



Fittleworth Parish Council

**DRAFT Minutes of the Parish Council Meeting held on
17th September 2018 at 7.00pm in the Pavilion Building.**

Present:

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

In attendance:

Janet Duncton County & District Councillor (JD) and Louise Collis (Clerk)

Members of public: 3

Minute Ref	Agenda Item	Action by
18-093	1. Apologies for absence: Mike Allin (MA)	
18-094	<p>2. Minutes of the last meeting and matters arising</p> <p>The minutes of the previous meeting held on 9th July 2018 were approved as a correct record. The Minutes were PROPOSED by RD and SECONDED by TB The minutes were then signed by CW.</p> <p>MF requested that future minutes be shortened.</p>	
18-095	<p>3. District / County Councillor reports</p> <p>a) This year the exam results of West Sussex pupils have improved for another consecutive year. However, there is still room for improvement.</p> <p>b) JD has attended the Universal Credit Workshop. She feels this will be a good scheme once it is working correctly.</p> <p>c) Libraries – the initiative to run all services from Findon Library (including family services and police), is now being explored for Worthing, with residents currently being consulted.</p> <p>d) Budget –A further £150m reduction is required.</p> <p>e) West Sussex Crowd funding – to date 70 organisations have applied for crowd funding.</p> <p>f) <u>Questions</u></p> <p>i. Where white lines are fading outside properties, WSCC can come and reapply, however at a cost of £150 per household.</p> <p>ii. The Civil courts trial in Chichester started in mid September and will continue on a monthly basis going forward.</p> <p>iii. Velo South- WSCC Councillors were not consulted for 2018 Velo South. It is hoped that any further event will have a consultation prior to a commitment by WSCC.</p> <p>iv. Muck Spreading in Little Bognor area – JD recommended that MFU be contacted re guidelines farmers should follow.</p> <p>v. KC asked if funding is available for Fittleworth traffic ideas – Funding is not currently available. Suggested WSSC Crowd funding</p>	
18-096	<p>4. Public Questions -</p> <p>a) A Greatpin Croft resident complained about the lack of action to resolve the ongoing car parking issue as a result of the School Close development work vehicles, school traffic and Village Hall use. This issue has been discussed at the Parish Council meetings over the last year and the Parish Council tried to encourage the developers to park with more consideration and has also</p>	

