

# Fittleworth Parish Council



## APPROVED Minutes of the ANNUAL Parish Council Meeting held on

20<sup>th</sup> May 2019 at 7.00pm in the Pavilion Building.

**Present:** Chris Welfare (CW) Chair, Mike Allin (MA), David Brittain (DB), Ed Brookfield (EB), Tony Broughton (TB), Jane Claxton (JC), Kerry Coughtrey (KC), & Lee Scott (MF)

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

**Members of public:** 1

Minute Ref	Agenda Item	Action by
19-55	<p><b>1. To Elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office</b></p> <p>The <b>RESOLUTION</b> to elect <b>Chris Welfare</b> as Chairman was <b>PROPOSED</b> by MA and <b>SECONDED</b> by TB. (6 Councillors voted. Unanimous vote to pass resolution). CW was duly elected. CW then signed the Declaration of Acceptance of Office.</p>	
19-56	<p><b>2. To Elect the Vice-chair of the Council and to receive the Chair's Declaration of Acceptance of Office</b></p> <p>No one put themselves forward. It was <b>AGREED</b> to defer the election until the next meeting.</p>	June 19 PC meeting
19-57	<p><b>3. To receive the Declaration of Acceptance of Office from the other Parish Councillors</b></p> <p>Following the Elections all councillors elected are required to Sign the Declaration of Acceptance of Office Forms. All elected councillors signed and dated the forms in front of the Clerk.</p>	
19-58	<p><b>4. Apologies for absence:</b> None</p>	
19-59	<p><b>5. Minutes of the last meeting and matters arising</b></p> <p>The minutes of the meeting held on 24<sup>th</sup> April 2019 were approved as a correct record. The Minutes were <b>PROPOSED</b> by MA and <b>SECONDED</b> by TB. The minutes were then signed by CW.</p>	
19-60	<p><b>6. County Councillor report</b></p> <p>JD is now Chair of West Sussex County Council. In her role she has already attended 2 Chichester Cathedral events, various Citizenship events in Crawley and Chichester, plus the plaque un-veiling with Dr Brian May at Selsey for Sir Patrick Moore.</p> <p>WSCC received a poor Ofsted school report. WSCC are concerned with the report. All County Councillors are Corporate Parents and steps will be taken to ensure the situation improves.</p> <p>A decision is still yet to be made on the WSCC Highways contract.</p> <p>The County Council meeting has been webcast for many years. It was that a decision has been made to allow other committees to webcast as they wish. We think this can happen within the current contract charge but will review after a year.</p>	

	<p>Questions:</p> <p>a) JC asked about childcare in unregulated homes. JD explained that the Ofsted report does not go into detail. The Child Services team will be looking into this point.</p> <p>b) DB pointed out that following the recent works on the A285 near Upwaltham, the informal layby on the hill used by tractors has now been blocked off by large branches.</p> <p>c) MA pointed out that the Gully Clearing machine missed the gullies outside the Swan on the last visit. JD to report this to the relevant department.</p> <p>d) DB asked for an update on the Soft Sand Review. JD will report back with an update.</p> <p>e) LS asked for an update on the Local Plan and the Minerals Plan. JD sits on the SDNPA and it is hoped that both plans will be adopted by September 2019.</p>	<p><b>JD</b></p> <p><b>JD</b></p>
<b>19-61</b>	<p><b>7. District Councillor Report</b></p> <p>Fittleworth now has a new District Councillor. Cllr Alan Sutton. AS submitted the following report:-</p> <p>"I am delighted to be elected as your District Councillor. After a long and varied business career this is my first political appointment. I hope you find me friendly, approachable and I am committed to be accessible and pro-active in my approach. There has been a reduction to 36 councillors in the council, which means that each ward is now considerable bigger – Fittleworth Ward has approximately 2800 electors and about 1400 households.</p> <p>The District Council now consists of 18 Conservatives, 11 Liberal democrats, 2 labour, 2 greens, 2 Selsey Alliance independents and one further independent. Tony Dignum the leader has stood down and a new leader and team will be confirmed at the full council meeting on Tuesday 21<sup>st</sup> May – I will give details next time.</p> <p>As the major party it is our commitment to work collaboratively with all members to the benefit of the whole district and I am fully committed to that myself as I believe that is the best way to achieve most for our beautiful area.</p> <p>I am determined to provide improved communications between all levels of government in support of our ward. In my role as one of the Elected Governors for Chichester at the Western Sussex NHS foundation trust I am also a trained "knowing me Dementia Volunteer and Research Ambassador. I also have responsibility for improving communication between the hospital and the local Primary Care providers (Doctors surgeries) in this area. The trust covers Southlands, Worthing and St Richards Hospital and I have set up "drop in centres at locations including our Village stores and pub. I am happy to meet any resident to discuss any issues when available, even if they are not my direct responsibility I will signpost and advise when I am able."</p>	
<b>19-62</b>	<p><b>8. Public Questions -</b></p> <p>a) A member of the public asked if the grass on the Recreation Ground will have any reconditioning work done on it. The success of the Community Shop and Playground has resulted in up to 40 children playing on the Recreation Ground during the summer evenings. It was Agreed that the Clerk will contact Grasstex to carry out a site visit, prepare a report of recommendations and provide a quote for the proposed solution.</p> <p>b) Inconsiderate parking on the road was reported. This should be reported on the Love West Sussex App.</p>	<b>Clerk</b>

