



# Fittleworth Parish Council

## ANNUAL PARISH COUNCIL MEETING

### Members of the Parish Council

All members of the Council are summoned to a meeting of **Fittleworth Parish Council** to be held on **Monday 20<sup>th</sup> May 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 6 on the agenda. There will also be reports from District and County Councillor.

Louise Collis, Clerk to the Parish Council  
13<sup>th</sup> May 2019

### **AGENDA**

<b>Agenda item</b>		<b>Allocated time</b>
<b>1.</b>	To Elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office	<b>2 Mins</b>
<b>2.</b>	To Elect the Vice-chair of the Council and to receive the Chair's Declaration of Acceptance of Office	<b>2 Mins</b>
<b>3.</b>	To receive the Declaration of Acceptance of Office from the other Parish Councillors	<b>2 mins</b>
<b>4.</b>	Apologies for absence	<b>2 Mins</b>
<b>5.</b>	Minutes of the last meeting – approval of the minutes of the meeting held on 24 <sup>th</sup> April 2019 and any matters arising.	<b>5 Mins</b>
<b>6.</b>	County Councillor reports – update on County matters (if available).	<b>5 mins</b>
<b>7.</b>	District Councillor reports – update on District matters (if available).	<b>5 mins</b>
<b>8.</b>	Public questions.	<b>10 mins</b>
<b>9.</b>	Co-Opting a New Parish councillor	<b>5 mins</b>
<b>10.</b>	Review of Delegation arrangements to Committees, Sub Committees, Working Groups, Staff, other Local Authorities and bodies	<b>10 mins</b>
<b>11.</b>	Review of Terms of Reference for Committees	<b>5 mins</b>
<b>12.</b>	Appointment of members to existing Committees	<b>5 mins</b>
<b>13.</b>	Appointment of any new Committee	<b>2 mins</b>
<b>14.</b>	Review and Adoption of Appropriate Standing Orders and Financial Regulations	<b>5 mins</b>
<b>15.</b>	Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses	<b>2 mins</b>
<b>16.</b>	Review of representation on or work with external bodies and arrangements for reporting back	<b>5 mins</b>

<b>17.</b>	In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future	<b>2 mins</b>
<b>18.</b>	Review of inventory of land and assets including buildings and office equipment	<b>2 mins</b>
<b>19.</b>	Confirmation of arrangements for insurance cover in respect of all insured risks	<b>2 mins</b>
<b>20.</b>	Review of the council's and/or staff subscriptions to other bodies	<b>2 mins</b>
<b>21.</b>	Review of the council's complaints procedure	<b>2 mins</b>
<b>22.</b>	Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation	<b>2 mins</b>
<b>23.</b>	Review of the council's policy for dealing with the press/media	<b>2 mins</b>
<b>24.</b>	Review of the Council's employment policies and procedures	<b>2 mins</b>
<b>25.</b>	Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence	<b>2 mins</b>
<b>26.</b>	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of Council	<b>5 mins</b>
<b>27.</b>	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.	<b>5 mins</b>
<b>28.</b>	Update on on-going matters not covered elsewhere a) Meetings attended & upcoming meetings	<b>5 mins</b>
<b>29.</b>	Items for discussion a) Consultations b) Neighbourhood Plan update c) Parish Council Strategic Plan d) Parish Member appointments to the National Park Authority 2019 e) Councillors Training	<b>20 mins</b>
<b>30.</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 ii) Sports & Social Pavilion Annual Electrical Checks - Update iii) Monthly Review – Outstanding Maintenance work iv) Playground / Youth Area Table Tennis damage  g) Village Hall & Outside Bodies i. Village Hall update ii. Proposal to landscape area outside shop, Village Hall and around carpark	<b>15 mins</b>
<b>31.</b>	Planning i) New Planning applications to discuss: ii) Other planning matters	<b>5 mins</b>
<b>32.</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>33.</b>	<p>Finance</p> <ul style="list-style-type: none"> <li>a) Income &amp; Expenditure Account Summary Year ended 31 March 2019 - approval by resolution</li> <li>b) Annual Return - 2018/19 Annual Governance Statement – approval by resolution</li> <li>c) Internal Auditor’s Report</li> <li>d) Annual Return - 2018/19 Account Statements – approval by resolution</li> <li>e) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 April 2019</li> <li>f) Payment of invoices – to receive details and agree payment</li> <li>g) VAT Claim Year for the period to 31 March 2019</li> <li>h) Fixed Asset Register Review</li> <li>i) Any other financial issues</li> </ul>	<b>15 mins</b>																
<b>34.</b>	<p>Health &amp; Safety – an update on outstanding items and action to be taken.</p> <p>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out.</p> <table border="1" data-bbox="240 757 1331 1182"> <thead> <tr> <th>Location</th> <th>Next Report date</th> <th>Location</th> <th>Next Report date</th> </tr> </thead> <tbody> <tr> <td>Recreation Ground &amp; Bus Shelter (every 3 months)</td> <td>April 2019</td> <td>The Triangle (monthly)</td> <td>May 2019</td> </tr> <tr> <td>Sports &amp; Social Pavilion (monthly)</td> <td>May 2019</td> <td>Village tree inspection</td> <td>if required</td> </tr> <tr> <td>Playground &amp; Gym Equip. (fortnightly)</td> <td>May 2019</td> <td>Bowls Club Pavilion (monthly)</td> <td>May 2019</td> </tr> </tbody> </table> <p>b) Tree Survey work update c) Sports Pavilion – Fire Risk Assessment update</p>	Location	Next Report date	Location	Next Report date	Recreation Ground & Bus Shelter (every 3 months)	April 2019	The Triangle (monthly)	May 2019	Sports & Social Pavilion (monthly)	May 2019	Village tree inspection	if required	Playground & Gym Equip. (fortnightly)	May 2019	Bowls Club Pavilion (monthly)	May 2019	<b>10 mins</b>
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<b>35.</b>	<p>Items for inclusion on the June Agenda. (No decisions can be made on matters raised under this item – for notification only.)</p>																	
<b>36.</b>	<p>Date of next meeting: <b>Monday 17<sup>th</sup> June 2019 at 7.00pm</b> in the Pavilion Building.</p>	<b>Total time 2 hrs 55 mins</b>																