



# Fittleworth Parish Council

## Minutes of the Parish Council Meeting held on 24<sup>th</sup> April 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), Tony Broughton (TB), Chris O'Callaghan (CO).

**In Attendance:** Janet Duncton (JD) (WSCC/CDC)

**Members of public:** Adrian Webb

**1. Apologies for absence:** Robin Dunstan (RD), Hannah Hails (Clerk)

**Action  
by**

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

Minutes of the previous meeting, held on 20 March 2017, had been circulated on the afternoon of 24<sup>th</sup> April. Not all councillors had seen them before the meeting and it was therefore agreed they should be included for consideration and signing on the agenda for the May meeting. The following items were raised:

Paragraph 7 Health and safety audit forms have not been circulated to councillors.

**Clerk**

Paragraph 8 Mike Allin is actioned to write to the Tree Officer – not Mick Foote.

**MA**

Paragraph 8 Planning applications - there is some discrepancy between the comments noted in the minutes and those recorded on the SDNPA website for a number of applications. Clarification is needed on the process to ensure the council's comments are being properly recorded.

**CW /  
Clerk**

Paragraph 9 The email relating to public rights of way is still to be circulated to councillors.

**Clerk**

**3. Public Questions**

Adrian Webb asked if any safety checks were undertaken by the parish council on the rope swings on Hesworth Common and for clarification on who is liable if someone is hurt whilst using one of these swings.

There are a number of swings located across the common and it was agreed that they are very popular. No safety checks are carried out by the parish council and no action taken to remove any. MF will draft a letter to the council's insurers seeking clarification of any cover provided in the event of a claim for injury.

**MF/Clerk**

AW had been contacted by the Sussex Local publication who had invited the council to let them have details of any events in Fittleworth. She will pass on any information she receives.

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

JD encouraged councillors to consider putting themselves forward to be a representative on the South Downs National Park Authority.

JD responded to MF's request for assistance in having the barriers removed which are currently in place near to the bridge. The annual Garden Trail is being held on 30<sup>th</sup> April/1<sup>st</sup> May and we would very much like the barriers removed before that weekend. Efforts are being made to ensure the village is looking its best. JD assured the council she would contact the relevant individual in the Highways Department.

**JD**

JD will send CW the list of forthcoming work on the highway and planned road closures.

**JD**

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

There were none.

#### **6. Update on on-going matters not covered elsewhere**

##### ***Meetings***

**28<sup>th</sup> March - NE/NW Community Forum** - CW had attended. The meeting had been focused on neighbourhood plans, with speakers from SDNPA.

**5<sup>th</sup> April – All Parishes Meeting** - DB had attended. The items covered had includes business rates, consultation on the recent Housing White Paper, funding for neighbourhood plans and proposals for responsibility for integrated social care.

**10<sup>th</sup> April – Petworth Skate Park** – a letter asking for support for the project had been circulated to all councilors. It is understood that planning approval has been obtained and it is not therefore clear what support is needed. A response will be sent asking for more information.

**Clerk**

**4<sup>th</sup> May – Health and Safety Training** – this is over-subscribed. If another event is held we will try to ensure that at least one councillor attends.

**5<sup>th</sup> May – Topics for discussion with the Chief Constable** – there are no items specific to Fittleworth to be raised.

**26<sup>th</sup> May – Bat Awareness Course**

**30<sup>th</sup> and 31<sup>st</sup> May – CEVAS Course**

#### **7. Items for discussion**

##### **Fittleworth and District Association**

The Association had written to the council with a suggestion that the council purchases a narrow strip of land along the north side of Upper Street in order to ensure that any possible development on the north of the A283 does not front on to the roadway.

Councillors understood the concerns expressed by the Association but it was agreed that it is not the role of the parish council to purchase land for the purpose of guarding against possible future planning scenarios. The council will continue to monitor all applications for development through the production of the Neighbourhood Plan and the consultation process on all planning applications.

The Association had also suggested that the council considers increasing the precept to enable a significant contribution to be made towards the costs of providing a community shop. CW advised that the council has already made a commitment of £3,000 to the project and it was agreed that consideration would be given to a further contribution when the 2017/18 budget is discussed at the November meeting. AW assured Adrian Webb who was present at the meeting that the members of the shop committee are confident that sources of funding are available from other sources for this project.

### **Neighbourhood Plan**

The Habitat Regulations Assessment has been completed and the report received. The draft plan is being reviewed by an officer of the SDNPA to ensure it complies with the requirements of the assessment.

The Strategic Environment Assessment is due to be completed by 19<sup>th</sup> May.

Professional assistance is now required for the design and production of the document. The draft budget of £2,900 was approved. Applications for grant funding for all these items will be submitted.

