



# Fittleworth Parish Council

**APPROVED Minutes of the Parish Council Meeting held on**

**3<sup>rd</sup> August 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) & Louise Collis (Clerk)

**Members of public:** 1 Resident

Minute Ref	Agenda Item	Action by
20-119	<p><b>1. Apologies for absence:</b> District Councillor Alan Sutton (AS)</p> <p><b>Parish Councillor – Robin Dunstan (RD)</b>            The Local Government Act 1972 states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance, she/he ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires. The Council can only consider a reason before the end of the 6 month period</p> <p>RD last attended a Parish Council meeting on Monday 16<sup>th</sup> March. Due to technical issues RD has been unable to attend the remote Parish council meetings. As required by the Act, the Parish Council are required to consider any just reasons for not attend meetings before the end of the 6 month period – For RD any consideration must be put the Parish Council prior to 15<sup>th</sup> September 2020. As this is the last Parish Council prior to this date, the Parish Council considered the technical issues as a just reason for not attending.</p> <p>The Resolution to <b>AGREE</b> that RD remain on the Parish Council until such time as he either overcome the technical issues in order to attend a remote Parish Council meeting or the face to face parish council meetings resume. The Resolution was <b>PROPOSED</b> by JC and <b>SECONDED</b> by TB. <b>The vote was unanimous.</b></p>	
20-120	<p><b>2. Minutes of the last meeting and matters arising</b>            The minutes of the meeting held on 15<sup>th</sup> June 2020 were approved. The Minutes were <b>PROPOSED</b> by KC and <b>SECONDED</b> by CW. The minutes will be signed by JC once social distancing restrictions are lifted.</p> <p>LS asked if any progress had been made in filling the parish councillor vacancy. It was agreed that the Vacancy will mentioned in the ENewsletter, the Village Magazine and on the website.</p> <p>Matters Arising from the last minutes:- Action Points list for June 2020 meeting reviewed and updated. Any outstanding action points remain on list to be actioned by due date. See Action Points Appendix.</p>	<p><b>JC</b></p> <p><b>Clerk</b></p>
20-121	<p><b>3. County Councillor report</b>            JD reported that the first virtual full council meeting was held in July and the next full council meeting will be held in September which will discuss the Hub, Children Services and Fire Services.            The District, Borough and County Councils are working in Partnership to address Covid 19 issues.</p> <p><u>Questions:</u>            MA asked about the potholes on Haslingbourne Lane towards Petworth. He pointed out the drivers are avoiding the potholes and pulling onto the other side of the road.</p>	

