

Fittleworth Parish Council



APPROVED Minutes of the ANNUAL Parish Council Meeting held

on

18th May 2020 at 7.00pm.

Due to the Coronavirus Government guidelines the meeting was held via Microsoft Teams video conference call

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

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
20-64	<p>1. To Elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office</p> <p>After 9 years CW has decided to step down as chairman of the Parish Council. On behalf of the Parish Council the clerk thanked CW for all his hard work and dedication over the last 9 years.</p> <p>The RESOLUTION to elect Jane Claxton as Chairman was PROPOSED by DB and SECONDED by CW. (6 Councillors voted. Unanimous vote to pass resolution). JC was duly elected. JC then signed the Declaration of Acceptance of Office live on the Microsoft Teams and witnessed by the clerk and the councillors.</p>	
20-65	<p>2. To Elect the Vice-chair of the Council and to receive the Chair's Declaration of Acceptance of Office</p> <p>Before KC was officially proposed for the position, MA wanted confirmation that KC was able to stand for the position even though she no longer lives or works in Fittleworth. The Clerk believed that this was not an issue as KC lived less than 3 miles from Fittleworth and this was confirmed by JD. The clerk will obtain confirmation from CDC Electoral services following the meeting.</p> <p>Subject to the confirmation above, The RESOLUTION to elect Kerry Coughtrey as Vice-Chairman was PROPOSED by JC and SECONDED by LS. (6 Councillors voted. Unanimous vote to pass resolution). KC was duly elected. KC then signed the Declaration of Acceptance of Office live on the Microsoft Teams and witnessed by the clerk and the councillors.</p>	Clerk
20-66	<p>3. Apologies for absence: Ed Brookfield (EB) & Robin Dunstan (RD)</p>	
20-67	<p>4. Minutes of the last meeting and matters arising</p> <p>The minutes of the meeting held on 20th April 2020 were approved as a correct record following clarification of Agenda item 20-58 – 10c) Hesworth Common. The minutes state that "All the swings had been removed from Hesworth Common". This was as at 20 April 2020. The draft minutes were updated. The Minutes were PROPOSED by LS and SECONDED by TB. The minutes will be signed by JC once social distancing restrictions are lifted.</p> <p>Matters Arising from the last minutes:-</p> <p>a) JC asked JD for WSCC furloughing information. This was emailed to the clerk and circulated to the councillors.</p> <p>b) CW/Clerk were to send a letter to Adrian Webb in response to his article in the March Magazine about the incorrect information in his article about the southern gateway. This is still outstanding.</p>	<p>JC</p> <p>CW/ Clerk</p>

	<p>c) DB asked AS about the supply of PPE to care homes. No updated between meetings, however JD updated the meeting to say at present no shortage of PPE equipment in care homes in West Sussex.</p> <p>d) EB wanted it noted that under Hesworth Common activities, that he strongly objects to any form of additional recreational activity on Hesworth Common.</p> <p>e) Finance - MA asked for confirmation of all 6 litter bins currently emptied by CDC.</p>	Clerk
20-68	<p>5. County Councillor report</p> <p>West Sussex County Council has the responsibility for the highest vulnerable range which is the Shielded. All those in the Shielded Vulnerable range are being looked after with food parcels etc.</p> <p>Many of the Staff usually based in County Hall are working from home and it is all working well.</p> <p>Much of our work is continuing, our Children’s Services for instance are working as well as ever and indeed our Commissioner is pleased with the progress that is being made.</p> <p>West Sussex Fire and Rescue Service is another Service with business as usual and they are working well. One of the problems with WSFR was that they were behind with home safety visits. 2,500 residents were waiting for inspection. Now there are none so that is a good state to be in.</p> <p>West Sussex CC was asked to find accommodation for those in the Hospital so that they could leave Hospital for others that needed to go in. WSCC managed to accommodate some 175 and thereby releasing Hospital beds for new cases.</p> <p>It is likely at the moment that all CLC meetings will be cancelled as well as Citizenship ceremonies</p> <p>We get regular news releases and the latest on West Sussex recorded cases of Covid 19 are from the Public Health England and state 1230.</p> <p><u>Questions:</u></p> <p>a) LS is trying to speak to WSCC Highways to explore their views re Limbourne development application. LS to forward email to JD he has already sent to WSCC Highways and JD to chase a response.</p> <p>b) DB asked who was responsible for overseeing care homes at WSCC. JD stated that it is Amanda Jupp. DB wanted to flag a concern that he felt at the April Parish Council meeting care homes had at the time been left in the lurch in the middle of the crisis. Hospitalised care home residents were being sent back to care homes untested. JD responded that now, where care homes are not able to take back residents WSCC are find suitable, temporary care.</p>	LS
20-69	<p>6. District Councillor Report</p> <p>“The annual parish meeting mirrors my election to be your District Councillor just a few days over one year ago. What a year it has been.</p> <p>I am honoured and delighted to serve this community. Fittleworth is the largest of my parishes and sets a shining example to other parishes throughout the whole district.</p> <p>The Parish meetings are lively, well run and very important to our community. My attendance and input has always been welcomed and I am very grateful for the opportunity to speak to you about the issues that concern you.</p>	

