min. 98.07(ii) refers).
- 10) 'ICIS News' – Autumn 2007.
- 11) Chichester DC – Village Enhancement Grants – details (see Singleton Lychgate featured).
- 12) 'LCR' – November 2007.
- 13) 'SITA Trust News' – Autumn 2007.
- 14) 'Wellspring West Sussex' – Issue 2 2007.
- 15) AiRS 'Action' – October 2007.
- 16) WSCC Meals on Wheels leaflet
- 17) Countryside Access Forum for West Sussex – letter dated October 2007 with Annual Report 2006/2007.
- 18) Chichester DC – Policy Development Committee – minutes of a special meeting held on 26 September 2007 to consider West Sussex Primary Care Trust's 'Fit for the Future' consultation.
- 19) Sussex Police: Neighbourhood Watch Briefing Sheet – November/December 2007.
- 20) National Salary Award for Clerks 2007/2008: NALC Employment Briefing EO9/07 – Min. 103.07(v) refers.
- 21) Parish Polls: Legal Briefing L18/07 – Min. 106.07(iii) refers.
- 22) Chichester DC: Post Office Network and Village Shops – hard copy of presentation.
- 23) Sussex County Playing Fields Association – Annual Report 2006/2007 and agenda for AGM at Lewes on 22 November 2007.
- 24) 'Clerks and Councils Direct' – November 2007.