	c) Fly Tipping has occurred on Hesworth Lane. The incident has been reported to CDC, however if anyone sees further fly tipping please report to CDC as soon as possible. <a href="https://www.chichester.gov.uk/article/27780/Report-a-problem">https://www.chichester.gov.uk/article/27780/Report-a-problem</a> The Clerk will put the link on the website.	Clerk						
19-63	<p><b>9. Co-Opting a New Parish councillor</b></p> <p>Following the election the Clerk publicised the two vacancies on the Parish Council. At the meeting The Parish Council could now co-opt 2 new Parish Councillors. CW informed the meeting that 1 parishioner has put himself forward – Mr Ed Brookfield. JC declared a personal interest as the candidate is her brother.</p> <p>Mr Brookfield provided some background information about himself and reasons why he wanted to join the Parish Council. The candidate left the room and a vote (excluding JC) was taken.</p> <ul style="list-style-type: none"><li>Mr Ed Brookfield was <b>PROPOSED</b> by MA and <b>SECONDED</b> by KC. The vote was unanimous.</li></ul> <p>The candidate accepted the position and the relevant paperwork was completed. CW welcomed the new Parish Councillor to the Parish Council.</p>							
19-64	<p><b>10. Review of Delegation arrangements to Committees, Sub Committees, Working Groups, Staff, other Local Authorities and bodies</b></p> <p>The following changes to the Committees and Working Groups were <b>AGREED</b>.</p> <ul style="list-style-type: none"><li><b>Finance Committee</b> – To be removed. All Financial decisions are made during the Parish Council Meetings</li><li><b>Planning Committee</b> – Review new planning applications, appeals and Enforcement issues. At the Public Planning Committee meetings, applications, appeals and Enforcement issues are discussed and comments to be submitted to CDC to be agreed.</li><li><b>Highways &amp; Traffic Working Group</b> – Meet regularly with members of other groups within Fittleworth to discuss possible solutions to speed related issues and monitor Highway maintenance issues.</li><li><b>Communication Working Group</b> – To maintain and develop the website and other social media platforms and review and update GDPR compliance procedures when required.</li><li><b>Engagement, Community Resilience, Crime &amp; Youth Group</b> – Through the Strategic Plan, the Winter Management Plan and other tools the working group aim to utilise available resources to benefit the community. The Group will also work to identify vulnerability and act upon the information as well as help the Youth of Fittleworth flourish in the community.</li><li><b>Hesworth Common Working Group</b> – to maintain the Common</li><li><b>Footpath Working Group</b> – Identify, report and monitor issues</li></ul> <p>The Delegation arrangements to Committees and Working Groups were <b>PROPOSED</b> by KC and <b>SECONDED</b> by TB.</p>							
