

# Fittleworth Parish Council

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

**14<sup>th</sup> December 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), Robin Dunstan (RD), Lee Scott (LS), Sally Tanner (ST) & Chris Welfare (CW)

**In attendance:** C.Councillor Janet Duncton (JD), D.Councillor Alan Sutton (AS) & Louise Collis (Clerk)

**Members of public:** None

Minute Ref	Agenda Item	Action by
20-185	<b>1. Apologies for absence:</b> Kerry Coughtrey (KC)	
20-186	<p><b>2. Minutes of the last meeting</b></p> <p>The minutes of the meeting held on 16<sup>th</sup> November 2020 were approved. The Minutes were <b>PROPOSED</b> by LS and <b>SECONDED</b> by MA. The minutes will be signed by JC following the meeting when a safe social distancing meeting can be arranged between the clerk and the chairman.</p> <p>Matters Arising from the last minutes:- Action Points list for November 2020 meeting to be reviewed and updated at the end of the meeting if time allowed. See Action Points Appendix.</p>	
20-187	<p><b>3. County Councillor report – Key points</b></p> <p><u>Fire Service update</u></p> <p>Fire and Rescue Service was not given the best of reports last year when it was inspected and a special committee was set up at Government level with the LGA to keep a watch and see what improvements were made.</p> <p>Happy to report that after the recent inspection they are so pleased with the progress that has been achieved since taking on a new Chief Fire Officer and of course her deputy and every Fire fighter we have either permanent or part time that they have disbanded the committee and say they do not have to take any further action as West Sussex Fire and Rescue Service is now very fit for purpose so that is the first good news.</p> <p><u>Children Services</u></p> <p>The next piece of good news is with our Childrens Services.</p> <p>still have a giant effort a head of us BUT the good news is that so much progress has been made and especially with new leadership and Cabinet member at the County, who are doing such a great job they are not putting our Childrens Services into a Trust.</p> <p>The situation will be continuously reviewed and if for some reason progress stalled they would look again at a Trust after a year from now.</p> <p>we need to acknowledge the help we have received from our other partner in , East Sussex County Council. You will remember we have a shared Chief Executive Becky Shaw and she comes with the East Sussex experience of being an outstanding Childrens Service Council.</p>	

	<p><u>Adult Services</u> On the same theme we have also been joined by Keith Hinkley for Executive Director Adults Services. Keith is also from East Sussex and will share his time between us, 80% West Sussex and 20% with East Sussex.</p> <p>One of the things that we have done which is a very big step in the right direction is to re-develop 3 of our Childrens homes in Worthing. The Cabinet member visits to keep an eye on progress and says that they will be state of the art for the Children when finished which we hope will be fairly early Spring.</p> <p><u>Household Recycling Sites</u> Many Parish's have been concerned over reports in the local Press re the closing of Household waste recycling sites. This rumour came from a Horsham District Councillor who had no knowledge about the situation at all.</p> <p><u>21/22 Budget</u> I have never made a secret of the fact that every service will be scrutinised for the 21/22 budget but what I can tell you is that at the moment there are no plans to close any of the HWRS within West Sussex.</p> <p>Decisions will be taken on the budget at our February Council meeting and I can assure you we have a long way to go before any of us know what effects the budget will have on our lives. Please don't believe everything you read especially written by those who don't know what's going on.</p> <p><u>Questions</u> None</p>	
20-188	<p><b>4. District Councillor Report (Key points)</b></p> <p><b><u>Initiatives</u></b> Hopefully, you will have all received your copy of initiatives through your door. This can also now be accessed through page turner software, which you can find here <a href="https://issuu.com/chichesterdistrictcouncil">https://issuu.com/chichesterdistrictcouncil</a> You may find page 23 particularly useful to share with residents, which highlights the range of ways people can access CDC services.</p> <p><b><u>Business Start-ups</u></b> In the Chichester District 98 new businesses started up in October 2020 which is 4 more than in September 2020 and 1 more than in October 2019. Chichester Central, Midhurst, Selsey South and Southbourne saw the most start-ups. Chichester West, Easebourne and Fittleworth all saw the least</p> <p><b><u>Subsidised New Tree Scheme</u></b> The District Council has recently been invited to join a project, coordinated by Defra and funded by the Treasury which will investigate ways to increase the numbers of trees outside woodlands. This is likely to involve a new subsidised tree scheme within the District, leading to the planting of tens of thousands of trees. The project will also investigate how different management techniques impact on the numbers and survival of trees within hedgerows. The project will involve the recruitment of a new Project Officer and it is hoped it will officially launch December 2020/January 2021, although due to the time taken to secure a supply of trees, free or subsidised trees under the scheme are unlikely to be available until winter 2021</p> <p><b><u>Christmas Collection Dates</u></b> Our waste and recycling collection dates will be altering slightly over the festive period. All of the collection changes during December and January which has been posted in Initiatives. Changes can also be found online by visiting <a href="http://www.chichester.gov.uk/wastecollectioncalendar">www.chichester.gov.uk/wastecollectioncalendar</a>.</p>	

