



Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 22nd May 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), Robin Dunstan (RD) Chris O'Callaghan (CO).

In Attendance:

Members of Public: Glyn Jones, Mike Walleu

Action by

Apologies for absence: Chris O'Callaghan, D Brittain, Hannah

Hails (Clerk)

1. Election of Chair and Vice Chair

The Chair welcomed everyone to the Annual Meeting of Fittleworth Parish Council. He then stood down as Chair and SM stood down as Vice Chair.

MA took the chair and asked for nominations for Chair and Vice Chair for 2017/18.

CW was nominated by TB, seconded by RD and duly appointed as Chair.

SM was nominated by MF, seconded by AW and duly appointed as Vice Chair.

CW resumed the Chair and undertook to sign the acceptance of office witnessed by the Clerk.

2. Minutes of the last meeting and matters arising

Minutes of the previous meetings, held on 20 March 2017 and 24th April 2017 were approved and signed.

There were no matters arising.

3. Public Questions

AW commented that she sensed some nervousness in the village about future development. It was agreed that a short article in the village magazine confirming the sites which are being proposed for inclusion in the Neighbourhood Development Plan will be helpful as an interim measure before the next consultation stage which is due to take place later in the year.

CW

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

Miscellaneous

A letter had been sent to Emma Mitchell supporting her proposal for holding a dog fete on the recreation ground but not for the car boot sale. No response had been received. It was agreed that the Shop Committee will contact her to discuss the possibility of progressing the idea of the dog fete.

Drainage survey – MA is awaiting confirmation that the survey has been completed.

7. Items for discussion

Sign off Internal Audit

The report had been received from the internal auditor. CW read out in full the comments within the report which included mention of a number of minor errors on the financial records and the following exceptions:

FINDINGS

Monies paid and received during the year have been recorded on the spreadsheets except for:

- The spreadsheet for September omitted a payment to SLCC*
- VAT had not been recorded on all expenses*
- Insurance premium tax had been recorded as VAT*

The spreadsheets have now been corrected.

Fixed assets should be recorded on the annual return at cost price where known, or insurance value if the cost price is not known. The value should not be increased by any insurance uplift. The figure to be included on this year's return is therefore the same as last year, plus the defibrillator, which was purchased in 2014 - £542,048.

Standing orders and financial regulations are being reviewed and updated

The adequacy of internal controls should be reviewed and minuted

The re-appointment of the internal auditor should be recorded in the minutes

I reviewed the Parish Council website to confirm that the Transparency code had been complied with

SUMMARY AND OPINION

One of the functions of internal audit is to give assurance to members of the Council that the financial systems are operating correctly, and can be relied on.

In connection with my examination, and having regard to the items reported herewith, no matter has come to my attention that gives me reasonable cause to believe in any material respect that the regulatory requirements have not been complied with.

The accounting arrangements, procedural controls, records and documentary evidence are considered to be satisfactory, and accurately record the Council's financial position.

CW signed the Annual Return for onward submission to the external auditor.

It was agreed that the asset list needs to be checked to ensure that recent acquisitions such as the bus shelter and outdoor gym equipment are included.

Neighbourhood Plan

Amendments to the draft Plan are required before it is ready to be handed over to the designers who will work on the presentation of the document. Other demands on his time had prevented CW from making progress on this.

The Strategic Environmental Assessment report has not been received to date. SM will contact SDNPA to enquire when it will be available.

SM

The intention is to include the pre-submission version of the Plan on the agenda of the parish council on 19th June. It will be circulated to the Council a few days in advance of this meeting.

Village Shop and Playground

No response has yet been received from the Charity Commission regarding the application to change the objectives of the charity. The solicitors have indicated that this should be received by the end of May.

SDNPA have suggested including the provision of cycle racks and a notice board with a map highlighting local landmarks. These would be located on the grassed area between the shop and the car park. A grant will be available from SDNPA. It was agreed that this should be progressed.

An application for grant funding of £5,000 from the Sussex Community Foundation has been submitted.