	<p>This is an accident waiting to happen. WSCC Highways are fully aware of the deep potholes and the road is due to be closed in the near future to fill them in. This is outside Fittleworth Parish and the WSCC are working with Petworth Town Council on this issue.</p> <p>DB asked what the Parish Council can do to help schools. JD will speak to the Head of Fittleworth school. All schools are working with WSCC Education Department. No school has reported issues about opening in September. The Parish Council will write Fittleworth School to see if there is anything that the Parish Council can do to assist in any way.</p> <p>DB asked about the 1 GB Initiative. JD suggested DB contact the WSCC IT cabinet member(Bob Lanzer) for further guidance.</p>	<p><b>JD</b> <b>Clerk</b></p>
<p><b>20-122</b></p>	<p><b>4. District Councillor Report</b></p> <p>ClIr Sutton currently out of circulation however he sent the following report to the clerk on 3/7/ 20 for the July meeting.</p> <p><i>"The main news I have is regarding CDCs recovery plan. A framework for our recovery plan is passing through Cabinet and Full Council shortly having already been through both Overview and Scrutiny &amp; Corporate Governance Committees this week. Full details are in the public domain in the agenda packs for those meetings mentioned above.</i></p> <p><i>Important highlight are:</i></p> <ol style="list-style-type: none"> <li><i>1. A deficit in our budget of up to £8m is anticipated for the current financial year. We will not be cutting services as we plan to allocate reserves to cover this. Going forward we anticipate a £2m loss each year. But of course nobody knows the true figures yet as there may be a second wave of infection changing the assumptions made.</i></li> <li><i>2. Our recovery teams (4) are led by the relevant cabinet members (* if I am the cabinet member) cover CDC Organisational recovery, Housing &amp; Community Recovery *, Economic Recovery and Planning *, Health &amp; Environmental Recovery. There is an additional High Street Recovery Group *.</i></li> <li><i>3. The response needs to be agile, flexible, transformational and rapid. It should take forward all options and everything will be looked at.</i></li> <li><i>4. The parishes &amp; public will be able to access our teams and I am preparing a communications plan including public participation for these teams.</i></li> </ol> <p><i>The press is reporting that we plan to dispose of East Pallant House. This is not true. All options are on the table to consider but nothing is decided yet.</i></p> <p><i>Our council has very low Council tax compared to other districts as we have been successful in raising income in other ways ( We are 4th in England for this) . This income has been badly hit. The government has announced some financial help for us yesterday but the full detail isn't known.</i></p> <p><i>We will resist cuts but it is almost inevitable that some will happen in future financial years.</i></p> <p><i>We advise parishes that they should think about raising precept income for local non- statutory services as we may have to re-prioritise and repurpose support to parishes towards economic and social recovery projects and not give the same level of support to parishes through funding ( For example through grants) in the future. But nothing is certain or decided yet.</i></p> <p><i>I will keep you informed and involved in our recovery teams.</i></p> <p><i>Finally my antisocial riding and driving Taskforce is working well and having an impact. Over 2000 traffic stops have been made and we are pursuing many</i></p>	

	<i>collaborations with other councillors at all levels and enjoy the full support of our MP. Sussex Police's Operation Downsway will continue through the summer."</i>	
<b>20-123</b>	<p><b>5. Public Questions -</b></p> <p><b>Presentation – Traffic issues</b> A resident gave a very informative presentation on Road speed noise and vibration issues on Lower Street. Mr Pettman was thanked for attending and the issues raised will be forwarded to the Highways &amp; Traffic Working Group.</p> <p><b>Parking issue at Fairmead Close –</b> A resident has been subject to vehicle damage on numerous occasions due to parking issues. The concern has been forwarded onto the Highways &amp; Traffic Working Group to look into.</p>	<b>Highways &amp; Traffic Working Group</b>
<b>20-124</b>	<p><b>6. Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below</b></p> <ul style="list-style-type: none"> <li>• DB declared a personal interest (near Neighbour) in Agenda Item 12 – Planning – in respect of the Planning Application for Douglas Lake</li> <li>• KC declared a Personal Interest (brother-in-law of owner of Able Heating – Agenda Item 13 g) Boiler maintenance quotes</li> <li>• TB – Trustee of Fittleworth &amp; District Association</li> <li>• CW -Trustee of the Fittleworth Village Hall Charity</li> </ul>	
<b>20-125</b>	<p><b>7. BT Phonebox near The Swan</b></p> <p>A member of the public asked if the parish council can look at ways of using the BT phonebox. The resident suggested a library exchange. Concerns were raised about reports of other BTphonebox library exchanges that have suffered from books being removed and not replaced. A number of years ago there was a scheme by BT for Parish Council to adopt the Red phonebox and it appears this scheme is still available.</p> <p>Before the Parish Council can look into Adopting the phonebox and explore any ideas for the use of the phonebox, the clerk needs to contact BT to determine what BT are planning to do with the current phone that is inside, which is currently out of service. The general view was that it would be best to keep the phonebox going as an active BT line. The Clerk will contact BT to ask for the line to be repaired. Also, the Clerk will try and find out the correct paint to be purchased to improve the appearance of the phonebox.</p> <p>KC to reply to email from resident who raised the question.</p>	<b>Clerk</b>  <b>KC</b>
<b>20-126</b>	<p><b>8. Sports &amp; Social Community Hub Questionnaire update</b></p> <p>The Sports &amp; Social Club community hub questionnaire is currently being distributed around the village and a digital version has been sent out far and wide including the current mailing list for the Parish E-Newsletter. An online survey is also available via the Fittleworth website.</p> <p>Feedback will be presented at the next meeting.</p>	
<b>20-127</b>	<p><b>9. Strategic Plan</b></p> <p>The latest version was circulated to councillors prior to the meeting.</p> <p>The Councillors had no further comments. Final visual amendments to be made before the final version is circulated to councillors for email approval prior to the Strategic Plan being made public on the website and via the next Parish E-Newsletter, subject to the Strategic Plan being ratified at the next Parish Council meeting in September.</p> <p>The Parish Council thanked KC for all her hard work on designing and producing the questionnaire.</p>	<b>KC/ Clerk</b>

