

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 25 JULY 2007 AT 7.30PM AT THE VILLAGE HALL

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

In attendance: District Cllr. H. Potter. No members of the public were present.

42.07 Apologies for Absence

Apologies were received from Cllrs. Mrs Farman (on holiday), County Cllr. Hall (attending South Chichester County Local Committee), PCSO Jason Lemm (redeployed on other duties for the evening), and the Clerk (close family bereavement).

43.07 Code of Conduct

- (i) Declarations of Interest – Cllr. Elliott declared a personal interest, being a member of Steering Group for Affordable Housing at The Leys.
- (ii) Chichester DC Standards Committee Agenda and Supplementary Agenda for 6 July 2007 – placed in Circulation File.

Clerk

All

44.07 Minutes

On a proposal by Cllr. Pollock, seconded by Cllr. Deans, it was unanimously **RESOLVED** that the minutes of the Parish Council meeting on 13 June 2007 be **APPROVED**. They would be duly signed as a correct record.

Clerk

45.07 Matters Arising from the Minutes

- (i) Replacement Trees at The Leys (Min. 26.07(iii)) – Mr. Jonathan Keeling, Martlet Homes' Environment Manager, was prepared to replace the three poplars with four alders during the next planting season. Cllr. Elliott had been invited to indicate his preferred species of alder.
- (ii) Procedure for Inclusion of Items on the Agenda – Cllr. Deans requested clarification as to how items of concern could be added to the agenda. The Chairman advised Members to contact the Clerk. He added that such items could not be taken as 'Any Other Business' and that Members needed adequate notice to consider items for debate (*NB. Please give the Clerk six or seven working days notice prior to each meeting*).

JE

All

46.07 PCSO Jason Lemm's Report

PCSO Lemm had been planning to attend the meeting but was called to other duties. He had promised to e.mail a report to the Clerk.

PCSO

47.07 Feedback from Steering Group Meeting for Affordable Housing on 19 July 2007

- (i) Minutes – these had been circulated to Members by e.mail on 25 July 2007 (flat copy to Cllr. Mrs. Belton). The Chairman reported that things seemed to have settled down, with any problems being dealt with as rapidly as possible by the contractors. Martlet Homes had arranged a visit to the school to highlight dangers on building sites. This had been very successful and much appreciated by the children.
- (ii) Cherry Trees at The Leys – Cllr. Elliott had complained that trees were being damaged by lorries delivering goods to the building site. Mr. Larkin had confirmed that Martlet Homes was responsible for the trees on the verges and had since asked Mr. Keeling to arrange for the cherry tree on the corner of The Leys to be trimmed, with any necessary cutting back of trees adjacent to the site entrance. Fungal growth would be treated as required. The cost would be met from Martlet's tree maintenance budget. Cllr. Elliott confirmed that he had passed Martlet Homes the names of suitable contractors, there being a necessity for low branches to be trimmed to give pedestrian clearance.

JE

- 48.07 County Councillor's Report**
Cllr. Hall was not present at the meeting
- 49.07 District Councillor's Report**
Cllr. Potter reported that:
- (i) New drainage at Town Lane – this needed adjustment, as water flows missed the first gully. He would report this to Mr. Steve Johnson at WSCC Highways. **HP**
 - (ii) 'Let's Save St. Richard's' Campaign – a further public meeting would be called, since only 350 people from 1,000 attendees had been admitted to 'The Venue'. He stressed the need for all to express their opinions. **All**
- 50.07 Planning Committee**
- (i) Planning Committee Minutes – the minutes of the meeting held on 5 July 2007 had previously been circulated (Appendix A). On a proposal by Cllr. Elliott, seconded by Cllr. Mrs. Belton, it was unanimously **RESOLVED** that the minutes be **ADOPTED**.
 - (ii) Forthcoming Applications – an application was imminent from the Weald and Downland Open Air Museum which would constitute a prejudicial interest for Trustees of the Museum, but not for Friends. **All**
 - (iii) "Planning for a Sustainable Future" – Cllr. Pollock outlined changes to 'permitted development'. **All**
 - (iv) WSCC – County Rural Strategy – Final Draft – these documents would be passed to the group working on the Parish Plan and Village Design Statement. **MP**
- 51.07 Richmond Playground**
- (i) Health and Safety – Cllr. Casdagli continued to carry out regular inspections but had found no defects. The playground was heavily used at this time of year.
 - (ii) Signposts to Playground (Min 30.07 refers) – RoSPA had advised that statistically, a child was more likely to be struck by lightning than abducted and that virtually all sexual abuse of children was by persons known to them. Children needed to know where there was a safe place to play, otherwise they would choose more dangerous locations. RoSPA supported the signage erected by Mr. Champion to both the school and playground.
 - (iii) RoSPA Play Area Safety Inspection Report – 7 June 2007 – copies forwarded to Cllr Casdagli and placed in Circulation File. The report was substantially excellent, but it had been recommended that the Matta surface be levelled in places (low risk) and metal pins removed (low/medium risk). A missing retainer bolt cap on one of the cradle seats needed replacement (low risk); the ladder on the multi-unit needed adjustment (low risk); the connecting nuts needed tightening on the flat seat swing (low risk); and some minor adjustments to the cableway (low risk). It was suggested that consideration be given to providing a second gate, in case of bullying, but this had been carefully investigated last year and considered unnecessary since the number of children using the area was fairly modest and there had been no reports of such behaviour. This would be monitored. There was a new recommendation that bird-fouling be removed using a disinfectant solution, due to concerns over Asian Bird 'Flu. Cllr. Casdagli would address these items. Although there was limited casual supervision, there were no particular concerns, since the site was overlooked by residential properties. **IC**
 - (iv) Sit-on Mower (Min. 26.07(v)) – Cllr. Pollock had discussed the possibility of buying in mowing services from 'Dignity' at The Old Rectory. Mr. Salmon had been very helpful and offered cuts for £30 each to cover wages, N.I. and fuel, on the understanding that transport was provided for the mower. Since this would present problems, Cllr. Brown undertook to look at the grass at the Glebe Field to see whether it could be included with grass-cutting on his own property. If so, the current sit-on mower would suffice for more intricate playground areas. **AB**
 - (v) Kompan Limited – Free Play Seminar at Brighton on Tuesday 17 July 2007 – letter dated 18 June 2007 forwarded to Cllr. Casdagli. He had attended a previous seminar.