19-65	<p><b>11. Review of Terms of Reference for Committees</b></p> <p>It was <b>AGREED</b> that the following terms of Reference will be used:-</p> <p>Planning Committee – Terms of Reference SALC Planning Protocol Dated April 2018. However, during the year The Planning Committee will draft the Fittleworth Planning Protocol Document.</p> <p>The Terms of Reference for the Planning Committee was <b>PROPOSED</b> by LS and <b>SECONDED</b> by MA</p>							
19-66	<table><tr><td><b>12. Appointment of members to existing Committees &amp; Working Groups</b></td><td></td><td></td></tr><tr><td><b>PLANNING COMMITTEE</b> Mike Allin - Chair David Brittain, Tony Broughton, Lee Scott</td><td><b>ENGAGEMENT, COMMUNITY RESILIENCE, CRIME &amp; YOUTH GROUP</b> David Brittain</td><td><b>COMMUNICATION WORKING GROUP</b> Margaret Welfare, Kerry Coughtrey Clerk</td></tr></table>	<b>12. Appointment of members to existing Committees &amp; Working Groups</b>			<b>PLANNING COMMITTEE</b> Mike Allin - Chair David Brittain, Tony Broughton, Lee Scott	<b>ENGAGEMENT, COMMUNITY RESILIENCE, CRIME &amp; YOUTH GROUP</b> David Brittain	<b>COMMUNICATION WORKING GROUP</b> Margaret Welfare, Kerry Coughtrey Clerk	
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	Jane Claxton	Kerry Coughtrey Alison Welterveden Chris Welfare Ed Brookfield Robin Dunstan (Non PC member)		
	<b>MAINTENANCE Coordinator</b> Tony Broughton	<b>FOOTPATHS WORKING GROUP</b> All councillors – footpaths to be allocated to specific councillors	<b>HESWORTH COMMON WORKING GROUP</b> Mike Allin - Chair Chris Welfare Ed Brookfield Lee Scott	
	<b>NEIGHBOURHOOD PLAN STEERING GROUP (not a Parish Council Working Group)</b> Mike Allin Shelagh Morgan (Non PC member) Chris Welfare Charles Clark (Non PC member) Adrian Webb (Non PC member)		<b>HIGHWAYS &amp; TRAFFIC WORKING GROUP</b> Kerry Coughtrey - Chair Lee Scott Tony Broughton Adrian Webb (Non PC member) Sally Tanner (Non PC member) Christine Parker (Non PC member) Helen Cowper (Non PC member)	
	The appointment of members to Committees and Working Groups were <b>PROPOSED</b> by LS and <b>SECONDED</b> by TB.			
<b>19-67</b>	<b>13.Appointment of any new Committee</b> – None			
<b>19-68</b>	<b>14.Review and Adoption of Appropriate Standing Orders and Financial Regulations</b>  Standing Orders and Financial Regulations – Adopted 4 <sup>th</sup> February 2019.  Following Internal Audit report the Financial Regulations will need to be updated. June 2019 PC Meeting.  Annual Review of Standing Orders – Propose October 2019.			<b>June 19 PC meeting</b>     <b>Oct 19 PC meeting</b>
<b>19-69</b>	<b>15.Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses</b>  Maintenance Contractor – Third year using current contractor. Every three years required to put work out to tender. It was Agreed this will be done in August 2019. Annual agreement to contract - October/ November each year.			<b>August 2019</b>
<b>19-70</b>	<b>16.Review of representation on or work with external bodies and arrangements for reporting back</b> CDALC (Chichester District Association of Local Councils) CDC All Parishes Meetings SDNPA Pathwatch SDNP South Downs Land Manager Group North Chichester County Local Committee (WSCC) SDNPA Workshops SALC AGM Fittleworth Village Hall			

