



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 16th September 2019 at 7.00pm** in the Sports Pavilion.

Members of the Public

Members of the public are very welcome to attend and will be given the opportunity to speak at item 5 on the agenda. There will also be reports from District and County Councillor.

Louise Collis, Clerk to the Parish Council
9th September 2019

AGENDA

Agenda item		Allocated time
1.	Apologies for absence	5 Mins
2.	Minutes of the last meeting – approval of the minutes of the meeting held on 9 th July 2019 and any matters arising.	5 Mins
3.	County Councillor reports – update on County matters (if available).	5 mins
4.	District Councillor reports – update on District matters (if available).	5 mins
5.	Public questions.	10 mins
6.	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.	5 mins
7.	Police – Arun Prevention Tea, Sussex Police Update	20 mins
8.	Update on on-going matters not covered elsewhere a) Meetings attended & upcoming meetings b) Recreation Ground Charity – Trustee Status	5 mins
9.	Items for discussion a) Consultations b) Neighbourhood Plan update c) Litter picker d) Proposed Landscaping Plan – Village Shop e) E Car charging points	15 mins
10.	Planning a) New Planning applications & Decisions to discuss b) Approval of The Planning Committee Minutes c) Fittleworth Planning Protocol Document d) Other planning matters	10 mins
11.	Working Group Reports a) Engagement, Community Resilience, Crime & Youth Group i) Community Winter Resilience Plan ii) WSCC Salt Audit b) Hesworth Common / Birchwalks Wood c) Communications Working Group Report d) Highways & Traffic Working Group i) Working Group Report ii) Other Highways issues	15 mins

	<ul style="list-style-type: none"> e) Footpaths <ul style="list-style-type: none"> i) Alley Dick Footpath (west) ii) Footpath Charter iii) Other Footpaths issues f) Maintenance <ul style="list-style-type: none"> i) Recreation Ground Culvert update ii) Annual Review of Fixed Asset Register and maintenance plan iii) 3 Yearly Maintenance Tender iv) Playground / Youth Area – Annual Inspection g) Village Hall & Outside Bodies <ul style="list-style-type: none"> i) Village Hall update ii) Proposal to landscape area outside shop, Village Hall and around carpark 																					
12.	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.	5 mins																				
13.	<p>Finance</p> <ul style="list-style-type: none"> a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 August 2019 b) Payment of invoices – to receive details and agree payment c) Any other financial issues 	10 mins																				
14.	<p>Health & 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"> <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)</td> <td>Sept 2019</td> <td>Recreation Ground & Bus Shelter (every 3 months)</td> <td>Oct 2019</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months)</td> <td>Sept 2019</td> <td>The Triangle (every Month)–</td> <td>Sept 2019</td> </tr> <tr> <td>Sports & Social Pavilion (Monthly)</td> <td>Sept 2019</td> <td>Village tree inspection</td> <td>When required</td> </tr> <tr> <td>Playground Youth Area & Gym Equip (Fortnight)</td> <td>Sept 2019</td> <td>Bowls Pavilion (Monthly)</td> <td>Sept 2019</td> </tr> </tbody> </table> <ul style="list-style-type: none"> b) Tree Work c) Sports Pavilion <ul style="list-style-type: none"> i) Sports & Social Pavilion Annual Electrical Check update ii) Sports Pavilion Licence Renewal iii) Sports Pavilion Roof work 	Location	Next Report date	Location	Next Report date	Centenary Garden & Arch & Sandpit (every 6 months)	Sept 2019	Recreation Ground & Bus Shelter (every 3 months)	Oct 2019	Hesworth Common / Birchwalks Woods (every 3 months)	Sept 2019	The Triangle (every Month)–	Sept 2019	Sports & Social Pavilion (Monthly)	Sept 2019	Village tree inspection	When required	Playground Youth Area & Gym Equip (Fortnight)	Sept 2019	Bowls Pavilion (Monthly)	Sept 2019	10 mins
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15.	Items for inclusion on the October Agenda. (No decisions can be made on matters raised under this item – for notification only.)	5 mins																				
16.	Date of next meeting 7th October 2019 at 7.00pm in the Pavilion Building.	Total time 2 hr 10 mins																				