

Fittleworth Parish Council

APPROVED Minutes of the Parish Council Meeting held on 19th March 2018 at 7.00pm in the Pavilion 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 and Adrian Webb

Minute Ref	Agenda Item	Action by
18-031	1. Apologies for absence: None	_
18-032	2. Minutes of the last meeting and matters arising The minutes of the previous meeting held on 19 th February 2018 were approved as a correct record. The Minutes were PROPOSED by RD and SECONDED by KC The minutes were then signed by CW.	
	CORRECTION TO FEBRUARY 2018 MINUTES – In the February 2018 minutes it was mentioned that High Trees had road issues. This is in fact incorrect, High Trees does not have any road issues at this time and High Trees is a private road. Reference to High Trees under 18-018 to be changed as follows.	
	18-018 - Potholes and poor road surface – RD reported that there are potholes along The Fleet and School Lane.	
18-033	 3. District / County Councillor reports a) County Councillor report During the snow the gritters were called out 50 times. Realtime information boards are being rolled out in the Bus Stations and bus stops. Operation Watershed has helped over 360 projects and 150 groups. JD attended the Fires Service Conference which covered topics including counselling and diversity 	
	b) District Councillor report - Nothing to report	
	 c) Questions i) Request for additional speed limit signs – RD requested for additional signage where the speed limit changes from 60mph to 40mph into the village coming down the hill from Pulborough, as the current signage is not clear. JD said this was unlikely but would look into it. ii) Highway Maintenance provider – MF asked if there was an update. Still no official announcement. 	JD

	iii) Broadband Little Bognor – DB requested an IT infrastructure update. JD will								
	contact Jo Furber (IT - WSCC) to give an update and this will be forwar		JD						
	clerk.								
	iv) Highways Winter Management Plan - Both CW and DB raised the o	lecision by							
	WSCC not to implement the winter Management Plans even with all	the snow							
	during the recent cold spell. The decision to distribute the salt bags we	was left to							
	individual parish councils and WSCC clearly stated that the cost of rep	lacing the							
	used salt would be down to the Parish Councils who distributed the sa	alt without							
	the authority of WSCC. DB stated this was irresponsible of WSCC and	not caring							
	for the safety of the parishioners.	_							
	v) Velo South Cycle event - DB raised the point that there are mixed	concerns							
	about the event due to contract transparency and road closures on the day.								
	vi) Manhole cover Tripp Hill - MF reported that the manhole cover on Tripp Hill,								
	damaged 4 months ago, had still not been repaired. JD to chase to request it is								
	repaired before the Garden Trail event.								
18-034	4. Public Questions -								
	AW raised concerns about the recent incident involving a school bus being	damaged							
	when it hit a branch overhanging the road. AW wanted to know steps tak	en to look							
	after the Hesworth Common trees overhanging the road. MF replied that								
	responsibility to ensure the envelope of the road is kept clear of ov								
	branches.	3 3							
	RD raised parishioners concerns about the access for the contractors for	r the new							
	shop build as well as protecting the trees near the access point along Sc								
	MF confirmed that the contractors will reinstate the area at the end of the								
	The committee that the contractors will remotate the area at the cha of the	, projecti							
	RD also raised concerns about the new goal posts being put in and how t	he around							
	will be protected from over use. MF stated that fencing will be put up to p	_							
	ground and AW will include a section in the next newsletter asking parent		AW						
	to their children about not using the goal posts and surrounding area if fencing has								
	been erected.								
18-035	5. Declaration by Council members of personal or prejudicial i	nterest -							
10-033	Agenda item 7c) – Items for Discussion: Arrangements for lease and contra								
	(18-037)	acc signing							
	AW & MF are on the Community Shop Committee and declared a	projudicial							
	· · · · · · · · · · · · · · · · · · ·	prejudiciai							
	interest in the Heads of Terms proposed resolution. Agenda item 8 – Planning								
	KC declared a personal interest in the planning application for Fitzle	loroi Farm							
	Fitzleroi Lane (KC uses the stables)	leror raini							
	 DB declared a personal interest in the planning application for Fitz 	leroi Farm							
	Fitzleroi Lane. Applicant is a neighbour								
	Agenda Item 10 – Finance, Any other financial issues, Bowls Club Publ	ic Liability							
	Insurance	,							
	TB declared a prejudicial interest as he is the Treasurer for the Bo	wls Club							
18-036	6. Update on on-going matters not covered elsewhere								
	a) Meetings								
	i) <u>Meetings attended and to be attended</u>								
	Meetings SSALC - Clerk Course - Tuesday 20 th February	Clerk							
	SSALC – Year End Finance Course – Thursday 22 nd	Clerk							
	February	Cicin							
	WSALC Spring Conference - Tuesday 6 March 2018	DB							
	Hilton Avisford Park, Arundel 9.50am to 3.30pm								
	North Chichester CLC took place on Tuesday 6 March	CW							
	2018 at 7pm at Wisborough Green Village Hall								
	2018 at 7pm at Wisborough Green Village Hall								
	2016 at 7pm at Wisborough Green Village Hall								