Fittleworth is indeed an exceptional parish with its excellent Stores going from strength to strength and now winning very well deserved awards. Fittleworth Stores is now truly a community hub. The remarkable way that the stores has stepped up to provide an outstanding community asset is highlighted by the current situation we find ourselves in. Without the support of the management, staff and volunteers the experience of the last few months would have been far, far worse. We thank you for all your efforts and I have the utmost respect for what you have achieved. Thank goodness you were there for us.

The year began for me with a sharp learning curve following my election and I have taken a very active part in promoting our parish at every opportunity as Fittleworth shows the best of what can be achieved by working together for the benefit of the community. I have assisted wherever I can with cases relating to planning, business support, community safety and even some signposting of issues where I don't have direct responsibility such as in rural crime and traffic, where I have been able to secure support from outside agencies such as the police, the police & crime commissioner and our MP. Thanks to both Nick Herbert & Andrew Griffith many of our issues and successes have reached a wider platform.

At CDC we are committed to continuing the positives that have come from our current situation when we enter the recovery phase of this epidemic. Business Recovery, Events and the continuance of some of the good practises and community spirit that have come from this epidemic can and will be taken forward.

The District Council has been proven to be well led, to have the financial reserves and vision for the future. CDC has been able to both maintain services and change working practices. We now are busy planning the future recovery so we can reduce the long term impact of the virus. Staff have been redeployed and methods of working have changed. Even some bureaucracy has been set aside to remove log jams in the system, which can only be good for the future.

I have recently been appointed as cabinet member for Housing, Licensing, Communications and Events and together with Eileen Lintell, the leader of the council and ward member for Petworth, we have brought a significant raising of awareness of this part of the District and this has been to the benefit of the whole district.

You continue to have my commitment to serve you in any way I can and I am always willing to help anyone who seeks assistance from me going forward.

We have new initiatives arising out of our recovery plan and in particular a re-launch of "Visit Chichester" which will in future encompass the whole District under the new branding of "The Great Sussex Way" as I said at the start Fittleworth epitomises the Great Sussex Way and everything that this means."

Further points since report was prepared

- On 19/5/20 there will be Cabinet meeting to discuss Recovery Programme planning.
- The motorbike nuisance situation is moving forward with a number of meetings taking place. It is now on the radar of the Crime Panel and police enforcement.

Questions

1. LS asked if enforcement for the motorbikes is general to the area or specific locations. AS responded that at present it is focussed on Petworth, but hoping to