The proposed timetable to take the plan to referendum is as follows:

- Any changes required in the text as a result of the assessments will be done by early June.
- Decisions on the design and inclusion of maps and photographs will be done by early June.
- Draft plan to be considered for approval by the parish council on 19 June 2017. The draft approved will be the 'pre-submission version'.
- A 6 week consultation period will enable residents and all interested parties to make comments on the pre-submission version.
- All comments received will be recorded with a note on how each has been addressed.
- The revised pre-submission version will be submitted to the SDNPA for a further 6 week consultation period.
- Following the second consultation the plan will be submitted to the Independent Examiner.
- Following approval from the Independent Examiner the process can proceed to Referendum. It is anticipated that this will be in January/February 2018.

### **Village Shop and Playground**

No response has yet been received from the Charity Commission regarding the application to change the objectives of the charity.

AW circulated a funding plan for the playground with targeted sources being the parish council, donations, fundraising and grants. Three contractors have been invited to submit costed proposals.

Applications for grants are ongoing. An investor pack is being prepared to go out in May/June. This will be followed by details of the share option. A number of fundraising events are being organized. These will take place over the next 12 months.

The application to open a NatWest bank account for the recreation ground charity is ongoing. CW will circulate the documents requiring signature. **CW**

The next part of the proceedings was convened as a meeting of the Recreation Ground charity trustees.

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the **Bank**) in accordance with the mandate sent to us and that:

- The individuals identified as **authorised signatories** may, in accordance with the **signing rules**, sign cheques and give instructions for Standing Orders, Direct Debits, Electronic Payments, Banker's Drafts and other payments on the accounts even if it causes an account to be overdrawn or exceed any limit.
- Any **authorised signatory** may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same **signing rules** and **authorised signatories**; closing accounts; or other banking services or products.
- The Bank may accept instructions that do not have an original written authorised signature provided the Bank is satisfied that the instruction is genuine and subject to any other agreement the Bank may require for those instructions.
- The organisation will provide to the Bank a copy of its constitution and any amendment to the constitution, certified as correct by the Secretary.
- This mandate will continue until the organisation gives the Bank a replacement mandate

The meeting of the trustees was then closed.

AW confirmed that the members of the Shop Committee had agreed that the legal costs relating to the lease between the parish council and the shop will be borne by the shop project.

### **Annual Village Meeting**

The Annual Village Meeting will be held on 18<sup>th</sup> May at 7.30 pm in the village hall. Items on the agenda will include the strategic plan, the Neighbourhood Plan and the village shop.

### **Proposal for Dog Fete**

A request had been received from Emma Mitchell to hold an event on the recreation ground. It was agreed that further information is required including the proposed date and confirmation that the funds raised will be for charity. The idea of holding car boot sales on the recreation ground had also been suggested. It was agreed that the restrictions on the use of the recreation ground will not allow for this activity. CW to write to Ms Mitchell. **CW**

## **8. Planning – Status of recent applications**

### **NEW APPLICATIONS**

REFERENCE	DETAILS	RECV'D	REPLY BY
SDNP/17/01554/FUL	Land @ Withies Cottage, School Lane, Fittleworth  Erection of 1 detached property and associated parking	12/4/17	5/5/17

MA had visited the site. He raised concerns about a mulberry tree which is too near to the boundary of the proposed building and the restricted sight lines along School Lane. He will contact the Planning Officer to request a meeting on site.

## SDNP – AWAITING DECISION

REFERENCE	DETAILS	RECV'D	FPC RESPONSE
SDNP/16/03641/HOUS	Torwood, Limbourne Lane, Fittleworth, RH20 1HR Single and 2 storey extension plus alterations	21/10/16	<b>No Objections (Height had been reduced)</b>
SDNP/16/05684/HOUS	Riverhill Lodge, Fitzleroi Lane, Fittleworth, RH20 1JY  Replacement of existing flat roof with pitched zinc roof and roof lights	16/12/16	<b>No Objections</b>
SDNP/17/00459/HOUS	Amen Farm, Amen Lane, Fittleworth, RH20 1JN  Demolition of existing pigsties and construction of annex for co generational living within the boundary of existing property	09.02.17	No Objections as long as the new dwelling is not sold off as a separate entity to the main property
SDNP/17/00623/HOUS & SDNP/17/00624/LIS	Wheelwrights , Bedham Lane, Fittleworth  Proposed Conservatory	17.2.17	Object – Concerns over modern design of conservatory
SDNP/17/00980/CND	Coal Yard, School Lane Fittleworth  Variation of condition 1 from planning permission SDNP/14/02892/FUL	14.03.17	No Objections  Have not received confirmation that the

