



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 March 2020 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

09th March 2020

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 17 th February 2020 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. Review and Update Financial Regulations	10 Mins
8. Update on on-going matters not covered elsewhere a) Meetings attended & upcoming meetings	5 mins
9. Items for discussion a) Consultations b) Neighbourhood Plan update c) Clerk's Annual Appraisal d) Death of a Member of the Royal Family Procedure	10 mins
10. Planning a) New Planning applications & Decisions to discuss b) Approval of The Planning Committee Minutes c) Fittleworth Planning Protocol Document d) Review of Old Mineral Permissions (ROMP) for Little Bognor Quarry IDO 1993 e) Other planning matters	10 mins
11. Working Group Reports a) Engagement, Community Resilience, Crime & Youth Group i) Operation watershed b) Hesworth Common / Birchwalks Wood c) Highways & Traffic Working Group i) Working Group Report	15 mins

	<ul style="list-style-type: none"> ii) Fly tipping – Little Bognor iii) Other Highways issues d) Footpaths e) Maintenance <ul style="list-style-type: none"> i) Playground / Youth Area – Litter Issue f) Village Hall & Outside Bodies <ul style="list-style-type: none"> i) Village Hall update ii) Village Hall/ Sports Pavilion boundary Easement 																					
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 28 February 2020 b) Payment of invoices – to receive details and agree payment c) Annual Financial Risk Assessment Review of Financial Procedures d) Any other financial issues 	15 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" data-bbox="240 913 1326 1503"> <thead> <tr> <th>Location</th> <th>Next Report due date</th> <th>Location</th> <th>Next Report due date</th> </tr> </thead> <tbody> <tr> <td>Centenary Garden & Arch & Sandpit (every 6 months)</td> <td>June 2020</td> <td>Recreation Ground & Bus Shelter (every 3 months)</td> <td>March 2020</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months)</td> <td>March 2020</td> <td>The Triangle (every Month)–</td> <td>Feb 2020</td> </tr> <tr> <td>Sports & Social Pavilion (Monthly)</td> <td>Feb 2020</td> <td>Village tree inspection</td> <td>When required</td> </tr> <tr> <td>Playground Youth Area & Gym Equip (Fortnight)</td> <td>Feb 2020</td> <td>Bowls Pavilion (Monthly)</td> <td>Feb 2020</td> </tr> </tbody> </table> <ul style="list-style-type: none"> b) Tree Work <ul style="list-style-type: none"> i) Tree Survey work – Quotes for next stage ii) Emergency Tree work undertaken since the last meeting iii) Recreation Ground – Tree work quotes c) Sports Pavilion <ul style="list-style-type: none"> i) Sports Pavilion Licence 	Location	Next Report due date	Location	Next Report due date	Centenary Garden & Arch & Sandpit (every 6 months)	June 2020	Recreation Ground & Bus Shelter (every 3 months)	March 2020	Hesworth Common / Birchwalks Woods (every 3 months)	March 2020	The Triangle (every Month)–	Feb 2020	Sports & Social Pavilion (Monthly)	Feb 2020	Village tree inspection	When required	Playground Youth Area & Gym Equip (Fortnight)	Feb 2020	Bowls Pavilion (Monthly)	Feb 2020	10 mins
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15.	Items for inclusion on the April Agenda. (No decisions can be made on matters raised under this item – for notification only.)	5 mins																				
16.	Date of next meeting 20th April 2020 at 7.00pm in the Pavilion Building.	Total time 2 hrs																				