

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 16th November 2020

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

In attendance: County Janet Duncton (JD), Alan Sutton (AS), Louise Collis (Clerk), 2 residents

Outstanding Action points – May 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
9- Terms of Reference	Human Resource/ Staffing Committee – Review & Update Terms of Reference Clerk emailed current Terms of Reference to committee on 21/9/20	Staffing Committee	16/12/20	Review & update still outstanding
14 – External Bodies	Formation of local Parish Councils Meetings – Gauge interest with other councils	JC/Clerk	On going	
22 – S.137 payments	Engagement, Resilience & Community Group to meeting to set Terms of Reference and set objectives Group to review s.137 payments prior to budget meeting in November and put forward recommendations	Engagement, Resilience & Community Committee	Prior to Feb 21 PC meeting	KC to approach more residents to join group and arrange a meeting – ongoing KC/DB met on 16/11/20 to discuss s.137 payments to prepare for budget discussions.
34- Finance Current Year	CW to submit claim for Neighbourhood Plan Grant	CW	By Next meeting	In Progress. CW to submit - ongoing

Outstanding Action points – June 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
13c)- Working Groups	Hesworth Common Management Committee – Next Committee meeting to be arranged. Terms of Reference to be agreed.	Hesworth Common Management Committee	Next Committee meeting	MA has drafted terms of reference and these have been circulated to the council. To be approved by committee at next meeting.
13c)- Working Groups	Hesworth Common Management Committee – Tree Survey work - MA to arrange Rowan Mellor from Aboricultural Excellence to inspect trees which still require work from the Tree Survey.	MA	Oct/ Nov 2020	
13c)- Working Groups	Hesworth Common Management Committee – Tree Survey Work - Another full tree survey will be arranged for Autumn 2020. MA to arrange quotes	MA	Oct / Nov 2020	

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13c)- Working Groups	Hesworth Common Management Committee - external Risk Assessment to be undertaken At the August PC meeting 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.	Hesworth Common Management Committee	ASAP	On 23/10/20 MA dropped off email from Charles Winchester re Gvt advice on Open Access Land setting out land owner responsibilities. Clerk emailed details to councillors on 23/10/20. Details to be reviewed and decision taken on next steps if any.
16- Health & Safety Reports	Millennium Arch – Clerk to get 3 quote for structural inspection	Clerk	Ongoing	JC/MA to discuss prior to next meeting – JC to contact Oakmasters
16- Health & Safety Reports	Sports Pavilion – EPC quotes	Clerk	Ongoing	√ EPC quotes received Clerk to arrange EPC to be carried out.

Outstanding Action points – August 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed/ Additional comments
3- County Councillor's report	I GB Initiative – DB to contact WSCC County Councillor Bob Lanzer bob.lanzer@westsussex.gov.uk (WSCC Cabinet member for IT issues)	DB	Ongoing	
7 – BT Phonebox Near The Swan	Line Fault Repainting of phonebox by BT	Clerk Clerk	Ongoing Ongoing	Clerk has reported line fault to BT Openreach Phonebox line – Clerk to monitor – line checked and chase email sent 12/12/20 BT Openreach have added the phonebox to the 2021 painting schedule. Clerk to monitor
10 - Fixed Assets – Annual Risk Assessment	The works schedule will be updated by the clerk and a program for necessary work will be prepared.	Clerk	Ongoing	Work Schedule to be reviewed monthly.
11. Update on on-going matters not covered elsewhere	<u>Bowls Club Report</u> Clerk to arrange a 5 year hardwire test as landlords of Bowls Pavilion Clerk to send Bowls Club licence to DB and LS	TB Clerk	Ongoing ASAP	 √ email sent 12/12/20
13b)- Working Groups	<u>Engagement, Resilience & Community Working Group - Crime - Vandalism - Table Tennis fire damage – Youth Area</u> – Mick Foote to repair	Mick Foote	Ongoing	

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13c)- Working Groups	<u>Hesworth Common Management Committee - Information Board in Carpark</u> 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.	Hesworth Common Management Committee	Ongoing	✓ At the Planning Committee on 26/11/20 the final version for the graphics for the Information Board were agreed. Charles Winchester was informed and comments with the agreed wording were submitted to SDNP re the planning application submitted by Charles Winchester
13g)- Working Groups	<u>Footpaths – 3 dead trees eastern edge of wood north of footpath to The Welldiggers</u> – DB to follow up. Try to determine ownership and responsibility.	DB	Ongoing	DB to discuss with owner
18- Health & Safety Reports	<u>The Triangle - Trees near Scout Hut</u> Scout Leader has concerns about overhanging trees around the Scout hut. The Scouts have a report from their tree surgeon. MA update at Oct meeting – Disagree with the amount of trees to be felled and cut back. Insurers requiring 5 metre clearance from hut.	MA	ASAP	MA to meet Richard Potter to discuss work and quote. ✓ MA has now met Richard Potter and work has been agreed. Rowan Mellor will carry out the work and bill the Scouts directly.

