



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 17th September 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
11th September 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 9 th July 2018 and any matters arising.	5 Mins
3.	District/County Councillor reports – update on District/County matters (if available).	5 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) Velo Event	5 mins
7.	Items for discussion a) Consultations b) Village Shop & Playground update c) Neighbourhood Plan update	2 min 10 mins 5 mins
8.	Planning a) New Planning applications to discuss: b) Other planning matters i) Bognor Quarry update ii) Other Planning issues	5 mins 5 mins 5 mins
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. a) Bonfires complaint	5 mins

<p>10.</p>	<p>Finance</p> <ul style="list-style-type: none"> a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 August 2018 b) Payment of invoices – to receive details and agree payment c) Financial regulations review d) VAT Claim Period ended 30 June 2018 e) Bowls Club Ground rent – 5 year review due 29th September 2018 f) Sports & Social Club update g) Audit 2017/18 update h) Internal Auditor - Year ended 31 March 2019 i) Silent Soldier Grant j) Insurance Renewal k) Any other financial issues 	<p>15 mins</p>																				
<p>11.</p>	<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="240 759 1331 1350"> <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>Sept 2018</td> <td>Recreation Ground & Bus Shelter (every 3 months)</td> <td>Sept 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months)</td> <td>Sept 2018</td> <td>The Triangle (monthly)</td> <td>Oct 2018</td> </tr> <tr> <td>Sports & Social Pavilion (monthly)</td> <td>Sept 2018</td> <td>Village tree inspection</td> <td>Sept Meeting if required</td> </tr> <tr> <td>Playground & Gym Equip. (fortnightly)</td> <td>N/A</td> <td>Bowls Club Pavilion (monthly)</td> <td>Sept 2018</td> </tr> </tbody> </table> <p>c) Hesworth Common Tree removal update d) Hesworth Common carpark entrance repair e) Tree Survey</p>	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch	Sept 2018	Recreation Ground & Bus Shelter (every 3 months)	Sept 2018	Hesworth Common / Birchwalks Woods (every 3 months)	Sept 2018	The Triangle (monthly)	Oct 2018	Sports & Social Pavilion (monthly)	Sept 2018	Village tree inspection	Sept Meeting if required	Playground & Gym Equip. (fortnightly)	N/A	Bowls Club Pavilion (monthly)	Sept 2018	<p>10 mins</p>
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<p>12.</p>	<p>Working Group Reports</p> <ul style="list-style-type: none"> a) Community / Youth b) Crime Prevention c) Hesworth Common / Birchwalks Wood d) Communications & General Data Protection Regulations (GDPR) Working Group report <ul style="list-style-type: none"> i) Privacy policy, Privacy notice & Retention Policy ii) Parish Councillor Emails update e) Traffic Working Group Report 	<p>5mins</p> <p>5 mins</p> <p>5mins</p>																				

	<p>f) Highways & Footpaths</p> <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) Drainage - Little Bognor Lane by Leconfield Fishing Ponds iv) Other Highways & Footpaths issues <p>g) Maintenance</p> <p>h) Village Hall & Outside Bodies</p>	<p>5 mins</p> <p>2 mins</p> <p>2 mins</p>
13.	<p>Items for inclusion on the October Agenda. (No decisions can be made on matters raised under this item – for notification only.)</p> <ul style="list-style-type: none"> a) Neighbourhood Plan Approval – Submission Version 	
14.	<p>Date of next meeting: Monday 15th October 2018 at 7.00pm in the Pavilion Building.</p>	