



# 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 18<sup>th</sup> February 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  
11<sup>th</sup> February 2019

## **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 21 <sup>st</sup> January 2019 and 4 <sup>th</sup> February 2019 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>5 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>	Co-opting a New Parish Councillor	<b>10 mins</b>
<b>7.</b>	Review and Update Code of Conduct	<b>10 mins</b>
<b>8.</b>	Update on on-going matters not covered elsewhere a) Meetings attended & Upcoming meetings b) Neighbourhood Plan update	<b>5 mins</b>
<b>9.</b>	Urgent Items for discussion a) Consultations b) Clerk's Annual Appraisal	<b>5 min</b>
<b>10.</b>	Working Group Reports a) Community / Youth b) Crime Prevention c) Hesworth Common / Birchwalks Wood d) Communications & General Data Protection Regulations (GDPR) Working Group report i) Parish Councillor Emails update ii) Privacy Policy - Internal e) Traffic Working Group Report	<b>25 mins</b>

	<ul style="list-style-type: none"> <li>f) Highways &amp; Footpaths <ul style="list-style-type: none"> <li>i) Stretch of Pavement in Upper Street outside The Glebe</li> <li>ii) School Close – Footpath, verges and condition of road</li> <li>iii) Road Safety Issue update – Lower Street near St Richards Cottages</li> <li>iv) Other Highways &amp; Footpaths issues</li> </ul> </li> <li>g) Maintenance <ul style="list-style-type: none"> <li>i) Recreation Ground Culvert update</li> <li>ii) Sports &amp; Social Pavilion Annual Electrical Checks</li> <li>iii) Sports &amp; Social Pavilion Roof Survey update</li> <li>iv) Bowls Club Pavilion Roof survey (Insurance requirement)</li> </ul> </li> <li>h) Village Hall &amp; Outside Bodies</li> </ul>																					
<b>11.</b>	<p>Planning</p> <ul style="list-style-type: none"> <li>a) New Planning applications to discuss:</li> <li>b) Other planning matters <ul style="list-style-type: none"> <li>i) Other Planning issues</li> </ul> </li> </ul>	<p><b>5 mins</b></p> <p><b>5 mins</b></p>																				
<b>12.</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>13.</b>	<p>Finance</p> <ul style="list-style-type: none"> <li>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 January 2019</li> <li>b) Payment of invoices – to receive details and agree payment</li> <li>c) Appoint internal auditor for the next 2 years</li> <li>d) Annual Financial Risk Assessment &amp; Review Financial Procedures</li> <li>e) Sports &amp; Social Club</li> <li>f) Any other financial issues</li> </ul>	<b>15 mins</b>																				
<b>14.</b>	<p>Health &amp; Safety – an update on outstanding items and action to be taken.</p> <ul style="list-style-type: none"> <li>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out.</li> </ul> <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 (every 6 months)</td> <td>April 2019</td> <td>Recreation Ground &amp; 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>February 2019</td> </tr> <tr> <td>Sports &amp; Social Pavilion (monthly)</td> <td>February 2019</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground &amp; Gym Equip. (fortnightly)</td> <td>February 2019</td> <td>Bowls Club Pavilion (monthly)</td> <td>February 2019</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>b) Tree Survey work update</li> <li>c) Sports Pavilion – Fire Risk Assessment update</li> </ul>	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)	February 2019	Sports & Social Pavilion (monthly)	February 2019	Village tree inspection	if required	Playground & Gym Equip. (fortnightly)	February 2019	Bowls Club Pavilion (monthly)	February 2019	<b>10 mins</b>
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<b>15.</b>	Items for inclusion on the Agenda for March 2019 Meeting.  (No decisions can be made on matters raised under this item – for notification only.)	<b>5 mins</b>
<b>16.</b>	Date of next meeting: <b>Monthly Parish council meeting - Monday 18<sup>th</sup> March 2019 at 7.00pm</b> in the Pavilion Building	
	Total Time	<b>2 Hours</b>