

Fittleworth Parish Council

**DRAFT Minutes of the Parish Council Meeting held on
18 February 2019 at 7.00pm in the Pavilion Building.**



Present: Chris Welfare (CW) Chair, Mike Allin (MA), Tony Broughton (TB), Kerry Coughtrey (KC), Robin Dunstan (RD), Mick Foote (MF) & Lee Scott (LS)

In attendance: Louise Collis (Clerk)

Members of public: 1

Minute Ref	Agenda Item	Action by
19-26	1. Apologies for absence: County and District Councillor Janet Duncton (JD) and David Brittain (DB)	
19-27	<p>2. Minutes of the last meeting and matters arising</p> <p>The minutes of the meeting held on 21st January 2019 were approved as a correct record. The Minutes were PROPOSED by KC and SECONDED by TB. The minutes were then signed by CW.</p> <p>The minutes of the meeting held on 4th February 2019 were approved as a correct record. The Minutes were PROPOSED by KC and SECONDED by RD. The minutes were then signed by CW</p>	
19-28	<p>3. District / County Councillor reports</p> <p>JD was unable to attend the meeting and submitted a report that was circulated to the parish councillors prior to the meeting.</p> <p>Key points from report</p> <ul style="list-style-type: none"> • The budget for 2019/20 has been voted on and approved at full Council • Work has started on the budget for 20/21. Things are tight and the scrutiny for more and more savings but at the same time still keeping a good service for all residents is taking more and more ingenuity. • School children that have School dinners are now getting 2.5kg less sugar content in their meals than they were a year ago. • A new Call Centre for emergency Services will be set up with West Sussex Fire and Rescue joining with Surrey and a combined Centre. This will have no effect on the speed with which emergency calls are handled and until recently we ran the Call Centre from Haywards Heath jointly with East Sussex. • All of the 6 Primary Schools in my division have had their parking arrangements looked at to try and ease the congestion that occurs twice a day when parents drop and then collect their youngsters. <p>A27 Chichester Bypass – A parish councillor was unhappy with JD’s response at the last meeting in respect of WSCC email about the A27 Chichester Bypass.</p>	
19-29	<p>4. Public Questions -</p> <p>An elector is concerned about the WSCC Highway’s proposed marking scheme along school lane which is out for public consultation. To be discussed later in the meeting.</p>	
19-30	<p>5. Declaration by Council members of personal or prejudicial interest –</p> <ul style="list-style-type: none"> • LS declared a personal & Prejudicial interest in Agenda item 10 – Planning - the planning application for 1 Norwood Cottages • MA declared a personal & Prejudicial interest in Agenda item 10 – Planning - the planning application for Gorseland Wyncombe Close • RD declared a personal & Prejudicial interest in Agenda Item 12 – Finance e) – Financial position of the Sports & Social Club 	