	<p>widen the area in the next few weeks. AS suggested the Parish Council write to Andrew Griffith MP and always notify the PCSO of any incidents. The clerk will email AS to request details of the PCSO assigned to Fittleworth as the Parish Council has not yet been informed.</p> <p>2. DB raised concerns about contact tracking as not everyone has a smartphone. AS advised DB to write to MP.</p>	<p>Clerk</p> <p>DB</p>
20-70	<p>7. Public Questions -</p> <p><u>Coldwaltham Parish – Campsite planning application</u></p> <p>One elector attended the meeting via Microsoft Teams. He requested an update on the Planning application for the campsite in Coldwaltham Parish. Fittleworth Parish Council objected to the application. The Planning Committee have asked to meet with Coldwaltham Parish Council to discuss the issues raised by Fittleworth residents, however to date Coldwaltham Parish Council have declined to meet as they want to wait to see if there will be any further objections submitted.</p> <p>The clerk will email the SDNPA case office, Stella New to request the Parish Council receive a copy of the SDNPA Planning Committee report and request that the Parish Council make a verbal contribution at the Committee meeting.</p> <p>AS can also speak at the Planning Committee meeting. Clerk to email AS to request his attendance at the Planning Committee meeting.</p> <p>The clerk will also contact JD to request she speaks on behalf of Fittleworth as she is also a member of the South Downs National Park Authority.</p> <p>The Clerk will also look into how the SDNPA can notify the Parish Council of planning applications that could potentially impact the Parish.</p> <p><u>Sandy Lane – Sat Nav issues</u></p> <p>It has been reported that Sat Navs are directing drivers along Sandy Lane even though it is not a through road. The elector attending the meeting is a resident along Sandy Lane. He proposed that the residents provide a sign to be placed on Parish Council Land at the bottom of Sandy Lane. This was AGREED by the council.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
20-71	<p>8. Review of Delegation arrangements to Committees, Sub Committees, Working Groups, Staff, other Local Authorities and bodies</p> <p>The following changes to the Committees and Working Groups were AGREED.</p> <ul style="list-style-type: none"> • Planning Committee – Review new planning applications, appeals and Enforcement issues. At the Public Planning Committee meetings, applications, appeals and Enforcement issues. At the Public Planning Committee meetings, applications are discussed and comments to be discussed and comments to be submitted to CDC to be agreed. • Human Resources/Staffing Committee – To oversee all Parish Council personnel, grievance and disciplinary matters. The efficient and effective administration of the Parish Council’s affairs with specific attention to human resources • Engagement, Resilience & Community Group – including Youth, crime and local groups. 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. • Communication Working Group – To maintain and develop the website and other social media platforms and review and update GDPR compliance procedures when required 	

