



# Fittleworth Parish Council

## Minutes of the Parish Council Meeting held on 21st November 2016 at 7.00pm in the Pavilion Building.

**Present:** Chris Welfare (CW) Chairman, Shelagh Morgan (SM), Mike Allin (MA), Alison Welterveden (AW), Mick Foote (MF), Robin Dunstan (RD), David Brittain (DB), Tony Broughton (TB).

**In Attendance:** Hannah Hails (Clerk), WSCC/CDC Cllr Janet Duncton (JD)

### Members of public:

**1. Apologies for absence : None**

**Action by**

**2. Minutes of the last meeting and matters arising**

Minutes of the previous meeting, held on 17<sup>th</sup> October 2016 were approved and signed by the chairman as being a correct record of events.

We still needed to write to the seven houses along the Terrace about parking cars on the pavement opposite. CW to write; RD will deliver.

**CW / RD**

**3. Public Questions**

There were no public questions.

**4. County and District Councillor's Reports**

#### District

Community Land Trust – reminded that this can be a viable route for achieving affordable housing. Use of the approach is not limited to building houses; it has also been used for managing the purchase and refurbishment of a village pub.

#### County

JD said that there is help available for carers in the community who need support.

Children starting school next September will need to register by 15 January 2017.

West Sussex Schools badly under funded by government by some £400 per head in some cases. County are pushing to get more.

A27 Meeting this week

Rural services Network trying to get a fairer deal for rural areas.

Serious fire in Bognor Regis over the weekend. Fire Service did a great job.

A285 (often cited as the most dangerous road in England); grant of up to £1 million available to pay for safety improvements.

## 5. Declaration by Council members of personal or prejudicial interest

There were none.

## 6. Items for discussion

### a) Co Option of Councillor

After Frank Boait's resignation there was now a vacancy. CW had received an expression of interest from a village resident; he had asked them to email us more information. If this looked promising, CW and SM would meet him.

**CW/SM**

### b) Election of Rev'd Colin Datchler to Fittleworth Relief of Sickness Fund.

Colin Datchler had asked that the Council propose his election as a trustee for this charity. The Council agreed, but would like to see more information about the charity.

**CW**

### c) Budget 2017/2018

#### Income and expenditure still to come 2016/2017

*The clerk had previously circulated an income and expenditure list for the remainder of the current financial year. CW read through this and there were some amendments as follows:*

- The fitting of the new gates on the recreation had been omitted from the expenditure. MA confirmed the cost of fitting as £380.00 which was not inclusive of VAT. He also suggested adding approx. £150 for ironmongery and cement. **Clerk**
- Grasstex amount did not allow for some of what we had already paid so this figure should be amended to £1500.00. SM suggested the clerk should contact Grasstex and get them to give a detailed run down of exactly what was left to do between Dec & March. **Clerk**
- Operation Watershed grants should be separated into 2 amounts as we have received the first grant of £3122 but not the rest and the 2<sup>nd</sup> grant of £2500 should appear in income still to come Dec - Mar. It was agreed that MA should instruct the contractor to make a start on the works asap. **Clerk**  
**MA**
- Bowls Club toilet roof repairs of £1500 should be added to expenditure still to come Dec - Mar. **Clerk**

#### Budget 2017/2018 Discussions

The clerk had previously circulated the proposed budget and explanatory notes to the council. Comments and amendments as follows:

**Clerk**

- It was discovered that the actual column for 2015/2016 was incorrect, Clerk to correct when doing amendments.
- It was decided to remove any VAT incoming or outgoing from the budget as this is claimed back.

**Clerk**

### **Income**

- **Precept** – A provisional amount of £18,500 was to be used in the draft budget. To be confirmed at the December meeting.
- **Pavilion Licence Fee** – Licence fee is £3600 per annum (paid quarterly) which was last reviewed in January 2015. Next review January 2017. CW asked the clerk to obtain a copy of the sports club's accounts but didn't think the council should raise the licence fee in Jan 2017.

**Clerk**

- **Rents**

We receive rents from the following:

Bowling Club     £25

Rifle Club         £25

Scouts & Guides £25

- **Grants**

£3000 Neighbourhood plan grant

### **Expenditure**

- **Donations & Grants**

**Clerk**

The council had previously donated £1000 to different organisations. Clerk to circulate a list of the donations to be made in January for finalisation in the December meeting. A donation of £3000 was agreed for the village shop.

- **Pavilion & Bowls Building (Maintenance)**

It was agreed that we should set aside £2500 for maintenance on the pavilion and £1500 for repairs to the bowls club toilet roof.

After discussion, it was decided it would be better to remove Hesworth common from the budget calculations as the various grants they receive can only be spent on certain things on the common and any monies they have in their account is only to be used for works on Hesworth common. There should be approx. £1000 set aside for Hesworth from the council's budget to pay for things that are not covered by the Hesworth grants.

**Clerk**

- **Recreation Ground**

It was agreed that we should ask Grasstex to quote for the coming year in January to confirm any price increases. An amount of £4500 was agreed, allowing for a small price increase.

