



Fittleworth Parish Council

Members of the Parish Council

All members of the Council are summoned to a meeting of **Fittleworth Parish Council** to be held on **Monday 23rd April 2018 at 7.00pm** in the Pavilion Building.

Members of the Public

Members of the public are very welcome to attend and will be given the opportunity to speak at item 4 on the agenda. There will also be reports from District and County Councillors, and the Police, as available.

Louise Collis, Clerk to the Parish Council
13th April 2018

AGENDA

| Agenda item | | Allocated time | | | | | | | | | | | | | | | | |
|--------------------|---|---|-----------|----------|-------|----------|--------------------|---|--|---------|--|---|--|--|-------------------|-------------------------------------|--------|---------|
| 1. | Apologies for absence | | | | | | | | | | | | | | | | | |
| 2. | Minutes of the last meeting – approval of the minutes of the meeting held on 19 th March 2018 and any matters arising. | 5 Mins | | | | | | | | | | | | | | | | |
| 3. | District/County Councillor reports – update on District/County matters (if available). | 10 mins | | | | | | | | | | | | | | | | |
| 4. | Public questions. | 10 mins | | | | | | | | | | | | | | | | |
| 5. | Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below. | 5 mins | | | | | | | | | | | | | | | | |
| 6. | Update on on-going matters not covered elsewhere a) Meetings attended b) Upcoming meetings c) Annual Parish Meeting – 8 th May | 5 mins | | | | | | | | | | | | | | | | |
| 7. | Items for discussion a) Consultations b) Village Shop & Playground update c) Neighbourhood Plan update | 1 min 10 mins 5 mins | | | | | | | | | | | | | | | | |
| 8. | Planning a) New Planning applications to discuss: | 10 mins | | | | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>REFERENCE</th> <th>DETAILS</th> <th>REC'D</th> <th>REPLY BY</th> </tr> </thead> <tbody> <tr> <td>SDNP/18/00373/HOUS</td> <td>Strawberry Trees Sandy Lane Fittleworth RH20 1EH</td> <td></td> <td>25/4/18</td> </tr> <tr> <td></td> <td>Retrospective application for the construction of an outdoor swimming pool, plant house and associated works.</td> <td></td> <td></td> </tr> <tr> <td>SDNP/18/00911/LDE</td> <td>Little Bognor House, Little Bognor,</td> <td>1/3/18</td> <td>28/3/18</td> </tr> </tbody> </table> | | REFERENCE | DETAILS | REC'D | REPLY BY | SDNP/18/00373/HOUS | Strawberry Trees Sandy Lane Fittleworth RH20 1EH | | 25/4/18 | | Retrospective application for the construction of an outdoor swimming pool, plant house and associated works. | | | SDNP/18/00911/LDE | Little Bognor House, Little Bognor, | 1/3/18 | 28/3/18 |
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| | | Existing lawful development certificate for the use of outbuildings to the south of the main house as ancillary residential purposes. | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|--|--|---------------------------|---------|--|------------------|----------|------------------|-------------------------|--------------|---------------------------------|-----------|------------------------------------|----------|--------------|---------------|----------|---------------|-------------------------|---------------------------|-------------------------|-----|--|--|----------------|
| | SDNP/18/01279/LIS | Three Chimneys School Lane Fittleworth RH20 1JB Change of use of barn into habitable accommodation, new rooflights and flue, replace one side ground floor window and re tile roof. | 12/3/18 | 4/4/18 | | | | | | | | | | | | | | | | | | | | | |
| | SDNP/18/01355/TCA | Sayers Cottage, School Lane, Fittleworth Notification of intention to fell 1 no. Juniper tree (T1). | 20/3/18 | 11/4/18 | | | | | | | | | | | | | | | | | | | | | |
| | SDNP/18/01327/LIS | Fittleworth House Bedham Lane Fittleworth Proposed remedial and re-roofing work to the north-east wing | 26/3/18 | 18/4/18 | | | | | | | | | | | | | | | | | | | | | |
| | <p>b) Other planning matters</p> <p>i) Planning Appeal - SDNP/17/01554 -Withies Cottage</p> <p>ii) Bognor Quarry update</p> <p>iii) Other Planning issues</p> | | | | <p>5 mins</p> <p>5 mins</p> <p>5 mins</p> | | | | | | | | | | | | | | | | | | | | |
| 9. | Correspondence – to read, comment and where necessary take action on letters, emails and reports written or received by the Parish Council since the last meeting. | | | | 5 mins | | | | | | | | | | | | | | | | | | | | |
| 10. | <p>Finance</p> <p>a) Payment of invoices – to receive details and agree payment</p> <p>b) Update by the Clerk on current income and expenditure</p> <p>c) Quarterly Review and approval of the accounts and bank reconciliations Quarter ended 31 March 2018</p> <p>d) 2017/18 Annual Governance Statement</p> <p>e) Financial regulations to incorporate Online banking</p> <p>f) Employer Pension Discretions Policy</p> <p>g) Bowling Club public liability issue</p> <p>h) Any other financial issues</p> | | | | 10 mins | | | | | | | | | | | | | | | | | | | | |
| 11. | General Data Protection Regulations (GDPR) Committee report | | | | 5 mins | | | | | | | | | | | | | | | | | | | | |
| 12. | <p>Health & Safety – an update on outstanding items and action to be taken.</p> <p>Receive the following reports in accordance with the reporting cycle and updates on work carried out.</p> <table border="1"> <thead> <tr> <th>Location</th> <th>Next Report date</th> <th>Location</th> <th>Next Report date</th> </tr> </thead> <tbody> <tr> <td>Centenary Garden & Arch</td> <td>October 2018</td> <td>Recreation Ground & Bus Shelter</td> <td>June 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods</td> <td>May 2018</td> <td>The Triangle</td> <td>April Meeting</td> </tr> <tr> <td>Pavilion</td> <td>April Meeting</td> <td>Village tree inspection</td> <td>April Meeting if required</td> </tr> <tr> <td>Playground & Gym Equip.</td> <td>N/A</td> <td></td> <td></td> </tr> </tbody> </table> | | | | Location | Next Report date | Location | Next Report date | Centenary Garden & Arch | October 2018 | Recreation Ground & Bus Shelter | June 2018 | Hesworth Common / Birchwalks Woods | May 2018 | The Triangle | April Meeting | Pavilion | April Meeting | Village tree inspection | April Meeting if required | Playground & Gym Equip. | N/A | | | 10 mins |
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| Playground & Gym Equip. | N/A | | | | | | | | | | | | | | | | | | | | | | | | |

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| 13. | <p>Working Group Reports</p> <ul style="list-style-type: none"> a) Communications / Community / Youth b) Crime Prevention c) Hesworth Common / Birchwalks Wood d) Maintenance e) Highways & Footpaths <ul style="list-style-type: none"> i) Sandy Lane Parking ii) Lower Street Road safety iii) Operation Watershed update iv) Other Highways & Footpaths issues f) Village Hall & Outside Bodies | 20 mins |
| 14. | Items for inclusion on the May Agenda. (No decisions can be made on matters raised under this item – for notification only.) | |
| 15. | Date of next meeting: Monday 21st May 2018 at 7.00pm in the Pavilion Building. | |