

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 21 FEBRUARY 2007 AT 7.30PM AT THE VILLAGE HALL

Present: Cllrs. J. Doff (Chairman), Mrs. J. Belton, Ms. T. Boyes, I. Casdagli, D. Deans, J. Elliott, Mrs. S. Farman and W. Spence.

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

136.06 Apologies

Apologies were received from Cllr. M. Pollock (family commitment overseas).

Members had been informed by e.mail on 26 January 2007 that PCSO Mo Pantony had chosen to move to schools liaison work in Chichester. Sgt. Fisk had advised that her replacement was being trained with a view to starting work in April. PCSO Watson was temporarily covering Chichester East Rural and could be contacted on sarah.watson.01@sussex.pnn.police.uk

All

137.06 Code of Conduct

(i) Declarations of Interest – Cllr. Ms. Boyes declared a personal interest in agenda item no: 5 (Min. 140.06) being resident at The Leys, next door to the proposed development. Cllr. Spence declared a personal interest in agenda item no:12(iii) (Min. 147.06(iii)), being Chairman of the Village Hall Management Committee.

Clerk

(ii) Proposed Amendments to the Code of Conduct – copy provided by Chichester District Solicitor forwarded to all Members on 26 January 2007.

All

(iii) Communities and Local Government – A Revised Model Code of Conduct for Local Authority Members – letter dated 22 January 2007 (received 12 February) with consultation document, inviting comments by **Friday 9 March 2007**. Cllr. Mrs. Farman would examine this on behalf of the Parish Council.

SF

(iv) Chichester DC - Standards Committee – agenda for the meeting to be held on 27 February 2007. Placed in Circulation File.

All

138.06 Minutes

On a proposal by Cllr. Casdagli, seconded by Cllr. Mrs. Farman, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 17 January 2007 be **APPROVED**. They were duly signed as a correct record.

139.06 Matters Arising from the Minutes

Notice-board at Charlton (Min. 124.06(ii)) – Mr. Champion had this in hand. The new notice-board would be in white with timber capping.

140.06 New Homes at The Leys

Mr. Garry Fuller had advised that Martlet Homes were due to sign up with the Contractor on Friday 23 February 2007, when the site would be officially handed over. Work was scheduled to begin in April, or sooner if the weather improved. The Parish Council would be sent a Programme of Works as soon as it was finalised. A meeting with the contractor would be held within a fortnight, when final plans would be made for setting up the Steering Group.

Concern was expressed that:

- (i) the Programme of Works might be settled before the Steering Group was convened.
- (ii) the question of how site traffic would reach the site had not yet been resolved.

The Clerk would pass this on to Mr. Fuller.

Clerk

141.06 Planning Committee

(i) Planning Committee Minutes – no applications received since the last Parish Council meeting. Cllr. Spence outlined his responses to SE/06/05657/LBC and SE/06/5659/FUL (Corner Cottage, Singleton) and the County applications for the Singleton Oilwell site.

- (ii) West Sussex Minerals and Waste Development Framework: Public Consultation on the Draft Minerals and Waste Core Strategy and Draft Strategic Waste Site Allocations – letter dated 17 January 2007 with CD, forwarded to Cllr. Spence. WS

142.06 Richmond Playground Management Committee

- (i) Health and Safety – no equipment problems had been identified, but the recent stormy weather had left a lot of branch debris. This would be gathered together and disposed of, and the boundaries inspected to assess whether remedial work was necessary. The Clerk would examine the lease with Chichester Diocese to check responsibility and ask Chichester DC Planning Department which procedures should be followed, should it be necessary to fell any trees or replace parts of the hedge-line. Clerk
- (ii) Sit-on Mower – Cllr. Casdagli was awaiting a valuation, to enable the Parish Council to consider the purchase of a heavier-duty model. IC
- (iii) Grass-cutting – Cllr. Casdagli was preparing a grass-cutting schedule for the 2007 season and called for more volunteers. All

The Clerk would appeal for helpers through the ‘Valley Diary’ for grass-cutting, clearing fallen twigs and branches and for new people to join the Committee. This would be open to all parents and relations of children using the Glebe Field, whether they lived in Singleton or neighbouring parishes. Clerk

143.06 County and District Councillor’s Report

Cllr. Hall had responded to Chichester DC’s LDF(DDO) including CC19 (housing on land south of Lavant Straight) which could potentially affect Singleton and the Lavant Valley.

