



Fittleworth Parish Council

Draft Minutes of the Parish Council Meeting held on
15th October 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), David Brittain (DB), Mike Allin (MA) & Mick Foote (MF)

In attendance:

Louise Collis (Clerk)

Members of public: 1

Minute Ref	Agenda Item	Action by												
18-107	1. Apologies for absence: Lee Scott (LS) and Janet Duncton County & District Councillor (JD)													
18-108	2. Minutes of the last meeting and matters arising Following a minor amendment to 18-100 b)i) (Planning -Other Planning matters – Little Bognor Quarry), the minutes of the previous meeting held on 17 th September 2018 were approved as a correct record. The Minutes were PROPOSED by RD and SECONDED by TB The minutes were then signed by CW.													
18-109	3. District / County Councillor reports No reports submitted.													
18-110	4. Public Questions - a) RD reported on behalf of an elector that a vehicle had been broken into on Church Lane. The back window had been broken and the number plates stolen. In another incident, an attempt to steal 3 horses on Bedham Lane failed in the hourly hours of Sunday morning. DB reminded the meeting that all incidents must be reported to the police in order for the police to have grounds to request resources to solve crime. b) AW reported that an elector has requested that the Parish Council look into the village hosting a similar event to Petworth in Bloom. Fittleworth currently has the Open Gardens event. The clerk will look into the Village in Bloom event and report back to the Council. c) RD had been asked what the Parish Council were doing to mark the centenary of the end of the First world War. The Parish Council has installed a silent soldier. The Clerk suggested a wreath made by the Royal British Legion be ordered. This was agreed by the council. LS will be asked to lay the wreath on behalf of the Parish Council on 11 th November.	Clerk Clerk/ LS												
18-111	5. Declaration by Council members of personal or prejudicial interest – • None													
18-112	6. Update on on-going matters not covered elsewhere a) Meetings : <u>attended and to be attended</u>													
	<table border="1"> <tbody> <tr> <td><i>Meetings</i></td> <td>Pathwatch Meeting - 2 October 2018,</td> <td>DB</td> </tr> <tr> <td></td> <td>SALC AGM - 4 October 2018, Lodge Hill</td> <td>DB</td> </tr> <tr> <td></td> <td>All Parishes Meeting - 8 October 2018 at East Pallant House, Chichester. (2 attendees only)</td> <td>CW/TB</td> </tr> <tr> <td><i>Up-coming meetings</i></td> <td>South Downs SDLMG Heathland Forum meeting 7th November 2018</td> <td>MA</td> </tr> </tbody> </table>	<i>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	<i>Up-coming meetings</i>	South Downs SDLMG Heathland Forum meeting 7th November 2018	MA	
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a) *i) Meetings attended – reports*

Pathwatch Meeting - 2 October 2018, – DB submitted the following report –
The clerk circulated the minutes of the meeting to the councillors. The notes below are in addition to the minutes.

Main points to note

1. The launch of the (Police) Countrywatch Scheme and the importance of the In the Know scheme to track and report crime. As mentioned before online reporting is simpler and quicker than phoning 101.
2. There were reports of fly tipping including substantial dumping of used tyres, and it seems that there were prosecutions
3. Lavant PC now have a volunteer Hub with equipment to support volunteers
4. Motorcyclists on paths were reported by Cowdray Estate, some of whom were from London
5. 500 incidents at beauty spots since March of vehicles being broken into and the theft of a CCTV at Kingsley Vale were mentioned.
6. DB discussed some issues direct with PCSO.

DB reminded the meeting that if a member of the public instructs someone to remove any fly tipping rubbish, that person is then taking on the legal responsibility to check that the person or business instructed to remove the rubbish has the correct licence to do so.

DB has forwarded photos to the PCSO about a vehicle parked near the entrance to the Quarry in Little Bognor in February. Soon after the photo was taken noise was reported from the Quarry that Sunday and two men with two bikes were seen standing near the van. The Police will now look into the incident.

West Sussex SALC AGM - 4 October 2018, Lodge Hill – DB submitted the following report

Points to note included

1. The Report of the Three County Chairmen on what was happening and likely to come up across the counties is a useful summary.
2. The Health & Well-being study in West Sussex has been taken up by NALC. A louder voice was required by CCGs.
3. The deficits in WSALC need to be addressed by reduced cross charging by SSALC.
4. There was a presentation on the Armed Forces Covenant as there are estimated to be 42,000 military veterans in West Sussex, including National Service men who would now to be 75 plus. The ethos is not priority but parity in view of their frequent changes of location, with the need to find one's way around the Support for the Armed Forces Community web pages. There is a £300 pupil premium for services children payable to schools via their head teachers and certification by parents. The key question is Have you served? A Veterans ID card may facilitate access to Defence Discount services and App.
5. There was a presentation on Communities and Public Protection by WSCC with a view to Partnership Working in light of the 49% cut in WSCC funding over 10 years. There was emphasis on Community Hubs and how to use CC buildings differently and better. Questions reflected frustration at the central government move to digital access eg for the elderly renewing Blue Badges, registration of the blind, and no strategic engagement by SDNPA on the right topics with PCs.
6. There was a presentation by Sue Baxter Chair of NALC and a North Worcs PC, about the role and future of NALC, which is important in supporting PCs eg with the Good Councillor Guide, lobbying central government eg for more