	<p>Collection days will return to normal from 18 January 2021. The Garden Recycling Service will stop from Friday 18 December and will start again on Monday 4 January 2021. There will also be some slight changes to clinical waste collections. All affected residents will be contacted directly</p> <p><b><u>How to dispose of your real Christmas Tree</u></b></p> <p>There are number of ways that your real Christmas tree can be recycled this year rather than going to waste. Residents that subscribe to the Garden Recycling service can leave their real Christmas tree out with their collection to be recycled. Alternatively, they can be taken to your local Household Waste Recycling Site. Residents may also be interested to know that following the success of the scheme last year, we have teamed up with St Wilfrid’s Hospice again to offer a simple, green and charitable way to dispose of your Christmas tree. From 6 – 22 January, St Wilfrid’s volunteers can collect your Christmas tree direct from your home in return for a donation. We are helping by making sure all the trees collected are then recycled. Further details and information on how to donate and sign up for a pick up, are available on their website: <a href="https://stwh.co.uk/christmastrees">https://stwh.co.uk/christmastrees</a></p> <p><b><u>Recycling Reminder</u></b></p> <p>We are continuing to remind residents of the three simple rules to successful recycling which are, keep it CLEAN, DRY and LOOSE. By following them residents will be contributing to increasing the amount we recycle.</p> <ul style="list-style-type: none"> <li>• CLEAN - free from food and drink leftovers - a quick rinse will usually do.</li> <li>• DRY - keep your recycling bin lid shut – soggy paper and cardboard can’t be recycled, cause other items to stick to them (e.g. broken glass) and can clog up machinery when sorted.</li> <li>• LOOSE – not tied up in plastic bags.</li> </ul> <p>If you are not sure what you can recycle over the Christmas period please see full details on the link: <a href="http://www.westsussex.gov.uk/land-waste-andhousing/waste-and-recycling/recycling-and-waste-prevention-in-westsussex/recycling-a-z/">www.westsussex.gov.uk/land-waste-andhousing/waste-and-recycling/recycling-and-waste-prevention-in-westsussex/recycling-a-z/</a></p> <p><b><u>Questions</u></b></p> <p>LS raised concerns about the lack of response from the planning officer, Beverly Stubbington, overseeing the Rew Cottage planning applications. Several emails have been sent to the planning officer, however no response. LS to send an email to AS who will follow this up.</p> <p>LS raised concerns about the lack of response from the planning officer overseeing the Douglas Lake planning application. Several calls as well as emails have been sent to the planning officer, 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.</p> <p>DB asked the support available for either new (including businesses working from home) or struggling businesses. AS stated that grants and advice available. Happy to direct businesses to the correct person within CDC.</p>	<p><b>LS/ AS</b></p> <p><b>LS/ AS</b></p>
<p><b>20-189</b></p>	<p><b>5. Public Questions</b></p> <p>None received</p>	
<p><b>20-190</b></p>	<p><b>6. Declaration by Council members of personal or prejudicial interest</b></p> <p>DB declared a personal interest (near Neighbour) in Agenda Item 11 – Planning – in respect of the Planning Application for Douglas Lake.</p> <p>MA &amp; TB declared a personal interest (near neighbour) in Agenda Item 11– Planning – in respect of the Limbourne Lane Development</p> <p>LS declared a personal interest (friend) in Agenda Item 11 – Planning – in respect of the Planning Application for Dunrovin</p>	