19-31	<p>6. Co-opting a new Parish Councillor One resident has voiced an interest in joining the Parish Council –However, they were unable to attend the meeting. Postponed until the March meeting.</p>	March 19 meeting																																	
19-32	<p>7. Update on on-going matters not covered elsewhere a) Meetings : <u>attended and to be attended</u></p> <table border="1" data-bbox="248 331 1390 1093"> <tr> <td data-bbox="248 331 403 367"><i>Meetings</i></td> <td data-bbox="403 331 1257 398">CDALC MEETING Tuesday 29 JANUARY 2019 7PM CDC Offices</td> <td data-bbox="1257 331 1390 398">None</td> </tr> <tr> <td data-bbox="248 398 403 450"></td> <td data-bbox="403 398 1257 450">SALC VAT Essentials Briefing – 7 Feb 2019</td> <td data-bbox="1257 398 1390 450">Clerk</td> </tr> <tr> <td data-bbox="248 450 403 501"></td> <td data-bbox="403 450 1257 573">South Downs National Park Authority Landowner Breakfast meeting – 7February 2019</td> <td data-bbox="1257 450 1390 573">MA was unable to attend</td> </tr> <tr> <td data-bbox="248 573 403 624"></td> <td data-bbox="403 573 1257 624">SALC Elections & Co-option Briefing – 26 Feb 2019</td> <td data-bbox="1257 573 1390 624">Clerk</td> </tr> <tr> <td data-bbox="248 624 403 676"><i>Up-coming meetings</i></td> <td data-bbox="403 624 1257 725">All Parishes Meeting – Thursday 28th February 2019 - CANCELLED</td> <td data-bbox="1257 624 1390 725"></td> </tr> <tr> <td data-bbox="248 725 403 777"></td> <td data-bbox="403 725 1257 777">Sussex Pathwatch- 5th March 2019</td> <td data-bbox="1257 725 1390 777">CW</td> </tr> <tr> <td data-bbox="248 777 403 828"></td> <td data-bbox="403 777 1257 828">North Chichester CLC –5th March 2019</td> <td data-bbox="1257 777 1390 828">CW</td> </tr> <tr> <td data-bbox="248 828 403 880"></td> <td data-bbox="403 828 1257 880">North Chichester CLC –11th June 2019</td> <td data-bbox="1257 828 1390 880"></td> </tr> <tr> <td data-bbox="248 880 403 931"></td> <td data-bbox="403 880 1257 931">All Parishes Meeting – Monday 15th July 2019</td> <td data-bbox="1257 880 1390 931"></td> </tr> <tr> <td data-bbox="248 931 403 983"></td> <td data-bbox="403 931 1257 983">North Chichester CLC –12th November 2019</td> <td data-bbox="1257 931 1390 983"></td> </tr> <tr> <td data-bbox="248 983 403 1034"></td> <td data-bbox="403 983 1257 1034">North Chichester CLC –17th March 2020</td> <td data-bbox="1257 983 1390 1034"></td> </tr> </table> <p>b) <u>Neighbourhood Plan Update</u> The Neighbourhood Plan was submitted on 23 January 2019.</p> <p>The SDNPA expect to begin their 6 week consultation period on 22nd February 2019 and then the Independent Examiner will be able to start work in early April. This means that there will not be time to arrange the Referendum before the elections on 2nd May, but it should be possible to do so soon after.</p> <p>All the submitted documents have now been uploaded to the village website and hard copies of the plan will be available to view in the Church and the shop.</p>	<i>Meetings</i>	CDALC MEETING Tuesday 29 JANUARY 2019 7PM CDC Offices	None		SALC VAT Essentials Briefing – 7 Feb 2019	Clerk		South Downs National Park Authority Landowner Breakfast meeting – 7February 2019	MA was unable to attend		SALC Elections & Co-option Briefing – 26 Feb 2019	Clerk	<i>Up-coming meetings</i>	All Parishes Meeting – Thursday 28th February 2019 - CANCELLED			Sussex Pathwatch- 5th March 2019	CW		North Chichester CLC –5th March 2019	CW		North Chichester CLC –11th June 2019			All Parishes Meeting – Monday 15th July 2019			North Chichester CLC –12th November 2019			North Chichester CLC –17th March 2020		
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19-33	<p>8. Urgent Items for Discussion</p> <p>a) Consultations</p> <p>i. <u>CDC Local Plan Review consultation - Deadline 7/2/19</u> Not aware that any comments have been submitted on behalf of the Parish council</p> <p>ii. <u>CDC Housing Strategy Consultation - deadline 15/3/19</u> LS to review and comment if appropriate.</p> <p>iii. <u>Soft Sand Review of the West Sussex Joint Minerals Local Plan (MLP) Deadline 18/3/19</u></p> <p>This has been reviewed and it was concluded that no action is required in respect of <i>Bognor Common Quarry or Horncroft</i>.</p>	LS																																	

