



Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 15th January 2018 at 7.00pm in the Pavillion Building.

Present: Chris Welfare (CW) Chair, Mike Allin (MA), David Brittain (DB), Alison Welterveden (AW), Tony Broughton (TB), Mick Foote (MF), Robin Dunstan (RD), Kerry Coughtrey (KC) & Lee Scott (LS)

In attendance: Janet Duncton County & District Councillor (JD) & Louise Collis (Clerk)

Members of public: Mike Stanbridge & Brian Baskerville

Minute Ref	Agenda Item	Action by
18-001	1. Apologies for absence: None	
18-002	2. Minutes of the last meeting and matters arising The minutes of the previous meeting held on 11 th December 2017 were approved as a correct record and signed by CW. The Minutes were PROPOSED by MA and SECONDED by AW.	
18-003	3. Co-opting Parish Councillors The Clerk informed the meeting that CDC had confirmed that following the publication of the two vacancies on the Parish Council, elections were not required for the positions and the Parish Council could now co-opt 2 new Parish Councillors. CW informed the meeting that 2 parishioners had put themselves forward – Mrs Kerry Coughtrey and Mr Lee Scott. The two candidates had provided some background information about themselves and reasons why they wanted to join the Parish Council. The candidates left the room and a vote was taken. <ul style="list-style-type: none"> Mrs Kerry Coughtrey was PROPOSED by AW and SECONDED by RD. The vote was unanimous. Mr Lee Scott was PROPOSED by MF and SECONDED by TB. The vote was unanimous. Both candidates accepted the positions and the relevant paperwork was completed. CW welcomed the new Parish Councillors to the Parish Council.	
18-004	4. District / County Councillor reports a) County Councillor report Recycling and Waste collection sites – From April the number of hours that Bognor, Littlehampton and Worthing will be open will change to 9am to 6pm (summertime) and 9am to 4pm (wintertime). JD reported that none of the plastic recycled by WSCC was sent to China. Operation Watershed – There is still £132,000 left in the Operation Watershed pot. There are only 8 applications to be considered, totaling £30,000.	

	<p>b) District Councillor report Litter dropping fines – CDC and Hampshire Council have joined forces on targeting litter offenders with on the spot fines.</p> <p>c) Questions</p> <p>i) <u>Bognor Quarry</u> – Wheel cleaning issue. DB asked JD to help with WSCC Enforcement and WSCC Highways to address the issue of the ponds turning brown around the quarry due to the Quarry operators not using wheel cleaning equipment on the trucks before they leave the quarry per the planning condition stipulated in 1993. The clerk will forward on her email to WSCC Enforcement sent earlier in January and follow up.</p> <p>ii) <u>Red Road Markings into Fittleworth</u> – Further to MF request at the November 2017 Parish Council meeting to ensure the red road markings into Fittleworth are reapplied, MF noted that both Pulborough and Bury have had their signs reapplied even though JD reported back at the last meeting this will no longer be done. JD to follow up.</p> <p>iii) <u>Greatpin Croft Parking Proposal</u> – JD to see if the road in Greatpin Croft has been adopted by WSCC. If adopted by WSCC then permission would be required to carry out the proposed work. But WSCC will not pay for the work. If it has not been adopted, then line painting and parking is the responsibility of Hyde Martlet.</p> <p>iv) <u>Schools Consultations</u> - MA & AW raised the recent consultation on School numbers asking why the Parish Council had not been consulted and only heard about it at a Parishes meeting. JD informed the Council that the consultation is an annual event for parents with entry age children. It is purely for admission numbers and not for the future of schools. The Parish Councils would be consulted on such a point.</p>	<p>Clerk / JD</p> <p>JD</p> <p>JD</p>
18-005	<p>5. Public Questions</p> <p>a) Flooding 21/22 Greatpin Croft On behalf of Mr Thatcher, RD, raised the ongoing issue of flooding at 21 and 22 Greatpin Croft due to the blocked drains. Over the last few weeks the front gardens of both properties have been under water following heavy rain. The delay in the Operation Watershed work to unblock the drains on School Lane will lead to further flooding and restricting the access of the residents in and out of their properties. One resident is elderly, and his mobility is restricted. MA reported that the Operation Watershed work has been delayed as WSCC Streetwise has stated that the work cannot take place during term time and must wait until the Easter holidays. MA to contact Sue Furlong at WSCC to see if the drainage work can take place over half term instead or if not some measures to be put in place to protect the properties in question. KC to take photos of the flooding and email them to the clerk who will email them to Sue Furlong.</p> <p>b) Complaint – Alley Dick Footpath fencing MA has received a complaint about the new fencing that has been put up in Alley Dick West footpath. The fencing is in a conservation area and has been placed in front of a hedge. The clerk will investigate the requirements for putting up fences in a conservation area.</p>	<p>MA/ KC/ Clerk</p> <p>Clerk</p>
18-006	<p>6. Declaration by Council members of personal or prejudicial interest –</p> <p>There were none.</p>	