19-71	<p><b>17.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></p> <p>CiLCA (Certificate in Local Council Administration) qualification. At this time the clerk has not enough time to take the course. Therefore, the council will not be eligible to exercise the general power of competence in the near future.</p>																																		
19-72	<p><b>18.Review of inventory of land and assets including buildings and office equipment</b></p> <p>This will be discussed in the Finance item later on in the meeting.</p>																																		
19-73	<p><b>19.Confirmation of arrangements for insurance cover in respect of all insured risks</b></p> <p>The Parish Council undertook a full review of the insurance cover in September 2018 when the 3 year agreement expired. The current level of cover was agreed by council. Whenever there is a change in the Parish Council Fixed Assets the clerk informs the insurance broker and the policy is updated accordingly.</p>																																		
19-74	<p><b>20.Review of the council's and/or staff subscriptions to other bodies</b></p> <p>NALC/SALC – Annual Subscription – £297.13 - Paid 18/3/19 SLCC – Annual Subscription – £136.00 - Paid 18/3/19</p> <p>It was AGREED that the current Subscriptions are adequate.</p>																																		
19-75	<p><b>21.Review of the council's complaints procedure</b></p> <p>Adopted on 4<sup>th</sup> February 2019. No review required.</p>																																		
19-76	<p><b>22.Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b></p> <p>Adopted on 4<sup>th</sup> February 2019. No review required.</p>																																		
19-77	<p><b>23.Review of the council's policy for dealing with the press/media</b></p> <p>Adopted on 4<sup>th</sup> February 2019. No review required.</p>																																		
19-78	<p><b>24.Review of the Council's employment policies and procedures</b></p> <p>Adopted on 4<sup>th</sup> February 2019. No review required.</p>																																		
19-79	<p><b>25.Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence</b></p> <p>Annual donations made in 2018/19 – Approved at the Parish Council meeting on 21<sup>st</sup> January 2019: Annual donations:</p> <table border="1"> <thead> <tr> <th><b>S.137 payments</b></th><th><b>2017/18 (Actual)</b></th><th><b>2018/19 (Actual)</b></th></tr> </thead> <tbody> <tr> <td>Air Ambulance</td><td>£100</td><td>£100</td></tr> <tr> <td>Burton &amp; Coates PCC</td><td>£100</td><td>£100</td></tr> <tr> <td>Fittleworth Over 60s club</td><td>£150</td><td>£150</td></tr> <tr> <td>Fittleworth PCC (includes £50 for Village Magazine)</td><td>£300</td><td>£300</td></tr> <tr> <td>Fittleworth Playgroup</td><td>£100</td><td>£100</td></tr> <tr> <td>Community Minibus Association</td><td>£100</td><td>£100</td></tr> <tr> <td>Petworth Nursing Home</td><td>£50</td><td>£50</td></tr> <tr> <td>Purple Bus</td><td>£100</td><td>£100</td></tr> <tr> <td><b>Total</b></td><td><b>£1,000</b></td><td><b>£1,000</b></td></tr> <tr> <td><b>COIF Annual interest paid to the Parochial Church Council</b></td><td><b>£71.60</b></td><td><b>£60.38</b></td></tr> </tbody> </table>	<b>S.137 payments</b>	<b>2017/18 (Actual)</b>	<b>2018/19 (Actual)</b>	Air Ambulance	£100	£100	Burton & Coates PCC	£100	£100	Fittleworth Over 60s club	£150	£150	Fittleworth PCC (includes £50 for Village Magazine)	£300	£300	Fittleworth Playgroup	£100	£100	Community Minibus Association	£100	£100	Petworth Nursing Home	£50	£50	Purple Bus	£100	£100	<b>Total</b>	<b>£1,000</b>	<b>£1,000</b>	<b>COIF Annual interest paid to the Parochial Church Council</b>	<b>£71.60</b>	<b>£60.38</b>	
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**One off donations:- Paid during the year 2018/19 and ratified at the Parish Council meeting on 21<sup>st</sup> January 2019:**

