

Fittleworth Parish Council

APPROVED Minutes of the Parish Council Meeting held on
21st June 2021 at 7.00pm in Sports Pavilion.



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

In attendance: C.Councillor Janet Duncton (JD) and Louise Collis (Clerk)

Members of public: Christine Parker as Co-Chair of the Traffic Working Group

PCSO Neil Billingham, the current locum PCSO for the Petworth Area, unable to attending meeting

Minute Ref	Agenda Item	Action by
21-101	<p>1. Apologies for absence: Julie Hawkins</p> <p>RESIGNATION OF COUNCILLOR – JC informed the meeting that earlier in the day Kerry Coughtrey (KC) had handed in her resignation with immediate effect. KC is happy to continuing helping the clerk with IT related issues. JC noted a vote of thanks for KC for all her hard work on the council.</p>	
21-102	<p>2. Minutes of the last meeting– approval of the minutes of the meeting held on 4th May 2021 and any matters arising</p> <p>The minutes of the meeting held on 4th May 2021 were discussed.</p> <p>The Minutes were PROPOSED by MA and SECONDED by ST. The minutes were signed by JC.</p>	
21-103	<p>3. Minutes of the Annual Parish meeting – approval of the minutes of the meeting held on 25th May 2021 and any matters arising</p> <p>The minutes of the meeting held on 25th May 2021 were discussed.</p> <p>The Minutes were PROPOSED by CW and SECONDED by MA. The minutes were signed by JC.</p>	
21-104	<p>4. County Councillor Report</p> <p>For report see appendix at the end of the minutes</p> <p>Topics covered</p> <ul style="list-style-type: none"> • Update on New Council • Children’s Services update • Fire & Rescue Service update • Highways – potholes, White lining & state of signs • Budget 2022/23 • SDNPA update <p>Questions</p> <p>MA reported that a concerned village had contacted him in mid May about the blocked gully on Lower Street between School Lane and Church Lane. The resident reported concerns to WSCC and told no gully clearing was planned as no heavy rain forecast. This was obviously not the case as we have experienced significant rainfall</p>	JD/ MA

	<p>since then. JD requested that the email correspondence be forwarded to her to follow up.</p> <p>JC reported yet another near miss at Tripp Hill with a car nearly going into The Barn House yet again. The house has already been hit 3 times in recent years. CATs eyes have been removed from the road in preparation for the resurfacing and the new speed limit (40mph) road markings. This was scheduled for March and has now been pushed back to August. JD to follow up.</p> <p>RD asked who is responsible for hedges. JD confirmed it is the landowner. JD concerned about hedge on A283 between Hallelujah corner and Limbourne Lane. The clerk will write to the owner of the field along The Fleet to request it is cut back.</p>	<p>JD</p> <p>Clerk</p>
21-105	<p>5. District Councillor Report For report see appendix at the end of the minutes Topics covered</p> <ul style="list-style-type: none"> • Trees - Chichester District • New regulations for domestic solid fuels: • From Field, To Fork, To Lockdown – exhibition and virtual community cookery course. • Welcome Back Fund • The Vacancy Rates for May • Initiatives • More funding for warmer and more energy efficient homes • WELLBEING • HEALTH PROTECTION • HOTBIN Trial • Business Waste and Recycling <p>Alan Sutton not present at the meeting to answer questions</p>	
21-106	<p>6. Public Questions</p> <ul style="list-style-type: none"> • Centenary Gardens upkeep <p>The resident who has kindly been taking care of the memorial beds for a few years has contacted the clerk to report that she is now having difficulty watering and have to carry it down in cans in the car. She has suggested that she can buy two rose bushes, one for each of the beds and surround them with bulbs for the spring. The roses would cost about £20 each and the plan would be to plant them bare root in the autumn. Once well established they would not need to much water in the summer.</p> <p>The Councillors agreed that this was a good idea and the clerk will contact Ms Twite to request she goes ahead with her suggestion. The Clerk will include a request for volunteers to help water the garden in the next E-Newsletter and a vote of thanks to Ms Twite for looking after the garden over the years.</p> <ul style="list-style-type: none"> • Birchwalk Woods footpath Boundary <p>A resident has questioned whether or not the deer fence erected along the Birchwalk Woods footpath had encroached onto Parish Council land. LS confirmed that this is not the case. It was also note that the fence had been there a number of years. No further action required.</p>	<p>Clerk</p>
21-107	<p>7. Declaration by Council members of personal or prejudicial interest</p> <ul style="list-style-type: none"> • MA & TB declared a personal interest (near neighbour) in Agenda Item 12– Planning – in respect of the Limbourne Lane Development • TB declared a prejudicial interest in Agenda Item 8 – Bowls Club Pavilion -- as he is a member of the Bowls Club • MA, LS, ST & CW declared a personal interest in Agenda Item 9 – Fittleworth Community Shop Lease – Execution page amendment – in respect of currently hold shares in the Fittleworth Community Stores 	