WSCC would be objecting to the application to upgrade FP952 to a BOAT (Byway Open to All Traffic). This was one of the remaining applications to be dealt with, which had been lodged before the cut-off date of January 2005. The Singleton to Westhampnett Road Safety Highway Improvements were on schedule, but Cllr. Hall still hoped to see some improvements at the road junction by Goodwood Golf Club, where visibility was poor, with no double white-lines to discourage overtaking. Cllr. Mrs. Farman would e.mail Mr. Roger Hobbs. Cllr. Hall intended to object to the three Chichester sites identified in the Waste Plan, on the grounds that the A27 was incapable of coping with the additional traffic generated. He reminded Members that the County Local Committees had budgets and were accepting applications for small grants up to around £1,000 in the 2008 funding round. SF

144.06 Highways, Footpaths, Transport and Flood Prevention

- (i) Renewal of [White-lining on A286 by the Grove Road turn](#) (Min.128.06(i)) – Mr. Johnson was aware of the Parish Council’s concern and had forwarded the request to County Hall.
- (ii) Fingerposts at Knights Hill – these were on the South Downs Conservation Board’s repair list.
- (iii) Hole at Charlton end of School Layby – Mr. Johnson’s response had been forwarded to all Members. He would repair the damage with topsoil when the weather was drier. He had offered dolly posts, shorter brown posts or for a wooden post to be erected locally, for which he would provide a reflector, but felt that this was a problem common to most rural schools and such action would only push the parking elsewhere. It was generally felt that parents had to drop and collect children safely and that little more could be done.
- (iv) Potholes at Charlton – a pothole survey had been done the day after the last Parish Council meeting (18 January 2007), but did they not meet the intervention criteria. The large pothole in Cobblers Row, Singleton, had been repaired.
- (v) Monthly Report on Groundwater Level at Chilgrove – Cllr. Spence reported that the latest report showed that this was seven metres above the long-term average.
- (vi) Grass Verges and Parking at The Leys – Cllr. Elliott passed round photos he had taken, which he requested be forwarded to Martlet Homes. He asked whether there was a consensus amongst residents for more parking, but it was noted that when Mr. Fuller had

offered to look into this as part of the Affordable Homes project, residents had made it very clear that they did not wish to see any more hard landscaping. Cllr. Ms. Boyes added that most residents wanted their cars close to their homes for security reasons. With building works commencing in the near future, grass verges were not uppermost in residents' minds.

- (vii) Replacement Trees at The Leys – the Clerk would remind Martlet Homes.

Clerk

Cllr. Hall left the meeting at 8.40pm.

145.06 Lychgate Project

The Archdeacon's dispensation for the metalwork, under the Diocesan Minor Works Provisions of the Chancellor's General Direction had been granted on 29 January 2007, and the faculty for the Lychgate on 5 February. The latter was conditional upon the work being executed under the direction of the Diocesan Architect, Ms. Caroline Mercer RIBA. The Clerk had sent her the necessary details and awaited approval, to enable work to begin.

Cllrs. Casdagli, Elliott and Spence were warmly thanked for clearing the area round the Lychgate, in preparation for the restoration works.

146.06 Parish Plan and Village Design Statement

The Working Party had walked round Charlton looking at potential land for development and had been surprised how many pockets of land existed. Should the industrial area cease, there was potential for fifty or sixty houses. A walk-round would also be done in Singleton, after which Mrs. McQuaid would prepare a draft document.

A Parish Action Plan Surgery was offered by Action in Rural Sussex on 28 March 2007 at Oving Village Hall. Details were passed to Cllrs. Mrs. Farman and Spence.

147.06 Finance

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

£	
Current Account	6,008.45
Petty Cash	7.91
TOTAL	6,016.36
Richmond Playground Account	1,538.72
OVERALL TOTAL	7,555.08

- (ii) Comparison of Budget with Expenditure 2006/2007 – sent with agenda (Appendix A).
 (iii) Approval of Payments - 18 January – 21 February 2007 – a Payments Schedule had been circulated with the Agenda (Appendix B).