Up-	All Parishes Meeting, 25th April 2018; East Pallant	LS	
coming	House, Chichester		l
meetings	Dale Valley Training Course Information: Lantra	MA	Ì
_	Awards Basic Tree Survey & Inspection Course -		Ì
	27th April 2018		1

Reports were given by CW, DB and the clerk about the key points raised at the meetings attended.

ii) Standing Order Review

AW and the Clerk have prepared the draft Standing Orders. The draft Standing Orders dated March 2018 were circulated to the councillors prior to the meeting.

The **RESOLUTION** to **ADOPT** the Standing Orders dated March 2018 was PROPOSED by MF and SECONDED by TB. The vote was unanimous to adopt the Standing Orders. (9 Councillors voted. Unanimous vote to pass resolution).

18-037

7. Items for discussion

a) Consultations

i. Publication of proposed modifications to the West Sussex Joint Minerals Local Plan - CW reviewed the documents and concluded that the proposed modifications did not have enough impact on Fittleworth to require a response.

b) Village Shop & Playground update

i) Insurance cover for the playground and Youth Area

DB asked the clerk to check about the Parish Council insurance with regards to giving notice of the planned work. The clerk spoke to Came & Co, who said that no notice is required as the contractor's insurance will cover the site for the period of the work. Only when the site is signed off and handed back to the Parish Council will the Parish Council insurance kick back in.

ii) AW to reported that the contractors start on Monday 26th March. This project should take 6 months. Good homes have been found for all the existing playground equipment.

c) Arrangements for lease and contract signing

Proposed Resolution

That, subject if appropriate to receipt of a brief reporting letter from Barlow Robbins, the Parish Council enters into an Agreement for Lease reflecting the terms of the Heads of Terms dated 9th March 2018 with FCSL, and if necessary prior to the exchange of the Agreement for Lease the Parish Council and FCSL enter into a joint Letter of Intent with Agincourt Limited to permit removal of the existing Playground, site clearance and commencement of piling, both documents as settled in detail by the Chairman Chris Welfare, Councillor David Brittain and any other Councillors convened for the purpose from time to time

The above **RESOLUTION** (subject to the conflict of interest issue being resolved by the Trustees of the Recreation Ground Charity) was PROPOSED by RD and **SECONDED** by LS (7 Councillors voted. Unanimous vote to pass resolution). AW and MF did not vote per Item agenda 18-033.

d) New Playground & Youth Area Design

The designs of the Playground and the Youth Area were recirculated to the Parish Councillors prior to the meeting to review before final approval.

The **RESOLUTION** to APPROVE the plans of the Playground and the Youth Area was PROPOSED by KC and SECONDED by TB (9 Councillors voted. Unanimous vote to pass resolution).