18-007	<p>7. Update on on-going matters not covered elsewhere a) Meetings</p> <p><u>i) Meetings attended and to be attended</u></p> <table border="1" data-bbox="244 253 1334 1084"> <tr> <td data-bbox="244 253 440 342"><i>Meetings attended</i></td> <td data-bbox="440 253 1219 342">None</td> <td data-bbox="1219 253 1334 342"></td> </tr> <tr> <td data-bbox="244 342 440 1084"><i>Up-coming meetings</i></td> <td data-bbox="440 342 1219 1084"> <p>VAAC (Voluntary Action Arun & Chichester) Thursday 31st January 2018, Volunteer Co-ordinator Network – What is a volunteer policy and why have one</p> <p>SDNPA Breakfast meeting for Landowners 2nd February 2018</p> <p>SALC GDPR seminar 6th February, Chichester</p> <p>Sussex Pathwatch, South Downs National Park Authority’s offices 13 February 2017</p> <p>SALC Year End Finance course 22 February 2018</p> <p>Local Authorities & Charity Trustee Awareness Training – 22 March 2018 Clerk suggested a Parish Councillor should attend as well as the clerk.</p> </td> <td data-bbox="1219 342 1334 1084"> <p>AW</p> <p>MA</p> <p>AW & Clerk</p> <p>CW</p> <p>Clerk</p> <p>Clerk</p> </td> </tr> </table> <p><u>ii) Standing Order Review</u> At the last meeting it was agreed that AW and the clerk would meet to review Standing Orders. The meeting was scheduled for 11th January, however due to workload and time management the clerk has postponed the meeting until after the February 2018 Parish Council meeting.</p> <p><u>iii) General Data Protection Regulations</u> The Clerk circulated via email the Legal Topic note issued by NALC. No additional information has been received. AW and the clerk will attend a SALC briefing seminar on 6th February and report back at the next meeting</p>	<i>Meetings attended</i>	None		<i>Up-coming meetings</i>	<p>VAAC (Voluntary Action Arun & Chichester) Thursday 31st January 2018, Volunteer Co-ordinator Network – What is a volunteer policy and why have one</p> <p>SDNPA Breakfast meeting for Landowners 2nd February 2018</p> <p>SALC GDPR seminar 6th February, Chichester</p> <p>Sussex Pathwatch, South Downs National Park Authority’s offices 13 February 2017</p> <p>SALC Year End Finance course 22 February 2018</p> <p>Local Authorities & Charity Trustee Awareness Training – 22 March 2018 Clerk suggested a Parish Councillor should attend as well as the clerk.</p>	<p>AW</p> <p>MA</p> <p>AW & Clerk</p> <p>CW</p> <p>Clerk</p> <p>Clerk</p>	<p>AW/ Clerk</p> <p>AW/ Clerk</p>
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18-008	<p>8. Items for discussion a) Consultations</p> <p><u>i) WSCC Consultation on the draft Public Rights of Way Management Plan (PCs) - Parish Council/ Land owners comments</u> DB stated that it is the responsibility of the Parish Council to repair footpaths and cut back vegetation. DB agreed to review and submit comments on before of the Parish Council. Deadline for comments 31 January 2018.</p> <p><u>ii) WSCC 'Consultation on School Admission Arrangements for 2019/2020</u> AW reviewed the document, however did not submit any comments as not relevant. Please see Minute Ref 18-004 c) iv) above.</p> <p><u>iii) Horsham District Council Gypsy, Traveller and Travelling Showpeople Draft Site Allocations (DPD) Preferred Strategy Consultation</u> Following the last Parish Council meeting, Draft Site Allocations (DPD) Preferred Strategy Consultation was an item on the agenda, the clerk forwarded on the email</p>	<p>DB</p>						

