



Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 16th January 2017 at 7.00pm in the Pavilion Building.

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

In Attendance:

Members of public: Ian Latimer, Mike Stanbridge (MS), Chris O'Callaghan (CO)

Action by

1. Apologies for absence: Hannah Hails (Clerk), Tony Broughton (TB) Janet Duncton (JD)

2. Minutes of the last meeting and matters arising

Minutes of the previous meeting, held on 12th December 2016 were approved and signed by the chairman as being a correct record of events.

3. Public Questions

Ian Latimer mentioned the heavy traffic in School Lane and wondered if anything could be done about it. CW pointed out that whereas there is an 'unsuitable for HGVs' sign at the top of Lower Street, this is not the case at the top of School Lane, which offers a way for HGVs to reach Lower Street going south. FTAG are active in the village to try to spot and discourage speeding. AW said that traffic in the village is a subject that should be considered in the strategic plan as this is a major area of concern.

4. County and District Councillor's Reports

JD was not present but had previously emailed an annual report which had been circulated to all councillors.

DB suggested posting a copy of this report on the website.

Clerk

5. Declaration by Council members of personal or prejudicial interest

AW said that as the village shop was being discussed she should mention that some members of the parish council are also members of the village shop committee; this should be minuted.

6. Update on on-going matters not covered elsewhere

Meetings

26th January 2017 7pm Friends Meeting House, Priory Road, Chichester, Paris Climate Change Agreement – this was being publicised by Sarah Sharp, a CDC councillor

31st January 2017 - Introduction to Social Media SSALC – Sackville House Lewes. 9.15 am – 12.30 pm – Fully subscribed. AW was on the waiting list

3rd Feb 2017 – Farmer and Landowner breakfast – MA planned to attend with Hazel Barkworth.

27th February -SDNP Volunteers Network 11am to 1pm at Midhurst – MA to attend.

28th February 2017, Rural Health Conference, 11am to 4pm, London

30th March 2017, SSALC West Sussex Spring Conference, 9.30am Lodge Hill Centre – DB to attend

Miscellaneous

MA asked about the email received (8th October 2016) from South Downs about land allocation, which mentioned gypsy and traveller sites, and asked for responses by 9th January. CW had reviewed this, and thought the only aspect which affected Fittleworth were the changes to the SHLAA, which now reflected what we had assumed in our Neighbourhood Plan. He took the view that we had not needed to make a response.

MA reported that another car was parking on the pavement opposite The Terrace so we need to revert to the original plan which was to write a letter and circulate to all 7 houses on, and close to, The Terrace.

Items for discussion

7. Co-option of new councillor

Chris O' Callaghan (CO) had expressed an interest in becoming a councillor. CW & SM had met and talked to CO and felt he would be a very good candidate. CO introduced himself and was then asked to leave the room while the council discussed his application. All voted in favour of co-opting him as a councillor. CO was invited back in to the room and took a seat at the table.

Neighbourhood Plan

A steering group meeting had taken place on 2nd January. The group had taken the view that the current draft did not altogether reflect the priorities of the village, and that there was too much background detail in some areas. An amended copy was drafted and submitted but no response has yet been received from South Downs. CW circulated this amended version to all councillors. DB asked about extensions to existing dwellings; does South Downs support the policy defined in FITT6? SM thought so, but this would only be determined as the local plan was further refined.

Village Shop

The planning application had been submitted and was now being considered in the usual way. Plans would be displayed in the village hall and on a noticeboard erected by the playground for people to view. AW and MF had asked to meet the Village Hall committee at their meeting on 19th January to seek their support for the project. A planning committee meeting was being arranged in the village hall meeting room, which members of the public could attend. Quotes were being obtained for the new playground. Funding options are being researched. One of the next steps would be to work out the details of the share prospectus.

CW spoke about the Recreation Ground charity trustee meetings which had taken place. He explained that all parish councillors automatically become trustees of the charity; a meeting would take place at the end of the parish council meeting.

Standing Order Review

DB & CW had met to discuss this, working from the basis of the standard NALC version, and the amended version being used by Petworth Town Council. An edited version was sent to the clerk to amend and recirculate (by 6th February) for discussion and approval. CW felt that although the standing orders seemed very pedantic and long winded it was useful to have such a framework in case of disputes.

CW/DB/Clerk

Fittleworth Scout & Guide Lease

The Scouts Association was meeting in the new year to discuss. No response as yet; Clerk to chase a response so that this can be progressed.

Clerk

Strategic Plan

CW had asked for views in the village magazine but had only received one response. AW handed round copies of her initial draft. She outlined what she thought we should be focusing on over the next 5 years. Objectives suggested were Traffic Safety/Calming Measures; Neighbourhood Plan; the management of Hesworth Common – advertising working days better within the village to attract villagers to help; Village Shop; Improving village maintenance. These should be reviewed annually. DB suggested adding community resilience planning and a good neighbour scheme, adding that the village shop would play a key part in that. CO had noted that it could be hard for emergency services to find addresses within the village. SM thought we should present our strategic plan at the Annual Parish Meeting, having given villagers a chance to have some input before then. AW asked for feedback from councillors prior to the next meeting.

ALL

RD felt that he was not “in the loop” when it came to working party groups and felt he was unable to answer villagers’ questions when it came to certain topics. CW said that the same papers on every topic were sent out to all councillors; RD should seek more information from those involved with particular topics if he felt he needed to.