52.07 Highways, Footpaths, Transport and Flood Prevention

- (i) Wooden Bus Shelter on A286 (Northbound) – a local resident had complained that the bus shelter was in a poor state of repair, especially the wall nearest the river. Cllr. Casdagli had inspected this and agreed to approach Charlton Sawmill for some wood to clad the side to half-height. The work would be done by a volunteer. **IC**
- (ii) White Rail beside River Lavant on A286 – the same resident had reported that a section of rail near the bus shelter was bent. This was known to WSCC Highways, but was low priority for attention, so was unlikely to be repaired within the next six months.
- (iii) Finger Posts at Knights Hill, Charlton (Min. 26.07(iv)) – WSCC Highways had ordered a supply of letters, but they had not yet arrived. The Clerk had asked Cllr. Mrs. Farman to provide a list of the number and dimensions of fingerposts required and the information they should carry (*now received*), to enable her to order these, free of charge, from WSCC.
- (iii) Weed Growth on A286 through Singleton – the area had been sprayed on 11 June 2007, but the wet weather had diluted this. It was due for another treatment in late May or early September.
- (iv) Traffic Management in Charlton by the ‘Fox Goes Free’ – the Chairman outlined requirements for a 20mph speed limit, as stated by WSCC Highways, together with the potential for the Parish Council being required to foot the bill. It was **AGREED** not to pursue this.
- (v) WSCC – Cocking, Graffham and Heyshott: Restricted Byway 952 Proposed Traffic Regulation Order (TRO) Consultation – letter dated 15 June 2007, advising that WSCC planned to recommend that a further TRO be made which would have the effect of prohibiting driving in or on both motorised and non-motorised vehicles. This would enable additional path furniture to be installed on the route which would more effectively prevent access by motorcycles. Whilst carriage drivers would be legally excluded if the proposed Order were made, requests by them for keys to gates on the route would be sympathetically considered. Present key arrangements with the emergency services would continue. This would be reported to the next meeting of the North Chichester County Local Committee on 11 September 2007 with the recommendation that the CLC approves the formal advertisement of the TRO. The Parish Council was invited to submit comments to WSCC by 14 August (*NB. Copies of papers from the Long Bostle Downland Preservation Society sent to Cllr. Mrs. Farman*). **SF**
- (vi) Parking on Footways – Cllr. Hope-Lang asked for the Parish Council’s view on parking on footways. It was **AGREED** that this would be pursued if the problem worsened.
- (vii) Potholes – Cllr. Mrs. Belton had reported defects to Mr. Steve Johnson, but felt that potholes had to be too deep before intervention. The Clerk would ask for a statement of policy for cases where there was no footway for pedestrians, since it was felt that in those circumstances, a footway standard was more appropriate. **Clerk**
- (viii) Parking in Grove Road – concern was expressed about parking associated with development work. Cllr. Brown would discuss this with the owner. **AB**

53.07 Lychgate Project

The metalwork section of the project was still on progress. Mr. Joe Thompson planned to start the restoration of the Lychgate woodwork next month, starting with sawing and preparing the timbers in his own workshop. He would let the Parish Council know before he started work on site. In the meantime, SITA had reimbursed £1,658, being the cost of the Lychgate roofworks and the first stage of the grant award. This had been paid into the Parish Council’s bank account.