	Amendments to plans to include alterations to car barn , bin store and levels		reserved matters within the S106 have been addressed
SDNP/17/01116/FUL	Fitzleroi Farm, Fitzleroi Lane Fittleworth  Proposed new grain store and secure fertilizer building	14.03.17	Object, the increased visual intrusion of this building on the current landscape
SDNP/17/01166/LDP	The Barn House, Tripp Hill , Fittleworth, RH20 1ER  Extension and infill of existing loggia to form living room and associated works	14.03.17	No Objections

## SDNP – DECISIONS

REFERENCE	DETAILS	FPC RESPONSE	SDNP DECISION
SDNP/16/03472/LIS	Coates Farmhouse,RH20 1ES  Replace and repair Windows	<b>No Objections</b>	<b>Approved</b>
SDNP/17/0079/FUL	Fittleworth Community Shop, School Lane, Fittleworth  New community shop & cafe building and alterations to existing childrens playground.	<b>No Objections</b>	<b>Approved</b>
SDNP/17/00577/TCA	Mill House, Lower Street, Fittleworth, RH20 1EP  Notification of intention to fell 2 no. Elm Trees	<b>No Objections</b>	<b>Approved</b>

SDNP/17/000955/HOUS & SDNP/17/00956/LIS	Coates Farmhouse, Coates Lane, RH20 1ES	<b>No Objections</b>	<b>Approved</b>
SDNP/16/04834/FUL	Broad Halfpenny  Demolition of existing property replacing with new.	<b>Object; not in keeping with the surrounding architecture</b>	<b>Withdrawn</b>

## 9. Correspondence

The Clerk had previously circulated a list of correspondence; the letter from SSALC relating to governance and accountability should be considered together with the revised standing orders.

## 10. Finance

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

20.03.2017	Paul Duffell	Litter picking	£30
20.03.2017	Fittleworth Village Hall	Room Hire	£187
20.03.2017	WSCC (Jan & Feb)	Clerks wages	£556.68 x 2
20.03.2017	J C Allfrey & Co Ltd	Operation Watershed works on School Lane	£2,740.80
20.03.2017	Arboricultural Excellence	Hesworth Common	£1,608.00
31.03.2017	CDC	Litter and Dog Bin Annual Charge	£604.03
<b>Total</b>			

### Update on Income and expenditure

#### *Account Balances as @ 18<sup>th</sup> March 2017*

Current	£10,208.08
Reserve	£17,750.45
Birchwalks Wood	£ 5,421.88
Hesworth Common	£ 6,124.90
Youth	£ 1,000.00

- Any other financial issues

The Clerk reported that the end of year financial return forms have been received from Littlejohn's and all documentation is now with the auditor being audited ready to send. She has started to prepare the clerk's annual financial report.

VAT return being done for the financial year 2016/2017

MF had identified a number of errors on the financial spread sheet. He will discuss these with the Clerk.

**MF/Clerk**

## **11. Health and Safety**

Nothing to report

## **12. Working Group Reports**

### Communications/Community

Nothing to report

### Crime Prevention

There have been no further reports relating to crime, theft and vandalism to vehicles in our locality.

### Hesworth Common/Birchwalks Wood

MA reported that 3 young people had camped on the common for 3 nights. He had spoken to them on the third evening and advised them that camping and the lighting of fires was not allowed. They had left the following day but left a mess which he had cleared up.

There had been a productive working day on 23<sup>rd</sup> April with 8 Worthing volunteers and 3 villagers.

Next working day 20<sup>th</sup> August. Management meeting 9<sup>th</sup> October.

The cubs and scouts will be clearing an area and planting trees in Birchwalks Wood on 11<sup>th</sup> June.

### Maintenance

The drains on School Lane including those under the Social Club will be inspected with the use of a camera on 27<sup>th</sup> April.

All the asbestos from the roof of the bowls club has been disposed of in the proper manner.

CW thanked all those who helped with the litter-pick on 22<sup>nd</sup>/23<sup>rd</sup> April in readiness for the Garden Trail.

The gents' WC in the Social Club requires attention.

### Highways and Footpaths

DB reported the poor state of some of the footpaths in the NW of the parish – particularly where landowners had not reinstated paths following planting.

**CW**

### Village Hall



CW had attended the last meeting. He reported that an on-line booking system is to be introduced.

Policy Review Group

SSALC have produced a number of model policies. It was agreed that the council's current policies should be reviewed and adopted with a regular review programme implemented.

**13. Items for inclusion on the May agenda**

- Matters arising from the Annual Village Meeting
- Standing Order Review
- Neighbourhood Plan
- Village Shop and Playground
- Strategic Plan

**14. Date of next meeting**

Monday 22<sup>nd</sup> May 2017 at 7.00 pm in the Pavillion Building

The Chairman thanked everyone for attending and the meeting was closed at 10.00 pm

