

# Fittleworth Parish Council

**DRAFT Minutes of the Parish Council Meeting held on  
24<sup>th</sup> April 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), & Mick Foote (MF)

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

**Members of public:** 1

| Minute Ref                | Agenda Item   | Action by                        |      |                           |  |  |
|---------------------------|---|----------------------------------|------|---------------------------|--|--|
| 19-56                     | <b>1. Apologies for absence:</b> Robin Dunstan (RD) & Lee Scott (LS)  |                                  |      |                           |  |  |
| 19-57                     | <b>2. Minutes of the last meeting and matters arising</b><br>The minutes of the meeting held on 18 <sup>th</sup> March 2019 were approved as a correct record. The Minutes were <b>PROPOSED</b> by DB and <b>SECONDED</b> by TB. The minutes were then signed by CW   |                                  |      |                           |  |  |
| 19-58                     | <b>3. District / County Councillor reports</b><br>JD attended the meeting but, due to Purdah, was unable to submit a report.<br><br>JD will be standing down as a District Councillor at the May elections. CW thanked JD for her service and advice over the years to Fittleworth and the Parish Council.<br><br>CW congratulated JD on her election to the Chairmanship of West Sussex County Council.  |                                  |      |                           |  |  |
| 19-59                     | <b>4. Public Questions -</b><br>A member of the public who lives outside the parish emailed the clerk raising concerns about the tree clearance works on Lithersgate Common. The email stated that large and small trees have been felled with the corresponding complete destruction of the carpet of precious native bluebells which covered the ground below. The Clerk is to reply stating that the land referred to is privately owned and subject to Common Law Rights. The clerk will also point out that some West Sussex Farmers grow trees and harvest them as a business and this is the case for the land referred to. The farmers grow the chestnuts, coppice them and replant. The Parish Council has no grounds to intervene. The clerk will also mention that the Chichester District Council Enforcement team and can be contacted if they want to pursue the issue.<br><br>MA asked the clerk to look into Village of the Year given the success of the Community shop. | <b>Clerk</b><br><br><b>Clerk</b> |      |                           |  |  |
| 19-60                     | <b>5. Declaration by Council members of personal or prejudicial interest -</b> <ul style="list-style-type: none"> <li>DB declared a personal interest in Agenda item 9 – Planning - the planning application for Fitzleroi Farm</li> <li>MA declared a personal &amp; Prejudicial interest in Agenda item 9 – Planning - the planning application for Gorseland Wyncombe Close</li> </ul>   |                                  |      |                           |  |  |
| 19-61                     | <b>6. Update on on-going matters not covered elsewhere</b><br><b>a) Meetings : <u>attended and to be attended</u></b>   |                                  |      |                           |  |  |
|                           | <table border="1"> <tr> <td><i>Meetings</i></td> <td>None</td> </tr> <tr> <td><i>Up-coming meetings</i></td> <td> <b>North Chichester CLC, Compton –11<sup>th</sup> June 2019</b><br/> <b>All Parishes Meeting – Monday 15<sup>th</sup> July 2019</b><br/> <b>North Chichester CLC –12<sup>th</sup> November 2019</b><br/> <b>North Chichester CLC –17<sup>th</sup> March 2020</b> </td> </tr> </table>   | <i>Meetings</i>                  | None | <i>Up-coming meetings</i> | <b>North Chichester CLC, Compton –11<sup>th</sup> June 2019</b><br><b>All Parishes Meeting – Monday 15<sup>th</sup> July 2019</b><br><b>North Chichester CLC –12<sup>th</sup> November 2019</b><br><b>North Chichester CLC –17<sup>th</sup> March 2020</b> |  |
| <i>Meetings</i>           | None  |                                  |      |                           |  |  |
| <i>Up-coming meetings</i> | <b>North Chichester CLC, Compton –11<sup>th</sup> June 2019</b><br><b>All Parishes Meeting – Monday 15<sup>th</sup> July 2019</b><br><b>North Chichester CLC –12<sup>th</sup> November 2019</b><br><b>North Chichester CLC –17<sup>th</sup> March 2020</b>  |                                  |      |                           |  |  |