	<p>funds and grants, rates relief, innovating in local services with environmental, care, transport and health initiatives. It has produced One Community a guide to effective partnership working between principal and local councils.</p> <p>7. There was a presentation by Tim Burr, a PC representative on the SDNPA on SDNP issues including the Local Plan and the Partnership Management Plan (to be set up next year), to inject a greater sense of priorities and evaluate the NP's impact and deliverability. Dark Skies, Housing priorities and numbers before the Inspector's enquiry, Accessibility (parking and visitor centres), moving to a Unitary Authority, Brexit and the future of farming were all touched on.</p> <p>Trevor Leggo, CEO of SSALC, made closing remarks on local issues, such as the Royal Sussex Regiment Heritage Project, 3 parishes working with Age UK on combatting loneliness, community warden schemes and raising persistent issues with the Police, with whom SSALC have another meeting shortly.</p> <p>All Parishes Meeting - 8 October 2018 CW submitted the following report (2 attendees - CW/TB)</p> <p>The clerk circulated the presentation slides of the meeting to the councillors. A few extra points:</p> <ol style="list-style-type: none"> 1. Local policing Inspector Sharon Sawyer is due to join Chichester (from Arun) soon. Crime overall is up 3.2% (national figure up 14%), but there is a big increase in vehicle crime. 2. Wellbeing and Social Prescribing A full account of this project, which seems very successful so far. 3. Plastics Plans for reducing the use of single use plastics. 4. Register of members A clear reminder of which forms need to be completed, and when, and where they have to be returned. <p>Questions Quite a few - one asking about reinforcement; the answer was that cases are sorted by priority.</p>	
18-113	<p>7. Items for discussion</p> <p>a) Consultations</p> <ol style="list-style-type: none"> i. Government Consultation - to allow shale gas to be permitted development - The deadline for comments is 25 October 18 - No comments to be submitted ii. 2018 WSSC Bus Survey - deadline 18/11/18 . The Clerks understands that Stagecoach 1 is the only bus that services Fittleworth. The Sunday running of this service is supported by SDNPA. This bus route is not part of the consultation. - No comments to be submitted iii. 2019 WSSC Minerals Local Plan single soft Sand Review - the clerk and CW to attend a meeting I to discuss the current situation as the new WSSC "call for sites" for soft sand is underway and the public consultation process is likely to take place in January 2019. <p>b) Village Shop & Playground update</p> <p>AW reported that the new playground and shop are now open and the first two weeks of trading have been excellent. Great support from the village.</p> <p>It is now necessary to register the lease with the land registry and the Parish Council will need to issue the first rent demand.</p> <p>The initial Playground Inspection is taking place on 17th October.</p> <p>The Youth Area should be open in the week beginning 22nd October.</p>	<p>CW/ Clerk</p> <p>Clerk</p>

	<p>CDC have confirmed that the grant of £8,000 towards the playground will be paid shortly.</p> <p>CW congratulated AW and MF for a wonderful achievement.</p> <p>c) Community Winter Resilience Plan – The Plan for 2017/18 needs to be submitted by 24 October to WSCC. It was AGREED that the current plan will remain in place and, in addition, School Lane will be added to the plan – to grit or clear snow as and when required. This will not be covered by WSCC as School Lane is not a A or B road. The Clerk will contact the Parish Council maintenance contractors (Grasstex) and Neil Dallyn (local farmer) to see if either party can carry out the work, if and when required. The Clerk will submit the updated Winter Resilience plan on this basis.</p> <p>The RESOLUTION to approve the Winter Resilience Plan for 2018/19 was PROPOSED by KC and SECONDED by RD</p>	Clerk
18-114	<p>8. Neighbourhood Plan Review and Approval The Neighbourhood Plan has been delayed due to a problem raised by SDNP. The problem arises from the 'Sweetman judgement', by the European Court of Justice, which means that the Habitat Regulations Assessment (an Appendix to the Plan) can only identify 'likely significant effects' of the proposal. If there are such effects, any mitigation can only be proposed as part of an Appropriate Assessment, which must be a separate document. The consultants who prepared the HRA for the Plan are prepared to modify it, and put the Appropriate Assessment into a separate document, but South Downs are concerned that this may not be a satisfactory solution. They have sought legal advice (from a QC) which is awaited by the day. Even if the advice is favourable, it will take at least a couple of weeks for the consultants to submit the amended documents to Natural England for consultation as they are obliged to do.</p> <p>This means that the Neighbourhood plan review and approval by the Parish Council will now be scheduled for the November Parish Council meeting.</p> <p>It is now expected that the Referendum will take place in either February or March 2019.</p>	Nov 18 Meeting
18-115	<p>9. 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) <i>Bognor Quarry, Update –</i> An interested neighbour had some samples from the quarry site tested by the Horsham Geological Society. The results confirmed that the limestone samples tested were not local limestone and supports the view that the quarry has been importing limestone. This information will be forwarded to SDNPA. ii) <i>Other Planning issues</i> A letter was received by the Chairman of the Planning committee from the owner of Withies Cottage outlining various concerns. MA will circulate the email to the members of the Council. As there is an appeal in progress for the property it was noted that it is not appropriate to reply to the letter at this time.</p>	MA
18-116	<p>10. Correspondence The list of Correspondence was considered. The following items from the list were highlighted.</p>	