	<ul style="list-style-type: none"> • Footpath Working Group – Identify, report and monitor issues • Hesworth Common Working Group – to maintain the Common • Highways & Traffic Working Group – Meet regularly with members of other groups within Fittleworth to discuss possible solutions to speed related issues and monitor Highway maintenance issues. • Coronavirus Working Group – This is made up of representatives from the Parish Council, Fittleworth Stores and the vicar. To Meet regularly during the coronavirus pandemic to discuss possible ways to inform and help residents <p>The Delegation arrangements to Committees and Working Groups were PROPOSED by KC and SECONDED by TB.</p>										
20-72	<p>9. Review of Terms of Reference for Committees</p> <p>It was AGREED that the following terms of Reference will be used:-</p> <ul style="list-style-type: none"> • 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. • Human Resources/Staffing Committee - Terms of Reference for the committee Adopted by the Parish Council on 16th December 2019 <p>During the year the Committees will review and update, if necessary, their Terms of Reference.</p> <p>The Terms of Reference for the Planning Committee was PROPOSED by LS and SECONDED by MA</p>	Terms of Reference to be reviewed by Committees									
20-73	<p>10.Appointment of members to existing Committees & Working Groups</p> <table border="1" data-bbox="248 994 1388 1939"> <tr> <td data-bbox="248 994 592 1341"> <p>PLANNING COMMITTEE Lee Scott- Chair Mike Allin David Brittain, Tony Broughton, Jane Claxton</p> </td> <td data-bbox="592 994 970 1341"> <p>HUMAN RESOURCES/ STAFFING COMMITTEE Jane Claxton (Chairman - PC) David Brittain Chris Welfare</p> </td> <td data-bbox="970 994 1388 1341"> <p>ENGAGEMENT, RESILIENCE & COMMUNITY GROUP David Brittain Ed Brookfield Kerry Coughtrey Robin Dunstan Chris Welfare <u>Non PC members</u> Alison Welterveden Sammi Leese</p> </td> </tr> <tr> <td data-bbox="248 1341 592 1619"> <p>COMMUNICATION WORKING GROUP Kerry Coughtrey Clerk <u>Non PC member</u> Margaret Welfare</p> </td> <td data-bbox="592 1341 970 1619"> <p>MAINTENANCE Coordinator Tony Broughton</p> <p>CENTENARY ARCH MAINTENANCE Mike Allin</p> </td> <td data-bbox="970 1341 1388 1619"> <p>FOOTPATHS WORKING GROUP All councillors – footpaths to be allocated to specific councillors</p> </td> </tr> <tr> <td data-bbox="248 1619 592 1939"> <p>HESWORTH COMMON WORKING GROUP Mike Allin - Chair Ed Brookfield Lee Scott Chris Welfare</p> </td> <td data-bbox="592 1619 970 1939"> <p>HIGHWAYS & TRAFFIC WORKING GROUP Lee Scott Tony Broughton Adrian Webb <u>Non PC members</u> Sally Tanner Christine Parker Helen Cowper</p> </td> <td data-bbox="970 1619 1388 1939"> <p>CORONAVIRUS WORKING GROUP Jane Claxton Chris Welfare Clerk <u>Non PC members</u> Revd David Crook</p> <p>Mick Foote Alison Welterveden</p> </td> </tr> </table>	<p>PLANNING COMMITTEE Lee Scott- Chair Mike Allin David Brittain, Tony Broughton, Jane Claxton</p>	<p>HUMAN RESOURCES/ STAFFING COMMITTEE Jane Claxton (Chairman - PC) David Brittain Chris Welfare</p>	<p>ENGAGEMENT, RESILIENCE & COMMUNITY GROUP David Brittain Ed Brookfield Kerry Coughtrey Robin Dunstan Chris Welfare <u>Non PC members</u> Alison Welterveden Sammi Leese</p>	<p>COMMUNICATION WORKING GROUP Kerry Coughtrey Clerk <u>Non PC member</u> Margaret Welfare</p>	<p>MAINTENANCE Coordinator Tony Broughton</p> <p>CENTENARY ARCH MAINTENANCE Mike Allin</p>	<p>FOOTPATHS WORKING GROUP All councillors – footpaths to be allocated to specific councillors</p>	<p>HESWORTH COMMON WORKING GROUP Mike Allin - Chair Ed Brookfield Lee Scott Chris Welfare</p>	<p>HIGHWAYS & TRAFFIC WORKING GROUP Lee Scott Tony Broughton Adrian Webb <u>Non PC members</u> Sally Tanner Christine Parker Helen Cowper</p>	<p>CORONAVIRUS WORKING GROUP Jane Claxton Chris Welfare Clerk <u>Non PC members</u> Revd David Crook</p> <p>Mick Foote Alison Welterveden</p>	
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20-74	11.Appointment of any new Committee – None																					
20-75	<p>12.Review and Adoption of Appropriate Standing Orders and Financial Regulations</p> <p>Standing Orders: – Adopted 4th February 2019. Next Review date June 2020.</p> <p>Financial Regulations: – Updated in March 2020 for the NALC 2019 updates and then updated in April 2020 for the Scheme of Delegation. Next Annual Review – February 2021.</p>	<p>June 2020 PC meeting</p> <p>February 2021 PC meeting</p>																				
20-76	<p>13.Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses</p> <p>Maintenance Contractor –Every three years required to put work out to tender. It was AGREED this will be done later this year once COVID-19 restrictions have been lifted. Annual agreement to contract - October/ November each year.</p>	Autumn 2020																				
20-77	<p>14.Review of representation on or work with external bodies and arrangements for reporting back</p> <table border="1"> <tr> <td></td> <td>Councillor to attend liaise/ Attend meetings/ report to council</td> </tr> <tr> <td>CDALC (Chichester District Association of Local Councils)</td> <td>JC / Clerk to look into forming local Parishes meeting instead</td> </tr> <tr> <td>CDC All Parishes Meetings</td> <td>KC</td> </tr> <tr> <td>SDNPA Pathwatch</td> <td>DB/ CW</td> </tr> <tr> <td>SDNP South Downs Land Manager Group</td> <td>MA</td> </tr> <tr> <td>North Chichester County Local Committee (WSCC)</td> <td>CW/ DB</td> </tr> <tr> <td>SDNPA Workshops</td> <td>LS</td> </tr> <tr> <td>SALC AGM</td> <td>JC</td> </tr> <tr> <td>Fittleworth & District Association</td> <td>TB</td> </tr> <tr> <td>Fittleworth Village Hall Committee</td> <td>CW/ TB</td> </tr> </table>		Councillor to attend liaise/ Attend meetings/ report to council	CDALC (Chichester District Association of Local Councils)	JC / Clerk to look into forming local Parishes meeting instead	CDC All Parishes Meetings	KC	SDNPA Pathwatch	DB/ CW	SDNP South Downs Land Manager Group	MA	North Chichester County Local Committee (WSCC)	CW/ DB	SDNPA Workshops	LS	SALC AGM	JC	Fittleworth & District Association	TB	Fittleworth Village Hall Committee	CW/ TB	JC/ Clerk
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20-78	<p>15.Review of inventory of land and assets including buildings and office equipment</p> <p>This will be discussed in the Finance item later on in the meeting.</p>																					
20-79	<p>16.Confirmation of arrangements for insurance cover in respect of all insured risks</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> <p>Clerk to forward insurance documentation to all councillors.</p>	Clerk																				
20-80	<p>17.Review of the council’s and/or staff subscriptions to other bodies</p> <p>NALC/SALC – Annual Subscription – £315.37 - Paid 30/4/20</p>																					