	<b>2017/18 (Actual)</b>	<b>2018/19 (Actual)</b>
<b>S.137 payments</b>		
Fittleworth Community Shop paid	£1,500	
Royal British Legion – Wreath Nov 2018		£50
Silent Soldier		£250
<b>Total</b>	<b>£1,500</b>	<b>£300</b>

**Total donations for 2018/19 £1,300 & COIF interest £60.38**

For the year ended 31 March 2019, the Parish Council can make a total s.137 payments of £7.86 per elector. Therefore, a total sum of £5,957.88 for s.137 payments is allowed based on the total number of electors for Fittleworth of 758 for 2018/19.

**19-80 26.Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of Council**

Meetings are normally held on the third Monday of the month, except for August, when a meeting is not held. Please note that the exceptions this to rule are marked in red. The following meeting dates were AGREED. All meetings are held at the Sports Pavilion at 7pm.

<b><u>2019</u></b>	<b><u>2020</u></b>
Monday 17th June	Monday 20 <sup>th</sup> January
Monday 8 <sup>th</sup> July	Monday 17 <sup>th</sup> February
Monday 16 <sup>th</sup> September	Monday 16 <sup>th</sup> March
Monday 7 <sup>th</sup> October	Monday 20 <sup>th</sup> April
Monday 18 <sup>th</sup> November	Monday 18 <sup>th</sup> May
Monday 16 <sup>th</sup> December	(Annual Meeting of the Council)

**19-81 27.Declaration by Council members of personal or prejudicial interest**

JC declared a personal interest in Agenda item 9 – Co-opting a new parish councillor – the candidate, Ed Brookfield, is her brother.  
 LS declared a Prejudicial interest in Agenda item 31 – Planning - the planning application appeal for Fitzleroi Farm  
 DB declared a personal interest in Agenda item 31 – Planning - the planning application for Fitzleroi Farm  
 MA declared a personal & Prejudicial interest in Agenda item 31 – Planning - the planning application for Gorseland Wyncombe Close  
 MA declared a personal, prejudicial and Pecuniary interest in Agenda item 31 – Planning – Pre-Application - Erection of 15 dwellings with associated access and landscaping- Limbourne Lane.

**19-82 28.Update on on-going matters not covered elsewhere  
 a) Meetings : Attended and upcoming meetings**

<i>Meetings</i>	None	
<i>Up-coming meetings</i>	<b>North Chichester CLC, Compton –11<sup>th</sup> June 2019</b> <b>SALC New Councillor Training Day – 27<sup>th</sup> June</b> <b>SALC Planning Training Day – 18<sup>th</sup> July</b> <b>All Parishes Meeting – Monday 15<sup>th</sup> July 2019</b> <b>SDNPA Pathwatch – September 2019</b>	DB possibly  JC JC

	<p><b>SALC AGM – Thurs 3<sup>rd</sup> October 2019, Avisford, Walberton</b></p> <p><b>North Chichester CLC –12<sup>th</sup> November 2019</b></p> <p><b>North Chichester CLC –17<sup>th</sup> March 2020</b></p>	
19-83	<p><b>29.Urgent Items for Discussion</b></p> <p>a) <b>Consultations</b> - None</p> <p>b) <b>Neighbourhood Plan update</b></p> <p>CW reported that the Independent Examiner has made some initial comments. The comments need a response, however the comments do not need the approval of the Parish Council. The Parish Council will be informed of the comments submitted. The Referendum is unlikely to be held until October 2019.</p> <p>c) <b>Parish Council Strategic Plan</b></p> <p>The current Plan (dated 2017) was circulated to the councillors prior to the meeting. It was suggested that the plan should be updated to reflect the completion of the shop project and formulate a strategy for the new Parish Council in the updated document. Deferred to the September 2019 Parish Council Meeting</p> <p>d) <b>Parish Member appointments to the National Park Authority 2019</b></p> <p>No-one put themselves forward as a candidate for the SDNP Board.</p> <p>e) <b>Councillors Training –</b></p> <p>JC to attend a New Councillor Training Day and Planning Training.</p>	Sept 2019 PC meeting
19-84	<p><b>30.Working Group Reports</b></p> <p>a) <b>Community / Youth/ Crime Prevention</b> – Nothing to report</p> <p>b) <b>Hesworth Common / Birchwalks Wood</b></p> <ul style="list-style-type: none"> <li>The minutes of the 29 April Hesworth Management Committee meeting have been issued. The next meeting is 23 Sept 2019.</li> <li>Funding application for 2019/20 has now been submitted.</li> <li>Worthing Volunteers Working Party – 18/8/19</li> <li>Birch Walk Woods Scouts and Cubs conservation work – 23/5/19</li> </ul> <p>c) <b>Traffic Working Group Report –</b></p> <p>No meeting has taken place since the last parish council meeting. Currently looking into examples of signage.</p> <p>d) <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></p> <p>Condition of road – the road has been patched up.</p> <p>Fallen Speed sign – WSCC have acknowledged that the sign needs to be secured into position. However, they will do it once they have along enough job list to warrant a team to go out and carry out the jobs.</p> <p>iii) <u>Road Safety Issue – Lower Street Near St Richards Cottages</u></p> <p>The Clerk replied to the resident who had raised some issues. A response was received.</p> <p>iv. <u>Other Highway &amp; Footpath issues</u></p> <p>No additional issues reported</p> <p>e) <b>Maintenance</b></p> <p>i) <u>Recreation Ground Culvert</u></p> <p>no update available</p>	