	<p>mentioned the issue to the school. The powers of the Parish Council are limited. Any immediate potential danger due to restricted visibility to should be reported directly to the police.</p> <p>b) Alan Sutton – Introduced himself as the candidate for the Conservatives for the County Councillor role for Fittleworth at the May 2019 elections. The Ward boundaries will be changing in May 2019 and Fittleworth will no longer fall under Petworth Ward. Alan Sutton will be shortly taking up the role as a Governor of the West Sussex NHS Foundation Trust. (Governance post). He is happy to help the Parish Council on any hospital related issues.</p>																						
18-097	<p>5. Declaration by Council members of personal or prejudicial interest – <u>Agenda item 7 – Items for Discussion c) Neighbour Plan update</u></p> <ul style="list-style-type: none"> KC declared a prejudicial interest in the Neighbourhood Plan. KC employed to design the plan. <p><u>Agenda item 8 – Planning</u></p> <ul style="list-style-type: none"> LS declared a personal interest in the planning applications for 1 Norwood Cottages (owner) and in the planning application for the Barlavington Estate, Pump House Barn, Barn Coates Lane Fittleworth DS Declared a personal interest in the planning application for Fayrefield (neighbour) <p><u>Agenda item 10 - Finance</u></p> <ul style="list-style-type: none"> RD member of the Sports & Social Club – Rent issue TB member of the Bowls Club Committee – Ground rent review 																						
18-098	<p>6. Update on on-going matters not covered elsewhere</p> <p>a) Meetings : <u>attended and to be attended</u></p> <table border="1" data-bbox="248 965 1366 1518"> <tr> <td data-bbox="248 965 405 1070"><i>Meetings</i></td> <td data-bbox="405 965 1257 1070">SALC Councillors Briefing & Awareness Training – 10th July 2018</td> <td data-bbox="1257 965 1366 1070">KC</td> </tr> <tr> <td data-bbox="248 1070 405 1137"></td> <td data-bbox="405 1070 1257 1137">SALC Chairman’s Update Training – 12th July 2018</td> <td data-bbox="1257 1070 1366 1137">CW</td> </tr> <tr> <td data-bbox="248 1137 405 1205"><i>Up-coming meetings</i></td> <td data-bbox="405 1137 1257 1205">Pathwatch Meeting - 2 October 2018,</td> <td data-bbox="1257 1137 1366 1205">DB</td> </tr> <tr> <td data-bbox="248 1205 405 1272"></td> <td data-bbox="405 1205 1257 1272">SALC AGM - 4 October 2018, Lodge Hill</td> <td data-bbox="1257 1205 1366 1272">DB</td> </tr> <tr> <td data-bbox="248 1272 405 1384"></td> <td data-bbox="405 1272 1257 1384">All Parishes Meeting - 8 October 2018 at East Pallant House, Chichester. (2 attendees only)</td> <td data-bbox="1257 1272 1366 1384">CW/TB</td> </tr> <tr> <td data-bbox="248 1384 405 1496"></td> <td data-bbox="405 1384 1257 1496">SALC Budget Planning & Precept Setting Workshop – 18th October 2018</td> <td data-bbox="1257 1384 1366 1496">Clerk</td> </tr> <tr> <td data-bbox="248 1496 405 1518"></td> <td data-bbox="405 1496 1257 1518">SALC Elections & Co-option Briefing – 26 Feb 2019</td> <td data-bbox="1257 1496 1366 1518">Clerk</td> </tr> </table> <p>a) i) <u>Meetings attended – reports</u></p> <p><u>Councillors Briefing & Awareness Training– 10th July 2018- Attended by KC</u> A well attended session for mainly new Parish Councillors. Supplied with a large folder of key information including model standing orders, position and role of clerk, financial regulations etc.</p> <p><u>SSALC Chairs’ Networking Day -12 July 2018 – Attended by CW</u> An all-day event held in the conference facilities of the AMEX Stadium Brighton. Presentations included:</p> <ul style="list-style-type: none"> Katy Bourne, Sussex Police and Crime Commissioner Leigh Curtis, Kent, Surrey and Sussex Air Ambulance Trust Rob Evans, HR Services Kate Graham, East Sussex Fire and Rescue 	<i>Meetings</i>	SALC Councillors Briefing & Awareness Training – 10th July 2018	KC		SALC Chairman’s Update Training – 12th July 2018	CW	<i>Up-coming meetings</i>	Pathwatch Meeting - 2 October 2018,	DB		SALC AGM - 4 October 2018, Lodge Hill	DB		All Parishes Meeting - 8 October 2018 at East Pallant House, Chichester. (2 attendees only)	CW/TB		SALC Budget Planning & Precept Setting Workshop – 18th October 2018	Clerk		SALC Elections & Co-option Briefing – 26 Feb 2019	Clerk	
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	<ul style="list-style-type: none"> • Jeremy Page, Rural Housing Trust Ltd • Trevor Leggo, SSALC CEO <ul style="list-style-type: none"> ➢ Launch of 'Planning Protocol', a 12 page guide to the role of town and parish councils in the planning process, written by Lindsay Frost, formerly chief planner at Lewes. Downloadable from the SSALC website ➢ Explanation of how, and at what levels, SSALC meets the Police. <p>c) Velo Event – No further information to report.</p>	
18-099	<p>7. Items for discussion</p> <p>a) Consultations</p> <ol style="list-style-type: none"> i. 2018 Strategic Transport Investment Programme (STIP) Key Decision deadline 20/7/18 – No action ii. Local Heritage List - Consultation with Parish Councils – deadline 30th July 2018 – No action ii. Government Consultation – Let Communities Decide – deadline 25/10/18 <p>b) Village Shop & Playground update</p> <p>AW reported that the shop and playground are on track to open on 1st October 2018. It is hoped that the official opening will take place on 6th October 2018. On behalf of the Parish Council, CW thanked AW and MF for all their dedication and hard work on the project.</p> <p>DB asked about the resilience drive. This will be explored in more detail once the shop is up and running.</p> <p>b) Neighbourhood Plan update</p> <p>CW reported that the submission version is taking longer than expected to incorporate all the necessary changes. It is Hoped it will be completed before the October Parish Council meeting. Once approved by the Parish Council, then the plan can be submitted to SDNPA for a 6 week consultation. After the 6 week consultation the plan is then sent to the Independent Examiner.</p>	
18-100	<p>8. Planning</p> <p>a) Status of recent applications</p> <p>NEW APPLICATIONS & DECISIONS – SEE APPENDIX 1 - LS went through the Planning Committee comments submitted since the last meeting and the SDNP Decisions. The comments are set out on Appendix 1.</p> <p>b) Other Planning matters</p> <ol style="list-style-type: none"> i) <u>Bognor Quarry, Update</u> – The Quarry application review will take place in 2019. A Liaison Group (DB/CW and a resident of Little Bognor) is in place to review what happens next. DB to contact SDNP to find out the timetable and what is required of the Liaison Group. ii) <u>Other Planning issues</u> It was agreed that the Planning Committee would hold the Public Planning Committee meetings every three weeks (normally a Thursday at 5pm) at the Swan Hotel. The clerk will publicise the meetings on the noticeboard and the website 3 clear days prior to the meeting. 	DB/ Liaison Group
18-101	<p>9. Correspondence</p> <p>The list of Correspondence was considered. The following items from the list were highlighted.</p> <ol style="list-style-type: none"> a) Bonfire Complaint – CW has written a piece for the Village Magazine to try and address the concerns raised. b) SDNP Wealden Team – DB suggested DB and MA have a meeting with the new team to discuss footpaths and trees. 	DB/MA
18-102	<p>10. Finance</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 August 2018 – The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 August 2018 was PROPOSED by RD and</p>	