	SLCC – Annual Subscription – £140.00 - Paid 30/4/20																																																	
	It was AGREED that the current Subscriptions are adequate.																																																	
20-81	18. Review of the council’s complaints procedure Adopted on 4 th February 2019. It was AGREED that the Policy does not require updating.																																																	
20-82	19. Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation Adopted on 4 th February 2019. It was AGREED that the Policy does not require updating.																																																	
20-83	20. Review of the council’s policy for dealing with the press/media Adopted on 4 th February 2019. It was AGREED that the Policy does not require updating.																																																	
20-84	21. Review of the Council’s employment policies and procedures Adopted on 4 th February 2019. It was AGREED that the Policy does not require updating.																																																	
20-85	<p>22. Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence Annual donations made in 2019/20 – Approved at the Parish Council meeting on 20th January 2020: Annual donations:</p> <table border="1"> <thead> <tr> <th></th> <th>2018/19 (Actual)</th> <th>2019/20 (Actual)</th> <th>2020/21 (Proposed Budgeted, and AGREED)</th> </tr> </thead> <tbody> <tr> <td>S.137 payments</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Air Ambulance</td> <td>£100</td> <td>£100</td> <td>£100</td> </tr> <tr> <td>Burton & Coates PCC</td> <td>£100</td> <td>£100</td> <td>£100</td> </tr> <tr> <td>Fittleworth Over 60s club</td> <td>£150</td> <td>£150</td> <td>£150</td> </tr> <tr> <td>Fittleworth PCC (includes £50 for Village Magazine)</td> <td>£300</td> <td>£300</td> <td>£300</td> </tr> <tr> <td>Fittleworth Playgroup</td> <td>£100</td> <td>£100</td> <td>£100</td> </tr> <tr> <td>Community Minibus Association</td> <td>£100</td> <td>£100</td> <td>£100</td> </tr> <tr> <td>Petworth Nursing Home</td> <td>£50</td> <td>£50</td> <td>£50</td> </tr> <tr> <td>Purple Bus</td> <td>£100</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>£1,000</td> <td>£900</td> <td>£900</td> </tr> <tr> <td>COIF Annual interest paid to the Parochial Church Council</td> <td>£60.38</td> <td>£61.60</td> <td>£80</td> </tr> </tbody> </table> <p>Total donations for 2019/20 £900 & COIF interest £61.60</p> <p>For the year ended 31 March 2020, the Parish Council can make a total s.137 payments of £8.10 per elector. Therefore, a total sum of £6,139.80 for s.137 payments is allowed based on the total number of electors for Fittleworth of 758 for 2019/20.</p> <p>It was AGREED that going forward the Engagement, Resilience & Community Group would review the s.137 payments prior to the budget meeting every year and put forward their recommendations.</p>		2018/19 (Actual)	2019/20 (Actual)	2020/21 (Proposed Budgeted, and AGREED)	S.137 payments				Air Ambulance	£100	£100	£100	Burton & Coates PCC	£100	£100	£100	Fittleworth Over 60s club	£150	£150	£150	Fittleworth PCC (includes £50 for Village Magazine)	£300	£300	£300	Fittleworth Playgroup	£100	£100	£100	Community Minibus Association	£100	£100	£100	Petworth Nursing Home	£50	£50	£50	Purple Bus	£100			Total	£1,000	£900	£900	COIF Annual interest paid to the Parochial Church Council	£60.38	£61.60	£80	Engagement , Resilience & Community Group – Annual Review
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20-86	23. 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 normally held. Please note that the exceptions this to rule are																																																	

