



Fittleworth Parish Council

**DRAFT Minutes of the Parish Council Meeting held on
19th November 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) & Lee Scott (LS)

In attendance:

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

Members of public: 2

Minute Ref	Agenda Item	Action by
18-122	<p>1. Apologies for absence: Mick Foote (MF)</p> <p>It was with deep regret that CW had to report the recent death of Peter Stenning. He served on the Parish Council for three years, including being the Chairman of the Planning committee. His work was much appreciated by the Parish Council and the whole community.</p>	
18-123	<p>2. Minutes of the last meeting and matters arising</p> <p>The minutes of the previous meeting held on 15th October 2018 were approved as a correct record. The Minutes were PROPOSED by RD and SECONDED by KC The minutes were then signed by CW.</p>	
18-124	<p>3. District / County Councillor reports</p> <p>District – JD reported that CDC will be arranging the Park & Ride scheme in Chichester over Christmas.</p> <p>County- It is budget time and a decision will be made in February 2019 with regards to the statutory requirements and how these can be cut back. There is a need to reduce the budget by £165m over the planning period.</p> <p>MA & DB asked JD to bring up policing issues at the next Council meeting. The current cover of policing in the area has reduced further and car break ins are increasing at an alarming rate.</p>	
18-125	<p>4. Public Questions -</p> <p>a) <u>Policing</u> – The number of car break ins in cars parks at favourite walking locations has been increasing. The Arun Prevention Team (Police) will be attending the Parish Council Meeting on 16/9/19. This issue will be raised. However, in the meantime, every six months the Parish Council are invited by SALC (The Sussex Association of Local Councils) to submit questions to the Sussex Police Panel. Parishioners and councillors are asked to submit questions to the clerk in order to be able to submit any questions when next asked by SALC.</p> <p>b) <u>Footpath at rear of School Close – Tree and state of footpath issues</u> - An email was received by the clerk about the trees overhanging the rear gardens of properties 1-7 School Close. The homeowners are worried about the close proximity of the large trees, that the trees cut out daylight from properties, as well as making the ground unsuitable for planting due to the excessive shade. Another issue is the disposal of the fallen leaves.</p>	

