

Fittleworth Parish Council

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



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

In attendance: County and District Councillor Janet Duncton (JD) and Louise Collis (Clerk)

Members of public: 1

Minute Ref	Agenda Item	Action by
19-41	1. Apologies for absence: None	
19-42	2. Minutes of the last meeting and matters arising The minutes of the meeting held on 18 th February 2019 were approved as a correct record. The Minutes were PROPOSED by TB and SECONDED by KC. The minutes were then signed by CW	
19-43	3. District / County Councillor reports <ul style="list-style-type: none"> • Nothing to report for the District Council • JD has recently visited Fittleworth Primary School. Impressed with the school and the Headmistress. • JD hopes to attend the next Over 60s Club lunch to hear concerns that need to be addressed. <p>Questions:- MA raised concerns about the increases in the West Sussex County Council 2019/20 budget set out in the leaflet sent out with the Council Tax letters. He was shocked to see the substantial increase in Corporate items and the fall in Highways and Infrastructure, year on year. It was pointed out by members that MA was comparing percentages in the two years; comparing the cash amounts would be more meaningful. JD directed MA to discuss his concerns with the WSCC Treasury Department.</p> <p>LS raised concerns about the current split collection schedule followed by CDC Waste collection service. The clerk will follow this up with Lisa Jones at CDC.</p>	Clerk
19-44	4. Public Questions - An elector raised concerns about the planning application for the proposal to replace the existing equestrian buildings with a building to be used for stabling and an associated self-contained unit of holiday accommodation at the Stables North-West of Hesworth Common. The planning application will be discussed by the Planning Committee at the next public Planning Committee meeting taking place on 21 st March 2019.	
19-45	5. Declaration by Council members of personal or prejudicial interest - <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 	
19-46	6. Co-opting a new Parish Councillor No further communication for the resident who voiced an interest before the February meeting. Issue postponed until after the elections.	

19-47

7. Update on on-going matters not covered elsewhere**a) Meetings : attended and to be attended**

<i>Meetings</i>	SALC Elections & Co-option Briefing – 26 Feb 2019	Clerk
	All Parishes Meeting – Thursday 28th February 2019 - CANCELLED	
	Sussex Pathwatch- 5th March 2019	CW
	North Chichester CLC –5th March 2019	CW
<i>Up-coming meetings</i>	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	

Reports*i. SALC Elections & Co-opting Briefing – 26 Feb 2019 – clerk*

This was very informative. On the 4th March the clerk circulated some of the material distributed by SALC following the training course on 26/2/19 to the councillors via email.

ii. Sussex Pathwatch – 5th March 2019 – CW submitted the following report

The meeting is run by South Downs, with representation from WSCC and a number of Parish Councils and local preservation societies.

Subjects raised included the following:

- WSCC permission is needed to add information to fingerposts
- Ranger areas are being amended. The updated map will be circulated with the PROW letter of 5/3/19
- Tom Carter (Sussex Police) reported that Countrywatch has been launched and they have adopted Farmwatch (which is focused on the theft and damage of farm equipment and resources). Access to all these systems can be gained via the In the Know website
- The police have property marking kits available
- There has been a spike in reports of fly-tipping. The police have worked with the Environment Agency and District Councils in sharing information (e.g. ANPR data). Organisations using waste disposal contractors need to show due diligence in checking that the contractors are properly authorised and licensed.
- Thefts from cars in rural car parks. There was a chase and arrest in December (case proceeding)
- Boxgrove ranger's group is developing the 'Windmill Trail' to Halnaker Mill.

iii. North Chichester CLC (held at Northchapel Village Hall) – 5th March 2019 – CW submitted the following report

There was an update from the previous meeting at Tillington which had been packed with local residents wanting to talk about traffic through the village on the A272. Meetings have been arranged between the parish council and other interested parties with the WSCC Highways Department.