Tenders for the provision of playground equipment are currently being received and evaluated.

Investor packs will be given out at the end of May to those individuals who have indicated that they are willing to make a donation. It is essential that the bank account is set up as a matter of urgency because the registration for Gift Aid requires the account details. CW confirmed that all the forms had been submitted to the bank 6 days ago and he had been informed that we should receive a response within 7 – 15 days of the submission.

Parish Clerk Vacancy

Hannah Halls has resigned. Her last date of employment is 6th June 2017. The vacancy will be advertised in the village magazine, on Facebook and using the

school's texting service.

MF will cover the administrative work of the clerk during the interim period. SM will produce the minutes of meetings during the same period. **MF / SM**

Fittleworth Flyers Annual Race

It was agreed to grant permission to the Fittleworth Flyers to use the recreation ground as the starting and finishing points of the annual race on 3 September 2017.

Ideas for Shortening Council Meetings

Meetings regularly take 3 hours and it was agreed that efforts should be made to reduce the time taken. The appointment of a new clerk will provide the opportunity to introduce changes in the way reports of meetings attended, forthcoming dates, correspondence and items which are for information only are ordered and dealt with on the agenda and briefing papers.

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 and SM had visited the owners. The concerns about a mulberry tree which is too near to the boundary of the proposed building and the restricted sight lines along School Lane were discussed. The owner will consult his architect about reducing the width of the proposed building in order to comply with the distance between the foundations and the roots of the tree and will seek advice from WSCC on the sight line – particularly with regard to the very tight turn from Lower Stret into School Lane.

REFERENCE	DETAILS	RECV'D	REPLY BY
SDNP/17/02197/HOUS	Mants, Wakestone Lane, Bedham, Fittleworth Renewal of consent for planning ref SDNP/14/02147/HOUS for replacement detached garage and store	10/5/17	31/5/17

It was agreed that there are no objections to this application for renewal of consent.

It was noted that the list showing the status of applications considered in the past requires updating.

AW will write to Petworth Parish Council asking for clarification on any support they require for the proposed skate park.

AW

9. Correspondence

The correspondence received between 19th April 2017 and 15th May 2017 was noted. No action was required.

10. Finance

The following invoices/expenses required payment in April:

24.04.17	Viking	Stationery	130.98
24.04.17	WSCC	Clerks Wages	556.68
24.04.17	Grasstex	Gardening	591.24
24.04.17	Paul Duffell	Litter Picking	30.00

Budget v. Expenditure update

Account Balances as @15th May 2017

Current	£15,889.18
Reserve	£10,750.57
Birchwalks Wood	£ 5,422.01
Hesworth Common	£ 6,124.90
Youth	£ 1,000.00

11. Health and Safety

MA and TB had inspected the pavilion. A coping stone needs replacing and 1 clip is required to a drainpipe.

12. Working Group Reports

Communications/Community

Nothing to report

Crime Prevention

Nothing to report

Hesworth Common/Birchwalks Wood

Next working day 20th August. Management meeting 9th October.

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

Maintenance

It was noted that the light outside the Social Club has not been working for some time. AW will check the lease to establish whose responsibility it is to repair. If it is the council's responsibility an electrician will be contacted. If it is the Social

AW/TB/MA

Club's responsibility the matter will be passed to them to deal with.

The gents' WCs still need to be attended to. AW will check the lease to establish responsibility.

AW/TB

A new sign is required for School Lane warning of a concealed entrance.

MA

TB thanks the council on behalf of the Bowling Club for the work done on the roof including the removal of asbestos.

Highways and Footpaths

Councillors were asked to let RD or MF know of any footpaths which require cutting/strimming as they will be carrying out this work in the next couple of weeks.

Village Hall

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

13. Items for inclusion on the June agenda

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

14. Date of next meeting

Monday 19th June 2017 at 7.00 pm in the Pavillion Building

The Chairman thanked everyone for attending and the meeting was closed at 9.25 pm