	<p>The owner of Old Well Cottage, Christine Parker – is a member of the Parish Council working Group – Highways &amp; Traffic. Therefore all member of the Parish Council declared a personal interest in Agenda Item 11 – Planning – in respect of the Planning Application for Old Well Cottage.</p> <p>CW, JC &amp; LS declared a personal interest in Agenda Item 10 - Fittleworth Stores – Monthly Review of Agreement to use part of the Recreation Ground for the Café &amp; Erection of Marque– as shareholders in the shop.</p>	
20-191	<p><b>7. Co-Opt New Parish Councillor</b></p> <p>Following discussions with the chairman, Sally Tanner was asked to put herself forward as a councillor on the Parish Council following the vacancy on the council created when Ed Brookfield stood down earlier this year. The vacancy on the Parish Council was advertised, as required, in May and in June Chichester District Council confirmed that the Parish Council could now co-opt a new parish councillor.</p> <p>Ms Tanner is currently the joint chair of the Highways &amp; Traffic Working Group. The candidate left the virtual room and a vote was taken.</p> <p>Ms Sally Tanner was <b>PROPOSED</b> by JC and <b>SECONDED</b> by MA. The vote was unanimous. Although KC was not present, it was noted that if she were present she would have voted for ST to become a Parish Councillor.</p> <p>The candidate accepted the position and the relevant paperwork was completed. JC welcomed the new Parish Councillor to the Parish Council.</p>	Clerk to submit docs to CDC
20-192	<p><b>8. 2021/22 Budget &amp; Precept</b></p> <p>The Following additional issues were discussed, agreed and the draft budget updated accordingly.</p> <p><i>i. <u>Change to email/website data storage capacity plan</u></i></p> <p>The Parish council's email addresses and website are now exceeding our allocated 10GB of data space on the Netwise server.</p> <p>Option 1- Staying with Netwise and keeping the emails that are currently on the server is to opt for a dedicated server with 40GB of data space. The cost will be £1400 per annum +VAT (this will include all services provided by Netwise – website/ emails/domain name/ storage).</p> <p>Option 2 Another alternative is Microsoft 365 – this allows the user to rent 50GB of storage space for £5 per month per email address. We currently have 17 email accounts, and a further email account to be set up for Sally – this would be £1,020 per annum. The hosting of the website and domain would also need to be added to the annual cost with this option.</p> <p>Neither option provide any backup cover.</p> <p>It was agreed that the revised budget now includes £1,400 per annum for website &amp; emails.</p> <p><i>ii. <u>Traffic Group – Request for speed gun</u></i> – Budget to include £500 for a speed gun – to be included in the Road Traffic Safety costs. Clerk to put ST in contact with Singleton Parish Council who have recently acquired a speed gun.</p> <p><i>iii. <u>Remove blanket decision re s.137 payments – set a specific total – allow electors to decide how money is allocated via a ballot</u></i> – The s137 payments will remain at £900 per year. LS noted this was a good idea allowing the electors to have a say. DB and MA in favour of the current system to remain unchanged – namely the Parish Council deciding who received the funds. It</p>	Clerk/ ST

was agreed to canvass the community as to the preferred way forward and highlight which charities were currently being supported.

- iv. Drainage survey - LS pointed out that Limbourne Lane Drainage report cost of £200 for 2020/21 was not included in the budget calculations. Budget updated.
- v. Increase precept from 10% to 12.5% - this is to help cover the increase in cost for data storage. RD noted that due to the impact of COVID, it is unclear the financial implications for residents. An increase maybe hard for many. The Clerk highlighted that a 12.5% increase would be an annual increase of £6.39pa for those in Band D.

**2021/22 Budget**

The final version of the 2021/22 Budget was put to the vote.

The **RESOLUTION** to approve the proposed budget for 2020/21 as agreed at the meeting was **PROPOSED** by JC and **SECONDED** by CW. 7 councillors voted for the motion and one councillor voted against the motion. MA objected to the increase in the precept.

**Agree Precept**

It was **AGREED** to accept the proposed budget for 2021/22 and that the precept would increase from £25,080 (20/21) to £28,215 (2021/22). This is an increase of 12.5%. The current precept of £25,0800 is the equivalent Council Tax Band D charge of £46.56 per annum. The £25,080 precept will result in the equivalent Council Tax Band D charge of £52.95 per annum. A total increase of £6.39.

The **RESOLUTION** to approve the Precept of £28,215 for 2021/22 was **PROPOSED** by JC and **SECONDED** by CW. 7 councillors voted for the motion and one councillor voted against the motion. MA objected to the 12.5% increase in the precept.

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**9. Update on on-going matters not covered elsewhere**

**a) Meetings : Attended and upcoming meetings**

<i>Meetings</i>	<p><b>VAA - Parish Council Voluntary Sector Network meeting</b>  <b>Wednesday 18th November, 10am - 12noon</b>  Via Zoom/online</p> <p><b>Safer Roads Task Force - Monday 30<sup>th</sup> November at 7pm</b> via Zoom.</p> <p><b>WSALC AGM Meeting - Monday 19<sup>th</sup> October 2020</b>  <del>11am</del> - Rearranged for Wed 2<sup>nd</sup> December 10 am via Zoom <b>CANCELLED A SECOND TIME</b></p> <p><b>SDNPA Parish Workshop - West Sussex - Wed 2<sup>nd</sup> Dec 4-6pm</b> - via Zoom</p>	<p>No-one</p> <p>Traffic Working Gp Member</p> <p>JC</p> <p>DB</p>
<i>Up-coming meetings</i>	<p><b>SLCC (Arun, Adur and Chichester) Meeting</b> - Tues 15<sup>th</sup> December 2-3.30pm</p> <p><b>Police - Sussex Chief Constable - The Fleet Traffic meeting</b> - Tues 29<sup>th</sup> January 2021</p>	<p>Clerk</p> <p>JC/LS</p> <p>Clerk to ask KC</p>