The main part of the (short) meeting was a report on Community Initiative Funding.

b) Neighbourhood Plan Update

The 7 week consultation period started on 21st February 2019 and ends on 13 April 2019, and it is hoped the Plan will be submitted to the Independent Examiner on 23rd April 2019.

19-48	<p>8. Urgent Items for Discussion</p> <p>a) Consultations</p> <p>i. <u>CDC Housing Strategy Consultation - deadline 15/3/19</u> LS has submitted comments on behalf of the Parish Council. CW to circulate comments submitted.</p> <p>ii. <u>South Downs Local Plan Examination: Main Modifications Consultation Deadline 28/03/19</u> CW to review and comment if appropriate.</p> <p>iii. <u>CDC Gambling Act 2005: Statement of Policy 2019-2022 – deadline 10/4/19</u> CW to review and comment if appropriate.</p> <p>b) <u>WSSC Ranger Visit</u> – A list of Footpaths that will be inspected in 2019 has been received by the clerk and forward to CW. CW to comment.</p> <p>c) <u>Parish Council Elections</u> The important dates for the elections are as follows:-</p> <ul style="list-style-type: none"> • Wednesday 3rd April, 4pm Nomination papers need to be delivered to the Returning Officer at East Pallant House, Chichester District Council • Thursday 4th April, 4pm Publication of statement of persons nominated • Wednesday 24th April, 4pm Publication of notice of Poll (on the noticeboard) • Thursday 2nd May - Election day and polling between 7am - 10pm. Voting will only take place if it's a contested election (there are more than 9 candidates) • Tuesday 7th May, 5pm - the current Parish Council ceases • Monday 20th May, 7pm - the first meeting of the new Parish Council (Annual Parish Council Meeting) • Tuesday 21st May, 7.30pm - Village Meeting (Annual Parish Meeting) <p>Another point that was brought to the attention of the clerks attending the SALC Election training is that all parish councils will be subject to election costs of approx. £1 per elector for the District Council elections. The electoral register currently has 758 residents listed. Please note that this has NOT This has not been factored into the budget. This information was not communicated to the clerks by CDC. If there are more than 9 qualifying candidates for the Parish Council Election then the cost of a contested election will be in addition to this cost.</p>	<p>CW</p> <p>CW</p> <p>CW</p> <p>CW</p>
19-49	<p>7) Working Group Reports</p> <p>a) Community / Youth – Nothing to report</p> <p>b) Crime Prevention MF viewed the Silent Soldier recovered by the Police. Unfortunately, it did not belong to Fittleworth.</p> <p>The deadline for questions to be submitted to the Chief Constable on 24/5/19 is 9/5/19. Please submit questions to the clerk via email.</p> <p>c) Hesworth Common / Birchwalks Wood</p> <ul style="list-style-type: none"> • South Downs Volunteer Group met on 5/3/19. Some scrub was removed and some trees were felled. 	