|              |  |  |
|--------------|--|--|
|              | <p><b><u>b) Outcome of Parish council Election</u></b></p> <p>The Parish Council was informed by CDC that there was an uncontested election for Fittleworth Parish Council and as a result the following individuals will be on the parish council from May 2019:-</p> <ul style="list-style-type: none"> <li>• Mike Allin</li> <li>• David Brittain</li> <li>• Tony Broughton</li> <li>• Jane Claxton</li> <li>• Kerry Coughtrey</li> <li>• Lee Scott</li> <li>• Chris Welfare</li> </ul> <p>There will be two vacancies.</p> <p>Mick Foote and Robin Dunstan were thanked for all their hard work during their time on the Parish Council.</p> <p>It was <b>AGREED</b> that the clerk would take the advice of CDC to follow the Co-option Policy and advertise the two vacancies so that councillors can be co-opted at the May 2019 Parish Council Meeting if any suitable candidates put themselves forward.</p> <p><b><u>c) Annual Parish Meeting – Tuesday 21<sup>st</sup> May 2019</u></b></p> <p>The Agenda and arrangements were discussed.</p> <p>d) <b><u>Neighbourhood Plan Update</u></b></p> <p>It is hoped that the Independent Examiner will be reviewing the Neighbourhood Plan in late April. No confirmation received to date. It may be possible for the Referendum to take place in July 2019.</p> | <b>Clerk</b>   |
| <b>19-62</b> | <p><b>7. Urgent Items for Discussion</b></p> <p>a) <b>Consultations</b></p> <p>i. <b><u>South Downs Local Plan Examination: Main Modifications Consultation Deadline 28/03/19</u></b></p> <p>CW reviewed the document. There are no issues affecting Fittleworth and so no comments were submitted.</p>  |  |
| <b>19-63</b> | <p><b>8. Working Group Reports</b></p> <p>a) <b>Community / Youth</b> – Nothing to report</p> <p>b) <b>Crime Prevention</b></p> <p>i. <b><u>Campervan on Hesworth Common</u></b></p> <p>A campervan has been seen on numerous occasions near Hesworth Common and Stretch Hill. MA &amp; DB have spoken to the driver recently but will speak to him again. The registration number has been taken and the situation will be monitored.</p> <p>ii. <b><u>Motorbikes – Little Bognor Quarry</u></b></p> <p>At evenings and weekends there are a number of quad bikes causing a lot of noise pollution. DB has spoken to the Quarry manager to put up notices stating the Quarry is private land and no bikes allowed.</p> <p>iii. <b><u>Bunrt out car near quarry</u></b> – this has been reported to CDC.</p> <p>iv. <b><u>Cold Calling</u></b> –</p> <p>A number of cold callers have been reported in Fittleworth and the surrounding area. CW to include an article in the next magazine.</p> <p>c) <b>Hesworth Common / Birchwalks Wood</b></p> <ul style="list-style-type: none"> <li>• The Lower seat has been repaired but the trig point seat needs attention.</li> <li>• MA and CW met Matt Gamblen (Fire &amp; Rescue Officer) – waiting for the report.</li> </ul>   | <b>MA/DB</b><br><br><br><br><br><br><br><br><br><br><b>CW</b><br><br><br><br><br><br><br><br><br><br><b>MA</b> |