	<p><b>CDC All Parishes Meeting - Monday 8 February 2021</b> at 5.30pm via Zoom</p> <p><b>WSCC North Chichester CLC meeting – 16 March 2021</b></p>	??	
	<p><u>SDNPA Parish Workshop - West Sussex – Wed 2<sup>nd</sup> Dec 4-6pm - via Zoom – DB Report</u></p> <p>The SDNP Planning workshops Zoom session yesterday was interesting. Fittleworth had a mention for its Community Shop and for the fact that it had a Forest School, along with Steep in Hampshire. I also asked questions about Heathland Reunited on which there was a short presentation, and my suggestion of a Workshop on something like Flooding, Land Management and Drainage was thought a good suggestion.</p> <p><b>b) Sports &amp; Social Community Hub update</b></p> <p>No further meetings have taken place since the last Parish Council meeting, however the floor plans have been given to KC to scan. Once scanned the floor plans will be forwarded by LS to an architect to come up with alternatives for the sports pavilion layout.</p>		
20-194	<p><b>10.Urgent Items for Discussion</b></p> <p>a) <b>Consultations</b></p> <p>i) <b>SDNPA - The Parking Supplementary Planning Document (SPD) Consultation -( Guidance on Parking for Residential and Non- residential Development ) – Deadline 19/11/20</b>– LS stated that clarification required – if replacing an existing building, will new guidelines apply and also will the guide lines apply to village assets. DB submitted a response but has not received a reply.</p> <p>ii) <b>WSCC - West Sussex Transport Plan Review Survey – Deadline 17/12/20</b> - Clerk to email survey to Fittleworth Highways &amp; Traffic Working Group co-chairs to submit response.</p> <p>iii) <b>CDC New consultation - Let's Talk: Housing Standards - Deadline 4/12/20</b> – No comments submitted</p> <p>i) <b>Proposed Modifications to the Soft Sand Review – – Deadline 8/1/21</b> Representations period - Following submission of the Soft Sand Review, a number of modifications have been proposed and published to allow representations to be made on their 'soundness' and legal compliance and procedural compliance, until 8 January 2021. On Agenda for the December Planning Committee meeting.</p> <p>ii) <b>Natural England - Urea Consultation -Deadline 26/1/21</b> - On Agenda for the December Planning Committee meeting.</p> <p><b>b) Fittleworth Stores – Monthly Review of Agreement to use part of the Recreation Ground for Marque</b></p> <p>As agreed at the October 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><b>c) Fittleworth Stores – Proposed Extension</b></p> <p>Fittleworth Community Shop would like to extend the Shop to the fenceline at the rear to address a number of operational issues.</p> <p>A paper setting out why the extension is needed and giving details of the proposal was circulated to councillors prior to the meeting.</p> <p>The Shop Committee requested that the Parish Council would consider whether it is in agreement with Planning Application being submitted, and the Shop Committee</p>		

