



# Fittleworth Parish Council

## PARISH COUNCIL MEETING

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

### Members of the Parish Council

All members of the Council are summoned to a meeting of **Fittleworth Parish Council** to be held on **Monday 21<sup>st</sup> September 2020 at 7.00pm** in the Pavilion Building.

### Members of the Public

Members of the public are very welcome to attend and will be given the opportunity to speak at item 7 on the agenda. There will also be reports from District and County Councillor.

Louise Collis, Clerk to the Parish Council  
14<sup>th</sup> September 2020

### AGENDA

Agenda item		Allocated time
<b>1.</b>	Apologies for absence	<b>5 Mins</b>
<b>2.</b>	Minutes of the last meeting – approval of the minutes of the meeting held on 3 <sup>rd</sup> August 2020 and any matters arising and Action points updates.	<b>15 Mins</b>
<b>3.</b>	County Councillor reports – update on County matters (if available).	<b>5 mins</b>
<b>4.</b>	District Councillor reports – update on District matters (if available).	<b>5 mins</b>
<b>5.</b>	Public questions.	<b>10 mins</b>
<b>6.</b>	Declaration by Council Members of personal or prejudicial interest in any of the agenda items listed below.	<b>5 mins</b>
<b>7.</b>	Sports & Social Community hub Questionnaire update	<b>5 mins</b>
<b>8.</b>	Strategic Plan – To be Ratified	<b>5 mins</b>
<b>9.</b>	Update on on-going matters not covered elsewhere a) Meetings attended & upcoming meetings	<b>5 mins</b>
<b>10.</b>	Items for discussion a) Consultations b) Fittleworth Stores – Monthly Review of Agreement to use part of the Recreation Ground for the Café c) WSALC – Consultation on restructuring d) Shop at Brambles, Lower Street – Future Plans	<b>15 mins</b>
<b>11.</b>	Planning a) Planning committee Report including New Planning applications & Decisions b) Approval of The Planning Committee Minutes c) Other planning matters	<b>10 mins</b>

<p><b>12.</b></p>	<p>Working Group Reports</p> <ul style="list-style-type: none"> <li>a) Coronavirus Working Group Report</li> <li>b) Engagement, Resilience &amp; Community Group Report</li> <li>c) Communication working group - Website Accessibility legislation &amp; GDPR update</li> <li>d) Hesworth Common management Committee <ul style="list-style-type: none"> <li>i) Committee Report – including Health &amp; Safety update &amp; Tree work update</li> <li>ii) Next meeting date</li> <li>iii) Carpark Information Board – Update</li> </ul> </li> <li>e) Birchwalks Wood Update</li> <li>f) Highways &amp; Traffic Working Group <ul style="list-style-type: none"> <li>i) Working Group Report – including Accident at Tripp Hill and other issues raised by residents since last meeting</li> <li>ii) Working Group – next meeting date</li> <li>iii) Working Group – Terms of Reference</li> <li>iv) Working Group - Motorbike Anti Social Riding Taskforce</li> <li>v) Working Group - Partnership meetings &amp; Operation Downsway</li> <li>vi) Other Highways issues</li> </ul> </li> <li>g) Footpaths</li> <li>h) Maintenance <ul style="list-style-type: none"> <li>Sandy Lane - Parking/ posts on verge</li> </ul> </li> <li>i) Village Hall &amp; Outside Bodies <ul style="list-style-type: none"> <li>i. Village Hall Committee report</li> </ul> </li> </ul>	<p><b>20 mins</b></p>																
<p><b>13.</b></p>	<p>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.</p>	<p><b>5 mins</b></p>																
<p><b>14.</b></p>	<p>Finance</p> <ul style="list-style-type: none"> <li>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 August 2020</li> <li>b) Payment of invoices – to receive details and agree payment</li> <li>c) Annual Insurance renewal Review</li> <li>d) Clerk – NALC Annual review of Salary Scale rates</li> <li>e) Any other financial issues</li> </ul>	<p><b>10 mins</b></p>																
<p><b>15.</b></p>	<p>Health &amp; Safety – an update on outstanding items and action to be taken.</p> <ul style="list-style-type: none"> <li>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out.</li> </ul> <table border="1" data-bbox="240 1592 1329 1984"> <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><b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months)</td> <td>June 2020</td> <td><b>Recreation Ground &amp; Bus Shelter</b> (every 3 months)</td> <td>ASAP</td> </tr> <tr> <td><b>Hesworth Common / Birchwalks Woods</b> (every 3 months)</td> <td>June 2020</td> <td><b>The Triangle</b> (every Month)–</td> <td>Sept 2020</td> </tr> <tr> <td><b>Sports &amp; Social Pavilion</b> (Monthly)</td> <td>August 2020</td> <td><b>Village tree inspection</b></td> <td>When required</td> </tr> </tbody> </table>	Location	Next Report due date	Location	Next Report due date	<b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months)	June 2020	<b>Recreation Ground &amp; Bus Shelter</b> (every 3 months)	ASAP	<b>Hesworth Common / Birchwalks Woods</b> (every 3 months)	June 2020	<b>The Triangle</b> (every Month)–	Sept 2020	<b>Sports &amp; Social Pavilion</b> (Monthly)	August 2020	<b>Village tree inspection</b>	When required	<p><b>10 mins</b></p>
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	<b>Playground Youth Area &amp; Gym Equip</b> (Fortnight)	July 2020	<b>Bowls Pavilion</b> (Monthly)	August 2020
	b) Tree Work - Non Hesworth Common i) Recreation Ground – Tree work quotes c) Sports Pavilion <ul style="list-style-type: none"> <li>• Vandalism update</li> <li>•</li> </ul>			
<b>16.</b>	Items for inclusion on the September Agenda. (No decisions can be made on matters raised under this item – for notification only.)			
<b>17.</b>	Date of next meeting: <b>Monday 19<sup>th</sup> October 2020 at 7.00pm</b> in the Pavilion Building.			
				<b>Total time</b> 2 hrs 10 mins