|  |   |   |
|--|---|---|
|  | <ul style="list-style-type: none"> <li>• The Map frame in the carpark to be revamped together with a revamped map. MA to look into funding from SDNPA.</li> <li>• Natural England claim forms have been drafted and to be finalised shortly.</li> <li>• Hesworth Common Management Meeting rearranged for 29/4/19</li> <li>• Worthing Volunteers Working Party – 28/4/19</li> <li>• Birch Walk Woods Scouts and Cubs conservation work – 22/5/19</li> </ul> <p>d) <b>Traffic Working Group Report</b> –<br/>No meeting has taken place since the last parish council meeting. Currently looking into examples of signage. A meeting is to be arranged with someone heavily involved with the traffic calming work in Petworth.</p> <p>e) <b>Highways &amp; Footpaths</b></p> <p>i. <u>Stretch of Pavement in Upper Street outside The Glebe</u> – no update available.</p> <p>ii. <u>School Close – Footpath, Speed sign and condition of road</u><br/>Footpath – A working party met on 4<sup>th</sup> April to spread some of the bags of scalplings along the path, to prevent the path becoming too muddy. More work to be done to spread the remaining bags.</p> <p>Damaged 30mph Speed Sign - The clerk reported (via the Love West Sussex App) but to date it has not been repaired.</p> <p>Condition of road – Waiting for the damaged road surface at the junction of School Close and School Lane to be repaired by WSCC Highways.</p> <p>iii. <u>Road Safety Issue – Lower Street Near St Richards Cottages</u><br/>A letter was sent by the clerk to all residents. One resident replied to check he was parking in an appropriate location, which he was. Another resident raised issues with the letter. The council discussed the issues and the clerk will reply with the agreed response.</p> <p>iv. <u>Other Highway &amp; Footpath issues</u><br/><u>A - Footpath from Little Bognor towards the Welldiggers is no 695</u><br/>It was reported to The Public Rights of Way (PROW) Officer at WSCC back in January that the Footpath had been lost due to seeding in September 2018 and had not been reinstated by the farm. No action to reinstate the footpath has been taken since and no response from WSCC. The clerk will contact the PROW Officer again to request an update.</p> <p>B. <u>Village Hall Car Parking/ School Lane issue reported on the Next Door App</u><br/>Due to a number of functions being held on one day in April in both the Village Hall and the Sport &amp; Social Club, including the wake of a member of the community, the village hall car park was unable to accommodate all the vehicles and a number of cars ended up being parked on School Lane and other roads in Fittleworth. CW to write an article in the next edition in the magazine on behalf of the Parish Council.</p> <p>f) <b>Maintenance</b></p> <p>i. <u>Recreation Ground Culvert</u><br/>On 30 March a working party of 6/7 people (including 3 parish councillors) cleared out the ditch leading to the culvert.</p> <p>ii. <u>Sports &amp; Social Pavilion Annual Electrical Checks –</u><br/>MF has arranged the electrical inspection to take place on 26 April.</p> | <p><b>MA</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>CW</b></p> |
|--|---|---|