Clerk/ ST

DB

Planning Committee

Planning Committee

	<p>recognise and acknowledge that this has no bearing on your formal role during the planning process. Mick Foote and Alison Welterveden were present to answer any questions.</p> <p>RD raised concerns about the overhang of the proposed extension and the impact on cricket. IT was pointed out that the metal posts will be moved from their current location resulting in the cricket nets being draped over the overhang. Mick Foote will meet RD and Julie Hawkins on site to go through plans and address any concerns.</p> <p>Generally the Parish Council is very supportive of the idea with the proviso that the shop committee work with the Spots &amp; Social club at every stage of the process to keep them full informed and address any concerns they may have.</p> <p>On this basis and given that the architect did not feel that a Pre-Application the Parish Council had no objection to the planning application being submitted.</p> <p><b>d) The Swan pub closure</b></p> <p>The Parish Council were sorry to hear the sad news about the Pub's closure. This was discussed at length. The following will be explored by a new working Group:-</p> <ul style="list-style-type: none"> <li>• Nominate the pub as a Community Asset of Value (CAV). This is list held by the National Park. Any freehold offer must be offered to the community for first refusal. The practicalities would be further explored at the Planning meeting on 17<sup>th</sup> December.</li> <li>• Potentially contact Enterprise Inn to discuss their intentions.</li> <li>• Call a public meeting early in the New Year to gauge interest in a Community run business</li> </ul> <p>The following agreed to be involved with the new "Save the pub" working Group – District Councillor Sutton, Mick Foote. Alison Welterveden, LS and TB. A leader for the working group will need to be found.</p> <p>The <b>RESOLUTION</b> for the Planning Committee to submit an application for the pub to be deemed a Community Asset of Value as soon as possible was <b>PROPOSED</b> by LS and <b>SECONDED</b> by DB. The vote was unanimous.</p> <p><b>e) Freedom Of Information Request</b></p> <p>Request to have copies of ALL documents relating to the drainage report has been received. Request received on 28 November. 20 days to collate and forward requested documents – namely by 29<sup>th</sup> December.</p> <p>ALL documents -includes any emails received or sent by councillors or the clerk in their capacity as a councillor. TB is printing out and collating all the paperwork and then a copy of what is being provided will made by a local photopying shop, so the Parish Council retains a copy for our records before it is given to Mrs Jeffs, who will be asked to sign on receipt.</p> <p><b>f) Fittleworth Scout and Guide Group- request permission to erect a temporary canopy at the back the Scout Hut</b></p> <p><i>Fittleworth Scout and Guide Group have requested permission to erect a temporary canopy at the back our Headquarters to enable them to continue to hold meetings outside for our members.</i></p> <p>MA visited the site and confirmed that the canopy was already up. He had no objection to it's location or size.</p> <p>It was <b>AGREED</b> that the Parish Council has no objection to the proposal on a temporary basis until April 2021. The situation will then be reviewed on a monthly basis. The clerk will mention that it is assumed that the Scouts &amp; Guide Group have</p>	<p><b>RD/ Julie Hawkins/ Mick Foote</b></p> <p><b>Planning Committee</b></p> <p><b>LS Clerk/JC</b></p> <p><b>Clerk/JC</b></p> <p><b>JC/TB/ Clerk</b></p> <p><b>Clerk</b></p>
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all the necessary public liability insurance for the proposal and also note that the Parish Council is disappointed that the canopy was erected prior to a decision being made by the Parish Council.

**g) Sandy Lane sign**

A resident on Sandy Lane has requested permission to put up a sign at the bottom of Sandy Lane to stop drivers using the lane as a short-cut and through road – the road is narrow and unsuitable for many vehicles. Sat-navs often direct traffic via Sandy Lane. The resident will provide the sign and erect the sign. It was **AGREED** that subject to all residents on Sandy Lane agreeing to the proposal, the resident can put up the sign on the edge of the Centenary Gardens. This will be at the residents own expenditure and risk.

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**11. Planning**

- a) **Status of recent applications - NEW APPLICATIONS & DECISIONS – SEE APPENDIX 1** - LS circulated his Planning Committee report prior to the meeting and went through the Planning Committee comments submitted since the last meeting and the SDNP Decisions. The comments are set out on Appendix 1.

There's not really much to report as it's been a quiet month applications wise - however, there have been a few points of interest worth covering over.

Limbourne Lane

We have written to Alun Alesbury (Chair of Planning at SDNPA) twice but not had a response. We did receive a fairly unsatisfactory reply from the case officer - which I am about to respond to but that didn't tell us anything we don't already know. I fear the level of local scrutiny has caused them to draw their horns in - which is a shame as all we're asking for is a bit more engagement in the process from here on out.

I would like to think that as a Parish Council we would be able to mediate between concerned residents and the experts at CDC and WSCC who deal with the technical matters (highways and flooding) that are causing tempers to run high. However, if anything it feels as if we're being excluded from the conversation by both sides.

Douglaslake Farm

This application is still showing as decision pending and I have had no reply to my email to Derek Price a couple of weeks ago seeking an update. This is not satisfactory as it would appear that the unauthorised use of the barns - and the impacts that go with that - have been allowed to continue for months now.

Rew Cottage

We have been made aware of amended plans having been submitted, but to the best of my knowledge have yet to be formally consulted. CDC Officers do not appear to have been entirely transparent in their decision making as it is not clear to us how they have arrived at the decision to support the principle of residential use - based solely from what I can gather on council tax records. However there is no link in planning terms between the separate banding of a property for Council tax and the establishment of a self contained dwelling in planning terms. We shall discuss at the next committee, despite not have been formally consulted. LS raised the matter with CDC Cllr Alan Sutton who will look into it.



Birch Court

We have been made aware of tree works being carried out at this recently built development and the matter has been referred to Enforcement Officers. This relatively high density development has been built quite close to established trees and so whilst it is not unexpected that this would result in undue pressure being placed on trees, it is nevertheless disappointing that this should have happened.

The Enforcement officer has updated the clerk that initial investigations with the developer was that the works do not need to be carried out on the trees following a recent site visit by their tree specialist. The Enforcement Officer will be writing to ask that they vary the planning condition if that is the case.