- a) Complaint – Village Hall Carp Park light – a replacement bulb is required. CW reported that this issue was discussed at the Village Hall Committee. The Committee will arrange for the bulb to be replaced and the cost of the work will be split 50:50 between the Village Hall and the Parish council.

18-117

11. Finance

- a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 September 2018** – The **RESOLUTION** to **APPROVE** the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 September 2018 was **PROPOSED** by KC and **SECONDED** by TB. The motion was carried. RD signed the bank reconciliations and the bank statements for the period ended 30 September 2018.

b) Payment of invoices

- i) Paid between meetings in September/ October 2018 – Cheques

Payee	Description	Date	Hesworth Common Account £	Fittleworth Parish Council Account £
Broxap Ltd	Interim payment for new playground (Cheque No. 2415)	28/9/18		£1,215.00
Broxap Ltd	Interim payment for new playground (Cheque No. 2416)	28/9/18		£617.76
Broxap Ltd	Interim payment for new playground (Cheque No. 2417)	28/9/18		£1,198.80
Broxap Ltd	Interim payment for new playground (Cheque No. 2418)	28/9/18		£648.00
Broxap Ltd	Final payment for new playground (Cheque No. 2419)	28/9/18		£15,906.00
Broxap Ltd	New playground equipment - Additional item to quote (Cheque No. 2420)	28/9/18		£252.00

To be paid on/after 15th October 2018

Payee	Description	Hesworth £	Fittleworth Parish Council £
Grasstex Ltd	Grass cutting, Sept 18 (Cheque No. 2421)		£1,402.86
WSCC	Clerk Payroll Sept 2018 (Cheque No. 2422)		£970.06
Clerk	Expenses – period to 14/10/18 (Cheque No. 2425)		£149.94
FPC Current account	Inter account transfer – From FPC current account to Hesworth Common – SSE 2018 Wayleave Hesworth Common Payment (paid into FPC account 10/10/18) (Cheque No. 2423)		£106.17
Sign Shop	Height Sign for Hesworth Common Car park Entrance (Cheque No. 00036)	£36.00	
R Symonds	Oak work Hesworth Common Car park Entrance (Cheque No. 00037)	£125.00	
Tony Hunter	Oak Work Swan Arch (Cheque No.2424)		£150.00

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

To be paid on completion of Youth Area

Payee	Description	Fittleworth Parish Council Account £
Broxap Ltd	Final payment for Youth Area	£ 21,206.76

The **RESOLUTION** to approve the payment of invoices as listed was **PROPOSED** by DB and **SECONDED** by AW

c) VAT Claim Period ended 30 September 2018

In early October a VAT Refund Claim for £ 9,814.46 was submitted to HMRC for the year period 30/9/18. This was paid on 12/10/18. The next VAT claim will be submitted in the month following the final payments for the Youth Area.

d) Any other financial issues

i. Insurance – Recreation Ground Charity

The Relationship of the Trustees of the Recreation Ground Charity and the Parish Council and the responsibility of the Recreation Ground is currently being debated between the Clerk and the brokers. DB raised the issue of ownership of the Sport Pavilion Land and whether this will have an impact on the insurance issue. The Clerk will look into this.

Clerk

ii. Fencing on The Triangle above the Rifle Range

MA had obtained a quote to install chestnut fencing above the rifle Range in the Triangle following the removal of the fallen tree. This work is urgent. It will cost £223.63 for the fencing and £145 for the labour (Tony Emberton). It was **AGREED** that the cost of the fencing should be done as soon as possible and that the cost will be split 50:50 between the Hesworth Common account and the Parish Council account.