|              |  |  |
|--------------|--|--|
|              | <p>iii. <u>Bowls Club Pavilion Roof Survey update</u> –<br/>It has been decided not to obtain written confirmation of the state of the roof given it was installed 2 years ago and the company that carried out the work stated it would be sound for 20/25 years. No further action.</p> <p>iii. <u>Monthly Review – Outstanding Maintenance Work</u><br/>KC and Clerk have been unable to meet this month. Update next month.</p> <p>iv. <u>Playground Rubbish bins</u><br/>The Shop has installed an additional bin in the playground and will empty it on a regular basis.</p> <p>v. <u>Playground/ Youth Area Table Tennis table damage</u><br/>MF reported that the replacement has been ordered and awaiting delivery.</p> <p><b>g) Village Hall</b></p> <p>i. <u>Village Hall Committee Update</u><br/><u>Fire</u><br/>There was a fire in the Village Hall ceiling while the Short Mat Bowls club were using the hall. No one was hurt. Gavin Jones is to be thanked for his quick thinking in order to minimise the damage.</p> <p><u>The Car Park light</u><br/>The cost is currently split between the Village Hall and the Parish Council. It is expensive to run, due to the standing charge rather than the electricity consumed. The Village Hall Committee has suggested that the Village Hall committee, the parish Council and the Shop committee look into ways of reducing the cost. The clerk will represent the Parish Council on the working Group.</p> <p>ii. <u>Community Shop – Proposal to landscape area outside Shop</u><br/>A meeting will take place on 8/5/19 with the Village Hall Committee, the Parish Council and the Shop Committee to discuss landscaping outside the shop, around the Village Hall and carpark. CW to report back at the next meeting.</p> | <p>KC/Clerk</p> <p>Clerk</p> <p>CW</p> |
| <p>19-64</p> | <p><b>9. Planning</b></p> <p><b>a) Status of recent applications</b><br/><b>NEW APPLICATIONS &amp; DECISIONS – SEE APPENDIX 1</b> - 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>b) Approval of the Planning Committee Minutes</b><br/>The minutes of the Planning Committee meetings held on 11<sup>th</sup> April 2019 were approved as a correct record. The Minutes for all the meetings were <b>PROPOSED</b> by DB and <b>SECONDED</b> by TB The minutes were then signed by MA as Chairman of the Planning Committee.</p> <p><b>c) Other Planning matters</b></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> – This has been reported to CDC Enforcement. An investigation is in progress. A site visit will be conducted in accordance with CDC Enforcement Strategy.</p>  |               |                                 |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
|----------------------------|--|---------------|---------------------------------|---------------|---------------------------------|------|---------------------------------------|--|---------|-----------|---|--|---------|------------------------|---|--|---------|--------------------------|--|--|--------|--------------------------|-----------------------------------|--|--------|------|--|--|---------|-------|---|--|---------|-----------------------|--|--|---------|--|------------------------|--|-----|-------------|-----------------------------------|--|----------|--|------------------------|--|-----|----------------|--|--|---------|----------------------------|--|--------|--|----------------------------|---|-----------|--|-----|--------------------------------|--|--------|---|
| 19-65                      | <p><b>10. Correspondence</b><br/>The list of Correspondence was considered.</p>  |               |                                 |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| 19-66                      | <p><b>11. Finance</b></p> <p><b>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 March 2019</b><br/>The <b>RESOLUTION</b> to <b>APPROVE</b> the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 March 2019 was <b>PROPOSED</b> by TB and <b>SECONDED</b> by MA. The motion was carried. KC signed the bank reconciliations and the bank statements for the period ended 31 March 2019.</p> <p><b>b) 2018/19 Annual Governance Statement –</b><br/>Deferred to May meeting once Internal Audit has been carried out on 9<sup>th</sup> may.</p> <p><b>c) Payment of invoices</b></p> <p>i) Paid between meetings in February/ March 2019 – None<br/>To be paid on/after 18<sup>th</sup> March 2019</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Hesworth<br/>£</th> <th>Fittleworth<br/>Parish Council £</th> </tr> </thead> <tbody> <tr> <td>WSSC</td> <td>Payroll March 19<br/>(Cheque No. 2463)</td> <td></td> <td>£970.06</td> </tr> <tr> <td>WSALC Ltd</td> <td>NALC &amp; SALC Annual Subscriptions<br/>(Cheque No. 2464)</td> <td></td> <td>£297.13</td> </tr> <tr> <td>Fittleworth Bowls Club</td> <td>Reimbursement Public Liability Insurance<br/>(Cheque No. 2465)</td> <td></td> <td>£218.00</td> </tr> <tr> <td>Fittleworth Village Hall</td> <td>Car Park lighting<br/>(Cheque No. 2466)</td> <td></td> <td>£92.62</td> </tr> <tr> <td>Fittleworth Village Hall</td> <td>Meeting room<br/>(Cheque No. 2467)</td> <td></td> <td>£12.00</td> </tr> <tr> <td>SLCC</td> <td>Annual Membership<br/>(Cheque No. 2468)</td> <td></td> <td>£136.00</td> </tr> <tr> <td>Clerk</td> <td>Expenses – period to 24/4/19<br/>(Cheque No. 2469)</td> <td></td> <td>£120.06</td> </tr> <tr> <td>Gale Tree Consultancy</td> <td>Tree decay report<br/>(Cheque No. 