20-128	<p><b>10. Fixed Assets – Annual Risk Assessment Update</b></p> <p>This was carried out by KC and the Clerk in June. The works schedule will be updated by the clerk and a program for necessary work will be prepared and the clerk will allocate work accordingly. This will be reviewed monthly.</p>	Clerk						
20-129	<p><b>11. Update on on-going matters not covered elsewhere</b></p> <p>a) <b>Meetings : <i>Attended and upcoming meetings</i></b></p> <table border="1" data-bbox="236 320 1337 483"> <tr> <td data-bbox="236 320 395 376"><i>Meetings</i></td> <td colspan="2" data-bbox="395 320 1337 376"><b>None</b></td> </tr> <tr> <td data-bbox="236 376 395 483"><i>Up-coming meetings</i></td> <td data-bbox="395 376 1129 483"><b>WSALC AGM &amp; Conference – 15 October 2020 Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS (09:30 to 16:00)</b></td> <td data-bbox="1129 376 1337 483">JC</td> </tr> </table> <p>b) <b><i>CLC meetings – The Way Forward</i></b> – WSCC Have asked Parish Councils if they want the CLC format to change and if so in what way. CW stated that format is currently ok as, pre Covid, the meetings were held in different villages each time. Remote meetings are fine for the short term but should revert to villages hosting meetings for the long term Clerk to inform WSCC.</p> <p>c) <b><i>Bowls Club Report</i></b></p> <p><u>Summary Report - following conversation with Fittleworth Bowls Club in Respect of Maintenance - 26<sup>th</sup> June 2020 between - Richard Burden (Fittleworth Bowls Club) &amp; Jane Claxton (Chair Fittleworth Parish Council)</u></p> <p>Following an understanding that the Fittleworth Bowls Club had received a £10k grant from Chichester District Council in respect of rates rebate, the Chair of Fittleworth PC spoke to Richard Burden of the Bowls Club on the 22<sup>nd</sup> June 2020, to see if they would be able to undertake, or share the costs of some of the maintenance that needed doing, particularly around the need to ensure that the club was compliant in respect of legal requirements for legionella regulations within the Bowls Club building, which they rent at a peppercorn rent from the Parish Council.</p> <p>After a constructive discussion, Mr Burden then consulted with the club chairman and other members of the club and advised:</p> <ul style="list-style-type: none"> <li>• The Bowls Club does not have a holding tank for water where Legionella can originate from.</li> <li>• water for use on the premises is direct from the mains, except for a rainwater storage tank for the green which is pretty much redundant as the club constantly use the mains supply for watering the green. So it has been assumed that water safety checks do not apply.</li> <li>• To the knowledge of the club there has never been a hardwire check and if one is required we believe this should be the Landlords responsibility.</li> </ul> <p>As regards your tentative enquiry regarding financing repairs/maintenance for the outdoor Bowls Club, this for the most part in recent years has been carried out by members and paid for within club funds.</p> <p>Mr Burden provided details to JC of the extensive work that has been undertaken to the Bowls Club by members to demonstrate how much we as the club do and pay for in maintaining and improving the Bowls premises, including supplying and fitting the fencing and gate.</p> <p>The Parish Council thanked the club for highlighting the improvements they have made to the pavilion over recent years and the Parish council look forward to working with the club more closely in the future.</p> <p>In preparation of the renewal of the Bowls Club ground rent licence renewal a copy of the current agreement to be sent to DB and LS</p>	<i>Meetings</i>	<b>None</b>		<i>Up-coming meetings</i>	<b>WSALC AGM &amp; Conference – 15 October 2020 Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS (09:30 to 16:00)</b>	JC	<p>Clerk</p> <p>Clerk to look into Hardwire check</p> <p>Clerk</p>
<i>Meetings</i>	<b>None</b>							
<i>Up-coming meetings</i>	<b>WSALC AGM &amp; Conference – 15 October 2020 Avisford Park Hotel, Yapton Lane, Arundel, BN18 0LS (09:30 to 16:00)</b>	JC						

