

SINGLETON PARISH COUNCIL

MINUTES OF A MEETING OF SINGLETON PARISH COUNCIL HELD ON WEDNESDAY 28 NOVEMBER 2007 AT 7.30PM 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.

109.07 Apologies for Absence

Apologies were received from Cllr. A. Brown (business commitment); County Cllr. M. Hall (attending the Chichester County Local Committee meeting); Cllr. H. Potter; and PCSO Jason Lemm (rest day).

110.07 Code of Conduct

Declarations of Interests – None.

111.07 Public Session

The Chairman adjourned the meeting at 7.35 pm to enable Mr. Bowers to speak.

Mr. Bowers reported that he had received a visit from PCSO Lemm to discuss issues raised at the last meeting, but felt that there had been little improvement as yet. He drew the Parish Council's attention to the Tenants' Association, which offered grants. He had also attended the recent Steering Group meeting.

The Chairman reconvened the meeting at 7.40pm.

112.07 Minutes

Cllr. Pollock requested that the words "either pre or post Planning" be added to Min. 98.07 (ii). This was **AGREED**. On a proposal by Cllr. Elliott, seconded by Cllr. Pollock, it was then unanimously **RESOLVED** that the minutes of the Parish Council meeting on 8 November 2007 be **APPROVED**. They were duly signed as a correct record.

Clerk

113.07 Matters Arising from the Minutes

- (i) Henry Smith's Charity (Min. 94.07) – Cllr. Mrs. Farman reported that monies had been allocated. Distribution would begin next week.
- (ii) Amendments to Standing Orders (Min. 97.07) – the agreed amendments had been circulated to on 16 November 2007. Cllr. Deans requested that all Members read these and that the Chairman and Parish Clerk enforce them.
- (iii) Flashing 30mph Sign (Min. 100.07(vi)) – Cllr. Elliott had been advised by WSCC that these cost £10,000. If there had been three fatal accidents, a flashing sign was provided free of charge. The A286 Chichester – Midhurst road did not qualify under this criteria. Town Lane was borderline, so Mr. Johnson would speak to the Chairman about the feasibility of a sign north of the Museum entrance.
- (iv) Chichester DC – Licensing Act 2003: Consultation on the Draft Statement of Licensing Policy 2008-2011 (Min. 104.07(i)) – the Chairman reported that whilst there were implications for the Village Hall, there were none for the Parish Council.
- (v) Finger Posts at Knights Hill, Charlton (Min. 100.07 (ii)) – the Chairman had collected the posts and letters from WSCC and was arranging for the work to be put in hand. Mr. Roger Champion and Mr. Bill Stewart would be thanked for their help with letters and final.

All

Clerk/WS

114.07 County Councillor's Report

Cllr. Hall was unable to attend the meeting.

115.07 District Councillor's Report

Cllr. Potter was unable to attend the meeting.

116.07 Affordable Housing - Steering Group Meeting

- (i) Steering Group Meeting on 14 November 2007 - minutes not yet received. The Chairman had attended, and would remind Martlet Homes to do outstanding work at the outfall. An Open Day would be held for anyone who wished to attend. The new homes at the end of Church Way were expected to be occupied in January 2008; the others in February. It had been reaffirmed at that meeting that if tenants moved from existing homes in the Parish to the new ones under H9 policy, each vacated property would be filled from the Open Register.
- (ii) Chichester & District CVS: Vibrant Villages – letter dated 13 November 2007 from Vicki Brown, Rural Community Development Worker, offering to meet the Parish Council. Passed to the Chairman.

WS

All

WS

117.07 Attendance by Goodwood Representative at Parish Council Meetings

The Chairman had received a letter dated 7 November 2007 from Mr. Nigel Draffan, Estate Director, requesting that in future, he or a representative, attend Parish Council meetings. This was **AGREED**.

Clerk

118.07 Quality Council Bid

Copy of questionnaire circulated with agenda (Appendix A). The Chairman went through this, offering Members the opportunity to comment on un-ticked items. The Clerk would proceed, with a view to submitting an application in April or May, after the production of the 2007/2008 Annual Report.