2470)</td> <td></td> <td>£180.00</td> </tr> <tr> <td></td> <td>Void - Cheque No. 2471</td> <td></td> <td>N/A</td> </tr> <tr> <td>Mr R Mellor</td> <td>Tree felling<br/>(Cheque No. 2472)</td> <td></td> <td>£2592.00</td> </tr> <tr> <td></td> <td>Void - Cheque No. 2473</td> <td></td> <td>N/A</td> </tr> <tr> <td>Travis Perkins</td> <td>Scalplings for School Lane footpath<br/>(Cheque No. 2472)</td> <td></td> <td>£208.66</td> </tr> <tr> <td>Fittleworth Parish Council</td> <td>50% of Tree Decay report invoice (Excl VAT)<br/>(Cheque No. 000043)</td> <td>£75.00</td> <td></td> </tr> <tr> <td>Fittleworth Parish Council</td> <td>50% of Tree felling invoice (Excl VAT)<br/>(Cheque No. 000044)</td> <td>£1,080.00</td> <td></td> </tr> <tr> <td>ICO</td> <td>March 2019 Direct Debt Payment</td> <td></td> <td>£35.00</td> </tr> </tbody> </table> | Payee         | Description                     | Hesworth<br>£ | Fittleworth<br>Parish Council £ | WSSC | Payroll March 19<br>(Cheque No. 2463) |  | £970.06 | WSALC Ltd | NALC & SALC Annual Subscriptions<br>(Cheque No. 2464) |  | £297.13 | Fittleworth Bowls Club | Reimbursement Public Liability Insurance<br>(Cheque No. 2465) |  | £218.00 | Fittleworth Village Hall | Car Park lighting<br>(Cheque No. 2466) |  | £92.62 | Fittleworth Village Hall | Meeting room<br>(Cheque No. 2467) |  | £12.00 | SLCC | Annual Membership<br>(Cheque No. 2468) |  | £136.00 | Clerk | Expenses – period to 24/4/19<br>(Cheque No. 2469) |  | £120.06 | Gale Tree Consultancy | Tree decay report<br>(Cheque No. 2470) |  | £180.00 |  | Void - Cheque No. 2471 |  | N/A | Mr R Mellor | Tree felling<br>(Cheque No. 2472) |  | £2592.00 |  | Void - Cheque No. 2473 |  | N/A | Travis Perkins | Scalplings for School Lane footpath<br>(Cheque No. 2472) |  | £208.66 | Fittleworth Parish Council | 50% of Tree Decay report invoice (Excl VAT)<br>(Cheque No. 000043) | £75.00 |  | Fittleworth Parish Council | 50% of Tree felling invoice (Excl VAT)<br>(Cheque No. 000044) | £1,080.00 |  | ICO | March 2019 Direct Debt Payment |  | £35.00 | <p><b>May 19<br/>PC<br/>Meeting</b></p> |
| Payee                      | Description  | Hesworth<br>£ | Fittleworth<br>Parish Council £ |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| WSSC                       | Payroll March 19<br>(Cheque No. 2463)  |               | £970.06                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| WSALC Ltd                  | NALC & SALC Annual Subscriptions<br>(Cheque No. 2464)  |               | £297.13                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Fittleworth Bowls Club     | Reimbursement Public Liability Insurance<br>(Cheque No. 2465)  |               | £218.00                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Fittleworth Village Hall   | Car Park lighting<br>(Cheque No. 2466)   |               | £92.62                          |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Fittleworth Village Hall   | Meeting room<br>(Cheque No. 2467)  |               | £12.00                          |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| SLCC                       | Annual Membership<br>(Cheque No. 2468)   |               | £136.00                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Clerk                      | Expenses – period to 24/4/19<br>(Cheque No. 2469)  |               | £120.06                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Gale Tree Consultancy      | Tree decay report<br>(Cheque No. 2470)   |               | £180.00                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
|                            | Void - Cheque No. 2471   |               | N/A                             |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Mr R Mellor                | Tree felling<br>(Cheque No. 2472)  |               | £2592.00                        |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
|                            | Void - Cheque No. 2473   |               | N/A                             |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Travis Perkins             | Scalplings for School Lane footpath<br>(Cheque No. 2472)   |               | £208.66                         |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Fittleworth Parish Council | 50% of Tree Decay report invoice (Excl VAT)<br>(Cheque No. 000043)   | £75.00        |                                 |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| Fittleworth Parish Council | 50% of Tree felling invoice (Excl VAT)<br>(Cheque No. 000044)  | £1,080.00     |                                 |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |
| ICO                        | March 2019 Direct Debt Payment   |               | £35.00                          |               |                                 |      |                                       |  |         |           |   |  |         |                        |   |  |         |                          |  |  |        |                          |                                   |  |        |      |  |  |         |       |   |  |         |                       |  |  |         |  |                        |  |     |             |                                   |  |          |  |                        |  |     |                |  |  |         |                            |  |        |  |                            |   |           |  |     |                                |  |        |   |