	<p>iv. <u>South Downs Local Plan Examination: Main Modifications Consultation Deadline 28/03/19</u> CW to review and comment if appropriate.</p> <p>v. <u>CDC Chichester Parking Management Plan (PMP) Deadline 31/3/19</u> Not relevant to Fittleworth.</p> <p>b) <u>Clerk's annual appraisal</u> This will be carried out by the chairman and MA.</p>	<p>CW</p> <p>CW/MA & Clerk</p>
<p>19-34</p>	<p>9. Working Group Reports</p> <p>a) Community / Youth – Nothing to report b) Crime Prevention The Clerk was contacted by the police to inform that Parish Council that a number of silent soldiers have been recovered and the police are trying to identify who owns each soldier. Ongoing.</p> <p>c) Hesworth Common / Birchwalks Wood</p> <ul style="list-style-type: none"> • MA met Matt Galvine (Fire & Rescue Officer) and Charles Winchester (South Downs Ranger) on 5/3/19. • Hesworth Common Management Meeting - 8/4/19 • Worthing Volunteers Working Party – 28/4/19 • South Downs Volunteer Group - 5/3/19 • Meeting with Fire Officer - February • Birch Walk Woods Scouts and Cubs conservation work - TBA <p>RD has been collecting litter on Hesworth Common.</p> <p>The Clerk will contact the CDC dog warden to obtain posters to put up around the woods to instruct dog owners to clear up after their dogs.</p> <p>d) Communications & General Data Protection Regulations (GDPR) Working Group report</p> <p>i) <u>Parish Councillor Emails update</u> - CW and RD have yet to go live on the new email system.</p> <p>ii) <u>Privacy Notice (Internal)</u> - The RESOLUTION to Approve and Adopt the Privacy Notice (Internal) dated 18th February 2019 was PROPOSED by RD and SECONDED by KC. This was a unanimous decision.</p> <p>iii) <u>Data Protection Policy/ Data Protection Officer</u> – SALC have advised that clerks should not be the Data Protection Officer, as stated in the Parish Council Data Protection Policy Approved on 4th February 2019. It was AGREED that the comments have been noted by the council however the Data Policy will not be changed.</p> <p>e) Traffic Working Group Report</p> <p>i) <u>Traffic Working Group meeting</u> - The next meeting is taking place on 22/2/19. Update at the next meeting.</p> <p>ii) <u>Road Safety Issue update – Lower Street near St Richards Cottages</u>– LS has tried to contact the correct person at Sussex Police. A letter is to be sent to residents to encourage them to park in the parking area at the bottom of Sandy Lane or near the Swan.</p> <p>iii) <u>Proposed permanent Traffic Order School Keep Clears in North Chichester - TRO/CHN8007/RC</u> – the information contained in the consultation</p>	<p>Clerk</p> <p>CW/Clerk</p>

	<p>documentation incorrectly refers to Fittleworth as Fernhurst. The deadline for comments is 28/2/19, however the errors will be notified to WSCC and request the consultation period for Fittleworth be extended. KC suggested that a plan of the proposed changes should be displayed on the noticeboard. CW would do this.</p> <p>f) Highways & Footpaths</p> <p>i) <u>Stretch of Pavement in Upper Street outside The Glebe</u> – CW to send an email to WSCC Highways</p> <p>ii) <u>School Close – verges and condition of road</u> The Work is to be carried out imminently.</p> <p>iii) <u>School Close/ High Trees Footpath</u> It was agreed that a working party would be arranged to put down scalplings (4 or 5 bags at £40 per bag) on Friday 5th April and Saturday 6th April 19.</p> <p>g) Maintenance</p> <p>i) <u>Recreation Ground Culvert</u> A meeting is to be arranged with the High Trees Residents Committee before the next meeting.</p> <p>ii) <u>Sports & Social Pavilion Annual Electrical Checks</u> MF to email electrician details used by the shop to MA so that necessary electrical checks can be carried out as soon as practically possible.</p> <p>iii) <u>Sports & Social Pavilion Roof Survey update</u> MA to get a quote for the work required as per the survey.</p> <p>iv) <u>Bowls Club pavilion Roof Survey</u> The roof was replaced in February 2017. As required by the insurers, a survey is required in February 2019. MA to arrange at same time as Sports Pavilion quote.</p> <p>h) Village Hall– Nothing to report.</p>	<p>CW</p> <p>MA/RD/ KC/CW</p> <p>MF/MA</p> <p>MA</p>
19-35	<p>10.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>b) Approval of the Planning Committee Minutes The minutes of the Planning Committee meetings held on</p> <ul style="list-style-type: none"> • 5th December 2019 • 20th December 2019 • 10th January 2019 • 8th February 2019 <p>were approved as a correct record. The Minutes for all the meetings were PROPOSED by LS and SECONDED by TB The minutes were then signed by MA as Chairman of the Planning Committee.</p> <p>c) Other Planning matters</p> <p>i) <u>Bognor Quarry, Stretch Hill</u> – No update available</p> <p>ii) <u>Lithersgate Common, Bedham Lane, Fittleworth - SDNP/17/00755/COU – BMX Track Appeal</u> – Planning Committee to draft a response. This will be circulated to the parish councilors for comments prior to submission</p>	

