



# Fittleworth Parish Council

## 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 17<sup>th</sup> June 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  
11<sup>th</sup> June 2019

### **AGENDA**

Agenda item		Allocated time
<b>1.</b>	To Elect the Vice-chair of the Council and to receive the Vice-chair's Declaration of Acceptance of Office	<b>5 Mins</b>
<b>2.</b>	Apologies for absence	<b>5 Mins</b>
<b>3.</b>	Minutes of the last meeting – approval of the minutes of the meeting held on 20 <sup>th</sup> May 2019 and any matters arising.	<b>5 Mins</b>
<b>4.</b>	Minutes of the Annual Parish meeting – approval of the minutes of the meeting held on 21 <sup>st</sup> May 2019 and any matters arising.	<b>5 Mins</b>
<b>5.</b>	County Councillor reports – update on County matters (if available).	<b>5 mins</b>
<b>6.</b>	District Councillor reports – update on District matters (if available).	<b>5 mins</b>
<b>7.</b>	Public questions.	<b>10 mins</b>
<b>8.</b>	Co-Opting a New Parish councillor	<b>5 mins</b>
<b>9.</b>	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.	<b>5 mins</b>
<b>10.</b>	Update on on-going matters not covered elsewhere a) Meetings attended & upcoming meetings	<b>5 mins</b>
<b>11.</b>	Items for discussion a) Consultations b) Neighbourhood Plan update c) CDC Community Audit d) WSCC Salt Audit e) Litter Picker f) Fittleworth Flyers	<b>15 mins</b>
<b>12.</b>	Working Group Reports a) Engagement, Community Resilience, Crime & Youth Group b) Hesworth Common / Birchwalks Wood c) Communications Working Group Report	<b>20 mins</b>

	<p>d) Highways &amp; Traffic Working Group</p> <ul style="list-style-type: none"> <li>i) Working Group Report</li> <li>ii) Stretch of Pavement in Upper Street outside The Glebe</li> <li>iii) Road Safety Issue update – Lower Street near St Richards Cottages</li> <li>iv) Other Highways issues</li> </ul> <p>e) Footpaths</p> <ul style="list-style-type: none"> <li>i) School Close – Footpath</li> <li>ii) Alley Dick Footpath (west)</li> <li>iii) Other Footpaths issues</li> </ul> <p>f) Maintenance</p> <ul style="list-style-type: none"> <li>i) Recreation Ground Culvert update</li> <li>ii) Annual Fix Asset Review</li> <li>iii) Monthly Maintenance update– Outstanding Maintenance work</li> <li>iv) Playground / Youth Area</li> </ul> <p>g) Village Hall &amp; Outside Bodies</p> <ul style="list-style-type: none"> <li>i) Village Hall update</li> <li>ii) Proposal to landscape area outside shop, Village Hall and around carpark</li> </ul>																	
<b>13.</b>	<p>Planning</p> <ul style="list-style-type: none"> <li>a) New Planning applications &amp; Decisions to discuss</li> <li>b) Approval of The Planning Committee Minutes</li> <li>c) Fittleworth Planning Protocol Document</li> <li>d) Other planning matters</li> </ul>	<b>10 mins</b>																
<b>14.</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>15.</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 31 May 2019</li> <li>b) Payment of invoices – to receive details and agree payment</li> <li>c) VAT Claim Year for the period to 31 March 2019</li> <li>d) Update Financial Regulations</li> <li>e) Any other financial issues</li> </ul>	<b>10 mins</b>																
<b>16.</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 1532 1327 1986"> <thead> <tr> <th>Location</th> <th>Next Report date</th> <th>Location</th> <th>Next Report date</th> </tr> </thead> <tbody> <tr> <td><b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months)</td> <td>Sept 2019</td> <td><b>Recreation Ground &amp; Bus Shelter</b> (every 3 months)</td> <td>ASAP</td> </tr> <tr> <td><b>Hesworth Common / Birchwalks Woods</b> (every 3 months)</td> <td>June 2019</td> <td><b>The Triangle</b> (every Month)–</td> <td>June 2019</td> </tr> <tr> <td><b>Sports &amp; Social Pavilion</b> (Monthly)</td> <td>June 2019</td> <td><b>Village tree inspection</b></td> <td>When required</td> </tr> </tbody> </table>	Location	Next Report date	Location	Next Report date	<b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months)	Sept 2019	<b>Recreation Ground &amp; Bus Shelter</b> (every 3 months)	ASAP	<b>Hesworth Common / Birchwalks Woods</b> (every 3 months)	June 2019	<b>The Triangle</b> (every Month)–	June 2019	<b>Sports &amp; Social Pavilion</b> (Monthly)	June 2019	<b>Village tree inspection</b>	When required	<b>10 mins</b>
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	<b>Playground Youth Area &amp; Gym Equip</b> (Fortnight)	3/6/19	<b>Bowls Pavilion</b> (Monthly)	June 2019	
	<ul style="list-style-type: none"> <li>b) Tree Work</li> <li>c) Sports Pavilion <ul style="list-style-type: none"> <li>i) Sports &amp; Social Pavilion Annual Electrical Checks – Update</li> <li>ii) Sports &amp; Social Pavilion Annual Gas Boiler Checks</li> <li>iii) Fire Risk Assessment update</li> </ul> </li> </ul>				
<b>17.</b>	Items for inclusion on the July Agenda. (No decisions can be made on matters raised under this item – for notification only.)				
<b>18.</b>	Date of next meeting TBC <b>July 2019 at 7.00pm</b> in the Pavilion Building.				<b>Total time</b> <b>2 hrs 5 mins</b>