	<p>ii) <u>Sports &amp; Social Pavilion Annual Electrical Checks –</u> The electrician has carried out the work and invoiced the council. He will release the certificates and recommendations once he has been paid.</p> <p>iii) <u>Monthly Review – Outstanding Maintenance Work</u> KC and Clerk met to discuss issues. A full review of all issues and the annual review of the Fixed Assets will take place before the next meeting, the jobs will be prioritised and then a proposal presented to the council at the next meeting.</p> <p>iv) <u>Playground/ Youth Area Table Tennis table damage</u> 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> The Village Hall roof is to be looked at by Feltfix Roofing.</p> <p>ii. <u>Community Shop – Proposal to landscape area outside Shop</u> The meeting with the Village Hall Committee, the Parish Council and the Shop Committee to discuss landscaping outside the shop, around the Village Hall and carpark was scheduled for 22 May.</p>	KC/LC
19-85	<p><b>31.Planning</b></p> <p><b>a) Status of recent applications</b> <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> No minutes presented for approval</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 commencement of Appeal.</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> <p>iv. <u>Pre Application- Erection of 15 dwellings with associated access and landscaping- Limbourne Lane.</u> The Planning Committee will be discussing the application at the Planning Committee meeting on 23 May 2019.</p>	
19-86	<b>32. Correspondence</b> - The list of Correspondence was considered.	
19-87	<p><b>33. Finance – Income &amp; Expenditure Account Summary Year ended 31 March 2019 - approval by resolution</b></p> <p>The <b>RESOLUTION</b> to <b>APPROVE</b> the Expenditure Account Summary for the Year Ended 31 March 2019 was <b>PROPOSED</b> by LS and <b>SECONDED</b> by TB.</p>	
19-88	<p><b>34. Finance –Annual Return - 2018/19 Annual Governance Statement – approval by resolution</b></p> <p>The <b>RESOLUTION</b> to <b>APPROVE</b> the Annual Return - 2018/19 Annual Governance Statement was <b>PROPOSED</b> by LS and <b>SECONDED</b> by TB. The motion was carried. The Annual Governance Statement for 2018/19 was then signed by the Chairman and the clerk.</p>	



