



# 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> March 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 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 - 11<sup>th</sup> March 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 18 <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>	Update on on-going matters not covered elsewhere a) Meetings attended & Upcoming meetings b) Neighbourhood Plan update	<b>5 mins</b>
<b>8.</b>	Urgent Items for discussion a) Consultations b) WSCC Ranger visit c) Parish Council Elections d) Revised date – Annual Parish Meeting	<b>5 min</b>
<b>9.</b>	Working Group Reports a) Community / Youth b) Crime Prevention c) Hesworth Common / Birchwalks Wood d) Traffic Working Group Report e) Highways & Footpaths i) Stretch of Pavement in Upper Street outside The Glebe ii) School Close – Footpath, verges and condition of road iii) Road Safety Issue update – Lower Street near St Richards Cottages iv) Other Highways & Footpaths issues  f) Maintenance i) Recreation Ground Culvert update	<b>20 mins</b>

	<ul style="list-style-type: none"> <li>ii) Sports &amp; Social Pavilion Annual Electrical Checks</li> <li>iii) Bowls Club Pavilion Roof survey update (Insurance requirement)</li> <li>iv) Monthly Review – Outstanding Maintenance work</li> <li>v) Playground Rubbish Bins</li> <li>vi) Playground / Youth Area Table Tennis damage</li> </ul> <p>g) Village Hall &amp; Outside Bodies</p>																					
<b>10.</b>	<p>Planning</p> <ul style="list-style-type: none"> <li>a) New Planning applications to discuss:</li> <li>b) Other planning matters</li> </ul>	<b>5 mins</b> <b>5 mins</b>																				
<b>11.</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>12.</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 28 February 2019</li> <li>b) Payment of invoices – to receive details and agree payment</li> <li>c) Annual Financial Risk Assessment</li> <li>d) S.137 payment</li> <li>e) Any other financial issues</li> </ul>	<b>15 mins</b>																				
<b>13.</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: 15%;">Next Report date</th> <th style="width: 25%;">Location</th> <th style="width: 35%;">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>March 2018</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months)</td> <td>March 2019</td> <td>The Triangle (monthly)</td> <td>March 2019</td> </tr> <tr> <td>Sports &amp; Social Pavilion (monthly)</td> <td>March 2019</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground &amp; Gym Equip. (fortnightly)</td> <td>March 2019</td> <td>Bowls Club Pavilion (monthly)</td> <td>March 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)	March 2018	Hesworth Common / Birchwalks Woods (every 3 months)	March 2019	The Triangle (monthly)	March 2019	Sports & Social Pavilion (monthly)	March 2019	Village tree inspection	if required	Playground & Gym Equip. (fortnightly)	March 2019	Bowls Club Pavilion (monthly)	March 2019	<b>10 mins</b>
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<b>14.</b>	<p>Items for inclusion on the Agenda for April 2019 Meeting.</p> <p>(No decisions can be made on matters raised under this item – for notification only.)</p>	<b>5 mins</b>																				
<b>15.</b>	<p>Date of next meeting:  <b>Monthly Parish council meeting – Wednesday 24<sup>th</sup> April 2019 at 7.00pm</b> in the Pavilion Building</p>																					
	Total Time	<b>1Hr 45 mins</b>																				