	<p>marked in red. The following meeting dates were AGREED. All meetings are held at the Sports Pavilion at 7pm.</p> <table border="1"> <tr> <td> <p>2020 Monday 15th June Monday 3rd August Monday 21st September Monday 19th October Monday 16th November Monday 14th December</p> </td> <td> <p>2021 Monday 18th January Monday 15th February Monday 15th March Monday 19th April Monday 17th May (Annual Meeting of the Council)</p> </td> </tr> </table>	<p>2020 Monday 15th June Monday 3rd August Monday 21st September Monday 19th October Monday 16th November Monday 14th December</p>	<p>2021 Monday 18th January Monday 15th February Monday 15th March Monday 19th April Monday 17th May (Annual Meeting of the Council)</p>					
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20-87	<p>24. Declaration by Council members of personal or prejudicial interest</p> <ul style="list-style-type: none"> DB declared a personal interest (near Neighbour) in Agenda Item 27 – Planning – in respect of the Planning Application for Douglas Lake 							
20-88	<p>25. Update on on-going matters not covered elsewhere</p> <p>a) Meetings : <i>Attended and upcoming meetings</i></p> <table border="1"> <tr> <td><i>Meetings</i></td> <td>None</td> <td></td> </tr> <tr> <td><i>Up-coming meetings</i></td> <td>WSALC AGM & Conference – 15 October 2020 Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS (09:30 to 16:00)</td> <td>JC</td> </tr> </table>	<i>Meetings</i>	None		<i>Up-coming meetings</i>	WSALC AGM & Conference – 15 October 2020 Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS (09:30 to 16:00)	JC	
<i>Meetings</i>	None							
<i>Up-coming meetings</i>	WSALC AGM & Conference – 15 October 2020 Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS (09:30 to 16:00)	JC						
20-89	<p>26. Urgent Items for Discussion</p> <p>a) Consultations –</p> <ul style="list-style-type: none"> <u>Sports & Social Club Questionnaire</u> – Julie Hawkins is happy with the questionnaires. The Club have added some information about the history of the club. The questionnaire will be put before the committee to approve. The Questionnaire will be placed on the website. Emailed out and posted through residents doors in Fittleworth, Bury and Coldwaltham parishes. <p>b) Parish Council Strategic Plan – No meeting has taken place since the last meeting to revise the plan. It is hoped this will be revised and ready for approval at the next meeting.</p>							
20-90	<p>27. Planning</p> <p>a) Status of recent applications - NEW APPLICATIONS & DECISIONS – SEE APPENDIX 1 - LS 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><u>Limbourne Lane Development</u> LS has been in email contact with the developer. The Architect has come back stating he is unwilling to share designs prior to the plans being finalised for submission. This is very disappointing.</p> <p>b) Approval of the Planning Committee Minutes Minutes of the meeting held on Thursday 16th April. The minutes are available on the website.</p> <p>c) Fittleworth Planning Protocol Document – No update. Still work in progress.</p> <p>d) Other Planning matters - None reported</p>							
20-91	<p>28. Working Group Reports</p> <p>a) Coronavirus Working Group (CWG) – The Working group has continued to try and meet remotely weekly. The shop has introduced a click and collect service and the Pulborough pharmacy delivery/collection scheme at the shop is working well. It has not been possible to date to arrange the same scheme with Petworth. 176 people have now signed up to the weekly E-newsletter.</p> <p>b) Engagement, Community Resilience, Crime & Youth Group</p>							