SECONDED by TB. The motion was carried. LS signed the bank reconciliations and the bank statements for the period ended 31 August 2018.

b) Payment of invoices

i) Paid between meetings in July to September 2018

Payee	Description	Date	Hesworth Common Account £	Fittleworth Parish Council Account £
R Mellor	Removal of fallen tree (Cheque No. 000033)	20/8/18	£1836.00	
WSSC	Clerk Payroll June 2018 (Cheque No. 2396)	17/8/18		£970.06
WSSC	Clerk Payroll July 2018 (Cheque No. 2397)	17/8/18		£970.06
CDC	Second hand litter bin (Cheque No. 2398)	17/8/18		£154.80
P.Duffell	Litter Collection (Cheque No. 2399)	17/8/18		£15.00
Netwise Ltd	Domain name renewal (Cheque No. 2400)	17/8/18		£15.00
RBL Poppy Appeal	Silent Soldier (Cheque No. 2401)	20/8/18		£250.00
Broxap Ltd	Interim payment for new playground (Cheque No. 2402)	10/9/18		£11,478.24

To be paid on/after 17th September 2018

Payee	Description	Hesworth Account £	FPC Bonus Saver	Fittleworth Parish Council Account £
Andrew Gale Tree Surgery Ltd	Tree Survey (Cheque No. 00034)	£540.00		
Grasstex Ltd	Grass cutting, Hedges & Alley Dick footpath (Cheque No. 2403)			£1,402.86
WSSC	Clerk Payroll June 2018 (Cheque No. 2404)			£970.06
Fittleworth Village Hall	Room hire Neighbourhood Plan meeting (15/6/18) (Cheque No. 2405)			£22.00
Fittleworth Village Hall	Room hire Neighbourhood Plan meeting (27/7/18) (Cheque No. 2406)			£16.00
Fittleworth Village Hall	Room hire Neighbourhood Plan meeting (24/8/18) (Cheque No. 2407)			£14.00
Broxap Ltd	Interim payment for new playground (Cheque No. 2408)			£6253.20
Clerk	Expenses – period to 16/9/18 Cheque No. 2408)			£97.85
Broxap Ltd	Interim payment for new playground (Cheque No. 2410)			£7,260.00

Broxap Ltd	Interim payment for new playground (Cheque No. 2411)			£2,544.00
Broxap Ltd	Interim payment for new playground (Cheque No. 2412)			£5,605.20
Moores Stephens	External audit (Cheque No. 2413)			£438.00
Came & Co	Annual insurance premium (Cheque No. 2414)			£1,719.97
OllysWood Joinery Ltd	Oak for Hesworth Carpark and The Swan arch (Cheque No. 00034)	£240.00		
FPC Current account	Inter account transfer		£10,000.00	

It was agreed that the two payments being paid for by Hesworth Common

- R Mellor – Removal of fallen tree £1836.00 (Net £1530 +VAT£306.00) and
- Olly's Wood Joinery (£240.00)

will initially be paid by the Hesworth Common, however the costs are to be split 50:50 between Hesworth Common and Fittleworth Parish Council. The transfer will be made in November.