	<p>d) <u>Village Shop – monthly review of Recreation Ground licence for café</u> As agreed at the June meeting the arrangement at the shop needs to be reviewed monthly. It was Agreed that the licence would continue until at least the next Parish Council meeting.</p> <p>e) <u>Annual Parish meeting reports 20219/20 – Chairman’s report &amp; Financial Report</u> Both reports are available on the website and a link will be included in the next Parish E-Newsletter. CW was thanked by JC for preparing his final Chairman’s report.</p>	
20-130	<p><b>12.Urgent Items for Discussion</b></p> <p>a) <b>Consultations –</b></p> <p>1.a.i) <b>NALC Mode Code of Conduct update consultation – Deadline 17/8/20</b> At the last meeting it was agreed that councillors to review and comments to be submitted to JC or Clerk prior to August meeting. No comments received.</p> <p>1.a.ii) <b>CDC Interim Policy Statement Consultation – Deadline 10/7/20</b> - At the last meeting it was agreed that councillors to review and comments to be submitted to JC or Clerk prior to deadline. No comments were received.</p> <p>1.a.iii) <b>WSCC - Proposed pedestrian crossing place A272 Tillington Road Petworth - TRO/CHN8008/RC - Road Traffic Regulation Act consultation – Deadline 13/8/20</b> – It was noted that this illustrates what can be achieved by a parish council in respect of road calming measures. This is a potential measure that could be applied to The Fleet, however the work required to achieve such a result is extensive and requires a dedicated group of volunteers. The information has been sent to the Highways &amp; Traffic Working Group.</p> <p>1.a.iv) <b>CDC - Let’s Talk: Dogs in Public Spaces Consultation - Deadline 14/8/20</b>. DB asked if this applied to the Recreation Ground as the Fittleworth Recreation Ground had not been mentioned in the document. Clerk to ask CDC if any bylaws apply to Fittleworth in respect of Dogs on the Recreation Ground. Clerk and JC to follow up.</p>	JC/ Clerk
20-131	<p><b>13. Planning</b></p> <p>a) <b>Status of recent applications - NEW APPLICATIONS &amp; DECISIONS – SEE APPENDIX 1</b> - 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>LS Report</u> The key thing of note is in relation to the site at Limbourne Lane where members of the committee met with the developer to discuss their latest plans.</p> <p>The Planning Committee felt that the plans have improved compared with an earlier iteration but there is still some need for further refinement. However, the applicant is keen to press on and felt that such improvements could be accommodated within the life of the application.</p> <p>LS have also been speaking to Graham Bellamy (highways consultant) about him providing some advice on the access issues, including in relation to whether a case can be supported for the lowering of the speed limit across The Fleet. He has indicated that this would cost 'around £500' - much lower than his first quote of £1,200. Members were supportive of this approach.</p> <p>The other matter to note is that LS has spoken to Barlavington who told him that the Estate are looking at alternatives for the campsite, but would not say where. LS</p>	