	<ul style="list-style-type: none"> • MA to meet Matt Gamblen (Fire & Rescue Officer) on 22/3/19, to agree fire tracks, fire breaks and procedures to follow in the event of a fire. • Hesworth Common Management Meeting - 8/4/19 • Worthing Volunteers Working Party - 28/4/19 • Birch Walk Woods Scouts and Cubs conservation work - TBA <p>d) Traffic Working Group Report - The next meeting is taking place on 22/3/19. Update at the next meeting with regards to strip outside the Swan.</p> <p>e) 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> Footpath - A working party will spread 4 - 5 bags of scalpings along the path, to prevent the path becoming too muddy. Working party taking place Friday 5th April and (if necessary) Saturday 6th April.</p> <p>Verge and Condition of road - The clerk reported (via the Love West Sussex App) the knocked down 30mph sign by the junction of School Close and School Lane on 6/3/19. No updates received to date. The Clerk complained to WSCC Highways that the repair work to the junction of School Lane and School Close had not been carried out in full. WSCC Highways to investigate that report back.</p> <p>iii) <u>Road Safety Issue - Lower Street Near St Richards Cottages</u> Clerk to send another letter to residents.</p> <p>LS to contact WSCC Highway</p> <p>f) Maintenance</p> <p>i) <u>Recreation Ground Culvert</u> CW, TB & LC attended a meeting with the High Trees Residents Committee. It was agreed that:</p> <ul style="list-style-type: none"> • The Parish Council would co-ordinate the ditch clearing timing with the contractor in future. • The idea of small splash screens to be installed will be looked into. • We would consider putting up more prominent warning notices • A working party will clean the ditch on 30th March at 3pm. • Look at ways to remove the build up of silt. <p>ii) <u>Sports & Social Pavilion Annual Electrical Checks</u> -MF to arrange electrical inspection.</p> <p>iii) <u>Bowls Club Pavilion Roof Survey update</u> -An email to follow from Roof installers to confirm roof is sound for 20/25 years.</p> <p>iv) <u>Monthly Review - Outstanding Maintenance Work</u> KC and Clerk have met and compiled a list of all outstanding maintenance work. This will be reviewed monthly. List of working parties will be put in the Village Magazine, notice board and website each month. The next working Group will clean all benches in the parish.</p> <p>v) <u>Playground Rubbish bins</u> MF suggested an additional bin is required in the playground as the bins overflow during busy periods. MF to discuss costs with the Shop Committee and provide a plan of where it is to be located.</p>	<p>Clerk</p> <p>LS</p> <p>MF</p> <p>MA</p> <p>KC/ Clerk</p> <p>MF/ Clerk</p>
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	<p>vi) <u>Playground/ Youth Area Table Tennis table damage</u> This has been reported to the Playground contractors who have confirmed it will be replaced.</p> <p>h) Village Hall- Nothing to report.</p>																													
19-50	<p>9. 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 28th February 2019 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. Quarterly inspection by SDNP Enforcement has taken place but no report issued as yet.</p> <p>ii) <u>Lithersgate Common, Bedham Lane, Fittleworth - SDNP/17/00755/COU – BMX Track Appeal</u> – Awaiting consultation period to start in order to submit comments</p> <p>iii) <u>Douglas Lake Farm farm/ light industrial buildings change of use</u> – currently being investigated by CDC Enforcement</p>																													
19-51	<p>10. Correspondence The list of Correspondence was considered.</p>																													
19-52	<p>11. Finance</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 28 February 2019 The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 28 February 2019 was PROPOSED by KC and SECONDED by RD. The motion was carried. TB signed the bank reconciliations and the bank statements for the period ended 28 February 2019.