Clerk

119.07 Planning Committee

- (i) Planning Committee Minutes – the minutes of the meeting held on 22 November 2007 had previously been circulated (Appendix B). On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Spence, it was unanimously **RESOLVED** that these be **ADOPTED**. They were duly signed by the Chairman of the Planning Committee.
- (ii) Planning Committee Times – this would be placed on the agenda for the next meeting.
- (iii) SE/07/05692/TCA - since this application was from the Chairman, the Parish Council's Chairman or Vice Chairman would chair the meeting when it was discussed.

Clerk

WS/IC

120.07 Finance

- (i) Bank Balances as at 31 October 2007 – unchanged since reported at 8/11/07 meeting.
- (ii) Comparison of Budget with Expenditure 2007/2008 – sent with agenda (Appendix C).
- (iii) Approval of Payments - 9 to 28 November 2007 – a Payments Schedule had been circulated with the Agenda (Appendix D).

| <u>Parish Council</u> | £ | |
|----------------------------|--------|---|
| Mrs. J. Martin | 106.95 | First instalment each of backpay for 2007/2008 Pay Award (£11.42) and for 50 hours overtime payment for 6 months to 31 March 2007(£95.53). Cq: 200172.* |
| Mrs. J. Martin | 12.47 | Travel to 08/11/07 meeting (£11.31); postage (£1.16). Cq: 200172.* |
| <u>Late Additions</u> | | |
| None. | | |
| <u>Richmond Playground</u> | | |
| None. | | |

Following discussions at the last meeting, the Chairman and Clerk had agreed that the 2007/2008 Pay Award and back-pay for the latter half of the 2006/2007 Council Year be paid by four equal post-dated cheques dated December 2007 and January, February and March 2008. On a proposal by Cllr. Elliott, seconded by Cllr. Casdagli, it was unanimously **RESOLVED** that the above payments be **APPROVED**. The cheque was duly signed.

Clerk

- (iv) 2008/2009 Draft Budget – circulated with 8 November 2007 agenda. Cllr. Deans proposed that the Precept be increased by 7% (approx. £750) to allow for inflation and growth, and to avoid last year's situation, when a sudden large increase was necessary. Cllr. Elliott stressed the need for sufficient contingency funds for unforeseen expenditure and seconded the proposal. On a vote of 4 for and 4 against, with a casting vote by the Chairman against the

proposal, the motion was **NOT CARRIED**. Cllr. Pollock proposed a standstill Budget of £10,500, which was seconded by Cllr. Mrs. Farman. On a vote of 4 for and 4 against, with a casting vote by the Chairman for the proposal, the motion was **CARRIED**.

Clerk

It was noted that the 13 new houses at The Leys would increase the parish's Tax Base by around £400, thus reducing the share paid to the Parish Council by local Council Tax payers to maintain the Precept at £10,500.

- (v) Request for Grant under Section 137 of the Local Government Act 1972: 4Sight (West Sussex Association for the Blind) - letter dated 31 October 2007. Two people currently receiving support in the Parish. On a proposal by Cllr. Mrs. Farman, seconded by Cllr. Hope-Lang, it was **RESOLVED** on a vote of 4 for, 2 against, with 2 abstentions, that no grant be made for 2007/2008 on the grounds that there was a need for tight house-keeping this year.

Clerk

121.07 Dates of Next and Future Meetings

Scheduled meetings for the remainder of the 2007/2008 Council Year were: 16 January, 27 February and 23 April 2008. In accordance with Min. 108.07(i) it was **AGREED** that the next meeting would be held on: **Wednesday 16 January 2008 in the Village Hall at 7.30pm**, but the February and April meetings be cancelled. Instead, two meetings would be held on 26 March 2008: the Annual Parish (Electors') Meeting at 7pm, followed by an ordinary Parish Council meeting.

All

The Clerk had compiled a list of dates for the 2008/2009 Council Year, to accommodate the reduced number of meetings. These were unanimously **AGREED** as: 21 May (AGM), 23 July, 1 October (pre-Budget), 26 November (Budget setting) 2008; 14 January; and 25 March 2009 (plus Annual Parish Meeting for Electors). A list would be circulated to all.

Closure: The meeting closed at 9.10pm

Signed:

Chairman of the Council