Nov 18 payments

To be paid on completion of playground and Youth Area

Payee	Description	Fittleworth Parish Council Account £
Broxap Ltd	Final balancing payment for new playground & Youth Area	£ 40,792.32

The **RESOLUTION** to approve the payment of invoices as listed was **PROPOSED** by RD and **SECONDED** by TB.

ii) Inter Account Transfer

FPC Current account	Inter account transfer from the FPC Bonus saver account	£10,000.00
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In order to ease the cashflow for the payment of the playground equipment, it was agreed to transfer £10,000 from the FPC Bonus Saver Account to the FPC current account on a short term basis. Once the VAT claim relating to the playground has been received, together with the CDC grant of £8,000, then £10,000 will be transferred back to the FPC Bonus Saver account.

Nov'18 Payment

The **RESOLUTION** to approve the inter account transfer was **PROPOSED** by DB and **SECONDED** by LS.

c) Financial regulations review – To be covered by a separate Policy Review Parish Council Meeting in late January 2019.

d) VAT Claim Year ended 30 June 2018

In July a VAT Refund Claim for £ 5,825.75 was submitted to HMRC for the year period 30/6/18. This was paid on 23/7/18. The next VAT claim will be submitted for the period 1/7/18 to 30/9/18.

Policy Review PC Meeting Jan 19

	<p>e) Bowls Club Ground rent – 5 year review due 29th September 2018 The Annual ground rent is currently £25. The Ground rent of £25 was set on 29th September 2003. The rent is reviewed every 5 years except for the last period which is for 6 years. The Agreement is for 21 years. This will be last rent review before the Lease Agreement needs to be renewed on 29th September 2024. It was AGREED that the ground rent will remain at £25 per year until the Lease Agreement is renewed by 29th September 2024.</p> <p>The RESOLUTION to approve the inter account transfer was PROPOSED by KC and SECONDED by LS.</p> <p>f) Sports & Social Club update Julie Hawkins, Treasurer of the Sports & Social Club had submitted steps taken by the club to improve their cashflow since the last meeting. Julie Hawkins was present at the meeting and took questions from the councillors. It was AGREED that the next update from the club would be submitted in time for the December 2018 Parish Council meeting.</p> <p>g) Audit 2017/18 update The signed Annual Return for 2017/18 has been received. No issues raised. The Annual Return will be published on the website.</p> <p>h) Internal Auditor - Year ended 31 March 2019 The Clerk has received the engagement letter from Mulberry & Co for the Internal Audit for 2018/19. There 2 elements of the Engagement letter:-</p> <ul style="list-style-type: none"> • Interim Internal Audit • Final Internal Audit <p>It was AGREED that only a Final internal audit will be carried out. The clerk will try and secure a fixed fee for the audit as for 2017/18, rather than the new fee arrangement of an hourly rate.</p> <p>i) Silent Soldier The Silent soldier was ordered in August 18, following the clerk securing a grant from CDC to cover the full cost of the silhouette. The silent soldier will be put placed in the Centenary Gardens and is allowed to be displayed until 31 December 2019 (as stipulated by the British Royal Legion).</p> <p>j) Insurance Renewal After 3 years of a fixed long term agreement, the parish council insurance was put out to tender. Three quotes were received. The Councillors AGREED to accept a fixed 3 year agreement with Inspire. The next tender will be in August/September 2021</p> <p>The RESOLUTION to ACCEPT a 3 year Fixed Long term Agreement with Inspire was PROPOSED by RD and SECONDED by TB.</p> <p>k) Any other financial issues – none</p>	<p>Clerk</p> <p>DEC 18 PC Meeting</p> <p>Clerk/ Website</p> <p>Clerk</p> <p>Aug/ Sept 2021</p>								
18-103	<p>11. Health & Safety: Update of new and on-going items</p> <table border="1" data-bbox="244 1821 1385 1993"> <thead> <tr> <th data-bbox="244 1821 595 1895">Location</th> <th data-bbox="595 1821 802 1895">Report date</th> <th data-bbox="802 1821 1137 1895">Location</th> <th data-bbox="1137 1821 1385 1895">Report date</th> </tr> </thead> <tbody> <tr> <td data-bbox="244 1895 595 1993">Centenary Garden & Arch (every 6 months)</td> <td data-bbox="595 1895 802 1993">15/9/18</td> <td data-bbox="802 1895 1137 1993">Recreation Ground & Bus Shelter (every three months)</td> <td data-bbox="1137 1895 1385 1993">16/9/18</td> </tr> </tbody> </table>	Location	Report date	Location	Report date	Centenary Garden & Arch (every 6 months)	15/9/18	Recreation Ground & Bus Shelter (every three months)	16/9/18	
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	<p>Key points</p> <p>Sports & Social Pavilion: Report 17/9/18 – Crack in wall next to cellar door. Inspected by MF and RD. Not an issue at present but will be monitored.</p> <p>The Triangle: Report 15/9/ 2018 – Following fallen tree, fencing required at high level overlooking the rifle club. MA to action.</p> <p>.</p> <p>It was AGREED that KC and the Clerk would work together to ensure the list of outstanding issues from earlier Health and Safety reports and the Asset Register Review is prioritised and cleared over the next few months.</p> <p>b) Hesworth Common Tree removal update – As stated above - MA to obtain quotes for fencing.</p> <p>c) Hesworth Common Carpark Entrance repair update – New post has been erected and awaiting height restriction sign before fixing top section of oak.</p> <p>d) Tree Survey – The report has been received and circulated to the councillors. MA to meet the tree surgeon at the end of September to prioritise the required work and create a 3 year plan with costings for budget purposes.</p> <p>e) Other issues</p> <p>i) <u>Sport Pavilion internal wall issue reported</u> As mentioned above – this will be monitored by MF and RD. Julie Hawkins will take photos on a regular basis and email them to the clerk in order to monitor the situation.</p> <p>ii) <u>Sports Pavilion & Bowls Pavilion – Flat roof inspection - once every two years</u> A condition of all insurance premium quotes at renewal require any flat portions of the roof of buildings are to be inspected every two years by a competent roofing contractor and any recommendations implemented. The roof of the Sports Pavilion and possibly the loo and storage area of the Bowls pavilion will need to be inspected. The Clerk is to ask the insurers if the bowls pavilion mentioned above needs inspecting and if a chartered surveyor can undertake the inspection rather than a roofing contractor.</p>	<p>MF/RD</p> <p>MA</p> <p>KC/Clerk Ongoing</p> <p>MA</p> <p>MA</p> <p>MA</p> <p>MF/ RD/ Clerk</p> <p>Clerk</p>																
18-104	<p>12. Working Group Reports</p> <p>a) Community / Youth – Nothing to report</p> <p>b) Crime Prevention – 2 cars have been broken into recently at Hesworth Common</p> <p>c) Hesworth Common / Birchwalks Wood MA reported that</p> <ul style="list-style-type: none"> the next working day will be 7th October, 10am in the main car park. Management Plan DEFRA Inspection of works has been carried out with SDNP and a new programme of work is being proposed. Next management meeting is 22nd October at 4.30pm 																	