An amount of £1000 was agreed to budget for any maintenance.

- **Playground**

Agreed that RoSPA inspection and repairs to the flooring should be carried out in the interim whilst waiting on the decision on planning permission for the shop. An amount of £300 was agreed. It was agreed that the £1500 obtained by the sports club for netting around the playground should be kept and used towards netting for the new playground and the 2018/2019 budget should include the parish council's matching contribution of £1500. Clerk to ask Mike Stanbridge to check if there is a cut off period for spending the grant and inform him of the above decision.

**Clerk**

- **Village Maintenance**

It was agreed to put aside £200 for bus shelter maintenance and £400 to allow for repairs to the millennium arch plus £100 for benches. An amount of £500 was agreed to hire local contractors to do minor maintenance work such as clearing footpaths.

**Clerk**

Bollards on Lower Street to stop people parking on the pavement, amount to be decided at December meeting. Clerk to look in to whether or not we can obtain a grant for this

- **Administration Fees**

Agreed at £500

- **Clerks Salary**

£8000 estimated to cover wages, admin costs and additional hours to comply with transparency rules, plus contributions to the Local Government Pension Fund.

- **Clerks Expenses**

These are minimal and ad hoc since opening a Viking Account for stationery costs, the previous year shows only £72 being claimed so this figure was rounded up to £100 for the 2017/2018 budget.

**Clerk/MA**

- **Insurance**

We have agreed a further 3-year agreement with Aviva which means insurance price will be £2220.17. Renewable in 2018.

- **Website**

Annual charge of £315 for the new website and domain name

- **Litter Bin Collection**

To be amended to £300

- **Neighbourhood Plan**

It was agreed to put a figure in for the likely cost of a referendum (October 2017, on current plans) but also show in income that we should be able to get a grant to cover the cost. An amount of £3000 in grants under income and £3500 under expenditure was agreed.

- **Strategic Plan**

Nominal cost for printing leaflets £50

*\*The Council recognised that the current figures do show that expenditure would exceed income in 2017/18 and that we would be eating into the reserve funds. Although not all the items budgeted for will be spent and the actual spend is always lower than what was budgeted for, Clerk should find out what similar size villages are requesting for their precept so we can work out cost per resident and if we are above or below average\**

**Clerk**

## 7. Planning – Status of recent applications

Reference	Address	Date Received	Comments Received
SDNP/16/05055 /TCA	The Mill House, Lower Street, Fittleworth, RH20 1EP  Fell 6 x Leyland Cypress Trees	17 <sup>th</sup> October 2016	No Objections
SDNP/16/05108 /HOUS	Tyche, Lower Street, Fittleworth, RH20 1EJ  2 Storey extension rear and side plus replacement garage	20 <sup>th</sup> October 2016	No Objections (renewal of previously granted permission)
SDNP/16/03641 /HOUS	Torwood, Limbourne Lane, Fittleworth, RH20 1HR  Single and 2 storey extension plus alterations	21 <sup>st</sup> October 2016	No Objections (height had been reduced)

SDNP/16/05214 /HOUS	42 Greatpin Croft, Fittleworth, RH20 1HY  Single Storey Side extension	10 <sup>th</sup> November 2016	No Objections
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Applications recently received:

**MA / DB**

- Broad Halfpenny – a major proposal involving the demolition of the existing property and construction of a new one. MA and DB to visit
- Little Cottage, Coates Lane – proposed log store

## 8. Correspondence

The Clerk had previously circulated a list of correspondence, there were no issues arising from this.

CW drew the Council's attention to the communications from Bury and Wisborough Green about their Neighbourhood Plans.

## 9. Finance

- The following invoices/expenses were approved for payment in October:

17.10.16	Paul Duffell		30
17.10.16	Mike Allin		14.94
17.10.16	Viking		64.76
17.10.16	PKF Littlejohn		240.00
17.10.16	Play Inspection Company		12.50
17.10.16	Grasstex		848.28
17.10.16	NALC		61.99
17.10.16	SSALC		66.00
	<b>TOTAL INVOICES</b>		<b>£1338.47</b>

- Update on Income and expenditure

*Account Balances as @ 15<sup>th</sup> November 2016*

Current	£4,619.46
Reserve	£17,749.57

Birchwalks Wood	£5,421.47
Hesworth Common	£6,193.79
Youth	£1,000.00

- Any other financial issues

A cheque for £3122 had been received for the first Operation Watershed grant.

## **10 Items for inclusion on the December agenda.**

- Co-option of one more Councillor
- Finalising Budget/Precept/Donations
- Scout Hut Lease
- Rev'd Colin Datchler's Election to Relief of Sickness Fund
- Neighbourhood Plan
- Village Shop

## **11 Date of next meeting**

Monday 12<sup>th</sup> December 2016 at 7.00pm in the Pavilion Building.

The Chairman thanked everyone for attending and the meeting was closed at 9.57pm