



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 17th December 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
11th December 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 19 th November 2018 and any matters arising.	5 Mins
3.	District/County Councillor reports – update on District/County matters (if available).	5 mins
4.	Neighbourhood Plan update	15 mins
5.	Public questions.	10 mins
6.	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.	5 mins
7.	Update on on-going matters not covered elsewhere a) Meetings attended & Upcoming meetings	5 mins
8.	Urgent Items for discussion a) Consultations	3 min
9.	Working Group Reports a) Community / Youth b) Crime Prevention c) Hesworth Common / Birchwalks Wood d) Communications & General Data Protection Regulations (GDPR) Working Group report - Parish Councillor Emails update e) Traffic Working Group Report f) Highways & Footpaths i) Stretch of Pavement in Upper Street outside The Glebe ii) School Close – verges and condition of road	5 mins 2 mins 10mins 5 mins

	<ul style="list-style-type: none"> iii) Drainage - Little Bognor Lane by Leconfield Fishing Ponds iv) Footpath behind School Close (Nos1-7) v) Other Highways & Footpaths issues 																					
	<ul style="list-style-type: none"> g) Maintenance <ul style="list-style-type: none"> i) Recreation Ground Culvert ii) Sports & Social Pavilion Annual Electrical Checks iii) Sports & Social Pavilion Roof Survey update 	5 mins																				
	h) Village Hall & Outside Bodies	5 mins																				
10.	<p>Planning</p> <ul style="list-style-type: none"> a) New Planning applications to discuss: b) Other planning matters <ul style="list-style-type: none"> i) Other Planning issues 	5 mins																				
		5 mins																				
11.	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																				
12.	<p>Finance</p> <ul style="list-style-type: none"> a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 November 2018 b) Payment of invoices – to receive details and agree payment c) Insurance – Recreation Ground Charity d) Agree budget and precept for 2019/20 e) Any other financial issues 	15 mins																				
13.	<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>April 2019</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>Dec 2018</td> </tr> <tr> <td>Sports & Social Pavilion (monthly)</td> <td>Dec 2018</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground & Gym Equip. (fortnightly)</td> <td>Nov & Dec 2018</td> <td>Bowls Club Pavilion (monthly)</td> <td>Dec 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 (every 6 months)	April 2019	Recreation Ground & Bus Shelter (every 3 months)	Dec 2018	Hesworth Common / Birchwalks Woods (every 3 months)	Dec 2018	The Triangle (monthly)	Dec 2018	Sports & Social Pavilion (monthly)	Dec 2018	Village tree inspection	if required	Playground & Gym Equip. (fortnightly)	Nov & Dec 2018	Bowls Club Pavilion (monthly)	Dec 2018	10 mins
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14.	<p>Items for inclusion on the January Agenda. (No decisions can be made on matters raised under this item – for notification only.)</p>																					
15.	Date of next meeting: Monday 21st January 2019 at 7.00pm in the Pavilion Building.																					
	Total Time	2 Hours																				