Cllr. Elliott would speak to Mr. Macdonald to agree an area for dumping waste material, after which volunteers would again clear the area around the Lychgate. **JE**

54.07 Parish Plan and Village Design Statement

There had been no progress since the last meeting.

55.07 Performance Review of Old Council and Suggestions for the New Council

After discussion, it was **AGREED** that the Clerk be asked to prepare short summaries of the situation on Parking at Bankside; on Pilchers Path/Sheepwash Lane (behind the Cricket Field); and a list of pros and cons for pursuing Quality Council status, which could form the basis of a future agenda item.

Clerk

It was also **AGREED** to arrange the completion of works around the village pump, being the final stage of the restoration project.

WS

56.07 Finance

- (i) Bank Balances – Bank Balances as at 30 June 2007 were:

£	
Current Account	6,291.44
Petty Cash	21.11
TOTAL	6,312.55
Richmond Playground Account	1,346.72
OVERALL TOTAL	7,659.27

- (ii) Comparison of Budget with Expenditure 2007/2008 – sent with agenda (Appendix B).
- (iii) Approval of Payments - 14 June – 25 July 2007 – a Payments Schedule had been circulated with the Agenda (Appendix C).

<u>Parish Council</u>	£	
Inland Revenue	64.50	Clerk's Tax April – June 2007. Cq: 200157.
Mrs. J. E. Martin	8.89	Clerk's travel for June meeting (£8.89). Cq: 200158.
Cllr. I. Casdagli	9.69	Fuel for sit-on mower. Cq: 200159.
Chichester DC	581.00	Parish Council Election on 3 May 2007. Cq: 200160
Mr. K. Goacher	160.00	Clearing Out Village Pond. Cq: 200161.
<u>Richmond Playground</u>		
Playsafety Ltd	70.50	RoSPA Safety Inspection – June 2007. Cq: 200006.

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

Clerk

- (iv) Request to Transfer the Parish Council's Bank Accounts from the Co-operative Bank to the Bank of Ireland (Min. 37.07(iv) refers) – it was noted that the Bank of Ireland offered 5.5 % against from 1.79% the Co-operative Bank. This item would be deferred until the next meeting.

Clerk

57.07 Chairman's Report

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

General Report:

Edward James Foundation, West Dean – the Chairman had been invited to join a working group comprising three meetings, to consider the Landscape and Conservation Plan for West Dean Park.

58.07 Councillors' Reports

Items sent to Members for urgent attention not detailed above:

NALC – Training Day of the New Model Code of Conduct – Thursday 19 July 2007 at the Hilton Birmingham Metropole at a cost of £41.12 including VAT. No-one wished to attend.

Reports:

- (i) Goodwood Motor Circuit – Cllr. Casdagli reported that noise levels had been reduced.
- (ii) Action in Rural Sussex – Cllr. Pollock requested a briefing note on Action in Rural Sussex.

Clerk

59.07 Clerk's Report and Correspondence

A file of correspondence and items of interest to Members would be passed to the Chairman for circulation (Appendix D).

Review of Polling Districts, Polling Places and Polling Stations – a letter had just been received from Chichester DC advising that the Boundary Review Panel would meet shortly to submit recommendations to Chichester DC. This would be publicly advertised in October. Papers would be circulated with the September 2007 agenda.

Clerk

60.07 Date of Next Meeting

The next meeting would be held on: **Wednesday 19 September 2007 in the Village Hall at 7.30pm** not the advertised date of 12 September.

All

Closure: The meeting closed at 10pm

Signed:

Chairman of the Council

CIRCULATION FILE
14 June – 25 July 2007

- 1) Chichester DC Standards Committee Agenda and Supplementary Agenda for 6 July 2007 – see Min. 43.07(ii) above.
- 2) 'Support St. Richard's' Campaign – 'One Year On' Update – 16 June 2007.
- 3) Kent County Council – Grounds Maintenance and Related Works – letter dated 15 June 2007.
- 4) ICIS News – Summer 2007.
- 5) RoSPA Play Area Safety Inspection Report – 7 June 2007 (Min 51.07(iii) refers)
- 6) Chichester In Partnership – Small Sparks Newsletter
- 7) Portsmouth Water – Water Resources Situation in South East – letter dated 26 June 2007.
- 8) NALC 'LCR' (Local Council Review) – July 2007.
- 9) SLCC 'The Clerk' – July 2007.
- 10) SLCC – The Institute of Local Council Management – invitation to join.
- 11) 'Clerks and Councils Direct' – July 2007.
- 12) Martlet Homes – 'The Phoenix'.
- 13) Action in Rural Sussex - West Sussex Support Services Directory
- 14) 'Partnership News' – July 2007.