	<p>i) Community Resilience - Operation Watershed – Little Bognor Culvert repair – Still awaiting WSCC grant decision</p> <p>c) Hesworth Common/ Birchwalks Wood –</p> <p>i) <u>MA to report</u></p> <ul style="list-style-type: none"> • Charles Winchester from SDNPA will shortly be going back to work. It is now hoped that the work scheduled in the bog area can now go ahead. • The 2020/21 grant application to Natural England has now been submitted. • 1 birch tree has been removed • A user of Hesworth common has restored once of the benches. MA to send an email of thanks. <p>ii) <u>Swings on Hesworth common</u> -Swings are appearing on a regular basis. Even though there are regular checks it is difficult to ensure all swings are removed. JC to speak to the National Trust for advice.</p> <p>iii) <u>Carpark Signs</u> -Property in cars - at “Own Risk” signs required in the car park.</p> <p>d) Highways & Traffic Working Group</p> <p>i. <u>Working Group Report</u> -Nothing to report.</p> <p>ii. <u>Southern Gateway</u> – CW reported that many emails have been received about the southern gateway article in the Magazine. Since the article that has not been another meeting. CW still to send email to Adrian Webb on behalf of the Parish Council.</p> <p>iii. <u>Other Highway Issues</u> <u>Little Bognor Quarry</u></p> <ul style="list-style-type: none"> • Little Bognor Common Quarry – complaints have been received about noise at the quarry. The manager has apologised. A bearing required replacing. The issue has now been resolved. • The Review of the Minerals Plan (ROMP) - The 1948 plan was last reviewed in 1993 and the next review is due by September 2021. It is necessary to ensure the Parish Council is included as one of the consultees. To monitor the situation it was AGREED that the ROMP will fall under the Planning Committee. • Soft sand review - A letter has been issued by WSCC and SDNPA stating that the Soft Sand Review has been submitted to the Government for final examination and expected adoption in December 2020. The Parish Council has previously raised a number of other concerns; <ul style="list-style-type: none"> ➢ about ad hoc cuttings to take run off, ➢ cloudiness of the stream possibly because the quarry had been dug too deeply in contravention of IDO conditions. <p>These issues will need to be monitored by the Planning Committee as part of the ROMP consultee process.</p> <p>e) Footpaths</p> <p>i. <u>Branch down on Footpath between Riverhill Lodge and Riverhill House</u> DB is to report this on the Love West Sussex App. But may fall under Petworth Town Council</p> <p>ii. <u>3 Dead trees on the eastern edge of the wood north of the Footpath to the Welldiggers from Little Bognor east of the A283/lorry route</u> – Clerk to determine if trees are on Leconfield Estate land.</p> <p>iii. <u>Blocked Bridleway – Egdean</u> - DB has reported this West Sussex CC Highways shortly after lockdown; it had not been cleared by last week.</p> <p>f) Maintenance</p>	<p>MA</p> <p>JC</p> <p>Hesworth Committee</p> <p>CW</p> <p>Planning Committee</p> <p>Planning Committee</p> <p>DB</p> <p>Clerk</p> <p>Clerk</p>
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	<p>i. <u>Sports & Social Pavilion Annual Boiler</u> - Clerk to arrange boiler service</p> <p>ii. <u>Sports & Social Pavilion Annual Electrical Checks</u> - Clerk to determine if annual or 5 year check required.</p> <p>iii. <u>Playground/ Youth Area</u> - Rob Levett has ordered the hinges and will fit to all 3 gates as soon as possible.</p> <p>g) Village Hall & Outside Bodies</p> <p>i) Village hall Committee update – The Village Hall has received £10,000 from CDC for the small Business rates grant. Discussions are ongoing on how this money will be spent.</p> <p>ii) Village Hall/ Sports Pavilion boundary Easement – Nothing to report</p>	Clerk						
20-92	29. Correspondence - The list of Correspondence was considered.							
20-93	<p>30. Finance – Income & Expenditure Account Summary Year ended 31 March 2020 - approval by resolution</p> <p>The RESOLUTION to APPROVE the Expenditure Account Summary for the Year Ended 31 March 2019 was PROPOSED by TB and SECONDED by LS.</p>							
20-94	<p>31. Finance –Annual Return - 2019/20 Annual Governance Statement – approval by resolution</p> <p>The RESOLUTION to APPROVE the Annual Return - 2019/20 Annual Governance Statement was PROPOSED by TB and SECONDED by KC. The motion was carried. The Annual Governance Statement for 2019/20 to be signed by the Chairman and the clerk once Social Distancing restrictions allow.</p>							
20-95	<p>32. Finance- Internal Auditor’s Report</p> <p>The Internal Audit report prepared by Mulberry & Co was received by the Parish Council and it’s contents noted.</p> <table border="1"> <thead> <tr> <th>Audit Point</th> <th>Audit Findings</th> <th>Council Comments</th> </tr> </thead> <tbody> <tr> <td>Governance</td> <td>Councillors should sign a statement to accept to receive information by electronic means</td> <td>On 14/5/20 the clerk emailed out a form, with the suggested wording supplied by the Internal auditor, to all the councillors to sign and return to the clerk</td> </tr> </tbody> </table> <p>It was AGREED that Mulberry & Co will be continue as the Parish Council’s internal Auditor for 2020/21.</p>	Audit Point	Audit Findings	Council Comments	Governance	Councillors should sign a statement to accept to receive information by electronic means	On 14/5/20 the clerk emailed out a form, with the suggested wording supplied by the Internal auditor, to all the councillors to sign and return to the clerk	All Councillors
Audit Point	Audit Findings	Council Comments						
Governance	Councillors should sign a statement to accept to receive information by electronic means	On 14/5/20 the clerk emailed out a form, with the suggested wording supplied by the Internal auditor, to all the councillors to sign and return to the clerk						
20-96	<p>33.Finance - Annual Return - 2019/20 Account Statements – approval by resolution</p> <p>The RESOLUTION to APPROVE the Annual Return - 2019/20 Accounting Statements was PROPOSED by TB and SECONDED by KC. The motion was carried. The Accounting Statement for 2019/20 to be signed by the Chairman once Social Distancing restrictions allow.</p>							
20-97	<p>34.Finance – Current Year 20/21</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 April 2020</p> <p>The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 April 2020 was PROPOSED by JC and SECONDED by LS. The motion was carried. Bank reconciliations and the bank statements for the period ended 30 April 2020 to be signed by a councillor once Social Distancing restrictions allow.</p> <p>b) Payment of invoices</p> <p>Paid between meetings in April/ May 2020 – None</p> <p>To be paid on/after 18th May 2020</p>							