Date: 23th April 2018

e) Neighbourhood Plan update

On the 26 February 2018 the consultation ended. '9 representations from statutory consultees and 13 representations from individuals were received (mostly village residents, but including two developers). These are being reviewed to decide how they will impact the plan. A meeting with SDNP was held on 7th March which was very useful. 'Advice on preparing the Consultation Statement and the Basic Requirements Statement will be given.. The April magazine will include a report on the village responses, common concerns and how these are to be addressed. 'The aim is for the Parish Council to approve at its May 2018 meeting an amended plan ready for submission to South Downs.

f) WSCC Ranger visit

CW

The 15 month ranger inspection is due in late March. DB to email CW with the specific details of the footpaths around Little Bognor that need to be added to the Ranger's site visit. CW to assemble a list of other stretches of footpath which need attention and send the combined list to the Ranger.

18-038

8. Planning

a) Status of recent applications

NEW APPLICATIONS & DECISIONS - SEE APPENDIX 1

MA went through the Planning Committee comments submitted since the last meeting and the SDNP Decisions. The comments are set out on Appendix 1.

b) Other Planning matters

i) <u>Bognor Quarry update</u>

SDNPA Enforcement carried out a site visit on 5th March 2018 and a report was circulated to the councillors. Steps have been taken to try and reduce the run-off onto the road and pond. The owner of the quarry is unaware of dirt biker activity that has been observed by residents and stated that he would not allow this. Another site visit was due on the 19th March.

ii) <u>Latimer House gates</u>

CDC enforcement were informed, however CDC have confirmed that there has not been a breach in planning control.

iii) Tree Management

LS briefed the Parish Council on a recent Natural England Seminar on subsidies and trees. LS proposed to approach Andrew Lee, Director of Sustainability to discuss how this may help Hesworth Common. MA pointed out that Hesworth Common did currently receive payments from Natural England, although there was some delay in remitting these payments to us at present.

18-039

9. Correspondence

The list of Correspondence was considered.

 $\underline{i)}$ <u>Velo South</u> - 100 miles of closed roads - Disruption to the communities of West Sussex. The majority of the councillors are looking forward to the event.

ii) <u>Fittleworth & District Association (FDA)</u>— Adrian Webb, Chairman of FDA, had written to the Parish Council, raising safety concerns about bus stop on the North side of the Fleet. The FDA would like to approach WSCC to extend the tarmac pavement as far as the roughly surfaced turning area to the west, or an even better solution would be to move the bus stop and some of the dedicated hard-standing some metres westward, thereby encroaching on, but not compromising, the turning area. The Parish Council are sympathetic with the issues raised and are happy for FDA to approach WSCC, but request all correspondence is copied to Janet Duncton, County Councillor, and the clerk.

18-040

10. Finance

a) Payment of invoices - to receive details and agree payment

i) Paid between meetings in Feb/March 2018 - None

ii) To be paid on or after 19th March 2018							
Payee	Description	Hesworth	Fittleworth Parish				
		Account £	Council Account £				
Clerk	Expenses – shredder &		£174.55				
	stationery						
WSCC	Payroll services 1/10/17		£44.21				
	to 31/3/18						
WSCC	Salary Feb 18		£745.26				
SSALC Ltd	WSALC 6/3/18		£54.00				
St Mary's COIF Interest Payme			£71.60				
Fittleworth PCC	(s.137)						
Mike Allin	Printing expenses -		£60.98				
	Neighbourhood Plan						
Margaret Welfare	Printing expenses -		£29.62				
	Neighbourhood plan						
Fittleworth Village	Electricity charge re car		£36.00				
Hall	park light (Annual						
	charge for 2017/18)						
Dale Valley	Basic Tree Survey &	£186.00					
Training Ltd	inspection Course (MA)						

The Payments were approved. PROPOSED by AW and SECONDED by MA

b) Update by the Clerk on account Balances as @ 120h March 2018

Current account: £27,422.53
Reserve account: 10,752.82
Hesworth account: 8,030.54
Birchwalks Wood: 5,423.16
Youth account: 1,000.00

c) <u>Review Financial Regulations to incorporate Online banking</u> – To be reviewed and updated for the April 2018 Parish Council meeting.