	<p>d) Communications & General Data Protection Regulations (GDPR) Working Group report</p> <p>i) Privacy policy, Privacy notice & Retention Policy - to be deferred to Separate Policy Review Parish Council meeting in late January 2019.</p> <p>ii) Parish Councillor Emails update - The clerk has rolled out the emails to all councillors – CW, MA and RD have yet to go live on the new email system.</p> <p>e) Traffic Working Group Report</p> <p>KC has been appointed chairman of the Traffic Working Group. KC attended the Fittleworth & District Association (FDA) meeting on 11/9/18 re road traffic management. Very informative. KC will contact the FDA in order to join forces and work together. It is hoped a meeting in early October will take place to discuss all traffic issues in the parish.</p> <p>f) Highways & Footpaths</p> <p>i) <u>Stretch of Pavement in Upper Street outside The Glebe</u> – No update available</p> <p>ii) <u>School Close – verges and condition of road</u> – Developers still on site. To report back once developers have finished.</p> <p>iii) <u>Drainage - Little Bognor Lane by Leconfield Fishing Ponds</u> – No progress. Clerk to chase for a response from Leconfield Estate.</p> <p>g) Maintenance – no attention issues reported</p> <p>h) Village Hall– Nothing to report</p>	<p>Policy Review PC Meeting Jan 19</p> <p>CW/MA/RD</p> <p>KC/MF/LS</p>
18-105	<p>13.Items for inclusion on the October Agenda -</p> <ul style="list-style-type: none"> • Neighbourhood Plan Approval – submission version 	
18-106	<p>14. Date of next meeting: Monday 15th October 2018 at 7.00pm in the Pavilion Building</p>	