originally sent to the Planning Committee. The clerk had reviewed the website link and extracted the document that gave details of all the proposed sites. No sites near Fittleworth. It was agreed that the Parish Council would not submit any comments.

iv) WSCC Minerals Plan

To be added to the Agenda for the February 2018 Parish Council meeting. Deadline 15th March 2018.

b) Village Shop & Children's Playground update

AW emailed all the Parish Councillors on 14 December 2017 proposing to defer the Youth project until after the completion of the Village Shop and the Playground. In the summer of 2017 the agreed quote for the Playground and the Youth area was £96,000 with the then preferred supplier. However, the committee had concerns about the costs relating to the groundworks. The plans have now been revised using Handmade Places who have introduced a stepped area in order to reduce the costs. The quote is now £83,000. Also, the cost of fencing the playground has been removed from the revised quote and will be included in the main contract from the shop. The split of the two elements is £58,000 for the playground and £25,000 for the Youth Area. £24,000 has been raised from grants for the Playground. The rest needs to be funded by donors. The Committee feel that as there is a total shortfall of £122,000 for all three projects, it is easier to defer the Youth area project rather than elements of the combined Village shop and Playground project. The cost of the Youth project is estimated to be £25,000 for the equipment and the groundwork would be extra. it was AGREED the decision would be deferred to the February meeting to give the Clerk time to investigate the possibility of the Parish Council taking out a loan from the Public Works Loan Board.

AW reported that the AGM shareholders meeting is taking place on Thurs 25th January.

MF reported that the committee are currently considering the access for the contractor for the shop build. It is proposed that in order to minimize the impact on school traffic and drop off parking, the shop build contractor will use the new gate into the Recreation Ground. The ground will be covered by track matting and Heras fencing will be put up along the side of the makeshift road used by the vehicles (the fencing will be taken down during cricket matches). The old playground will be fenced off and used as a compound for the builders for storage of materials and equipment. A Welfare Unit will be located in the compound. The field will be reinstated once the work is complete. Subject to drawings, The Parish Council approved the proposal in principle.

MA & MF have planted the replacement tree. MA gave the clerk an invoice for the tree. The clerk will contact the supplier requesting it to be reissued splitting the cost between the Village Shop and the Parish Council (to be paid from the Birchwalk Woods account).

c) Neighbourhood Plan update

The Neighbourhood Plan is finished and will be uploaded to the website. The Pre-submission consultation started on 15th January 2018 for 6 weeks. The 2 sessions in the Village Hall for the public to see the Plan, and ask questions, are still planned for Friday 19th January 2018 (PM) and Saturday 20 January 2018 (AM). In the Village Hall.

After the consultation, may need further amendments.

