

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 14th December 2020

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

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

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	Engagement, Resilience & Community Committee	Prior to Feb 21 PC meeting	KC to approach more residents to join group and arrange a meeting – ongoing
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 – 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	
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.

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 14th December 2020

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
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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 – On 14/12/ 20 BT stated that line to be repaired or phone to be replaced. LS to monitor. 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	TB/ Clerk	Ongoing	TB has arranged for Dale Standing to provide quote for work. Awaiting quote before work can be carried out.
13b)- Working Groups	<u>Engagement, Resilience & Community Working Group - Crime - Vandalism - Table Tennis fire damage – Youth Area – Mick Foote to repair</u>	Mick Foote	Ongoing	
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

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	

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 14th December 2020

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.	MA	ASAP	Email sent to Insurers 12/12/20. Response that public liability cover is in place. Unsure what is meant by Open Land Policy cover. Clerk emailed MA for contact details of other parishes who have such insurance.
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, Made2Play Rob Levett, Made2Play	ASAP ASAP	√Quote received. Work approved. Clerk to instruct Made2Play. √Quote received. Work approved. Clerk to instruct Made2Play.

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	
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

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 and 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	

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 14th December 2020

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 • 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) 	R. Levett	Quote received	<ul style="list-style-type: none"> √Quote received. Work approved at PC meeting on 14/12/20. Clerk to instruct Made2Play. √Quote received. Work approved at PC meeting on 14/12/20.. Clerk to instruct Made2Play.
		Clerk/MF	Ongoing	
		R. Levett/ Clerk	Quote received/ Ongoing	
		Mick Foote	Ongoing	
		Mick Foote	Ongoing	
		Mick Foote	Ongoing	
MA	To get quote			

Outstanding Action points –December 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
2)- Minutes	Approved November minutes to be signed once lockdown lifted and social distancing rules allow	Clerk/JC	ASAP	
4)- District Cocouncillor - Questions	Planning – Rew Cottage applications Case officer is not responding to emails and procedure does not appear to be being followed. LS to send email to AS who will follow this up.	LS/ A.Sutton	Ongoing	LS sent email AS 14/12/20. No response to date
4)- District Cocouncillor - Questions	Planning – Douglas Lake application. LS has sent email to Derek Price to ask re the delay in the decision process. “Decision pending” has been the status for a number of months. LS to send email to AS who will follow this up.	LS/ A.Sutton	Ongoing	LS sent email AS 14/12/20. No response to date
7) Co-Opt New Parish Councillor	Clerk to inform CDC and submit documentation	Clerk	ASAP	
	Clerk to set up new email address for ST	Clerk	ASAP	Clerk requested email address 18/12/20
8) 2021/22 Budget & Precept	Speed Gun – Clerk to connect Singleton Parish Council and ST to discuss experiences purchasing a speed gun	Clerk	ASAP	√email sent 22/12/20
10 a) Urgent matters - Consultations	Proposed Modifications to the Soft Sand Review – Deadline 8/1/21 – Agenda of the Planning Committee meeting	Planning Committee	BY 8/1/21	

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 14th December 2020

	Natural England - Urea Consultation - Deadline 26/1/21 - This has been on the Agenda of the Planning Committee meetings.	Planning Committee	By 26/1/21	
10 e) Urgent matters – Fittleworth Stores Extension	Fittleworth Stores – Proposed Extension – RD, Julie Hawkins & Mick Foote to meet on site to address concerns of Sports & Social Club re impact on Cricket	RD, Julie Hawkins & Mick Foote	ASAP	
10 e) Urgent matters – The Swan Pub	New Save the Pub” Working group to be set up and first meeting arranged Planning committee to submit Community Asset of Value (CAV) application ASAP Arrange public meeting	Clerk/JC Planning Committee Clerk/JC	ASAP ASAP Early January 21	
10 a) Urgent matters - Freedom of Information Request	ALL documents -includes any emails received or sent by councillors or the clerk in their capacity as a councillor. FOI Request deadline - 29/12/20	All Councillors/ TB/ JC/ Clerk	29/12/20	
11) C) Planning – CIL Project Bids	At the Planning Committee it was AGREED to contact SDNPA. LS to provide relevant information and contact details to ST in order to make contact.	LS/ ST	January 21	
13 c) Health & Safety – Sports Pavilion	EPC to be arranged	CW	ASAP	