

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 15th February 2021

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

Outstanding Action points – May 2020 – December 2020 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
9- Terms of Reference (May 2020)	Human Resource/ Staffing Committee – Review & Update Terms of Reference Clerk emailed current Terms of Reference to committee on 21/9/20	Staffing Committee	03/21	Review & update still outstanding
14 – External Bodies (May 2020)	Formation of local Parish Councils Meetings – Gauge interest with other councils	JC/Clerk	On going	Clerk has set up a what's app group for clerks – Bury, Sutton & Barlavington, Duncton & Fittleworth
22 – S.137 payments (May 2020)	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 (May 2020)	CW to submit claim for Neighbourhood Plan Grant	CW	By Next meeting	In Progress. CW to submit - ongoing
13c)- Working Groups (June 2020)	Hesworth Common Management Committee – Tree Survey Work - Another full tree survey will be arranged for Autumn 2020. MA to arrange quotes	MA	Spring 2021	
16- Health & Safety Reports (June 2020)	Millennium Arch – Clerk to get 3 quote for structural inspection	Clerk	Ongoing	JC/MA to discuss prior to next meeting – JC to contact Oakmasters
7 – BT Phonebox Near The Swan (Aug 2020)	Repainting of phonebox by BT	Clerk	Ongoing	BT Openreach have added the phonebox to the 2021 painting schedule. Clerk to monitor
10 - Fixed Assets – Annual Risk Assessment (Aug 2020)	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 (Aug 2020)	<u>Bowls Club Report</u> Clerk to arrange a 5 year hardwire test as landlords of Bowls Pavilion	Clerk	Ongoing	√ Carried out in Feb 2021. Unsatisfactory report. Awaiting quote for urgent remedial work.

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 15th February 2021

13b)- Working Groups (August 2020)	<u>Engagement, Resilience & Community Working Group - Crime - Vandalism - Table Tennis fire damage – Youth Area – Mick Foote to repair</u>	Mick Foote	Ongoing	On 28/1/21 MF reported that it has been too cold & wet to carry out work.
10c)- Working Groups (Sept 2020)	<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 (Sept 2020)	<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 (Sept 2020)	<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. MA has also looked into public liability cover with NFU Mutual but no longer offered to new clients. Alternative insurer found but with only £2m cover. To revisit at renewal.
14- Health & Safety Reports (Sept 2020)	<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.
3- County Councillor’s report (Oct 2020)	JD is aware that the drain on Lower Street near Church lane is being investigated by WSCC. Clerk to monitor progress	Clerk	Ongoing	√ WSCC Highways to fully investigate on 12/4/21 and report back to Parish Council
10d iii) Finance – Drainage report (Nov 2020)	Commission drainage survey for network of drains from top of Lower Street to River	Planning Committee	Ongoing	January 2021 update - Scope of work has been agreed by the Planning Committee and LS to approach 3 companies for a quote for the work.
11h)i) – Working Groups – Playground Maintenance (Nov 2020)	<ul style="list-style-type: none">Gate catch is worn - repair is requiredLoose/ missing post caps / slats on fencing (finger trapping risk) Repair & Monitor for any further deterioration	R. Levett Clerk/MF	Quote received Ongoing	√Quote received. Work approved at PC meeting on 14/12/20. Clerk to instruct Made2Play. On 28/1/21 MF reported that it has been too cold & wet to carry out work

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 15th February 2021

	<ul style="list-style-type: none"> 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 <p>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>	<p>R. Levett/ Clerk</p> <p>Mick Foote</p> <p>Mick Foote</p> <p>Mick Foote</p> <p>MA</p>	<p>Quote received/ Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>To get quote</p>	<p>√Quote received. Work approved at PC meeting on 14/12/20.. Clerk to instruct Made2Play.</p> <p>See comment above</p> <p>See comment above</p> <p>See comment above</p>
4)- District Councillor - 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. AS to follow up 18/1/21
9b)- Ongoing Matters	Sports & Social Community hub - Prior to LS sending floor plans to Architect , Sports & Social Club working Group to agree scope of work for architect.	Sports & Social Club working Group	ASAP	√ Scope agreed and plans have been submitted to architect
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	
13 c) Health & Safety – Sports Pavilion	<ul style="list-style-type: none"> EPC to be arranged 	CW	ASAP	Awaiting scanned floor plans prior to instructing.