The steps after the Pre-Submission consultation are as follows:

- Submission of the Neighbourhood Plan to the SDNPA

Feb 18
meeting

Feb 18
meeting

Clerk

Clerk

	<ul style="list-style-type: none"> • Further consultation (another 6 weeks) • Independent Examiner • Referendum 																					
18-009	<p>9. Planning</p> <p>a) Status of recent applications</p> <p>NEW APPLICATIONS & DECISIONS – SEE APPENDIX 1</p> <p>SDNP/17/06309/HOUS - Catercross , Bedham Lane -Replacement access with new gates off Bedham Lane, replacement entrance hall and low wall with piers around the drive turning circle. Following the site visit it was reported that the planning committee were not happy with the proposed gates and the possibility of trees being felled due to repositioning the drive and locating the gates away from the road. An objection will be submitted.</p> <p>b) Other Planning matters</p> <p>i) <u>Parish Online</u> DB and the clerk have a training session on Tuesday 23rd January.</p> <p>ii) <u>Quarry, Bognor Common, Stretch Hill</u> Further to the last Parish Council meeting, the clerk has contacted WSCC reporting the ongoing issues that the Quarry at Bognor Common is not complying with their s.106 obligations. The vehicles on site are not being cleaned before joining the highways. The Clerk also copied Shona Archer, CDC Enforcement, in on the email as it is an environmental issue as well. DB provided the clerk with some photos which were also sent with the email. The Clerk also received a letter from a parishioner who has also submitted a complaint to WSCC Enforcement. As stated early this issue will be followed up by both the clerk & JD.</p> <p>iii) <u>Street Naming: Development of 9 Dwellings Coal Yard Site, School Close, Fittleworth</u> Following the last Parish Council meeting the clerk informed CDC that the Parish Council did not approve of either of the names put forward by the developer but instead preferred Birch Court or welcomed further suggestions incorporating the Fittleworth link with Elgar. CDC have agreed to the name Birch Court and have sent the suggestion to Royal Mail for registering. CDC also confirmed that they will send all the signage specification details to the developer. It is the developer's responsibility to erect the appropriate street signs.</p>	Clerk																				
18-010	<p>10. Correspondence</p> <p>The list of Correspondence was considered.</p> <p>No comments were made on the correspondence</p>																					
18-011	<p>11. Finance</p> <p>a) The following invoices/expenses were paid in December 2017:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Description</th> <th>Hesworth Account £</th> <th>Fittleworth Parish Council Account £</th> </tr> </thead> <tbody> <tr> <td>11/12/17</td> <td>WSCC</td> <td>Payroll</td> <td></td> <td>1066.73</td> </tr> <tr> <td>11/12/17</td> <td>SSALC</td> <td>Publication</td> <td></td> <td>6.00</td> </tr> <tr> <td>11/12/17</td> <td>Clerk</td> <td>Expenses</td> <td></td> <td>249.61</td> </tr> </tbody> </table> <p>b) Update by the Clerk on account Balances_as @ 12th December 2017</p> <p>Current account: 22,297.31</p> <p>Reserve account: 10,751.49</p>	Date	Payee	Description	Hesworth Account £	Fittleworth Parish Council Account £	11/12/17	WSCC	Payroll		1066.73	11/12/17	SSALC	Publication		6.00	11/12/17	Clerk	Expenses		249.61	
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11/12/17	Clerk	Expenses		249.61																		

Hesworth account: 7,356.57
 Birchwalks Wood: 5,422.48
 Youth account: 1,000.00

c) **Online banking** – the clerk is looking into what is required to set up online banking for the NatWest Accounts before Petworth and Storrington branches close.

d) Any other financial issues

i) Recreation Ground Charity Financial review

The clerk prepared a document to be sent to SALC setting out the current relationships between Fittleworth Parish Council, the Recreation Ground Charity & The Fittleworth Community Shop Ltd. The clerk is asking SALC to provide advice on the VAT claim position for the Recreation Ground maintenance work, how the Recreation Ground charity should be accounted for now that it has a separate bank account, as well as some other issues. The clerk would like clarification on these issues prior to submitting the Recreation Ground Charity Annual online return with the Charity Commission (deadline 31 January 2018) and before the VAT claim is made for the period including the financial year when the new bank account is active.

ii) The Royal British Legion: WW1 Centenary Commemorations 2018 - 'The Silent Soldier'