Payee	Description	Hesworth £	Fittleworth Parish Council £
WSCC	Payroll April 20 (online payment)		£1,286.75
WSCC	Payroll services 1/10/19 to 31/3/20 (online payment)		£46.44
Grasstex Ltd	Grass Cutting – Recreation Ground (W/C 6/4/20 & W/C 24/4/20) & Centenary Garden (W/C 24/4/20) Alley Dick – clear and remove leaves from path & ditch (14/4/20) (online payment)		£600.71
Mulberry & Co	Internal Audit 2019/20 (online payment)		£144.00
Inca Creative Print Ltd	Flyers for Newsletter sign up (online payment)		£45.00
Clerk	Expenses (online payment)		£24.98
Rowan Mellor	Removal of 1 Birch Tree	£190.00	

The **RESOLUTION** to approve the payment of invoices as listed was **PROPOSED** by TB and **SECONDED** by LS.

c) VAT Claim Year for the period to 31 March 2020

The claim for the period 1/10/19 to 31/3/20 has now been submitted. The total claim is £936.14

d) Fixed Asset Register Review

KC and LC to carry out prior to August Parish Council Meeting.

e) Any other financial issues - CW to submit claim for Neighbourhood Plan grant

KC/Clerk

CW

20-98

35. Health & Safety: Update of new and on-going items

a) Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.

b)

Location	Next Report date	Location	Next Report date
Centenary Garden, Arch & Sandpit (every 6 months) – last report 14/12/19 Responsible: MA	June 2020	Recreation Ground & Bus Shelter (every 3 months) – last report 14/12/19 Responsible: LS	March 2020
Hesworth Common / Birchwalks Woods (every 3 months) – last report 23/03/20 Responsible: CW	June 2020	The Triangle (every Month) – last report 30/4/20	June 2020
Sports & Social Pavilion (Monthly) – last report 16/5/20 Responsible: TB	June 2020	Village tree inspection	When required
Playground, Youth Area & Gym Equip – (Fortnightly)	May 2020	Bowls Pavilion (Monthly)	June 2020

	<p>- last report 3/20 By Rob Levett Responsible: KC</p>		<p>- last report 14/5/20 Responsible: TB</p>		
	<p>Defibrillator outside Village Hall Responsible: CW</p> <p>Fortnightly checks carried out. No longer able to report to Heartsafe AED Locator as no longer supporting the service. CW to investigate further who to report to going forward.</p>				
	<p><u>Bowls Club – Receipt of £10,000 grant</u> The Parish Council has been made aware that The Bowling Club have received £10,000 from CDC for the small Business rates grant. In the past the Parish Council has helped the Bowls Club when experiencing financial difficulty. It was AGREED that JC and the clerk would contact the Club to suggest that any outstanding repairs on the Bowls Club building are paid for from the grant and see how some of the funds can be used to benefit the community.</p> <p>New Key points not covered elsewhere in the minutes</p> <p>c) Tree Survey work– MA <i>i) <u>Tree Survey work – Quotes for next stage</u></i> The Last tree Survey was undertaken in August 2018. Next survey due in August 2021. Outstanding work on hold until Sept/Oct 2020.</p> <i>ii) <u>Recreation Ground – Tree work quotes</u></i> <u>Quote form Arboricultural Excellence - £650.00</u> MA to provide a second quote <p>d) Sports Pavilion <i>i) <u>Licence status and Licence fee –</u></i> The Parish Council has been made aware that The Sports & Social Club have received £10,000 from CDC for the small Business rates grant. It was AGREED JC to discuss with Julie Hawkins about the club continuing to pay the agreed 50% of the licence fee.</p>				<p>CW</p> <p>JC/ Clerk</p> <p>JC</p>
20-99	<p>36.Items for inclusion on the June Agenda</p> <ul style="list-style-type: none"> • Strategic Plan • Standing Orders • Human Resources/ Staffing Committee • Hesworth Management Committee 				
20-100	<p>37.Date of next Parish meeting – Monday 15th June 2020 at 7.00pm</p>				