



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 21st January 2019 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 5 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
15th January 2019

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 December 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 b) Resignation of Parish Councillor | 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 | 5 mins 2 mins 5 mins 5 mins |

| | <ul style="list-style-type: none"> ii) School Close – verges and condition of road iii) Drainage - Little Bognor Lane by Leconfield Fishing Ponds iv) Road Safety Issue update – Lower Street near St Richards Cottages v) Other Highways & Footpaths issues | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|------------------|----------|------------------|---|------------|---|----------|--|------------|---------------------------|--------------|------------------------------------|-------------------------|-------------------------|-------------|---------------------------------------|-------------------------|----------------------------------|--------------|----------------|
| | <ul style="list-style-type: none"> g) Maintenance <ul style="list-style-type: none"> i) Recreation Ground Culvert update ii) Sports & Social Pavilion Annual Electrical Checks iii) Sports & Social Pavilion Roof Survey update iv) Bowls Club Pavilion Roof survey (Insurance requirement) h) Village Hall & Outside Bodies | <p>10 mins</p> <p>5 mins</p> | | | | | | | | | | | | | | | | | | | | |
| 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 | <p>5 mins</p> <p>5 mins</p> | | | | | | | | | | | | | | | | | | | | |
| 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 31 December 2018 b) Payment of invoices – to receive details and agree payment c) Approve Section 137 payments for 2018/19 d) Ratify budget and precept for 2019/20 e) Financial Update by the Sports & Social Club f) Any other financial issues | 10 mins | | | | | | | | | | | | | | | | | | | | |
| 13. | <p>Health & Safety – an update on outstanding items and action to be taken.</p> <ul style="list-style-type: none"> a) Receive the following reports in accordance with the reporting cycle and updates on work carried out. <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 & 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>March 2019</td> <td>The Triangle (monthly)</td> <td>January 2019</td> </tr> <tr> <td>Sports & Social Pavilion (monthly)</td> <td>Dec 2018 & January 2019</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground & Gym Equip. (fortnightly)</td> <td>Dec 2018 & January 2019</td> <td>Bowls Club Pavilion (monthly)</td> <td>January 2019</td> </tr> </tbody> </table> <ul style="list-style-type: none"> b) Sports Pavilion – Fire Risk Assessment update | 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) | March 2019 | The Triangle (monthly) | January 2019 | Sports & Social Pavilion (monthly) | Dec 2018 & January 2019 | Village tree inspection | if required | Playground & Gym Equip. (fortnightly) | Dec 2018 & January 2019 | Bowls Club Pavilion (monthly) | January 2019 | 10 mins |
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| 14. | <p>Items for inclusion on the Agenda for Extraordinary February 2019 Meeting.</p> <ul style="list-style-type: none"> - Review and update Standing Orders - Review and update Financial Regulations - Agree on new GDPR Policies <p>Items for inclusion on the Agenda for Normal monthly February 2019 Meeting.</p> <p>(No decisions can be made on matters raised under this item – for notification only.)</p> | 5 mins |
| 15. | <p>Date of next meeting:</p> <p>Extraordinary Meeting (Policy update meeting)- Monday 4th February 2019 at 7.00pm in the Pavilion Building</p> <p>Monthly Parish council meeting - Monday 18th February 2019 at 7.00pm in the Pavilion Building</p> | |
| | Total Time | 2 Hours |