Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 19th June 2017 at 7.00pm in the Pavilion Building.

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

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

Members of public: Paul Reed, Glyn Jones, Mike Stanbridge

Action by

1. Apologies for absence: Mike Allin, Chris O'Callaghan, Tony Broughton.

2. Minutes of the last meeting and matters arising

Minutes of the previous meeting, held on 22nd May 2017 were approved and signed.

There were no matters arising.

3. Public Questions

Paul Reed asked for clarification on the work planned on the parking areas on Sandy Lane. It was confirmed that this only involves the clearance of overgrown vegetation.

Following a discussion on the overgrown state of some footpaths it was agreed that MF will send a note to WSCC asking for information on when they will be cutting the vegetation. He will also send a letter to local farmers asking them to ensure that any paths across their land are kept clear. Particular paths which have already been identified as requiring urgent attention are the path from The Fleet to Churchwood and the paths across the field opposite The Swan. An item will be posted on social media inviting residents to inform the council of any other paths needing attention. Subject to the response from WSCC it may be necessary for the Parish Council to arrange for Grasstex to carry out work on the worst areas to ensure that they can be used during the summer months.

MF/Clerk

AW

4. District/County Councillor Reports

Councillor Janet Duncton was pleased to hear about the progress on the shop project.

MF thanked her for arranging for the removal of the barriers on the bridge prior to the Garden Trail Weekend.

5. Declaration by Council members of personal or prejudicial interest

There were none.

6. Update on on-going matters not covered elsewhere

Meetings

19th June – CLC Meeting – will be held at Rogate. CW will attend

20th September – All parishes meeting – SM will attend. One more councillor is able to attend

28th September – SSALC Chair's Networking Day – CW will attend

Miscellaneous

It was noted that the drainage survey work had been completed and signed off. A video showing the root damage has been provided. The work required to make good any damage may qualify for Watershed grant funding. MA is investigating. **MA**

The Scouts have agreed to pay the legal costs for the extension of the lease on the scout hut. It was agreed that it will be proposed that the lease is extended to 2050. Clerk to communicate this to the Scouts. **Clerk**

7. Items for discussion

Parish Clerk Vacancy and Nomination of RFO

Hannah Halls had resigned as the parish clerk with her last day of employment being 6th June. The vacancy has been advertised and the Chairman has been told by SSALC that the current situation is that 11 individuals have downloaded the pack and 4 applications have been received. Interviews will be held on 6 July.

Mick Foote has agreed to carry out the duties of the clerk in the interim period. Shelagh Morgan will record and produce the minutes of the meetings.

The appointment of MF as Acting Parish Clerk was proposed by AW and seconded by RD. It was unanimously agreed.

The appointment of MF as the Responsible Financial Officer for the interim period was proposed by SM and seconded by DB. It was unanimously agreed.

It was agreed that Hannah Hails should be removed from the list of signatories for the Council's bank accounts and that the address for receiving statements and other communications from the bank should be changed to CW's address, but the current mandate should continue as amended. **CW**

Neighbourhood Plan

Unfortunately other work has had to take priority over the updating of the Plan but it is hoped that this will be done in readiness for the July meeting of the council. An item will be included in the August village magazine about the proposed sites included in the Plan. **CW**

Village Shop

The shareholder offer will go live on Monday 26th June. The prospectus will be delivered to every household in the parish and adjoining areas such as Stopham and Bury Gate. The cost of a share is £25 and the aim is to raise £10,000. There is a 6 week period in which to apply for shares. A drop-in public event is being held in the village hall in the evening of 6th July.

There have been delays in delivering the Investor packs to potential donors because the bank account has still not been set up.

The Charity Commission have approved the use of the land currently used as a playground for the site for the shop. AW will contact the solicitors to begin work on the lease between the council and the shop. A letter will be needed from the Chairman confirming that the council is willing to lease the land.

Fundraising events have been planned for June (Bingo night), September (live music) and October (Racenight).

Playground

The final quotation requested is due by 23rd May. Details of the quotations received will be brought to the Council meeting in July.

8. Planning – Status of recent applications

NEW APPLICATIONS

REFERENCE	DETAILS	RECV'D	REPLY BY
SDNP/17/02399/LDP	Rotherside Tripp Hill Proposed single storey extension	18/5/17	15/6/17
SDNP/17/02531/TCA	Birch Walk Fell 1 Magnolia	16/5/17	14/6/17
SDNP/17/02680/TCA	Coates Manor Fell 1 Festigiate Beech	6/6/17	4/7/17
SDNP/17/02593/LIS	6 Coates Castle Internals	12/6/17	10/7/17
SDNP/17/02235/HOUS	Stream Cottage Churchwood Garage	13/6/17	11/7/17

Rotherside – SDNP to determine whether the 2 extensions are permitted development.

Birch Walk – MA visited the site. The tree has since been felled. The Enforcement Officer has been informed that development may have taken place without planning permission.

Coates Manor, 6 Coates Castle and Stream Cottage will be visited and responses made within the timescales required. **MA/DB**

9. Correspondence

The correspondence received between 16th May 2017 and 14th June 2017 was noted.

In response to the letter stating that children were being stung by nettles in the playground MF had cleared the nettles and generally tidied up the area.

10. Finance

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

22.05.17	Viking	Stationery	£26.96
22.05.17	Viking	Stationery	£40.52
22.05.17	Paul Duffell	Litter picking	£30.00
22.05.17	Grasstex	Grass mowing	£634.08
22.05.17	WSCC	Clerk's Wages	£556.68
22.05.17	Hannah Hails	April expenses	£147.23
Total			**£1,435.47**

Update on Income and expenditure

Account Balances were not available as the statements had not been received

Current	N/A
Reserve	N/A
Birchwalks Wood	N/A
Hesworth Common	N/A
Youth	N/A

- Any other financial issues

It was confirmed that the Audit Report had been sent to the external auditor.

11. Health and Safety

Nothing to report

12. Working Group Reports

Communications/Community

Nothing to report

Crime Prevention

A recent crime report had included details of power tools being stolen at Bury.

Hesworth Common/Birchwalks Wood

The event with the cubs and scouts clearing an area and planting trees in Birchwalks Wood on 11th June had gone well.

A response from the council's insurers to the letter asking for advice on any liability the council may have with regard to rope swings was awaited.

Maintenance

The annual service of the boiler in the social club had been arranged (for Wednesday 28th June). The problem with the gents' WC had diminished, but would be kept under observation.

The outside light is still not working. It was agreed that a check would be made to clarify the date of the last periodic electrical inspection. **MA/TB**

Highways and Footpaths

There is still no sign to Little Bognor from the A283. DB will report this to SWCC via the web site. **DB**

Village Hall

CW is unable to attend the meeting on 29th June. MF may attend. **MF**

13.

Items for inclusion on the May agenda

- Neighbourhood Plan – pre-submission version
- Village Shop and Playground

14.

Date of next meeting

Monday 17th July 2017 at 7.00 pm in the Pavillion Building

The Chairman thanked everyone for attending and the meeting was closed at 8.30 pm