Clerk

d) Appointment of an Independent Examiner

The above **RESOLUTION** to appoint Mark Mulberry & Co as the internal auditor for the Parish Council and the independent examiner for the Recreation Ground Accounts and Trustees report was **PROPOSED** by AW and **SECONDED** by RD.

Clerk

e) Quarterly Review and approval of the accounts and bank reconciliations Quarter ended 30 June, 30 September, 31 December 2017 & 31 January 2018

The bank reconciliations for the periods listed above had been reviewed by the parish Councillors who are neither signatories of the bank accounts or have been involved with the accounts during the period. The Approval of the bank reconciliations was **PROPOSED** by TB and **SECONDED** by RD.

RD signed the bank reconciliations and the bank statements for the period June 2017 to January 2018.

- f) Any other financial Issues
 - i) <u>VAT Claim for a refund</u> The Clerk has submitted a VAT claim for a refund for the period 1 June 2016 to 31 March 2017. The total claim is £1,782.75. The Clerk will submit a claim for the period 1 April 2017 to 30 September 2017 once the refund for the perioded ended 31 March 2017 has been received. The Clerk intends to make a claim on a six monthly basis going forward.

Clerk

Fittleworth Parish Council: Parish Council Meeting 19^{th} March 2018 APPROVED Minutes Date: 23^{th} April 2018

	ii) <u>S.137 Payments</u>		2016/17	2017/18]		
	COIF Annual interes	t paid	£137.00	•	1		
	to the Parochial Chu	rch					Clerk
	Council]		
	COIF Interest received in The Payment was appro	•	•	•			
	The Payment was appro	veu. PK	OPUSED DY	y MIF and SECONI	DED DY	AVV	
	ii) Bowls Club Public The Clerk is awaiting cla		-		urance (company.	Clerk
-041	11.General Data P	rotostio	n Dogulati	one (CDDD) Cor	mmitta	o roport	
-041	The Committee has not					_	
	members informed of de						
	down to 2 possible provi	•					
-042	The clerk has purchased 12.Health & Safety			and on-going its	mc		
042	12. Health & Salety	r: Upuat	e or new a	ind on-going ite	:1115		
	Location	Next	L	ocation	N	ext Report	
		Repo				ate	
		date					
	Centenary Garden &	Octob	_	ecreation Ground	& Ju	une 2018	
	Arch	2018	В	us Shelter			
	Hesworth Common /	May 2	2018 T	he Triangle	Δ	pril 2018	
	Birchwalks Woods	May 2		ne mangie		prii 2010	
	Pavilion	April :	2018 V	illage tree inspect		arch Meeting required	
	Playground & Gym Equip.	N/A					
	No work carried out s February 2018 meeting Pavilion: Report 19/3	ng.		-	es repo	rted at the	
-043	13.Working Group	Reports	S				
	 a) Communication / Community / Youth - Nothing to report b) Crime Prevention - Nothing to report c) Hesworth Common/ Birchwalks Wood i) Hesworth Common Damage to car park entrance - MA to look at the damage and arrange a repair ii) MA reported that the Scouts will be planting saplings on 24 March. A working group will meet in early April to fill in potholes in the carpark. The Management meeting is on 9th April. 						МА
	d) Maintenance Litter picking – CW will or resume his litter picking		he parish c	ouncil contractor	to see if	he is able to	cw