	iii) <u>Douglas Lake Farm farm/ light industrial buildings change of use</u> – currently being investigated by CDC Enforcement																					
19-36	<p>11. Correspondence</p> <p>The list of Correspondence was considered.</p>																					
19-37	<p>12. Finance</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 January 2019 – The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 January 2019 was PROPOSED by LS and SECONDED by KC. The motion was carried. LS signed the bank reconciliations and the bank statements for the period ended 31 January 2019.</p> <p>b) Payment of invoices</p> <p>i) Paid between meetings in January/ February 2019 – None</p> <p>To be paid on/after 18th February 2019</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Hesworth £</th> <th>Fittleworth Parish Council £</th> </tr> </thead> <tbody> <tr> <td>SSALC</td> <td>Clerk Training (Cheque No. 2455)</td> <td></td> <td>£78.00</td> </tr> <tr> <td>WSCC</td> <td>Payroll January 19 (Cheque No. 2456)</td> <td></td> <td>£970.06</td> </tr> <tr> <td>Clerk</td> <td>Expenses – period to 18/2/19 (Cheque No. 2457)</td> <td></td> <td>£64.89</td> </tr> <tr> <td>Travis Perkins</td> <td>Car Park Arch materials (Cheque No. 000042)</td> <td>£130.83</td> <td></td> </tr> </tbody> </table> <p>The RESOLUTION to approve the payment of invoices as listed was PROPOSED by RD and SECONDED by LS.</p> <p>c) Appointment of Internal Auditor –</p> <p>It was AGREED that Mark Mulberry & Co will be appointed to review the accounts for the year to 31 March 2019.</p> <p>d) Review & Update Risk Management Procedures – Finance & Legal</p> <p>The RESOLUTION to Approve and Adopt the updated Risk Management Procedures – Finance & Legal dated 18th February 2019 was PROPOSED by TB and SECONDED by RD. This was a unanimous decision.</p> <p>e) Financial update by the Sports & Social Club</p> <p>Mike Stanbridge reported on the current financial position of the club. It was AGREED that that the reduced licence fee of £450 per quarter will continue until the licence is up for renewal in March 2020. The RESOLUTION was PROPOSED by MF and SECONDED by LS.</p> <p>f) Any other financial issues - <u>Councillor expenses</u></p> <p>Since CDC stopped issuing hard copies of all planning applications, TB has been printing every planning application in order for the Planning Committee to have a copy at their committee meetings. It was AGREED that TB will be reimbursed for his ink cartridge and paper expenses.</p>	Payee	Description	Hesworth £	Fittleworth Parish Council £	SSALC	Clerk Training (Cheque No. 2455)		£78.00	WSCC	Payroll January 19 (Cheque No. 2456)		£970.06	Clerk	Expenses – period to 18/2/19 (Cheque No. 2457)		£64.89	Travis Perkins	Car Park Arch materials (Cheque No. 000042)	£130.83		
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19-38	13. Health & Safety: Update of new and on-going items																					

a) Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.

Location	Next Report date	Location	Next Report date
Centenary Garden & Arch & Sandpit (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 17/12/18	March 2019	The Triangle (every Month) – last report 13/2/19 –	March 2019
Sports & Social Pavilion (Monthly) – last report 18/2/19 -No new issues reported	March 2019	Village tree inspection	When required
Playground Youth Area & Gym Equip – Fortnightly – last report 17/2/19 - No issues reported	3/3/19	Bowls Pavilion (Monthly) last report dated 12/2/19 -No issues reported	March 2019

New Key points not covered elsewhere in the minutes – None

b) Sports Pavilion – Fire Risk Assessment

The clerk has emailed the two committee members requesting an update and quotes for the necessary fire alarm system but has had no response.

19-39

14. Items for inclusion on the March Agenda

- Co-opting a Parish Councillor
- Annual Financial Risk Assessment

19-40

15. Date of March meeting - Monday 18th March 2019 at 7.00pm in the Pavilion Building