 Fittleworth Parish Council

 Minutes of the Parish Council Meeting held on

 17th July 2017 at 7.00pm in the Pavilion Building.

**Present:** Chris Welfare (CW) Chair, Shelagh Morgan (SM), Mike Allin (MA), Alison Welterveden (AW), Mick Foote (MF), Robin Dunstan (RD), Chris O’Callaghan (CO), Tony Broughton (TB)

**Members of public:** Mike Stanbridge

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|  |  | **Action by** |
| **1.** | **Apologies for absence:**  David Brittain (DB), Janet Duncton |  |
| **2.** | **Minutes of the last meeting and matters arising** |  |
| **3.** | Minutes of the previous meeting, held on 19th June 2017 were approved and signed. **Matters Arising**Footpaths – MF had sent a note to WSCC asking for information on when they will be cutting the vegetation. He had also forwarded the details to Janet Duncton. No response had been received. It was agreed that MF will ask Grasstex to give a quote for clearing the path between The Fleet and Churchwood. Authority was delegated to CW and MF to agree a cost with Grasstex and arrange for the work to be carried out as soon as possible. | **MF/CW** |
| **4.** | **Public Questions** AW had received a request that the small football goal posts be left out on the recreation ground. A number of options for the location of the posts was discussed. It was agreed that, due to the damage caused to posts in the past when they had been left out it would not be possible to agree to this request.RD had received comments about the amount of litter in the car park and lay by adjacent to Hesworth Common. It was agreed that the parish council will provide a bin in the car park and empty it as and when required. MF will research to identify a suitable bin with a lid.RD brought to the attention of the meeting the difficulties people living on Greatpin Croft are having with parking. Due to the increase in car ownership there are not sufficient parking spaces on Greatpin Croft and some people are having to park on School Lane. It may be feasible to provide additional spaces by using part of a grassed area and re-aligning the current spaces. MF will meet with MA and RD on site to clarify the proposed scheme and then forward details to Hyde Housing Association. | **MF****MF/MA/****RD** |
| **5.****6.****7.****8.** | **Declaration by Council members of personal or prejudicial interest**There were none.**Update on on-going matters not covered elsewhere*****Meetings*****19th June – CLC Meeting** – CW had attended. There were no items of particular interest to Fittleworth.**10th July – CDALC Meeting** – SM had attended. Items of interest included a presentation by Sussex Police on the current policy deployment of resources where they are most needed and discussions on the code of conduct for parish clerks, the new regulations relating to data protection and future training on WSCC’s Parish Online system. It was agreed to consider inviting Inspector Kris Ottery to speak at next year’s Annual Meeting. It was agreed that further attention will be given to the code of conduct and data protection on the appointment of a new parish Clerk.**20th September – All parishes meeting** – SM will attend. We are allowed to send a second councillor, so anyone else interested in going should make themselves known. **28th September – SSALC Chair’s Networking Day** – CW will attend**Items for discussion****Recruitment of Parish Clerk**Eight applications has been received and 6 applicants interviewed. The post has been offered to Louise Collis. She has accepted and will start on 9 October 2017. MF will act as Clerk in the interim period and SM will continue to produce the minutes.**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 September meeting of the council. **Community Shop**The share offer was launched on 26th June. 82 households have responded raising just over £13,000. In view of the low percentage of households responding a reminder slip is to be put through every door. The minimum amount required is £15,000 with £25,000 being the target.Conversations with a number of individuals who have indicated that they wish to make a donation are running in tandem with the share offer.The Charity Commission have now provided the formal scheme for the leasing of the land. DB is working on the lease on behalf of the parish council. A market price rental valuation is required. There are no cost implications for the parish council as the costs are being borne by the community shop group.Discussions have taken place with the Tree Officer regarding the siting of the replacement for the lime tree which is to be felled. MF will email Chichester District Council with details of the proposed location.MA raised a concern about the proposal to provide a pedestrian gate between the shop and School Lane. His concerns were noted and will be considered further by the shop management group.**Playground**MF and AW presented details of the process and evaluation of the quotations received for the design and provision of equipment for the new playground.The process had involved market research, visiting playgrounds in the surrounding area, consultation with parents and children and obtaining references.The prices for the 3 companies short listed are as follows: Handmade Places £96,233.14 Playdale £98,226.28 Eibe £115,869.21These costs do not include groundworks which will be carried out as part of the construction of the shop. The estimated cost of these is £30,000.It is hoped that the existing equipment will be used by the school, playgroup and other local groups when it is removed.It was agreed that Handmade Places be the preferred supplier subject to the funds being raised. It was acknowledged that if the full amount is not raised it will be necessary to reduce the specification.8.45 pm – CO left the meeting.**Swing ropes at Hesworth Common**The council’s insurer has advised that public liability insurance is not available for swing ropes and they must be removed. It was agreed that, in order to comply with this instruction, any rope swings found at the time of the 3 monthly health and safety inspection will be removed. MF will inform the insurer of the action taken.**Planning – Status of recent applications****NEW APPLICATIONS**