Greatpin Croft

We were also approached about potentially unauthorised building work being carried out to the rear of a property here. The matter was referred to enforcement who following investigation informed us that the works were permitted development - being a relatively small extension to the rear of a dwelling.

**b) Approval of the Planning Committee Minutes**

Minutes of the meetings held on Thursday 21/11/20. The minutes are available on the website.

**c) Other Planning matters**

- i. 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

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**12. FINANCE**

**a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 November 2020**

The **RESOLUTION** to **APPROVE** the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30<sup>th</sup> November 2020 was **PROPOSED** by RD and **SECONDED** by CW. The motion was carried. Due to the COVID-19 lockdown the bank reconciliations and the bank statements could not be signed by any of the councillors due to the meeting taking place remotely.

**b) Payment of invoices**

Paid between meetings in November 2020/ December 2020 –

Payee	Description	Hesworth £	Fittleworth Parish Council £

To be paid on/after 16<sup>th</sup> November 2020

Payee	Description	Hesworth £	Fittleworth Parish Council £
WSSC	Payroll October 20 Paid online 23/12/20		£1,365.51
Hesworth Common Account	Stewardship payment for 2020 Paid online 23/12/20		£2,400.00
Clerk	Expenses –mobile phone package Paid online 23/12/20		£9.00

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

**c) Other Financial issues**

**i. Stewardship award**

Received notification for the Rural Payments Agency that £2,400.00 was paid into the account on 2/12/20 for 2020. This was paid into the Parish Council bank account and needs to be transferred to the Hesworth Common Account.

**ii. VAT Claim update** A claim for the 7 months to 31/10/20 was to be submitted on 9/11/20. claim - £2,271.09. This was paid into the current account on 18/11/20.

**iii. Neighbourhood Plan grant application** –CW reported this is ongoing

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**13. Working Group Reports**

**a) Coronavirus Working Group update – Urgent matters only- CW Report**

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. It has met when necessary on Wednesday afternoons since 25<sup>th</sup> March 2020.

The meeting on 18<sup>th</sup> November was concerned about the increasing levels of Covid-19 infection locally. There was a contact at Fittleworth School which led to the whole reception year and some teachers having to be isolated. With the agreement of the school, the children's playground was closed.

At the 2<sup>nd</sup> December meeting, it was reported that the school was back to normal, and it was decided that the playground could reopen. Hand sanitisers would be installed by each gate, and fresh notices put up. Since then, the playground seemed to be working well, with parents observing the rules.

Since the last report, Newsletters have been issued on 6<sup>th</sup>, 20<sup>th</sup> and 29<sup>th</sup> November. These have given up to date details of the current rules, and other items such as the Limbourne Lane planning application.

**b) Engagement, Community Resilience, Crime & Youth Group- Urgent matters only-**

**i. Working Group Report - KC report** – Nothing to Report

**ii. Crime**

Fittleworth Parish Council Update for November 2020 – Report from NEIL BILLINGHAM Police Community Support Officer

Introduction.

As we move into the Festive Season, I would like to give two timely reminders regarding Home Security.

With the darker evenings at this time of year, it is a good idea to leave a light on at home. Although many of us are working from home, when we do go out, the return time is often after dark. We would therefore advise to leave a light on to give the impression of someone at home. This can be achieved with timers, especially if one is away for a few days (Covid restriction compliant of course) or just leaving a suitable light on when you go out.

Secondly, please give some thought to the location of Christmas Trees and gifts. If they are placed in windows, they do look nice shining out in the dark, but may also act as an "Advert" to what you have brought for you loved ones. An opportunist thief may be tempted to chance their arm if they think it will reap a good reward. If trees and gifts are not so obvious and offenders think someone may be at home, the risk/reward balance tilts back in your favour and they should move on.

#### Incidents of Note.

Due to the adverse weather conditions, we had a number of calls last month relating to fallen trees.

Please be careful on the roads at this time of year. Keep your lights on when driving at this time of year and speed down.

There was a report of a suspected abandoned vehicle. This was updated as in use and in order, but it is the type of call we need to keep on top of things, especially in the more rural locations. This particular one was passed to the Rural Crime Team, who dealt with the enquiry.

#### PCSO Activity over the next month.

Hopefully, as we move into the New Year, things might start to return to normal, whatever that may look like these days!

I will be patrolling as able and, if restrictions allow, I hope to start attending Parish Council in person as they start to be held in Village Halls as opposes to online.

May I take this opportunity to wish everyone a Merry Christmas and a safe and prosperous New Year.

PS. The Movember Tache was gone on 30/11/2020!!

DON'T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT!

The Parish Council has been made aware of 2 incidents on Hesworth Common in recent weeks.

