



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 9th July 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 5 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
2nd July 2018

AGENDA

Agenda item		Allocated time
1.	Apologies for absence	
2.	Minutes of the Annual Parish meeting – approval of the minutes of the meeting held on 8 th May 2018.	2 Mins
3.	Minutes of the last meeting – approval of the minutes of the meeting held on 21 st May 2018 and any matters arising.	5 Mins
4.	District/County Councillor reports – update on District/County matters (if available).	10 mins
5.	Public questions.	10 mins
6.	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.	5 mins
7.	Update on on-going matters not covered elsewhere a) Meetings attended b) Upcoming meetings c) Velo Event	5 mins
8.	Items for discussion a) Consultations b) Village Shop & Playground update c) Neighbourhood Plan update	1 min 10 mins 5 mins
9.	Planning a) New Planning applications to discuss: b) Other planning matters i) Planning Appeal - SDNP/17/01554 -Withies Cottage ii) Bognor Quarry update iii) Other Planning issues	10 mins 5 mins 5 mins 5 mins

10.	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. a) Police Community update	5 mins																				
11.	Finance a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 June 2018 b) Payment of invoices – to receive details and agree payment c) Financial regulations to incorporate Online banking– approval by resolution d) NatWest Online banking forms e) VAT Claim Year ended 31 March 2018, VAT Claim Period ended 30 June 2018 f) Any other financial issues	10 mins																				
12.	General Data Protection Regulations (GDPR) Committee report a) Data Audit report b) Parish Councillor Emails c) Policies	5 mins																				
13.	<p>Health & Safety – an update on outstanding items and action to be taken.</p> <p>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out.</p> <table border="1" data-bbox="244 909 1329 1496"> <thead> <tr> <th data-bbox="244 909 576 1003">Location</th> <th data-bbox="576 909 775 1003">Next Report date</th> <th data-bbox="775 909 1094 1003">Location</th> <th data-bbox="1094 909 1329 1003">Next Report date</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1003 576 1133">Centenary Garden & Arch</td> <td data-bbox="576 1003 775 1133">October 2018</td> <td data-bbox="775 1003 1094 1133">Recreation Ground & Bus Shelter (every 3 months)</td> <td data-bbox="1094 1003 1329 1133">July 2018</td> </tr> <tr> <td data-bbox="244 1133 576 1263">Hesworth Common / Birchwalks Woods (every 3 months)</td> <td data-bbox="576 1133 775 1263">Sept 2018</td> <td data-bbox="775 1133 1094 1263">The Triangle (monthly)</td> <td data-bbox="1094 1133 1329 1263">July Meeting</td> </tr> <tr> <td data-bbox="244 1263 576 1393">Sports & Social Pavilion (monthly)</td> <td data-bbox="576 1263 775 1393">July Meeting</td> <td data-bbox="775 1263 1094 1393">Village tree inspection</td> <td data-bbox="1094 1263 1329 1393">July Meeting if required</td> </tr> <tr> <td data-bbox="244 1393 576 1496">Playground & Gym Equip. (fortnightly)041</td> <td data-bbox="576 1393 775 1496">N/A</td> <td data-bbox="775 1393 1094 1496">Bowls Club Pavilion (monthly)</td> <td data-bbox="1094 1393 1329 1496">July Meeting</td> </tr> </tbody> </table> <p>b) Asset Register Review c) Hesworth Common Tree removal d) Hesworth Common carpark entrance repair e) Tree Survey</p>	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch	October 2018	Recreation Ground & Bus Shelter (every 3 months)	July 2018	Hesworth Common / Birchwalks Woods (every 3 months)	Sept 2018	The Triangle (monthly)	July Meeting	Sports & Social Pavilion (monthly)	July Meeting	Village tree inspection	July Meeting if required	Playground & Gym Equip. (fortnightly)041	N/A	Bowls Club Pavilion (monthly)	July Meeting	10 mins
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14.	Working Group Reports a) Communications / Community / Youth b) Crime Prevention c) Hesworth Common / Birchwalks Wood d) Maintenance i) Boiler Service – The Sports Pavilion ii) The Fleet Bus Shelter bin replacement iii) Footpath by School Close - clearance e) Highways & Footpaths	20 mins																				

	<ul style="list-style-type: none"> i) Stretch of Pavement in Upper Street outside The Glebe ii) School Close – verges and condition of road iii) The Fleet/School Lane – BT manhole cover iv) School Lane parking v) Sandy Lane Parking vi) Lower Street Road safety vii) Drainage - Little Bognor Lane by Leconfield Fishing Ponds viii) Lower Street/ School Lane traffic concerns ix) Other Highways & Footpaths issues 	
	f) Village Hall & Outside Bodies	
15.	<p>Items for inclusion on the September Agenda. (No decisions can be made on matters raised under this item – for notification only.)</p> <ul style="list-style-type: none"> a) Financial & Operational Risk Assessment b) Neighbourhood Plan Approval – Submission Version 	
16.	Date of next meeting: Monday 17th September 2018 at 7.00pm in the Pavilion Building.	