19-89	<b>35. Finance- Internal Auditor's Report</b>  The Internal Audit report prepared by Mulberry & Co was received by the Parish Council and it's contents noted. It was Agreed that Mulberry & Co will be continue as the Parish Council's internal Auditor for 2019/20.																													
19-90	<b>36.Finance - Annual Return - 2018/19 Account Statements – approval by resolution</b>  The <b>RESOLUTION</b> to <b>APPROVE</b> the Annual Return - 2018/19 Accounting Statements was <b>PROPOSED</b> by LS and <b>SECONDED</b> by KC. The motion was carried. The Accounting Statement for 2018/19 was then signed by the Chairman.																													
19-91	<b>37.Finance – Current Year 2019/20</b>  <b>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 April 2019</b> The <b>RESOLUTION</b> to <b>APPROVE</b> the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 April 2019 was <b>PROPOSED</b> by LS and <b>SECONDED</b> by TB. The motion was carried. KC signed the bank reconciliations and the bank statements for the period ended 30 April 2019.  <b>b) Payment of invoices</b> i) Paid between meetings in April/ May 2019 – None To be paid on/after 20 <sup>th</sup> May 2019 <table><tr><td>Payee</td><td>Description</td><td>Hesworth £</td><td>Fittleworth Parish Council £</td></tr><tr><td>WSCC</td><td>Payroll April 19 (Cheque No. 2475)</td><td></td><td>£967.71</td></tr><tr><td>WSALC Ltd</td><td>NALC &amp; SALC Annual Subscriptions (Cheque No. 2476)</td><td></td><td>£297.13</td></tr><tr><td>Grasstex Ltd</td><td>Grass Cutting – Recreation Ground (18/3/19, W/C 1/4/19 &amp; W/C 15/4/19) &amp; Centenary Garden (18/3/19, W/C 1/4/19 &amp; W/C 15/4/19) (Cheque No. 2476)</td><td></td><td>£475.56</td></tr><tr><td>DS Electrical</td><td>Sports Pavilion electrical checks (Cheque No. 2477)</td><td></td><td>£385.00</td></tr><tr><td>Mulberry &amp; Co</td><td>Internal Audit 2018/19 (Cheque No. 2478)</td><td></td><td>£125.28</td></tr><tr><td>SLCC</td><td>Tree Works on Hesworth (Cheque No.000045 )</td><td>£456.00</td><td></td></tr></table> The <b>RESOLUTION</b> to approve the payment of invoices as listed was <b>PROPOSED</b> by TB and <b>SECONDED</b> by LS.  <b>c) VAT Claim Year for the period to 31 March 2019</b> The claim for the period 1/12/18 to 31/3/19 has now been submitted. The total claim is £136.44. The Total VAT Claim for 2018/19 - £19,742.48  <b>d) Fixed Asset Register Review</b> KC and LC to carry out prior to June Parish Council Meeting.  <b>e) Any other financial issues - None</b>	Payee	Description	Hesworth £	Fittleworth Parish Council £	WSCC	Payroll April 19 (Cheque No. 2475)		£967.71	WSALC Ltd	NALC & SALC Annual Subscriptions (Cheque No. 2476)		£297.13	Grasstex Ltd	Grass Cutting – Recreation Ground (18/3/19, W/C 1/4/19 & W/C 15/4/19) & Centenary Garden (18/3/19, W/C 1/4/19 & W/C 15/4/19) (Cheque No. 2476)		£475.56	DS Electrical	Sports Pavilion electrical checks (Cheque No. 2477)		£385.00	Mulberry & Co	Internal Audit 2018/19 (Cheque No. 2478)		£125.28	SLCC	Tree Works on Hesworth (Cheque No.000045 )	£456.00		KC/Clerk
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19-92	<b>38.Health &amp; Safety: Update of new and on-going items</b> <b>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.</b>																													

	<b>Location</b>	<b>Next Report date</b>	<b>Location</b>	<b>Next Report date</b>	
	<b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months) – last report 16/3/19	Sept 2019 MA	<b>Recreation Ground &amp; Bus Shelter</b> (every 3 months) – last report 16/9/18	May 2019 LS	
	<b>Hesworth Common / Birchwalks Woods</b> (every 3 months) – last report 10/3/19	June 2019 CW	<b>The Triangle</b> (every Month) – last report 19/5/19 –	June 2019 MA	
	<b>Sports &amp; Social Pavilion</b> (Monthly) – last report 18/3/19 -No new issues reported	May 2019 TB	<b>Village tree inspection</b>	When required	
	<b>Playground Youth Area &amp; Gym Equip</b> – Fortnightly – last report 20/5/19 – Table tennis table to be replaced. On Order – Adult equipment going rusty	3/6/19 KC	<b>Bowls Pavilion</b> (Monthly) last report dated 7/5/19 -3/4 shiplap wooden strips need to be replaced	June 2019 TB	
	New Key points not covered elsewhere in the minutes				
	b) <b>Sports Pavilion – Fire Risk Assessment</b> – Follow up visit to take place on 24 June 19.				
<b>19-93</b>	<b>39.Items for inclusion on the May Agenda</b> <ul style="list-style-type: none"> <li>• Election of Vice-chair</li> <li>• Co-opting 1 Parish councillor</li> <li>• Winter Management Plan update</li> <li>• Maintenance Work proposal</li> <li>• Financial Regulations update</li> </ul>				
<b>19-94</b>	<b>40.Date of next Parish meeting – Monday 17<sup>th</sup> June 2019 at 7.00pm</b> in the Pavilion Building				