<u>Parish Council</u>	£	
Mrs. J. E. Martin	22.09	Clerk's travel (£8.89), postage (13.20). Cq: 200132.
Singleton Village Hall	140.00	Use of Village Hall for Parish Council and Planning Committee meetings 01/01 – 31/12/2006. Cq: 200133.
The Valley Diary	50.00	Valley Diary bulletins 01/01 – 31/12/2007. Cq: 200134.
<u>Late additions to Schedule</u>		
The Chichester Diocesan Fund	100.00	Rent on Glebe Field Lease 01/10/2006 – 30/09/2007. Cq: 200135.
<u>Richmond Playground Management Committee</u>		None.

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

Clerk

- (iv) Annual Rent on Glebe Field Lease – it was **AGREED** that with effect from 1 October

2007, the annual payment of £100 be made by Standing Order. The form was duly signed by the Chairman and Cllr. Spence.

Clerk

- (v) WSCC – Bus Shelter Grants Scheme 2007/2008 – letter dated 30 January 2007. There being no call for additional bus shelters, Parish Council would not apply for a grant.
- (vi) Parish Council’s Laptop Computer – the Clerk was now experiencing serious problems with the computer and requested leave to order a replacement. On a proposal by Cllr. Elliott, seconded by Cllr. Mrs. Belton, it was **RESOLVED** that a new computer be purchased, at a minimum cost for specified requirements.
- (vii) Grant under Section 142 of the Local Government Act 1972 – Chichester and District CAB - thank you letter received, acknowledging the £50 grant made at the last meeting.

Clerk

148.06 Chairman’s Report

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

General Report:

The Chairman had attended a recent meeting of the Lavant Valley Partnership with Cllrs. Elliott and Spence and outlined business discussed.

149.06 Councillors’ Reports

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

Reports:

Cllr. Deans thanked everyone for their good wishes and support at the time of his recent bereavement.

150.06 Clerk’s Report and Correspondence

- (i) Parish Council Elections in May 2007 – a letter dated January 2007 had been received from SALC, enclosing two copies of the ‘Become a Local Councillor, Make a Difference’ campaign pack. One copy was retained by the Clerk and the other handed to the Chairman, Posters and other material would be posted wherever possible, along with other material from Chichester DC.
- (ii) Annual Parish Meeting for 2006/2007 – this would be held at 7pm, immediately before the next Parish Council meeting on 28 March 2007. Sgt. Fisk had asked PCSO Mo Pantony to return to Singleton to provide a report. Despite house-to-house flyers in previous years, attendance by local residents poor. The Chairman and Cllr. Mrs. Farman would produce posters and it would be advertised in the ‘Valley Diary’, schedules permitting. Local organisations would be invited to present reports, but it was felt that response would be limited unless there was more public support.
- (iii) WSCC – South Chichester County Local Committee – the next meeting would be held on Wednesday 28 February 2007. Posters were handed to the Chairman and Cllr. Mrs. Farman. The Parish Council’s representative had been Cllr. Norrell. His replacement would be elected at the Annual General Meeting in May, but Cllr. Mrs. Farman would attend on this occasion.

JD/SF

JD/SF

TB/JE/WS

SF

A file of correspondence and items of interest to Members was passed to the Chairman, for circulation (Appendix C).

151.06 Date of Next Meeting

The next meeting would be held on: **Wednesday 28 March 2007 in the Village Hall**, immediately after the **Annual Parish Meeting, which would begin at 7pm.**

All

Closure: The meeting closed at 9.21pm

Signed:

Chairman of the Council

CIRCULATION FILE
18 January – 21 February 2007

- 1) 'Partnership News' – January 2007.
- 2) NHS South East Coast 'Pals for Focus' – Winter 2006/2007.
- 3) 'SITA Trust News' – Winter 2006/2007.
- 4) 'Arun and Chichester Voice' – January 2007.
- 5) NALC/SLCC/DEFRA and others: Review of the Quality Town and Parish Council Scheme - letter dated 6 February 2007.
- 6) Chichester DC - Standards Committee – agenda for the meeting to be held on 27 February 2007 (Min 137.06(iv) refers.
- 7) West Sussex NHS eBulletin – Issue 5 (21 February 2007).