	<p>suspects another application will be on its way, so will have to keep an eye out.</p> <p>Lastly, no further progress on Douglaslake, which appears to be quite stuck. LS has left messages for the planning officer.</p> <p><u>Rew Cottage planning application</u> Following the Parish Council Planning Committee comments submitted on the SDNPA planning portal, additional clarification has been provided to the Parish council on 3/8/20. This information will be considered by the Planning Committee at their next meeting.</p> <p>b) <b>Approval of the Planning Committee Minutes</b> Minutes of the meeting held since the last Parish council meeting were APPROVED. The minutes are available on the website.</p> <p>c) <b>Fittleworth Planning Protocol Document</b> – A decision by the planning committee to either re-adopt the SALC planning protocol for 2020/21 was agreed. This will be done at the next Planning Committee meeting.</p> <p>d) <b>Other Planning matters</b> - None reported</p>	
20-132	<p>13. <b>Working Group Reports</b></p> <p>a) <b>Coronavirus Working Group (CWG)</b> - Report by CW</p> <p>This working group was set up to co-ordinate activity between Fittleworth Stores, Fittleworth and Stopham churches and the Parish Council during the Coronavirus emergency. Regular virtual meetings took place, on each Wednesday (except 6th May) between 25th March and 3rd June 2020. Since then, none of the participants have felt it necessary to hold these meetings, and the substantial changes which have taken place (re-opening of the playground, cessation of shop deliveries etc) have been announced via the Newsletter or other means, such as direct announcements from Fittleworth Stores.</p> <p>The Newsletter, emailed by the Clerk to any villager who requested it, has been issued most Fridays up to 3rd July. Since then there has been a break of 4 weeks while the Clerk was on holiday (or dealing with the backlog which this left) but it is hoped that publication will resume on 7th August. It is planned that the Village Magazine will</p> <p>b) <b>Engagement, Resilience &amp; Community Working Group (ERC)</b></p> <p>i. <b>Working Group Report – KC Report</b> KC has nothing to report with regards the group itself as the first meeting has yet to be arranged, however KC has a few residents she is hoping to approach to ask if they would like to be involved.</p> <p>ii. <b>Crime</b> - The following issues have been reported:-</p> <ul style="list-style-type: none"> <li>• <b>Sports Pavilion – Climbing on Roof</b> Children spotted climbing on the Sports Pavilion roof. KC has contacted Sports &amp; Social Club requesting that sports pavilion chairs and any sports &amp; Social club equipment left near the Sports Pavilion be removed .</li> </ul> <p>Clerk to email PCSO so she is informed of the issue.</p> <ul style="list-style-type: none"> <li>• <b>Vandalism - Table Tennis fire damage – Youth Area – Recreation Ground</b> The vandalism has been reported to the police and an incident number issued. The Parish council insurers have also been notified, however there is a £250 excess for any work required. The suppliers of the table tennis table do not offer repairs and do not work with non trade. The clerk will look at other options.</li> </ul> <p>The clerk to email PCSO so she is informed of the issue.</p>	<p>KC</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

The incident will be mentioned in the next Parish E-Newsletter

Clerk

A resident has also complained about noise disruption late at night on the Recreation Ground. The Clerk has reported this to the police, however the police have state that no action can be taken unless residents report the issue at the time so that the police can take action. Residents are engaged to report all issues by calling 101 – this can be done anonymously.

iii. **Community Resilience - Operation Watershed – Little Bognor Culvert repair**

Landbuild have secured the WSCC licence to carry out the work of the Highway for the last week in August/ First week in September.

iv. **WSCC – Salt Audit**

Deadline 17/8/20-. Farmer storing salt for Fittleworth said that due to age of salt would be replaced. However WSCC will not replace old salt, only concerned with salt levels. KC following this up with Neil Dallyn.

c) **Hesworth Common Management Committee**

..i.Committee Report – including Health & Safety update & Tree work update – MA Report