The **RESOLUTION** to approve the payment of invoices as listed was **PROPOSED** by TB and **SECONDED** by DB.

**d) Any other financial issues**

- i. Annual Review of Direct Debit Payments from Fittleworth Parish Council Current Account – 2019/20 Payments

| Payee                                    | Description  | Date  | Fittleworth Parish Council Account £ |
|--|--|-------|--------------------------------------|
| CDC                                      | Litter Collection - 6 bins (2 litterbins - Playground, 1litterbin - Recreation Ground, 2 Hesworth Common -1 dog waste and 1 litterbin, 1 litterbin bus stop – The Fleet) | APRIL | £642.34                              |
| ICO (Information Commissionaires Office) | Annual Subscription – Requirement for all Parish Councils  | MARCH | £35                                  |
| GAA – Gatwick Area Conservation Group    | Annual Subscription  | APRIL | £10                                  |

The **RESOLUTION** to approve the Direct Debit payments for 2019/20 as listed was **PROPOSED** by KC and **SECONDED** by TB.

- ii. VAT Claim to 31/3/19

To be submitted after the internal audit

- iii. Amendment to 2019/20 Budget –

The 2019/20 budget was updated to incorporate the election costs for an uncontested election of £800. The **RESOLUTION** was **PROPOSED** by KC and **SECONDED** by MA.

The Clerk will amend the budget and circulate it to the councillors.

- iv. NALC National Salary Awards for 2018/19

As circulated at the January 2019 Parish Council Meeting the NALC salary scales have been increased with effect from 1 April 2019. As the clerk’s Annual review due in October 2018 has still not taken place, it was AGREED that the clerk’s hourly rate would increase for her current Salary Scale as set by NALC with effect from 1<sup>st</sup> April 2019. A completed WSCC Employee Variation form was signed by the Chairman on behalf of the Parish Council.

Clerk

Clerk

19-67

**12. 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 |
|--|------------------|---|------------------|
| <b>Centenary Garden &amp; Arch &amp; Sandpit</b><br>(every 6 months) – last report 16/3/19 | Sept 2019<br>MA  | <b>Recreation Ground &amp; Bus Shelter</b> (every 3 months) – last report 16/9/18 | April 2019<br>LS |

|              |   |                  |  |                |                   |
|--------------|---|------------------|--|----------------|-------------------|
|              | <b>Hesworth Common / Birchwalks Woods</b><br>(every 3 months) – last report 10/3/19   | June 2019<br>CW  | <b>The Triangle</b><br>(every Month) – last report 20/4/19 –   | May 2019<br>MA |                   |
|              | <b>Sports &amp; Social Pavilion</b><br>(Monthly) – last report 18/3/19<br>-No new issues reported   | April 2019<br>RD | <b>Village tree inspection</b>   | When required  |                   |
|              | <b>Playground Youth Area &amp; Gym Equip</b><br>– Fortnightly<br>– last verbal report 24/4/19<br>– Table tennis table to be replaced. On Order  | 24/4/19<br>KC    | <b>Bowls Pavilion</b><br>(Monthly)<br>last report dated 15/4/19 -3/4 shiplap wooden strips need to be replaced | May 2019<br>TB |                   |
|              | New Key points not covered elsewhere in the minutes   |                  |  |                |                   |
|              | <u>Bowls Pavillion</u> – It was reported by TB that 3/4 shiplap wooden strips need to be replaced. MA to look at it issue and report back.      |                  |  |                | <b>MA</b>         |
|              | <u>Playground Youth Area &amp; Gym Equip</u> – KC to take over carrying out fortnightly checks.   |                  |  |                | <b>KC</b>         |
|              | b) <b>Tree Survey Work</b> - The Tree Decay report states that the Beech tree that was checked is sound and should be checked again in 3 years. |                  |  |                | <b>April 2021</b> |
|              | c) <b>Sports Pavilion – Fire Risk Assessment</b> - No update available from the Sports & Social Club.   |                  |  |                |                   |
| <b>19-68</b> | <b>13. Items for inclusion on the May Agenda</b>  |                  |  |                |                   |
|              | <ul style="list-style-type: none"> <li>• Parish Council Strategic Plan</li> <li>• Co-opting 2 Parish councillors</li> </ul>                     |                  |  |                |                   |
| <b>19-69</b> | <b>14. Date of May Annual Parish meeting – Monday 20<sup>th</sup> May 2019 at 7.00pm</b> in the Pavilion Building                               |                  |  |                |                   |