.8-045	15. Date of next meeting: Monday 23rd April 2018 at 7.00pm in the Pavilion Building	
8-044	14. Items for inclusion on the April Agenda a) Lower Street road safety issue	
0.04.5	f) Village Hall CW had nothing to report	
	v) <u>Winter Management Plan</u> – In February 2018 West Sussex experienced snow, however WSCC did not give the go ahead to activate Winter Management Plans. It was decided that due to the quantity of snow and ice remaining on minor roads, with more snowfall predicted, we should distribute 5 of the 10 salt bags to the most vulnerable locations in the Parish Mr Dallyn has confirmed he will not charge to Parish Council for his time. The salt bags will need to be restocked before next winter.	
	iv) <u>Riverhill Lane</u> – The Tree has been removed.	
	iii) Operation Watershed drainage School Lane update – MA reported that the remaining work on School Lane will commence on 3 rd April.	
	The road safety aspect of the project is therefore unresolved. A request will be sent to WSCC to install bollards on Lower Street near the Sandy Lane junction. In recent months parents have expressed concern about the safety of their children who have to cross the road near the Sandy Lane/ Lower Street junction after being dropped off by the School bus. Due to cars parking at the southern end of the pavement on the eastern side of the road, all pedestrians (including schoolchildren, mothers with pushchairs and elderly people) have to walk in the road at a point where they are vulnerable to fast moving southbound traffic suddenly appearing round the bend in Lower Street.	Clerk
	MF and MA have had quotes for the proposed work - £10,000 and £8,000. Due to the cost of the project, it was decided that the Parish Council will only tidy up the existing area. MA and MF will get revised quotes for the necessary work and will report back at the next meeting.	MA/ MF
	ii) Sandy Lane Parking area – A Parishioner who voiced their unhappiness about the project contacted the clerk after the last parish council meeting and wanted action to resolve their issues. It was agreed that a site meeting would be arranged. The clerk left a message on the parishioner's answerphone requesting dates to meet with MA and MF. The parishioner never called back.	
	 e) Highways & Footpaths i) Proposed car parking in GreatPin - Hyde will not fund any carparking work. It was therefore decided that no further action will be taken on this project 	Clerk

APPENDIX 1

NEW APPLICATIONS

REFERENCE	DETAILS	RECV'D	REPLY BY	FPC RESPONSE	COMMENTED ON WEBSITE
SDNP/17/06525/FUL	Fittleworth House, Bedham Lane Installation of freestanding solar array.	12/2/18	7/3/18	Neutral with concerns. Height problems are a concern. We have concerns that the solar panels have been raised above ground level to allow wild life access under units. The units will, if approved, extend 8ft above ground level and will be very visual from a nearby public footpath. If permitted the large gaps in the hedgerow adjacent to the footpath will require infilling with new hedgerow.	21/2/18
SDNP/18/00106/LIS	Three Chimneys, School Lane Fittleworth RH20 1JB Proposal: In-ground swimming pool.	12/2/18	7/3/18	STRONGLY OBJECT The proposed siting of the swimming pool in the front garden close to the road is totally unacceptable to neighbours in close proximity to the proposed pool. The front garden of this property is extremely attractive. It provides a very important contribution to the character of the conservation area which the site occupies in School Lane. We feel therefore that the siting of the pool should be in a less obtrusive position, possibly at the rear of the site. This application, if approved, will be the focus of activity disturbing occupants of adjacent properties.	5/3/18
SDNP/18/00114/HOU S	Three Chimneys School Lane In-ground swimming pool.	12/2/18	7/3/18	As above	5/3/18
SDNP/18/00149/FUL	Fitzleroi Farm Fitzleroi Lane Proposed new grain and secure fertilizer storage building	2/3/18	2/3/18	Object – See Appendix A	2/3/18
SDNP/18/00175/TCA	3 Norwood Cottages Lower Street	5/2/18	5/3/18	No objections	21/2/18