</p> <p>b) Payment of invoices</p> <p>i) Paid between meetings in February/ March 2019 – None To be paid on/after 18th March 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>WSCC</td> <td>Payroll February 19 (Cheque No. 2458)</td> <td></td> <td>£970.06</td> </tr> <tr> <td>WSCC</td> <td>Payroll Services Oct 18 to March 19 (Cheque No. 2459)</td> <td></td> <td>£45.29</td> </tr> <tr> <td>SSALC</td> <td>Clerk Training (Cheque No. 2460)</td> <td></td> <td>£48.00</td> </tr> <tr> <td>St Mary's Church</td> <td>s.137 payment (Cheque No. 2461)</td> <td></td> <td>£60.38</td> </tr> <tr> <td>Clerk</td> <td>Expenses – period to 18/3/19 (Cheque No. 2462)</td> <td></td> <td>£27.90</td> </tr> <tr> <td>CDC</td> <td>Bin emptying – Direct Debit</td> <td></td> <td>£497.20</td> </tr> </tbody> </table> <p>The RESOLUTION to approve the payment of invoices as listed was PROPOSED by DB and SECONDED by LS.</p>	Payee	Description	Hesworth £	Fittleworth Parish Council £	WSCC	Payroll February 19 (Cheque No. 2458)		£970.06	WSCC	Payroll Services Oct 18 to March 19 (Cheque No. 2459)		£45.29	SSALC	Clerk Training (Cheque No. 2460)		£48.00	St Mary's Church	s.137 payment (Cheque No. 2461)		£60.38	Clerk	Expenses – period to 18/3/19 (Cheque No. 2462)		£27.90	CDC	Bin emptying – Direct Debit		£497.20	
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	<p>c) Annual Financial Risk Assessment This Annual Financial Risk Assessment was carried out and the summary circulated to the Parish Councillors prior to the meeting. No action is required. The RESOLUTION to Approve the Financial Risk Assessment summary was PROPOSED by TB and SECONDED by RD</p> <p>d) S.137 payment – COIF Dividend There are two Charities Official Investment Funds (COIF Accounts). One is the “Allotment for the Burial Ground Fund” and the other is the “Allotment for the Labouring Poor Fund”. They are historic and only have approx. £2,000 in the two funds in total. The Parish Council cannot touch the investments. Historically, The investment that pays out the higher dividend is paid to the Parochial Church Council at the end of the Financial year. The last payment of the year has now been received. The RESOLUTION to Pay £60.38 to St Mary’s Church PCC was PROPOSED by RD and SECONDED by MF.</p> <p>e) Any other financial issues - None</p>																					
19-53	<p>12. Health & Safety: Update of new and on-going items</p> <p>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.</p> <table border="1" data-bbox="244 786 1390 1485"> <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 & Sandpit (every 6 months) – last report 16/3/19</td> <td>Sept 2019 MA</td> <td>Recreation Ground & Bus Shelter (every 3 months) – last report 16/9/18</td> <td>April 2019 LS</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months) – last report 10/3/19</td> <td>June 2019 CW</td> <td>The Triangle (every Month) – last report 18/3/19 –</td> <td>April 2019 MA</td> </tr> <tr> <td>Sports & Social Pavilion (Monthly) – last report 18/3/19 -No new issues reported</td> <td>April 2019 RD</td> <td>Village tree inspection</td> <td>When required</td> </tr> <tr> <td>Playground Youth Area & Gym Equip – Fortnightly – last report 18/3/19 – Table tennis table to be replaced</td> <td>1/4/19 MF</td> <td>Bowls Pavilion (Monthly) last report dated 9/3/19 -No issues reported</td> <td>April 2019 TB</td> </tr> </tbody> </table> <p>New Key points not covered elsewhere in the minutes – None</p> <p>b) Tree Survey Work- Two quotes have been received to carry out the Tree Decay survey. It was AGREED that the cost of the work will be split 50:50 between the Parish Council account and the Hesworth Common Account. MA to arrange for the work to be carried out. The RESOLUTION to APPROVE the survey to be carried out and to split the cost 50:50 was PROPOSED by TB and SECONDED by RD</p> <p>c) Sports Pavilion – Fire Risk Assessment - No update available from the Sports & Social Club.</p>	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch & Sandpit (every 6 months) – last report 16/3/19	Sept 2019 MA	Recreation Ground & Bus Shelter (every 3 months) – last report 16/9/18	April 2019 LS	Hesworth Common / Birchwalks Woods (every 3 months) – last report 10/3/19	June 2019 CW	The Triangle (every Month) – last report 18/3/19 –	April 2019 MA	Sports & Social Pavilion (Monthly) – last report 18/3/19 -No new issues reported	April 2019 RD	Village tree inspection	When required	Playground Youth Area & Gym Equip – Fortnightly – last report 18/3/19 – Table tennis table to be replaced	1/4/19 MF	Bowls Pavilion (Monthly) last report dated 9/3/19 -No issues reported	April 2019 TB	MA
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19-54	<p>14. Items for inclusion on the April Agenda - None</p>																					
19-55	<p>15. Date of March meeting - WEDNESDAY 24th April 2019 at 7.00pm in the Pavilion Building</p>																					