1. South Downs Ranger sprayed the following areas of bramble on the 15 & 17th July:

- i) corridor between areas B- C
- ii) lower slopes area E
- iii) western & southern slopes area B
- iv) corridors between areas B & the Trigpoint – cost incurred, 2 days spraying including chemicals - £360

2. C Winchester, South Downs Ranger, has checked legal position of swings on the common. He understands from discussions with in-house parties that, as the common is classified as an open area for use by the general public, our obligations as the landowner are less onerous. He will endeavour to obtain additional information but suggested that we should again contact our insurers to inform them of the difficulties in ensuring that there are no swings on the common at any given time.

3. Three 1 ton bags of scalplings are required to level out the ruts & deep depressions in the main carpark. Approximate cost £150. Working party required to carry out the levelling works necessary.

4. New programme of works is being produced by MA/SD Ranger for quotes by contractors.

5. Following the government’s banning of “Asulux” earlier in the year there has now been another rethink resulting in an agreement to spray bracken on heathland commons. Following this decision I am arranging for the South Downs Ranger to carry out this work from mid August. Anticipated cost £440 including materials for 2 day work.

6. I have added the results of the bird survey on 11th June from Mark McMannus to the bird record sheet.

7. Following meetings with the fire officer we now have definitive fire tracks marked on the Hesworth Common map. We were advised not to put this map on our notice board as details will be available to the fire stations. The fire brigade requested mobile numbers of who to contact in case a fire is reported. Currently they hold the

mobile numbers of Chris Welfare & Mike Allin.

8. Dates for next working days & management meetings:

- i) Management meeting tba Sept/Oct 2020
- ii) Villagers working day with Worthing Volunteers Aug/Sept 2020
- iii) S.D. Ranger Volunteers Sept/Oct 2020

9. Following receipt of a letter from Tessa Clegg expressing concerns regarding dead trees near footpaths, CW & MA met her & walked the Common to identify the trees in question. One of the trees required immediate attention & was felled by the Ranger working on site that day. 2 other trees will require felling & an estimate will be submitted by the South Downs Ranger

Tree update following discussion between MA and Clerk after the above report had been submitted.

- A resident reported a snapped branch over a footpath on Hesworth Common. This has now been removed.
- A dead oak tree will need to be removed – MA to get a quote
- Tessa Clegg as agreed to be Assistant Tree Warden for Hesworth Common to identify trees on her daily walk of the common that need emergency work and also to report any dangerous swings that require immediate removal.

MA was thanked for all his hard work.

It was noted that the National Trust carry out Risk Assessments for Open Land. It was agreed that the Committee would arrange such a Risk Assessment ensuring that the issues of swings is included in the Risk Assessment.

..ii. Next meeting date – See above

..iii. Carpark Information Board –

Draft Proposals from SDNPA were circulated to all councillors prior to the meeting.

SDNPA quotes for 2 different styles

Woodman style including artwork £2,832 + VAT and

Bowman style including artwork - £3,796+VAT

MA has obtained quotes for the frames only as follows:-

Woodman style £800 + VAT and

Bowman style - £600+VAT

Clerk to send design and cost information in respect of the Bury Wharf sign recently installed.

The Hesworth Management Committee to meet to discuss options on a design for the Information Board in the Carpark, agree on design and quote and then make a recommendation to the Parish Council.

d) ***Birchwalks Wood Update*** - MA Report -

1. Removal of rhododendrons. MA to arrange with scouts/cubs.
2. MA awaiting S.D. Historical Woods Rangers survey & suggestions for future tree planting.

e) ***Highways & Traffic Working Group***

i.a.i. Working Group Report - No meeting has taken place since the last meeting

i.a.ii. Next meeting date – To be arranged

i.a.iii. Terms of Reference- To be prepared and approved by the working group

i.a.iv. Motorbike Anti Social Riding Taskforce – A meeting is to take place the next week