- Car broken into in the car park and bag stolen
- Anti-social behaviour on the common

- c) **Communication Working Group – Website Accessibility legislation & GDPR update No urgent Matters to report**
- d) **Hesworth Common / Birchwalks Wood- No Urgent matters to report-**
- e) **Birchwalks Wood Update – Urgent matters only- MA Report**
- i. A Pine tree needs to be lopped. MA has a quote for £90 +VAT. It was **AGREED** that this will be paid for from the Birkwalks Wood Bank account.
- f) **Highways& Traffic Working Group- Urgent matters only-**
  - i. Working Group Report -**JC report**

#### Meeting held on 10/11/20

Present. Jane Claxton, Lee Scott, Charles Clark, Sally Tanner, Chris Welfare, Tony Broughton and Christine Parker

1. Notes on last meeting agreed.
2. Terms of reference sent to all members. Parishioners being Charles, Sally and Christine
3. Chair... joint chair Sally and Christine
4. Limbourne Lane Development. -

Parish Council are supporting the application but would like to have traffic calming incorporated into planning permission but are not sure this is possible. 30mph would need a TRO The developers are to give an extra £4,000 towards traffic calming even though WS have made it known it wasn't necessary. It remains to be seen if SD approve the planning permission on Thursday 12<sup>th</sup> November - meeting will be on Zoom at 10.30

5. Speedwatch Update.

Sally gave latest information. 93 letters were sent out from the two sessions undertaken this autumn. Jason Lemm (PCSO Speedwatch) is our contact in Chichester and is looking to approve the new site on The Fleet. It would be good to have more statistics ready for Jo Shiner's visit on January 29<sup>th</sup>. Should we buy our own Genesis Speed Gun! There are cheap ones around but would need to have one that is approved by the police and to have it calibrated. Would they have a 2<sup>nd</sup> hand one?

6. Mike Dare Visit. JC & CC

There are fixed rules about road signage but Mike had positive attitude and looked for realistic remedies. At Wyncombe, the Fittleworth sign could be moved closer to the village but it has to be proved that the speed limit is dangerous before they'll change it.

Gates have basic consent, but need to be certain distance from the road and must not obscure sight lines.. Removing white lines on Lower Street also possible when tarmac is next laid - in 2 years. Gates on Tripp Hill but probably would only be allowed only on one side but yellow backed speed signs, possible. Gates would be allowed between the The Swan and the first bridge but again need properly spec'ing out.

7. New resident in the village has given a view of not being a car owner. She finds walking round the village 'dangerous' especially on Lower Street with narrow pavement.

8. Next Steps.

We need professional help - a formal advisor to find out what we can do ....a traffic engineer and a formal report. Graham Bellamy might be a possibility who was used by the Planning Committee to advise on traffic calming on the Fleet for the Limbourne Lane development - this piece of work cost £499, if was likely to be more would need to get two additional quotes. Jane to do a list of what the FTG would like to do and ask Lee if can get an idea of cost.

9. The area in front of The Swan does not belong to the WSCC although they maintain it. It's common Land.

10. Next meeting. Took place 8<sup>th</sup> December, minutes have yet to be circulated.

**g) Other Highways issues**

Bognor Quarry manager has reported to DB that Motorcross activity has increased significantly recently.

**h) Footpaths - Urgent matters only- No new issues reported**

**i) Maintenance- Urgent matters only-**

**i. Operation Watershed Grant application - Recreation Ground culvert and associated work**

Grant application has been submitted. It is hoped a decision will be received before Christmas.