	<p>Secondly, the footpath is also rendered inaccessible during periods of heavy rainfall and although some remedial work has been carried out at the far end closer to the common the rest of the path can become ankle deep in mud at times.</p> <p>The Parish Council believe the semi mature oak trees in question are owned by the Primary School. CW will investigate. The Parish Council have a limited budget, and as a result cannot employ a contractor to sort out the footpath at this time. However, the Parish Council proposed that if materials are provided to improve the surface of the footpath, the Parish Council would ask the Residents association to arrange manpower (volunteers from the properties and other local residents) to spread the chipping along the footpath. CW will respond to email.</p> <p>c) <u>Britain in Bloom – follow up from question raised at the October meeting</u> Britain in Bloom is an annual event run by the RHS. Communities usually take part through their local RHS branch. Alternatively, a new Community Group can be formed and registered via the RHS website. Once registered the RHS website will provide information on how to compile a portfolio and mission statement for the group.</p>	CW																		
18-126	<p>5. Declaration by Council members of personal or prejudicial interest –</p> <ul style="list-style-type: none"> LS declared a personal interest in the planning application for 1 Norwood Cottages. 																			
18-127	<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="248 954 1402 1541"> <tr> <td data-bbox="248 954 403 1093"><i>Meetings</i></td> <td data-bbox="403 954 1257 1093">SALC Budget Planning & Precept Setting Workshop – 18th October 2018</td> <td data-bbox="1257 954 1402 1093">Clerk unable to attend</td> </tr> <tr> <td data-bbox="248 1093 403 1189"></td> <td data-bbox="403 1093 1257 1189">North Chichester CLC Meeting – 6th November 2018</td> <td data-bbox="1257 1093 1402 1189">CW</td> </tr> <tr> <td data-bbox="248 1189 403 1285"></td> <td data-bbox="403 1189 1257 1285">South Downs Heathland Forum - 7th November 2018</td> <td data-bbox="1257 1189 1402 1285">MA</td> </tr> <tr> <td data-bbox="248 1285 403 1404"><i>Up-coming meetings</i></td> <td data-bbox="403 1285 1257 1404">SDNPA Parish workshops – 29th November 2018</td> <td data-bbox="1257 1285 1402 1404">DB</td> </tr> <tr> <td data-bbox="248 1404 403 1500"></td> <td data-bbox="403 1404 1257 1500">SALC VAT Essentials Briefing – 7 Feb 2019</td> <td data-bbox="1257 1404 1402 1500">Clerk</td> </tr> <tr> <td data-bbox="248 1500 403 1541"></td> <td data-bbox="403 1500 1257 1541">SALC Elections & Co-option Briefing – 26 Feb 2019</td> <td data-bbox="1257 1500 1402 1541">Clerk</td> </tr> </table> <p>a) <i>i) Meetings attended – reports</i></p> <p>North Chichester CLC Meeting – 6th November 2018 CW sent report of the meeting to all the parish councillors before the meeting. Key points from the report were:-</p> <ul style="list-style-type: none"> The first hour of the meeting was dominated by a large group of local residents who wanted to discuss Tillington's traffic problems. Refill. A national scheme to identify places where the public can have their own bottles filled with tap water. Participating locations can be found via a web app. 	<i>Meetings</i>	SALC Budget Planning & Precept Setting Workshop – 18th October 2018	Clerk unable to attend		North Chichester CLC Meeting – 6th November 2018	CW		South Downs Heathland Forum - 7th November 2018	MA	<i>Up-coming meetings</i>	SDNPA Parish workshops – 29th November 2018	DB		SALC VAT Essentials Briefing – 7 Feb 2019	Clerk		SALC Elections & Co-option Briefing – 26 Feb 2019	Clerk	
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	<ul style="list-style-type: none"> • 'Your Energy Sussex'. The energy team at County Hall have set up a new supplier of gas and green electricity under this name. Launched in February this year. Will be 'not for profit'. • Plaistow Rd TRO. Proposal to reduce the speed limit on Plaistow Rd, Ifold (from 40mph to 30mph) was approved, but the Chair warned that it could take a long time for TROs to be approved and implemented. • Prioritisation of TROs. TROs costing under £3000 are prioritised by CLCs. It was agreed that the Plaistow Rd TRO would be put forward as the top priority. • Community Highway Schemes. The scheme chosen was for a pedestrian crossing in Petworth. <p>South Downs Heathland Forum - 7th November 2018 MA sent report of the meeting to all the parish councillors before the meeting. Topics discussed were:-</p> <p>1) Assessing the risks- Rob Gossard (int.wildfire expert) Climate change / Public use i.e. Picnics/smoking / Litter- clear glass bottles</p> <p>2) Planning- Matt Gamblin (W.Sussex and fire rescue officer) Produce a map identifying the following:- Access points with restrictions marked / Routes for fire trucks/ Identify hazards i.e. Electricity lines / Plot houses on boarders / Note native trees on boarder (they can form a fire break) / Note wildlife</p> <p>3) Fire officers have a display of equipment used particularly for heathland fires</p> <p>4) Case studies- Dr.Isobel Alanso - Heathland fires- Iping Common</p> <p>5) Prevention- Andy Elliot (wild fire tech. Advisor) - Signage- fire precautions and information boards</p> <p>Following the meeting MA spoke to Matt Gamlin. He is happy to meet to discuss Hesworth Common actions to be taken.</p> <p>Proposed Meeting Dates for 2019 were agreed the clerk will circulate the agreed dates to the Parish Councillors and publish them on the website.</p>	
18-128	<p>7. Items for discussion</p> <p>a) Consultations</p> <p>i) Local List Review Consultation – circulated to all parish councillors on 5/11/18. Deadline 14/12/18. LS explained what the consultation was asking. No comments to be submitted.</p> <p>b) Village Shop & Playground update</p> <p>AW reported that the Payment of the lease rent is due to be paid. The Shop is waiting for the invoice for the Recreation Ground Charity. Currently outside the shop there is an area of grass which needs some attention. A donation has been received to address this issue. The Shop Committee will come up with some ideas and present them to the Parish Council.</p> <p>KC raised a road safety issue. The footpath to the shop is constantly blocked by vehicles. AW agreed to look into this.</p> <p>As the project has now been completed this item will no longer be required on the agenda.</p>	<p>Clerk</p> <p>AW</p> <p>AW</p>