Outstanding Action points –January 2021 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
2)- Minutes	Approved December minutes to be signed once lockdown lifted and social distancing rules allow	Clerk/JC	ASAP	√ Completed
10d)- Ongoing Matters – 2021 Census	Census 2021 - Article from Census Engagement Manager, South and West of West Sussex to be included in next magazine.	Clerk	ASAP	√ Included in E-Newsletter 26/2/21
10b)- Ongoing	New one year extension to the licence to be sent to Sports &	Clerk	ASAP	On hold as to be discussed at February

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 15th February 2021

Matters – Sports & Social Club hub	Social Club.			meeting – See Action Point under February 2021 meeting below
12. Planning – CIL bids	LS to contact Chris Patterson re possible projects included in Strategic Plan - upgrading the Sports Pavilion and planting Trees.	LS	By 29/1/21	✓ Completed. Bid submitted
	LS to contact Kelly Porter, CIL Leader officer, to discuss submitting a 6-10 year plan with the ability to refine the plan year on year.	LS	By 29/1/21	✓ Completed. Bid submitted
13 d)ii). Finance – Other	Update Mandate for Signatories Clerk to add JC& TB to be added as signatories on the Parish Council bank accounts	Clerk	ASAP	
14. Working Groups -h) – Footpaths	Clerk to investigate who is legal responsible where the parish council have reported to WSCC via Love West Sussex a tree issue on a footpath and then someone is injured by the tree	Clerk	ASAP	
14. Working Groups -i) – Maintenance	Centenary Gardens – Grasstex Clerk to accept offer to restore area	Clerk	ASAP	✓ Completed
	MA will look into whether or not planning permission is required to crown the Cherry Trees.	MA	ASAP	✓ Completed – MA confirmed not required
16. Health & Safety Updates c) Bowls Pavilion	New legislation <ul style="list-style-type: none"> • Fire Extinguishers in buildings • Requirement for annual checks for Exit/ fire signs in buildings Clerk to add requirements to the compliance schedule	Clerk	ASAP	

Outstanding Action points – February 2021 Parish Council meeting

Agenda Item		Councillor	Due Date	Completed
2)- Minutes	Approved December minutes to be signed once lockdown lifted and social distancing rules allow	Clerk/JC	ASAP	✓ Completed
3) – County Councillor report	<u>Road issues</u> constant stream running onto the road on the A283 near Hesworth Common & Little Bognor. In the cold weather the water freezes and has led to a car coming off the road. JD to report to WSS	Clerk	Ongoing	

Fittleworth Parish Council

APPENDIX – ACTION POINTS

Parish Council meeting on 15th February 2021

	Highways. Clerk to monitor. Repaired sunken manhole cover near the A283/Hesworth Lane junction has started to sink again. JD to report to WSS Highways. Clerk to monitor.	Clerk	ASAP	
3) – County Councillor report	DB requested an update on his email in respect of next steps for the Gigabit voucher scheme. JD to follow this up.	JD/DB/ Clerk	ASAP	
3) – County Councillor report	RD reported the Church Sign at the junction of A283 and School Lane needs to be fixed back into position. Clerk to report on LoveWestSussex & JD to report to WSCC Highways.	JD/ Clerk	ASAP	✓ Completed – Removed to be fixed
7. Sports & Social Club Assoc.	Agreed to extend the licence for a further 3 months from 1 April 2021 to 30 June 2021 at the reduced rate of £1,800.00 per annum. The clerk will send confirmation email to the club confirming the extension	Clerk	ASAP	
8. New Model Councillors Code of Conduct	Adopted the New Model Councillors code of conduct The clerk will upload the new Adopted Code of Conduct on the Website.	Clerk	ASAP	
14. Working Groups -b)i) – Rural Gigabit Broadband Voucher Scheme update	The clerk will contact BT Openreach to establish next steps and keep all parties informed	Clerk	ASAP	✓ Completed – each area now has a resident leading the individual projects and liaising with clerk, BT Openreach, WSCC and The Focus Group.
14. Working Groups -d) iii) – Birk-walks Woods-Maintenance	MA to look into CDC Tree Planting Scheme for Birchwalks wood – possibly replace birch for mixed woodland trees. MA to discuss with Bob Epton during survey.	MA	April	