Outstanding Action points – September 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
10c)- Working Groups	<u>Communications Working Group</u> Data Protection Officer –The clerk will look into options for a third part data protection officer	Clerk	Ongoing	
10c)- Working Groups	<u>Communications Working Group</u> Update Privacy Statement to cover all areas - not just data held in relation to the website. The Clerk will update the Policy for review and approval.	Clerk	Ongoing	
10d)- Working Groups	<u>Hesworth Common Committee</u> Clerk to find out from the insurance company about Open Land Policy cover.	Clerk	ASAP	Email sent to Insurers 12/12/20
10i)- Working Groups	<u>Maintenance -Recreation Ground – Culvert</u> Clerk to contact WSCC re Operation Watershed funding for improvements to water flow and safety (additional fencing)	Clerk	ASAP	✓ Operation Watershed application for new trashscreen and additional safety fencing

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				submitted in Nov 20. Awaiting decision.
10i)- Working Groups	<u>Playground - Damage to wetpour surface and kerbing by ball court, Youth Area</u> – Clerk to chase playground supplier for a quote for the work. Once quote received, work with Grastex to repair area.	Clerk Clerk	ASAP Ongoing	✓ Received, However second quote required by Grastex insurers. A second quote received from Made2Play. To be forwarded to Grastex for work to be approved and carried out. ✓ Repair has now been carried out.
14- Health & Safety Reports	<u>Playground</u> – Rob Levett has identified the following issues:- <ul style="list-style-type: none"> Loose mounting bracket on net swing – starting to damage underside of the horizontal beam. Rob Levett to change the bracket to a nylock nut and washer Loose trotter on pig Equipment – To be tightened. 	Rob Levett Rob Levett	ASAP ASAP	✓Quote received ✓Quote received
14- Health & Safety Reports	<u>Non Hesworth – Tree Work Birkwalks Wood</u> – Per H&S report from CW. 3 trees identified as needing work. MA to arrange. <u>High Trees Resident</u> – issue with oak trees from Rec Ground overhanging property – MA to arrange necessary work	MA MA	ASAP ASAP	✓ Done ✓ Done

Outstanding Action points –October 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
3- County Councillor's report	JD is aware that the drain on Lower Street near Church lane is being investigated by WSCC. Clerk to monitor progress	Clerk	Ongoing	
7b)- Ongoing Matters	Sports & Social Community hub questionnaire – follow up meeting with Sports & Social Club representative	JC/KC & Clerk	10/11/20	✓ Done – update included in November minutes
8b) Urgent matters	Fittleworth Stores –Erection of Marque request			✓ - Received by Clerk on 20/10/20 and then

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	Mick Foote will send the relevant link to the government website.	Mick Foote	ASAP	forwarded to all parish councillors. Agreed at November Parish Council meeting
	JC to speak to the Sports & Social Club to ensure there is no impact on their winter sports schedule.	JC	ASAP	✓ Done
9 – Planning	Douglaslake - MA to follow up with Derek Price, CDC Planning Officer	MA	ASAP	LS sent email to Derek Price on 10/12/20 to ask status of decision
11a) – Working Groups – Coronavirus Working Group	COVID-19 Impact & Concerns statement - clerk to email to the councillors.	Clerk	ASAP	✓ emailed o councillors 13/12/20
11f) – Working Groups – Highways	Love West Sussex report - drain on the corner of School Lane and Lower Street – WSCC highway engineer proposing to install a larger deeper gully to alleviate the pooling issue – Clerk to monitor progress	Clerk	Ongoing	✓ Done – work completed at the end of November

Outstanding Action points –November 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
2)- Minutes	Approved October minutes to be signed once lockdown lifted ad social distancing rules allow	Clerk/JC	ASAP	
7b)- Ongoing Matters	Sports & Social Community hub - Find Architect to come up with ideas on new layout	Julie Hawkins/KC/LS	Ongoing	Julie has given floor plans to KC. KC to scan and forward to Clerk and LS.
10d iii) Finance – Drainage report	Commission drainage survey for network of drains from top of Lower Street to River	Planning Committee	Ongoing	
11h)i) – Working Groups – Playground Maintenance	<ul style="list-style-type: none"> • Gate catch is worn - repair is required • Loose/ missing post caps / slats on fencing (finger trapping risk) Repair & Monitor for any further deterioration • Worn swing chain (cradle seat) to monitor and to replace when 40% worn • Litter bin not secured to ground – To secure to ground 	<p>R. Levett</p> <p>Clerk/MF</p> <p>R. Levett/ Clerk</p> <p>Mick Foote</p>	<p>Quote received</p> <p>Ongoing</p> <p>Quote received/ Ongoing</p> <p>Ongoing</p>	

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	<ul style="list-style-type: none"> • Outdoor Fitness Equipment – Skier - The weld(s) on this item have failed. • Table tennis net – welding required • Tree canopy over Youth Area to be reduced (Mike Allin to obtain quote to Lift tree canopy to ensure a minimum clearance of 2.0m from the equipment) 	<p>Mick Foote</p> <p>Mick Foote</p> <p>MA</p>	<p>Ongoing</p> <p>Ongoing</p> <p>To get quote</p>	
13 c) Health & Safety – Sports Pavilion	EPC to be arranged	Clerk	ASAP	