



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 15th October 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
8th October 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 17 th September 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 & Upcoming meetings	5 mins
7.	Items for discussion a) Consultations b) Village Shop & Playground update c) Community Winter Resilience Plan	2 min 5 mins
8.	Neighbourhood Plan Review and Approval	10 mins
9.	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
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.	5 mins
11.	Finance a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 September 2018	10 mins

	<ul style="list-style-type: none"> b) Payment of invoices – to receive details and agree payment c) VAT Claim Period ended 30 September 2018 d) Any other financial issues 																					
12.	<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"> <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 (every 6 months)</td> <td>Oct 2018</td> <td>Recreation Ground & Bus Shelter (every 3 months)</td> <td>Dec 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months)</td> <td>Dec 2018</td> <td>The Triangle (monthly)</td> <td>Oct 2018</td> </tr> <tr> <td>Sports & Social Pavilion (monthly)</td> <td>Oct 2018</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground & Gym Equip. (fortnightly)</td> <td>October 2018</td> <td>Bowls Club Pavilion (monthly)</td> <td>Oct 2018</td> </tr> </tbody> </table> <ul style="list-style-type: none"> b) Tree Survey c) Sports Pavilion – Fire Risk Assessment 	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch (every 6 months)	Oct 2018	Recreation Ground & Bus Shelter (every 3 months)	Dec 2018	Hesworth Common / Birchwalks Woods (every 3 months)	Dec 2018	The Triangle (monthly)	Oct 2018	Sports & Social Pavilion (monthly)	Oct 2018	Village tree inspection	if required	Playground & Gym Equip. (fortnightly)	October 2018	Bowls Club Pavilion (monthly)	Oct 2018	10 mins
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13.	<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. Parish Councillor Emails update e) Traffic Working Group Report f) Highways & Footpaths <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 g) Maintenance h) Village Hall & Outside Bodies 	<p>5mins</p> <p>5 mins</p> <p>10mins</p> <p>5 mins</p> <p>2 mins</p>																				
14.	<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) Precept and Budget setting 2019/20 																					
15.	<p>Date of next meeting: Monday 19th November 2018 at 7.00pm in the Pavilion Building.</p>																					