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| **REFERENCE** | **DETAILS** | **RECV’D** | **REPLY BY** | **FPC RESPONSE** |
| SDNP/17/02680/TCA | Coates ManorFell a Festigiate Beech | 6th June 17 | 4July 17 | Neutral with concerns |
| SDNP/17/02593/LIS | 6 Coates Castle Internals | 12th June 17 | 10 July 17 | No objection |
| SDNP/17/02235/HOUS | Stream Cottage Churchwood Garage | 13th June 17 | 11 July 17 | No objection |
| SDNP/17/03252/TCA | The Glebe Upper StreetFell a beech tree | 4th July 17 | 1 Aug 17 | No objection |

**AWAITING DECISION**

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| SDNP/17/01554/FUL | Land @ Withies Cottage, School LaneErection of 1 detached property and associated parking | Following a report from WSCC regarding the traffic implications MA has written requesting a site visit to enable them to see the problems associated with traffic turning left from Lower Street into School Lane |

 | **SM****CW****CW****DB****MF****AW****MF/CW** |
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| **9.****10.****11.** | **Correspondence**Following receipt of a letter from James McConville regarding speeding the Sussex police have visited and have informed MF that they will contact WSCC asking for the red lines approaching the 30 mph speed sign to be re-done.In response to the letter from Hannah-Louise Stewart the broken wooden railing in the playground has been repaired.The information on school admissions contained in the letter from WSCC will be included in the next edition of the village magazine.AW has publicised the survey from WSCC on proposed changes to Adult Social Care.**Finance**The following invoices/expenses were paid in June:

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| 20/06/17 | Landbuild | School Lane Works | 3,002.40 |
| 20/06/17 | WSCC | Clerk’s Salary | 556.68 |
| 20/06/17 | Netwise | PC Website | 300.00 |
| 20/06/17 | Grasstex | Rec & Centenary Garden | 317.04 |
| 20/06/17 | Viking | Stationery | 169.26 |
| 20/06/17 | Paul Duffell | Litter pick | 30.00 |
| 26/6/17 | H Hails | Expenses | 114.20 |
|  | **TOTAL INVOICES** |  | **4,489.58** |

Account Balances as @ 14th July 2017  Current account:             12,609.72 Reserve account:            10,750.76 Hesworth account:           8,384.90 Birchwalks Wood:             5,422.10 Youth account:                1,000.00**Health and Safety**Nothing to report | **CW** |
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| **12.****13.****14.** | **Working Group Reports**Communications/CommunityNothing to report*Crime Prevention*MF reported that a caravan had been stolen from Tripp Hill. The theft took place during one evening when the weather was stormy which suggests it had been planned in advance. No report of the theft yet seen on the weekly police updates. *Hesworth Common/Birchwalks Wood*Confirmation has been received from Natural England that the application for funding has been received.CW and MA will be meeting representatives from SDNPA on 20th July. On the same day it was hoped to carry out repairs to the seat by the trig point.Spraying of bracken is on-going and should be completed by 18th July.The next working day is 13 August. It was hoped to install a seat on the western side to mark the contribution of the Worthing Volunteers. It had not been possible to arrange for the Scouts and Cubs to do the planned work in Birchwalks Wood in the summer – it will be done in October/November.*Maintenance*MA will obtain three quotations for the periodic electrical inspection.*Highways and Footpaths*Following receipt of the DVDs from Landbuild showing the state of the drains on School Lane WSCC have agreed that Landbuild should prepare a specification for the work required and provide a quotation. On receipt of this the parish council can apply for funding from Operation Watershed.*Village Hall*DB attended the meeting on 29th June.**Items for inclusion on the September agenda*** Neighbourhood Plan – pre-submission version
* Village Shop and Playground

**Date of next meeting**Monday 18th September 2017 at 7.00 pm in the Pavillion BuildingThe Chairman thanked everyone for attending and the meeting was closed at 10.00 pm | **MA/CW****MA****MA/CW** |
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