**ii. Grasstex - Recreation Ground ditch clearance & Centenary Gardens damage**

	<p>LS noticed that the Centenary Gardens was badly cut up following the visit by Grasstex to clear the leaves. CW to meet Grasstex on site to discuss how the damage will be rectified.</p> <p>A resident informed the parish council that the clearing of the leaves from the recreation ground was not carried out to the extent the ditches were cleared in the autumn. Leaves were blown into piles and the culvert was not cleared, resulting in the trashscreen debris building up. Again CW to meet Grasstex on site to discuss next steps.</p> <p>iii. <u>Playground</u></p> <ul style="list-style-type: none"> <li>• <b>Hand sanitisers</b> - CW &amp; Mick Foote worked together to come up with a way of installing hand sanitisers in the playground. Mick offered to fit sanitisers from the shop's stock. Furthermore he says the shop will keep an eye on them and top them up when needed. This has allowed the playground to reopen following it's closure during the second lockdown. The Parish Council would like to thank Mick Foote and the shop for their continued help and support.</li> <li>• <b>Quote from Rob Levett – Made2Play</b> <ul style="list-style-type: none"> <li>➢ Bolt Down bin onto new concrete base - £450 +VAT (Mick Foote has agreed to do this job instead)</li> <li>➢ Gate catches - Adjust &amp; fit new screw to catch - £150 +VAT -</li> <li>➢ Supply &amp; Install 2xset stainless cradle swing chains - £288 +VAT</li> <li>➢ Fence – Fit 2x100mm round fence cap &amp; install 2xtimber pickets - £100 +VAT (Mick Foote has agreed to do this job instead)</li> </ul> </li> </ul> <p>It was AGREED that the clerk will instruct Made2Play to carry out the repairs on the gate catches and the replacement swing chains.</p> <p>j) <b>Village Hall &amp; Outside Bodies - Urgent matters only- Village hall Committee update</b> – CW had nothing to report</p> <p>In early December the Parish Council was approached about possible vaccination sites in the Parish. The Village Hall was approached with a view to putting the hall forward as a possible site. The Parish Council would like to thank the Village Hall committee and the regular users for agreeing for the Hall to be put forward for the good of the wider community. The Village Hall is not currently on the short list of sites, however will be kept on the list in case it is required in the future.</p>	<p><b>CW</b></p> <p><b>CW</b></p> <p><b>Clerk</b></p>												
<p><b>20-198</b></p>	<p><b>14. Correspondence</b></p> <p>The clerk produces a weekly email summary sent to the councillors.</p> <p>No additional issues were identified from the weekly emails to highlight or to discuss in more detail.</p>													
<p><b>20-199</b></p>	<p><b>15. Health &amp; Safety: Update of new and on0going items</b>  <b>Receive the following reports in accordance with the reporting cycle and updates on work carried out since the last meeting.</b></p> <table border="1" data-bbox="245 1653 1401 1998"> <thead> <tr> <th>Location</th> <th>Next Report date</th> <th>Location</th> <th>Next Report date</th> </tr> </thead> <tbody> <tr> <td><b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months) – last report 21/9/20</td> <td>March 2021 MA</td> <td><b>Recreation Ground &amp; Bus Shelter</b> (every 3 months) – last report 19/10/20</td> <td>January 2021 Clerk</td> </tr> <tr> <td><b>Hesworth Common / Birchwalks Woods</b> (every month) – last report 30/9/20</td> <td>Dec 2020 CW</td> <td><b>The Triangle</b> (every Month) – last report 20/9/20</td> <td>Nov 2020 MA</td> </tr> </tbody> </table>	Location	Next Report date	Location	Next Report date	<b>Centenary Garden &amp; Arch &amp; Sandpit</b> (every 6 months) – last report 21/9/20	March 2021 MA	<b>Recreation Ground &amp; Bus Shelter</b> (every 3 months) – last report 19/10/20	January 2021 Clerk	<b>Hesworth Common / Birchwalks Woods</b> (every month) – last report 30/9/20	Dec 2020 CW	<b>The Triangle</b> (every Month) – last report 20/9/20	Nov 2020 MA	
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	<b>Sports &amp; Social Pavilion</b> (Monthly) – last report 11/11/20	Dec 2020 TB	<b>Village tree inspection</b>	When required
	<b>Playground Youth Area &amp; Gym Equip –</b> Fortnightly – last report 2/11/20	Nov reports Rob Levett	<b>Bowls Pavilion</b> (Monthly) last report dated 11/11/20 -	Dec 2020 TB
	Defibrillator outside Village Hall Responsible: CW	Fortnightly checks carried out.		
	<p>New Key points not covered elsewhere in the minutes – None</p> <p><b>b) Tree work– Non Hesworth Common</b></p> <p>i) <u>The Triangle - Trees near Scout Hut</u> – MA met with Richard Potter and work has been agreed. Rowan Mellor to carry out work and invoice the Scouts direct.</p> <p>ii) <u>High Trees Resident</u> – Issue with oak trees from Rec Ground overhanging property. This work has now been carried out and resident impacted by the work has agreed to pay 50% of the total cost- Total £300 + VAT R.Mellor</p> <p>iii) <u>2 Dead Trees on bank opposite School Lane/ Lower Street Junction &amp; dead branches overhanging carriageway on same bank</u> – WSCC have identified the landowner and requested he removes the dead trees and dangerous branches. MA to meet the owner when he is next in Fittleworth to agree action required. Necessary work to be paid by landowner.</p> <p><b>c) Sports Pavilion</b> – EPC yet to be arranged. CW agreed to arrange entry for the visit.</p>			
20-200	<b>16.Items for inclusion on the January 2021 Agenda</b>			
20-201	<b>17.Date of next Parish Council meeting – 18<sup>th</sup> January 2021 at 7.00pm</b>			

**Meeting ended: 9.27pm**