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Committee

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	<p>i.a.v. <u>Partnership meetings &amp; Operation Downsway</u>  A meeting took place in June which Fittleworth was not on the circulation list. The meeting was arranged at short notice by a police officer. The Clerk has contacted the officer and going forward Fittleworth Parish Council will be included on the circulation list for any updates or future meetings. The main issue discussed at the June Meeting was the A272 between Tillington and Petworth.</p> <p>i.a.vi. <u>Other Highway Issues</u> - None</p> <p>f) <b>Footpaths</b></p> <ul style="list-style-type: none"> <li>• <u>Branch down on Footpath between Riverhill Lodge and Riverhill House</u> This has been cleared.</li> <li>• <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> - DB reported that The Bridleway from Egdean towards the Welldiggers is actually beyond FPC boundaries. It has mini jumps which seem to be reinstated from time to time. There is one fallen tree forming an arch over the bridleway, which one can walk through if dismounted but the arch is probably too low for a shire or large horse. It has been reported on Love West Sussex. IT is up to WSCC to resolve the issue with the landowner.</li> <li>• <u>Blocked Bridleway – Egdean</u> - This has been cleared.</li> </ul> <p>g) <b>Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ <u>Millennium Arch</u> – JC and MA met on site. MA to speak to Oakmasters to see if they revamp the arch was a marketing exercise.</li> <li>▪ <u>Bowls Pavilion – Electrical Check</u> - As mentioned in the JC's report re the Bowls Club it appears no electric checks have been done on the pavilion since ownership was taken on by the Parish Council. Clerk to look into this.</li> <li>▪ <u>Recreation Ground – Culvert</u> – Concerns have been raised about the build up of leaves and debris in the ditch around the Recreation Ground. A working party has been arranged in the past, however recently it has been hard to find volunteers. The Clerk will try again to arrange a working party to clear debris and in addition, the Parish Council will contact WSCC to see if Operation Watershed funding is available to put a trash screen near where the current fencing is located.</li> <li>▪ <u>Playground/ Youth Area – Damaged table tennis table</u> – see above.</li> </ul> <p>h) <b>Village Hall &amp; Outside Bodies - Village hall Committee update – CW Report</b>  The Village Hall has started to come back into limited use following the lifting of Covid restrictions. There have also been 2 Village Hall Management meetings. The Chairman of the committee has stood down so there is currently no chairman.</p>	<p>MA</p> <p>Clerk</p> <p>Clerk</p>
20-133	<p>14. <b>Correspondence</b> - The list of Correspondence was considered.</p> <p>It was Agreed that the clerk will now produce a weekly email summary to be sent to the councillors.</p>	
20-134	<p><b>15. Finance – Current Year 20/21</b></p> <p>a) <b>Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 July 2020</b></p> <p>The <b>RESOLUTION</b> to <b>APPROVE</b> the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 July 2020 was <b>PROPOSED</b> by CW and <b>SECONDED</b> by TB. The motion was carried. Bank reconciliations and the bank statements for the period ended 31 May 2020 to be signed by a councillor once Social Distancing restrictions allow.</p>	

b) **Payment of invoices**

Paid between meetings in June/ August 2020

Payee	Description	Hesworth £	Fittleworth Parish Council £
WSCC	Payroll June 20 – Paid online 7/7/20		£1,276.39
Able Heating	Sports Pavilion – Boiler and Water Heater safety Check and service - Paid online 8/7/20		£168.00

To be paid on/after 3<sup>rd</sup> August 2020

Payee	Description	Hesworth £	Fittleworth Parish Council £
WSCC	Payroll July 20 Paid online 26/8/20		£1,505.23
Netwise	Domain Renewal – Fittleworth-pc.org.uk – 1 year - Paid online 26/8/20		£15.00
Grasstex Ltd	Grass Cutting – Recreation Ground – Paid online 26/8/20		£439.81
R. Mellor	Tree Surgery works – Fell tree on Recreation Ground near High Trees - Paid online 26/8/20		£264.00
Clerk	Expenses – HP ink service and mobile phone package - Paid online 26/8/20		£27.10