	<p>c) <u>Community Winter Resilience Plan</u> – Both phases of the plan have now been submitted to WSCC. The updated full plan was revised to conform with the new format requested by WSCC and circulated to the Parish Councillors. WSCC have confirmed that our first choice contractor is now an approved contractor to clear snow or spread salt on School Lane when needed.</p> <p>The Resolution to APPROVE the Final version of the Fittleworth Community Winter Resilience Plan was PROPOSED by KC and SECONDED by AW. The Motion was carried. The clerk will publish the 2018/19 the Fittleworth Community Winter Resilience Plan on the website.</p> <p>The current plan includes the basic information required by WSCC. It was agreed that in June 2019 the Parish Council will look into expanding the information to be included in the Community Winter Resilience Plan for 2019/20.</p>	<p>Clerk</p> <p>June 19 Meeting</p>
18-129	<p>8. Neighbourhood Plan Review and Approval The Neighbourhood Plan has still not be finalised due to the issue reported at the last meeting. It is hoped that the Neighbourhood plan will be ready for review and approval by the Parish Council at the December Parish Council meeting.</p>	<p>Dec 18 Meeting</p>
18-130	<p>9. Planning</p> <p>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.</p> <p>The Minutes of the Planning Committee Meetings for September/ October & November were PROPOSED by TB and SECONDED by MA The minutes were then signed by MA.</p> <p>b) Other Planning matters</p> <p>i) <u>Bognor Quarry, Update</u> – Questions have been raised with SDNPA in respect of the amount of alien materials being brought on site. A site visit took place on 19/10/18 and a there will be a follow up visit. DB has also asked SDNPA about what is happening about forming a Liaison Group.</p> <p>The vehicles to and from the quarry are causing traffic issues. The vehicles that are now being used cannot follow the informal one-way system due to their size. To be monitored by the Traffic Working Group.</p>	<p>Traffic Working Group</p>
18-131	<p>10. Correspondence The list of Correspondence was considered. The following items from the list were highlighted.</p> <p>a)</p>	
18-132	<p>11. Finance</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 October 2018 – The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 October 2018 was PROPOSED by TB and SECONDED by RD. The motion was carried. LS signed the bank reconciliations and the bank statements for the period ended 31 October 2018.</p> <p>b) Payment of invoices</p> <p>i) Paid between meetings in October/ November 2018 – Cheques</p>	

Payee	Description	Date	Hesworth Common Account £	Fittleworth Parish Council Account £
Broxap Ltd	Interim payment for new playground (Cheque No. 2426)	31/10/18		£17,910.00
Broxap Ltd	Interim payment for new playground (Cheque No. 2427)	5/11/18		£3,296.76

To be paid on/after 19th November 2018

Payee	Description	Hesworth £	Fittleworth Parish Council £
WSCC	Clerk Payroll services 1/4/18 to 30/9/18 (Cheque No. 2428)		£45.29
WSCC	Clerk Payroll Oct 2018 (Cheque No. 2429)		£970.06
Grasstex Ltd	Grass cutting, Oct 18 (Cheque No. 2430)		£941.28
The Play Inspection Company Ltd	Post Installation Inspection (Cheque No. 2431)		£354.00
M.Allin	Expenses – Fencing materials for Triangle – fencing required following removal of fallen tree in September (50% FPC and 50% Hesworth common) (Cheque No. 2432)		£111.81
	(Cheque No. 2433) – VOID CHEQUE		
Clerk	Expenses – period to 14/10/18 (McAfee Protection, paper, postage) (Cheque No. 2434)		£103.45
FPC Current account	Inter account transfer – From FPC current account to Hesworth Common – 50% of cost of Tree Clearance work on the Triangle in September 2018. (paid by Hesworth Common account on 17/9/18) (Cheque No. 2435)		£865.00
Travis Perkins	Materials for Hesworth Common Car park (Cheque No. 0038)	£30.53	
M.Allin	Expenses – Refreshments Southdowns Rangers (Cheque No. 0039)	£32.30	
M.Allin	Expenses – Fencing materials for Triangle – fencing required following removal of fallen tree in September (50% FPC and 50% Hesworth common) (Cheque No. 0040)	£111.82	
Toby Emberson	labour to install fencing (Cheque No. 0041)	£125.00	

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

c) VAT Claim Period ended 31 October 2018

A VAT Refund Claim for the period ended 31 October has been submitted to HMRC

d) Insurance – Recreation Ground Charity

At the last meeting the clerk mentioned that the Relationship of the Trustees of the Recreation Ground Charity and the Parish Council and the responsibility of the