MA

The **RESOLUTION** to approve the costs was **PROPOSED** by DB and **SECONDED** by KC.

iii. Additional gates on the Recreation Ground

The need for two additional pedestrian gates around the boundary of the Recreation Ground (along the Fleet and School Lane) and a shoot bolt on gate on Recreation Ground were raised by MA. It was agreed that MA would obtain 2 quotes for the work.

MA

18-118

12. Health & Safety: Update of new and on-going items

a) Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.

Location	Last Report date	Location	Last Report date
Centenary Garden & Arch (every 6 months)	15/10/18	Recreation Ground & Bus Shelter (every three months)	16/9/18
Hesworth Common (every 3 months)	17/9/18	The Triangle (every 3 months)	15/10/18
Birchwalks Wood (every 3 months)	14/9/18		
Sports & Social Pavilion (monthly)	15/10/18	Village tree inspection	Not required
Playground, Youth Area & Gym Equip. (every 2 weeks)	To start from week beginning 22/10/18	Bowls Pavilion (monthly)	7/10/18

New Key points not covered elsewhere in the minutes - None

	<p>b) Tree Survey – The report has been received and circulated to the councillors. The Tree surgeon has recommended one tree to be felled and 7 trees need work. MA to meet the tree surgeon to prioritise the required work and create a 3 year plan with costings for budget purposes. MA to report back with plan and costings as soon as possible in order for the clerk to prepare the budget and 3 year forecast.</p> <p>c) Sports Pavilion – Fire Risk Assessment The clerk has been contacted by West Sussex Fire and Rescue Service in order to arrange a Fire Safety visit for the Sports Pavilion. Chris Welfare, Mike Stanbridge and the clerk will attend the visit on Tuesday 6th November</p> <p>MA – to provide copies the PAT testing paperwork following the electrical testing by Tony Johnson in December 2017</p> <p>d) Other issues</p> <p><i>i) Sports Pavilion – Flat roof inspection - once every two years</i> As stated last month one of the conditions of the insurance policy is the requirement for any flat portions of the roof of buildings owned by the Parish Council must be inspected every two years by a competent roofing contractor and any recommendations implemented.</p> <p>It was AGREED that a roofing contractor – Felfix Roofing, who carried out the work on the Bowls Pavilion’s flat roof in February 2017 would be instructed to inspect the Sports Pavilion roof. At the same time Felfix will be instructed to replace the missing lead flashing on the join between the sports pavilion and the Village Hall, with felt flashing. MA to contact Felfix.</p> <p>The Flat roof of the Bowls Club toilets was replaced in February 2017. Therefore, there are a few months before it is required to carry out an inspection of this roof.</p>	<p>MA</p> <p>MA</p> <p>MA</p> <p>February 2019</p>
18-119	<p>12. Working Group Reports</p> <p>a) Community / Youth – Nothing to report</p> <p>b) Crime Prevention – Nothing to report in addition to what has already been mentioned in the minutes.</p> <p>c) Hesworth Common / Birchwalks Wood MA reported that</p> <ul style="list-style-type: none"> • the working day took place on 7th October. 4 villagers and 4 Worthing volunteers attended. • The Management Committee are working together with SDNPA and Natural England to prepare the new Management Plan by the next meeting being held on 29th October. • The South Downs volunteers will meet again before Christmas and the Worthing Volunteers will next meet in April 2019. <p>d) Communications & General Data Protection Regulations (GDPR) Working Group report</p> <p>i) 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 KC reported that KC, LS and MF, had met with Adrian Webb, Mike Elliott, Sally Tanner and Christine Parker. The new working Group will look at the 2013 survey data and see whether another survey is required. Mike Elliott is to obtain the</p>	<p>CW/MA & RD</p>

	<p>information on the Rogate initiative and invite members of their committee over to discuss their scheme. The next meeting is 12th November 2018.</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. DB awaiting to hear back from The Leconfield Estates. DB will also contact Steve Hoad at WSCC.</p> <p>g) Maintenance – no additional issues reported</p> <p>i) Ally Dick West -leaves need to be cleared away. Clerk to check with Grasstex how many visits are left under the contract this year. The work will be carried out over the remaining visits.</p> <p>ii) Grasstex to be instructed to resume clearing the leaves from the new Playground on a regular basis.</p> <p>iii) Litter Picking – The clerk will contact Paul Duffell to see if he will be resuming his role to collect litter.</p> <p>h) Village Hall– Lucy Wylde is the new Chair for the Village Hall Committee. The main concern is the current parking issue.</p>	<p>DB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
18-120	<p>13.Items for inclusion on the October Agenda -</p> <ul style="list-style-type: none"> • 2019/20 Budget • Neighbourhood Plan Approval – submission version 	
18-121	<p>14. Date of next meeting: Monday 19th November 2018 at 7.00pm in the Pavilion Building</p>	