Fittleworth Parish Council Dated: 4th April 2018

Planning lists

	Notification of intention to reduce lowest limb on east side of tree by 60% on 1 no. Maple tree (T1). Fell 2 no. (weakest) Holly trees from group of Holly trees (retaining Holly tree nearest the house) (T2). Coppice group of Hazel and Beech (T3).				
SDNP/18/00254/LIS	Hill Croft Wakestone Lane Bedham Internal alterations to remove modern internal stud wall in downstairs shower /utility room and the construction of new internal stud walling to create revised shower/utility room layout and replacement external door.	8/2/18	7/3/18	No objections however we will leave it to the listed building department to make the final decision.	21/2/18
SDNP/18/00265/HOU S	Hill Croft Wakestone Lane Bedham The erection of a replacement garden room building following demolition of the existing.	6/2/18	6/3/18	No objections	21/2/18
SDNP/18/00427/TPO	4 Stonebridge House The Old School School Lane Fittleworth RH20 1JZ Proposal: Crown reduce by 25% on 1 no. Copper Beech tree subject to 91/00506/TPO.	13/2/18	13/3/18	No objections	21/2/18
SDNP/18/00638/TCA	Brookside Lower Street Notification of intention to crown reduce by 2-3m 1 no. Copper Beech tree (T1).	6/2/18	3/3/18	No objections	21/2/18

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/HOUS	Coates Manor Rear extension & garage	28/07/17	No objection	APPROVED 9/3/18
SDNP/17/03551/LIS	Coates Manor Rear extension & garage	28/07/17	No objection	APPROVED 9/3/18
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	No Objection	APPROVED 6/3/18
SDNP/18/00005/HOUS	Badgers Drift Tripp Hill Fittleworth Single storey rear extension, removal of existing attached shed, improvement to existing porch & provision of outdoor pool	09/1/18	NO OBJECTION With the proviso that should a pool be required details would be submitted for final approval.	REFUSE 27/2/18

APPENDIX A

SDNP/18/00149/FUL - Fitzleroi Farm Proposed new grain and secure fertilizer storage building COMMENTS SUBMITTED 2/3/18

OBJECT

The Parish Council notes that the current application seeks to address some of the concerns raised during the previously withdrawn application (ref:SDNP/17/1116/FUL), including the objection by the Parish Council. We do not intend to respond to the comments made by Mark McDavid in his letter of 9th October 2017, since that would not be productive, suffice to say we stand by our previous comments.

However the Parish Council remains concerned about the potential visual impact of this building and its very prominent siting within the protected landscape. The particular character of this part of the Parish is much cherished by our community and we are concerned to protect that as much as possible.

At the same time we acknowledge the role of farming in helping to care for the rural parts of the Parish and we acknowledge that buildings such as this are often needed by working farms. We would therefore expect the SDNPA to satisfy themselves that the proposed Grain Store is needed, taking into account the existing on site grain storage and other modern buildings, for this relatively small farm (300 hectares). If permitted we would request a condition is placed on the building restricting it for agricultural use only.

We would also have concerns that contrary to condition 4 of the planning approval of the large barn, erected in 2010, no attempt has been made to soften the view with the planting of hedgerows and trees as required, instead farm machinery is currently on display. We would again request that if this application is approved, conditions are put in place ensuring the trees and hedge screens are in place prior to completion and also where necessary to the existing barn as specified.

We have considered the two alternative re-sites, however these have issues, particularly as the existing new barn will continue to be on view, should the new barn be sited in positions 2 and 3.

Assuming that the agricultural need for the building can be verified to the satisfaction of the SDNPA the Parish would, on balance, remain concerned about the visual effect that this building will have upon the special character of the surrounding countryside in this part of the National Park which we think is exacerbated by the location of the building to the south side of the complex where the land falls away quite steeply and will require retaining walls to form a level base. Given this, we do not think that it will be possible to successfully mitigate the impact of this large building with screen landscaping.

Fittleworth Parish Council Dated: 4th April 2018