	<p>Recreation Ground is currently being debated between the Clerk and the brokers. This issue is still unresolved. The clerk will update the councillors once an agreement has been reached.</p> <p>e) Rent for The Community Shop Lease The Rent commencement date for the lease has been agreed by DB and AW to be 9th November. The clerk will shortly be issuing an invoice from the Recreation Ground Charity for £122.88 for the rent for 46 days.</p> <p>The invoicing will take place quarterly.</p> <p>f) Review – Rifle Club Ground rent 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 AW and SECONDED by TB.</p> <p>g) Discussion of proposed budget The budget prepared by the clerk was discussed at length. The impact of any increase on the council tax charge was also taken into account.</p> <ul style="list-style-type: none"> • The current precept of £19,000 per annum • Band D equivalent Charge per annum - £36.15 <p>h) Agree the precept The budget was updated for the charges and will be circulated to councillors before the next meeting with a view to ratifying the precept for 2019/20 at the December meeting.</p> <p>i) Any other financial issues</p> <p>i. <u>GRASSTEX CONTRACT</u> – It was AGREED that the Grasstex maintenance contract continue for another year. It will be reviewed in September 2019.</p> <p>ii. <u>Approval of Quotes</u> <u>Sports Pavilion rook work and roof survey</u></p> <ul style="list-style-type: none"> • Two quotes have been received for the Sports Pavilion rook work and roof survey. Feltfix Roofing and Bolton Builders Ltd. • Feltfix Roofing quote Roof Survey, to supply & fit lead X flashing, and to remove existing weltd drips and replace – £753 plus VAT. To be split 50:50 between the Parish Council and the Village Hall. • Bolton Builders Ltd – As above £885 plus VAT (Split as above) <p>The RESOLUTION to approve the Feltfix Roofing to carry out the work was PROPOSED by AW and SECONDED by RD.</p> <p><u>2 news Gates on Recreation Ground</u></p> <ul style="list-style-type: none"> • One quote received. Materials from McVeigh Parker £234.36 plus VAT & T. Embleton quote £315. Due to cashflow pressures it was agreed that the work will be carried out in the Spring. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Dec Meeting</p> <p>Sept 19 meeting</p> <p>Spring 2019</p>
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18-133	<p>12. Health & Safety: Update of new and on-going items</p> <p>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.</p> <table border="1" data-bbox="245 232 1390 1173"> <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) – last report 15/11/18</td> <td>April 2019</td> <td>Recreation Ground & Bus Shelter (every 3 months) – last report 16/9/18</td> <td>Dec 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months) – last report 9/18</td> <td>Dec 2018</td> <td>The Triangle (every Month) – last report 19/11/18 – No new issues reported</td> <td>Dec 2018</td> </tr> <tr> <td>Pavilion (Monthly) – last report 19/11/18 18 -No new issues reported</td> <td>Dec 2018</td> <td>Village tree inspection</td> <td>Dec Meeting if required</td> </tr> <tr> <td>Playground Youth Area & Gym Equip – Fortnightly – last report 12/11/18 - No issues reported</td> <td>26/11/18 & 10/12/18</td> <td>Bowls Pavilion (Monthly) last report dated 9/11/18 -No issues reported</td> <td>Dec 2018</td> </tr> </tbody> </table> <p>New Key points not covered elsewhere in the minutes – None</p> <p>b) Sports Pavilion – Fire Risk Assessment</p> <p>The Fire Risk Assessment was carried out on 6/11/18. A detailed report has been received. A revisit is required. Before the next visit a number of issues need to be resolved. The main issues that have an impact on the Parish Council are_</p> <ul style="list-style-type: none"> • Annual check Emergency lighting • Requirement for a fire alarm system • Hard wire check requirement every 5 years – Not sure when last carried out <p>The clerk will liaise with the Sports & Social Club Committee to determine costings and arrange the electrical checks.</p>	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch (every 6 months) – last report 15/11/18	April 2019	Recreation Ground & Bus Shelter (every 3 months) – last report 16/9/18	Dec 2018	Hesworth Common / Birchwalks Woods (every 3 months) – last report 9/18	Dec 2018	The Triangle (every Month) – last report 19/11/18 – No new issues reported	Dec 2018	Pavilion (Monthly) – last report 19/11/18 18 -No new issues reported	Dec 2018	Village tree inspection	Dec Meeting if required	Playground Youth Area & Gym Equip – Fortnightly – last report 12/11/18 - No issues reported	26/11/18 & 10/12/18	Bowls Pavilion (Monthly) last report dated 9/11/18 -No issues reported	Dec 2018	Clerk
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18-119	<p>13. 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</p> <p>MA reported that</p> <ul style="list-style-type: none"> • A committee meeting has taken place on 3rd November. • Worthing Volunteers working Day set for 14/4/19 needs to be changed. • A meeting with the Southdowns Rangers shortly to take place to finalise the Management plan. 																					

	<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 and RD have yet to go live on the new email system.</p> <p>e) Traffic Working Group Report</p> <p>KC reported a meeting took place the week beginning 12/11/18. It was determined that the 2013 Report was inconclusive on which direction the village want to go. It is all dependant in which part of the village you live in. The action points are:-</p> <ul style="list-style-type: none"> • Invite WSCC Highway for a meeting to find out their long term plans • Approach Rogate Parish Council to hear about their experience with their recent project. • Arrange a meeting with SDNPA <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><u>Drainage - Little Bognor Lane by Leconfield Fishing Ponds</u> – DB has contacted WSCC Highways. The issue has been passed on to the Drainage team.</p> <p>iii) .</p> <p>g) Maintenance – no additional issues reported</p> <p>h) Village Hall- No report submitted.</p>	CW & RD
18-120	<p>14.Items for inclusion on the December Agenda -</p> <ul style="list-style-type: none"> • Finalise 2019/20 Budget and precept • Neighbourhood Plan Approval – submission version 	
18-121	<p>15.Date of next meeting: Monday 21st January 2019 at 7.00pm in the Pavilion Building</p>	