Sports Club Lease

Rent currently £3600 per year payable in 4 x £900 instalments. A copy of the sports club annual accounts was received from MS. A profit of nearly £5000 was recorded for the year 2015/16. MF asked if the council should be increasing the rent annually by a certain percentage. SM agreed that as our only income comes from the precept and the sports club rent that this should be considered. RD said that in previous years the sports club had been

running at a loss so rather than penalizing the club for its first year of success we help it to continue to be a success for another 2 years by keeping the rent at the same level and consider increasing the rent at the next review. Councillors agreed with RD and decided not to increase the rent. Next review January 2019 which is when the lease ends.

8. Planning – Status of recent applications

| Reference | Address | Date Received | Comments Received |
|---------------------|---|---------------|-------------------|
| SDNP/16/00132/LIS | The Old Rectory, Upper Street RH2 1HU | 13/12/16 | No |
| SDNP/15/06418/HO US | 42 Greatpin Croft, Lower Street, RH20 1HY Single Storey Extension at the rear. | 10/11/16 | No |

Applications recently received/Additional Comments:

The village shop planning application had been submitted. MA suggested marking out with posts exactly where the playground will be and putting up a board with the plans so that everyone in the village gets a chance to see them. MF/AW will do this. CO suggested handing out a leaflet via the school. MF agreed that lots of notices around the village would be the best course of action to keep everyone aware. AW advised that the information had gone out on the website, social media as well as the parish magazine and would be displayed inside the village hall. SM suggested putting notices up in the pub and the sports club. MF read out an excerpt from the planning committee at Milland which he felt was a good response in similar circumstances – the parish council had started the shop initiative, but it was taken forward by a separate body. MA thought the planning committee meeting to discuss the shop should be held in public prior to the comments expiry date (3rd February) to finalise the response from the council which should represent the overall opinion of its residents. It was agreed that the meeting should be arranged for Tuesday 31st January at 7 pm to be held in the Bradley Williams room inside the village hall. *(Clerk’s note: because the room was not available on that date, and no suitable alternative could be found, the meeting date was subsequently changed to 2nd February, at 7 pm).*

MF / AW

CW

9. Correspondence

The Clerk had previously circulated a list of correspondence; there were no issues arising from this. It was thought that the Draft West Sussex / South Downs Joint Minerals Local Plan had been, or was about to be, published. We should look out for this.

10. Finance

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

| | | | |
|----------|--------------------------|-------------------|-------------------|
| 12.12.16 | Grasstex | Grass Cutting | 624.24 |
| 12.12.16 | Hampshire Environmental | Asbestos Testing | 48.00 |
| 12.12.16 | WSCC | Clerks Wages | 556.68 |
| 12.12.16 | Viking | Stationery | 179.78 |
| 12.12.16 | Mike Allin | Expenses | 201.17 |
| 19.12.16 | WSCC | Clerks Wages | 556.68 |
| 19.12.16 | Fittleworth Village Shop | External Donation | 15,000 |
| 19.12.16 | Peter Jupp | Rec. Gate Fitting | 360.00 |
| 19.12.16 | WSCC | Clerks Wages | 556.68 |
| | TOTAL INVOICES | | £18,083.23 |

MF queried the apparent payment of three sets of Clerk's Wages in December; the Clerk should provide an explanation in due course.

Clerk

- Update on Income and expenditure

Account Balances as @ 9th January 2017

| | |
|-----------------|------------|
| Current | £ 5,552.93 |
| Reserve | £17,750.00 |
| Birchwalks Wood | £ 5,421.83 |
| Hesworth Common | £ 6,124.90 |
| Youth | £ 1,000.00 |

- Any other financial issues

11. Health and Safety

CW would revise the list and recirculate.

Clerk/CW

12. Working Group Reports

Communications/Community

Nothing to report

Crime Prevention

DB drew the Council's attention to the proposal to increase the police precept by an amount equivalent to about £5 per household. This would enable the recruitment of 100 more officers. There was no mention of cybercrime.

Hesworth Common/Birchwalks Wood

The leaning tree near the car park entrance is still to come down. MA to contact Arboreal Excellence to see if they can undertake the work. MA spoke to Dan Cornell (South Downs) to draw up plans for Hesworth for the coming year. Dan was to provide some saplings to be planted by the bog area (at the bottom of the slope below the swing). Re-siting of the sign in the car park to be arranged; prices for seats being gathered. Next working day 30th April. Management meeting 3rd April.

MA

Maintenance

Bowls club toilet roof; MA had received a quote of £1356 for a felt roof. He thought this was expensive, and was waiting for a further quote.

MA

MA spoke to the new owner of The Swan who wants to have the south side of the arch lit and will cover the cost. This is something that can be done when the repairs to the arch are done later in the year.

Highways and Footpaths

Date for works in School Lane still to be confirmed but we hoped it would be in late January / early February.

DB had reported the nuisance of mud on the road caused by lorries leaving the Little Bognor quarry and had received a helpful response from WSCC.

RD mentioned that after the footpath was ceased at Warren Barn, Bedham because it passed directly in front of a resident's house, the owner has experienced some vandalism to their gates. We strongly recommended that the resident report this to the police.

The severe pothole which appeared outside Ambersham House in Lower St over the weekend of 14th/15th January was filled late on 16th January.

AW / MF

Village Hall

Committee due to meet on 19th January. CW could not attend. AW and MF were hoping to be there to seek the committee's support for the shop / playground plans.

13. Items for inclusion on the February agenda.

- Neighbourhood Plan
- Village Shop
- Standing Order Review
- Strategic Plan
- Fittleworth Scout Lease

14. Date of next meeting

Monday 20th February 2017 at 7.00pm in the Pavilion Building.

The Chairman thanked everyone for attending and the meeting was closed at 9.56pm