The clerk has been contacted by the Royal British Legion about their 2018 campaign - World War One Centenary. The Silent Soldier. These Soldier Silhouettes can be located in any town, village or part of the countryside, and can be sponsored by anyone who wishes to do so; councils, corporate companies or individuals. They are a very poignant symbol and a moving tribute highlighting the sacrifice all men and women gave across our Nation during the First World War. Sponsorship costs £250 per Silent Soldier, which can include the Parish Council name and at the bottom. It was AGREED to purchase a Silent Soldier.

iii) Natural England – Stewardship grant- Hesworth Common -2017 grant payment

While reviewing the accounts the clerk noticed that the Stewardship grant for 2017 has not been paid. The last payment received into the Fittleworth Parish Council account was March 2017. The clerk has contacted Natural England. The Parish Council's Stewardship Agreement Number has moved teams and it currently in the queue to be paid. There is a back log re payments and the Parish Council agreement has now been prioritised. It should be noted that the payment of the Stewardship grant has changed. Instead of 50% being paid twice a year, it will now be paid 75% and then 25%.

Clerk

Clerk

18-012

12. Health & Safety: Update of new and on-going items

Summary of reporting cycle due dates

Location	Council Member	Frequency	Report received / Next Report date
Centenary Garden & Arch	MA	Bi-annually: March and October	Next report due : ASAP

MA

	Hesworth Common / Birchwalks Woods	CW	Every three months, to coincide with working parties	Next report due : ASAP	CW
	Pavilion	RD	Monthly	Last report 11/12/17 Next report due : ASAP	RD
	Playground & Gym Equip.	MF	Fortnightly	Last report 20/12/17 & 11/1/18 Next report due : 25/1/18	MF
	Recreation Ground & Bus Shelter	MF	Quarterly: March / June / September / December	Next report due : ASAP	MF
	The Triangle	MA	Monthly	Last Report: 17/12/17 Next report due :17/1/18	
	Village tree inspection	MA	As required	None on file	
	<p>The Clerk asked for all outstanding reports to be submitted to the clerk.</p> <p><u>Pavilion Report 11/12/17 - update</u> Only outstanding issue is the electrical testing. This was carried out in late December.</p> <p><u>Children's Playground & Gym Equipment Report 20/12/17 & 11/1/18</u> Surfacing is worn and lifting. Timber railing is rotten. No action as playground will be replaced shortly.</p>				
18-013	<p>13. Working Group Reports</p> <p>a) Communication / Community / Youth</p> <p>i) <u>The Pavilion</u> – Electrical testing & PAT certification by Tony Johnson– Carried out in December. The report has been received. MA to forward report to clerk.</p> <p>The report stated the emergency lights are not working in the corridor behind the bar. MA to instruct Tony Johnson to rectify.</p> <p>The Clerk emailed the Parish Councillors information received from SALC about the current obligation for a landlord to produce an Energy Performance Certificate on any letting of a non-domestic building. The Requirement is for all lettings (new and old) after 2023 to have an Energy Efficiency certificate. The changes coming in from 1 April 2018 need to be looked at more closely. To be discussed at the next Parish Council meeting.</p> <p>RD reported that there is a leak in the North West corner of the Pavilion, resulting in water near the light fittings. MA will look at the flashing to see if this is the issue.</p> <p>b) Crime Prevention A car was broken into in Greatpin Croft.</p>				<p>MA</p> <p>MA</p> <p>Feb 18 Meeting</p> <p>RD/ MA</p>

