



# 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 19<sup>th</sup> November 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  
12<sup>th</sup> November 2018

## **AGENDA**

| <b>Agenda item</b> |  | <b>Allocated time</b>                          |
|--------------------|--|--|
| <b>1.</b>          | Apologies for absence  |  |
| <b>2.</b>          | Minutes of the last meeting – approval of the minutes of the meeting held on 15 <sup>th</sup> October 2018 and any matters arising.  | <b>5 Mins</b>                                  |
| <b>3.</b>          | District/County Councillor reports – update on District/County matters (if available).   | <b>5 mins</b>                                  |
| <b>4.</b>          | Public questions.  | <b>10 mins</b>                                 |
| <b>5.</b>          | Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.  | <b>5 mins</b>                                  |
| <b>6.</b>          | Update on on-going matters not covered elsewhere<br>a) Meetings attended & Upcoming meetings   | <b>5 mins</b>                                  |
| <b>7.</b>          | Urgent Items for discussion<br>a) Consultations<br>b) Village Shop & Playground update<br>c) Community Winter Resilience Plan  | <b>2 min</b><br><b>5 mins</b><br><b>2 mins</b> |
| <b>8.</b>          | Neighbourhood Plan Review and Approval   | <b>5 mins</b>                                  |
| <b>9.</b>          | Planning<br>a) New Planning applications to discuss:<br><br>b) Other planning matters<br>i) Other Planning issues  | <b>5 mins</b><br><br><b>5 mins</b>             |
| <b>10.</b>         | 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.                             | <b>5 mins</b>                                  |
| <b>11.</b>         | Finance<br>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 October 2018<br>b) Payment of invoices – to receive details and agree payment | <b>10 mins</b>                                 |

|  | <ul style="list-style-type: none"> <li>c) VAT Claim Period ended 31 October 2018</li> <li>d) Update by the Clerk on current income and expenditure</li> <li>e) Insurance – Recreation Ground Charity</li> <li>f) Rent for The Community Shop Lease</li> <li>g) Review – Rifle Club Ground rent</li> <li>h) Discussion of proposed budget</li> <li>i) Agree the precept</li> <li>j) Any other financial issues</li> </ul>  |  |                  |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
|--|---|--|------------------|----------|------------------|---|------------|---|----------|--|----------|---------------------------|----------|------------------------------------|----------|-------------------------|-------------|---------------------------------------|----------|-------------------------------|----------|----------------|
| <b>12.</b>   | <p>Health &amp; 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Location</th> <th style="width: 25%;">Next Report date</th> <th style="width: 25%;">Location</th> <th style="width: 25%;">Next Report date</th> </tr> </thead> <tbody> <tr> <td>Centenary Garden &amp; Arch<br/>(every 6 months)</td> <td>April 2019</td> <td>Recreation Ground &amp; Bus Shelter<br/>(every 3 months)</td> <td>Dec 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods<br/>(every 3 months)</td> <td>Dec 2018</td> <td>The Triangle<br/>(monthly)</td> <td>Nov 2018</td> </tr> <tr> <td>Sports &amp; Social Pavilion (monthly)</td> <td>Nov 2018</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground &amp; Gym Equip. (fortnightly)</td> <td>Nov 2018</td> <td>Bowls Club Pavilion (monthly)</td> <td>Nov 2018</td> </tr> </tbody> </table> <p>b) Sports Pavilion – Fire Risk Assessment update</p> | Location   | Next Report date | Location | Next Report date | Centenary Garden & Arch<br>(every 6 months) | April 2019 | Recreation Ground & Bus Shelter<br>(every 3 months) | Dec 2018 | Hesworth Common / Birchwalks Woods<br>(every 3 months) | Dec 2018 | The Triangle<br>(monthly) | Nov 2018 | Sports & Social Pavilion (monthly) | Nov 2018 | Village tree inspection | if required | Playground & Gym Equip. (fortnightly) | Nov 2018 | Bowls Club Pavilion (monthly) | Nov 2018 | <b>10 mins</b> |
| Location   | Next Report date  | Location   | Next Report date |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| Centenary Garden & Arch<br>(every 6 months)            | April 2019  | Recreation Ground & Bus Shelter<br>(every 3 months)  | Dec 2018         |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| Hesworth Common / Birchwalks Woods<br>(every 3 months) | Dec 2018  | The Triangle<br>(monthly)  | Nov 2018         |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| Sports & Social Pavilion (monthly)                     | Nov 2018  | Village tree inspection  | if required      |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| Playground & Gym Equip. (fortnightly)                  | Nov 2018  | Bowls Club Pavilion (monthly)  | Nov 2018         |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| <b>13.</b>   | <p>Working Group Reports</p> <ul style="list-style-type: none"> <li>a) Community / Youth</li> <li>b) Crime Prevention</li> <li>c) Hesworth Common / Birchwalks Wood</li> </ul> <p>d) Communications &amp; General Data Protection Regulations (GDPR)<br/>Working Group report - Parish Councillor Emails update</p> <p>e) Traffic Working Group Report</p> <p>f) Highways &amp; Footpaths</p> <ul style="list-style-type: none"> <li>i) Stretch of Pavement in Upper Street outside The Glebe</li> <li>ii) School Close – verges and condition of road</li> <li>iii) Drainage - Little Bognor Lane by Leconfield Fishing Ponds</li> <li>iv) Other Highways &amp; Footpaths issues</li> </ul> <p>g) Maintenance</p> <p>h) Village Hall &amp; Outside Bodies</p>  | <p><b>5 mins</b></p> <p><b>2 mins</b></p> <p><b>10mins</b></p> <p><b>5 mins</b></p> <p><b>2 mins</b></p> |                  |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| <b>14.</b>   | <p>Items for inclusion on the December Agenda.<br/>(No decisions can be made on matters raised under this item – for notification only.)</p>  |  |                  |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |
| <b>15.</b>   | <p>Date of next meeting: <b>Monday 17<sup>th</sup> December 2018 at 7.00pm</b> in the Pavilion Building.</p>  |  |                  |          |                  |   |            |   |          |  |          |                           |          |                                    |          |                         |             |                                       |          |                               |          |                |