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

c) **Any other financial issues –Neighbourhood Plan grant application –**  
CW still working on Neighbourhood Plan grant

**CW**

**20-135**

**15. 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.***

Location	Next Report date	Location	Next Report date
Centenary Garden, Arch & Sandpit (every 6 months) – last report 8/8/20 Responsible: MA	Dec 2020	Recreation Ground & Bus Shelter (every 3 months) – last report 14/12/19 Responsible: LS	ASAP
Hesworth Common / Birchwalks Woods (every 3 months) – last report 31/7/20 Responsible: CW	Oct 2020	The Triangle (every Month) – last report 3/8/ 20	Sept 2020
Sports & Social Pavilion (Monthly) – last report 10/65/20 Responsible: TB	August 2020	Village tree inspection	When required

	<p>Playground, Youth Area &amp; Gym Equip – (Fortnightly) – last report 3/20 By Rob Levett Responsible: KC</p>	<p>August 2020</p>	<p>Bowls Pavilion (Monthly) – last report 10/6/20 Responsible: TB</p>	<p>August 2020</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><b>Defibrillator reported issue-</b> on 21/7/20 a member of the public reported an issue with the defibrillator. CW attended and reported that the device was bleeping, and the (normally green) light on top of the defibrillator was red. CW contacted the areas First Responder who came out and resolved the issue. IT is now back up and running.</p> <p>New Key points not covered elsewhere in the minutes</p> <p>b) <b>Tree work– MA</b></p> <p>i) <u>Recreation Ground/ High Trees</u> – The tree has now been removed</p> <p>ii) <u>The Triangle – Tree above Rifle Club</u> MA has spoken to the Rifle Club relating to the intertwined tree over the Rifle club at the top of the bank. The tree surgeon has inspected it. He is of the opinion the root system is required to stabilize the bank and that the overhanging branches are not currently at risk of following onto the Rifle Club. However if the Rifle club want to remove the overhanging branches, a quote of £480.00 +Vat has been received to remove the branches. Clerk to email the information to the Rifle Club.</p> <p>iii) <u>The Triangle - Trees near Scout Hut</u> The Scout Leader has concerns about overhanging trees around the Scout hut. The Scouts are getting a tree surgeon to do an inspection. MA is to also arrange for Rowan Mellor to inspect the area and advise accordingly.</p> <p>iv) <u>Tree work quotes - Sandy Lane tree work quote required.</u> MA to arrange ASAP.</p> <p>c) <b>Sports Pavilion</b></p> <p>i. <b>Sports &amp; Social Club report</b> – RD has reported that all is currently OK.</p> <p>ii. <b>Vandalism</b> – Covered earlier</p> <p>iii. <b>Recreation Ground Surface</b> – It has been reported that stones and glass was embedded in and around the goal areas. JC/KC to discuss with the Sports &amp; Social Club.</p> <p>iv. <b>Sports pavilion equipment</b> – KC sent a request to the Sports &amp; Social Club that given recent vandalism and anti-social behaviour on the Recreation Ground the Parish Council has requested that the club remove all unwanted items around the sports Pavilion and not to use the area as a storage area The Parish Council would like to encourage the use of the space behind the sports and social club as a place for families and individuals to utilise.</p>					<p>Clerk</p> <p>MA</p> <p>JC/KC</p>
20-136	<p><b>16. Items for inclusion on the September Agenda</b></p> <ul style="list-style-type: none"> <li>• Formal Acceptance of Strategic Plan</li> <li>• Sports &amp; Social Club Questionnaire update</li> <li>• New Guidance on website accessibility – Required Policy &amp; Statement</li> </ul>					
20-137	<p><b>17. Date of next Parish meeting – Monday 21<sup>st</sup> September 2020 at 7.00pm</b></p>					