	<p>c) Hesworth Common Bin update – CDC should have started emptying the bin from 25/12/17</p> <p>The Hesworth Management meeting is on 9th April 2018.</p> <p>3 working days have been arranged with the Worthing Conservation Working Group. The first is on 15 April 2018. The Scouts & Cubs will be planting the trees in Birchwalks Wood on 24 March 2018.</p> <p>d) Maintenance Clerk has nothing to report</p> <p>e) Highways & Footpaths</p> <p>i) <u>Proposed car parking in GreatPin Croft</u> - MF has prepared proposed sketches which are currently with the County Councillor JD.</p> <p>ii) <u>Sandy Lane Parking area</u> – The planning application for the tree work for the land opposite Brookside Cottage is awaiting a decision by CDC.</p> <p>iii) <u>Operation Watershed - update</u> – Applications 3,4 & 5 have not yet been received.</p> <p>iv) <u>Tree down on Riverhill Lane</u> – WSCC Love West Sussex reported back to the Parish Clerk that the tree removal is the responsibility of the landowner. They informed the owners of the Quarry. DB believes it may be the Leaconfield Estate. The Clerk to follow up.</p> <p>f) Village Hall CW attended the Village Hall meeting. Following Len Coles' retirement, David Gilders has taken over bookings and Joyce Sperring is to do the cleaning.</p>	Clerk
18-014	<p>14.Items for inclusion on the February Agenda</p> <ul style="list-style-type: none"> a) Standing Orders Review b) General Data Protection Regulations (GDPR) c) Review Parish Councillors responsibilities d) Parish On-line e) Set date for Annual Parish meeting f) WSCC Minerals Plan Consultation 	
18-015	<p>15.Date of next meeting: Monday 19th February 2018 at 7.00pm in the Pavilion Building</p>	

APPENDIX 1

PLANNING APPLICATIONS STATUS REPORT (12.12.17 – 09.01.18)

NEW APPLICATIONS

REFERENCE	DETAILS	RECV'D	REPLY BY	FPC RESPONSE	COMMENTED ON WEBSITE
SDNP/17/06309/HOUS	Catercross , Bedham Lane, Fittleworth Replacement access with new gates off Bedham Lane, replacement entrance hall and low wall with piers around the drive turning circle	19/12/17	10/1/18 Extended to 16/1/18		
SDNP/17/06356/CND	6 Coates Castle Coates Lane Internal alterations to kitchen, bedroom 6 and master dressing room. Removal of condition 5 from planning permission SDNP/17/02593/LIS; roof lights to remain unblocked	09/1/18	6/2/18		
SDNP/18/00005/HOUS	Badgers Drift Tripp Hill Single storey rear extension, removal of existing attached shed, improvement to existing porch & provision of outdoor pool	09/1/18	6/2/18		

SDNP – DECISIONS AND PENDING

REFERENCE	DETAILS	RECV'D	FPC RESPONSE	SDNP DECISION
Enforcement SDNP/17/00660/GENER	Strawberry Trees Sandy Lane Alleged Breach: Excavation of swimming pool in front garden.	16/10/17	No action required – Monitor only	CDC Enforcement Decision - RETROSPECTIVE PLANNING APPLICATION is REQUIRED for the swimming pool as it is forward of the principal elevation.31/10/17
SDNP/17/03550	Coates Manor Rear extension & garage	28/07/17	NO OBJECTION	Application in Progress

SDNP/17/04564/LIS	Lee Farm Lee Farm Lane Stopham Change of use of part agricultural barn to residential annexe and associated works.	06/09/17	NO OBJECTION	REFUSED 17/11/17
SDNP/17/05640/FUL	Annexe 3 Padwicks Field change of use to let out annexe accommodation to single tenant	14/11/17	NO OBJECTION	Decision Pending
SDNP/17/05656/HOUS	Little Cottage, 28 Coates Lane Retrospective retention of replacement outbuilding	14/11/17	Neutral with concerns	Application in Progress
SDNP/17/05694/TCA	The Old Rectory, The Fleet Tree works	10/11/17	NO OBJECTION	Raise No Objection 13/12/17
SDNP/17/05770/TCA	Little Poynes, Lower Street Intended tree works.	8/11/17	NO OBJECTION	Raise No Objection 18/12/17
SDNP/17/05933/TCA	FITTLEWORTH PARISH COUNCIL APPLCATION Land South of Brookside Cottage, Lower Street, Fittleworth RH20 1EJ Notification of intention to fell 1 no. Oak Tree and 1 no. Sycamore tree	6/12/17	NOT APPLICABLE	