	<ul style="list-style-type: none"> • RD declared a prejudicial interest in Agenda Item13 – Sports & Social Club Association –as he is the chairman of the Sports & Social Club Association • CW declared a personal interest in Agenda Item 18j – Hesworth Common – proposed sign at bottom of St Marys Drive 	
21-108	<p>8. Bowls Club Pavilion update Bowls Club Update by JC 17/6/21</p> <p>As agreed by the Parish Council David Brittain and Jane Claxton arranged to meet representatives of the Bowls Club to discuss he way forward. The meeting took place on 7th May with Richard Burden (Chair) and Bernard Adsett (Treasurer) when the following was discussed:</p> <ul style="list-style-type: none"> • The Bowls Club has suggested that: <ul style="list-style-type: none"> ○ We continue under the existing terms of the lease for the remainder of its term ○ The bowls would pay for all maintenance and upkeep of the building during that period • Bernard would discuss the quote for remedial electrical works with Dale Standing and we would then have further discussions about how this would be paid for, depending on the outcome of those talks • Jane will contact Dale to advise him that Bernard would be getting in touch. • Jane and David would advise the rest of the Parish Council of what was being proposed to get agreement from all parties about the way forward. <p>Subsequent to the meeting JC received an email from the chairman of the club in May confirming that the club would pay for all necessary electrical remedial work. Dale Standing has confirmed that the necessary works quote is £450 and that the work was being carried out in the week commencing 21 June 2021.</p> <p>Clerk to send email to club thanking for their co-operation and requesting a copy of the 5 year electrical certificate as landlord.</p>	Clerk
21-109	<p>9. Fittleworth Community Shop Lease – Execution page amendment</p> <p>Since the last Recreation Ground meeting the Parish Council has been contracted by the solicitors involved with the Lease for Fittleworth Stores.</p> <p>The Land Registry has contacted the solicitors with requisitions in relation to the registration of the lease of land at School Lane to Fittleworth Community Shop Limited.!</p> <p>The lease refers to the charity, Recreation Ground, as the Landlord – this is correct. However, the Land Registry require the Landlord to be named as Fittleworth Parish Council, as trustee of Recreation Ground. The lease needed to be amended and re-signed.</p> <p>The clerk provided the solicitor with the wording required by the Parish Council Standing Orders in order to executes documents. The amended lease was signed by MA and TB on behalf of the Parish Council (as they were the trustees who signed the lease on behalf of the Recreation Ground Charity). Moore Barlow have confirmed that even though MA now holds shares in Fittleworth Stores, he is signing on behalf of the Parish Council and not on behalf of the Recreation Ground Charity. The Clerk witnessed the signatures as the Proper officer for the Parish Council (being the clerk and Responsible Financial Officer as required by our standing orders. The counterpart lease was returned to the solicitor for onward submission to the Land Registry.</p>	

	<p>Authorisation for Signing of the Lease for the Community Shop (signature of lease by 2 parish councillors)</p> <ul style="list-style-type: none"> The RESOLUTION for parish councillor Tony Broughton (TB) to re-sign the Lease between Fittleworth Parish Council (on behalf of the Recreation Ground Charity as requested by The Land Registry) and The Fittleworth Community Shop Ltd (being one of the two required Signatories - as required by Standing Orders Clause 23.) The RESOLUTION was PROPOSED by DB and SECONDED by LS – Unanimous. The RESOLUTION for parish councillor Mike Allin (MA) to re-sign the Lease between Fittleworth Parish Council (on behalf of the Recreation Ground Charity as requested by The Land Registry) and The Fittleworth Community Shop Ltd (being one of the two required Signatories - as required by Standing Orders Clause 23.) The RESOLUTION was PROPOSED by DB and SECONDED by LS – Unanimous. The RESOLUTION for Parish Clerk and Responsible Financial Officer, Louise Collis (Clerk) to witness the re-signing of the Lease between Fittleworth Parish Council (on behalf of the Recreation Ground Charity as requested by The Land Registry) and The Fittleworth Community Shop Ltd as the Proper Officer of Fittleworth Parish Council as required by Standing Orders Clause 23. The RESOLUTION was PROPOSED by DB and SECONDED by LS – Unanimous. 	
21-110	<p>10.Fittleworth Community Shop – Temporary Marque licence <i>Marque and Tables on Recreation Ground</i></p> <p>The shop were going to remove the Marque at the start of the cricket season, however Mick Foote has spoken to the Sports & Social Club and they have agreed that the marque can stay and the tables will be kept outside the boundary line. The Parish Council need to confirm the extension of the agreement to allow the marque on the Recreation Ground until the start date of the building work due to start in September.</p> <p>It was Agreed that the licence would continue until the building work on the extension commences. The Resolution was PROPOSED by RD and SECONDED by DB. The vote was unanimous. The clerk will notify the Shop Committee.</p>	Clerk
21-111	<p>11. Annual Review of Standing Orders</p> <p>NALC have not made any recommendations to change the Standing Orders since the last review in June 2020.</p> <p>The Councillors had reviewed the Standing Orders adopted on 4th February 2019 and last reviewed 15th June 2020.</p> <p>The Resolution to leave the Standing Orders unchanged following the 2021 review was PROPOSED by RD and SECONDED by LS. The vote was unanimous.</p> <p>The next Annual review will take place in March 2022.</p>	March 2022 PC meeting
21-112	<p>12.Review of inventory of land and assets including buildings and office equipment</p> <p>TB to carry out prior to August Parish Council Meeting.</p>	TB
21-113	<p>13. Sports Pavilion</p> <p>Prior to meeting Julie Hawkins submitted a report which was circulated to the councillors.</p>	

a) Sports & Social Club – Update on Commencement of catering business using

Per Julie Hawkins report - They are still in the early stages of running this business fully i.e., outside catering etc but have done some in house food sales at the club which has benefitted both us and them. A formal agreement has yet to be signed.

b) sports & Social Club – Update on grant applications

Per Julie Hawkins report – the club have until the 30th of June to apply for the last round of grants available to them

c) Sports & Social Club - Temporary Marque licence –

RD confirmed that it is a temporary gazebo. It was agreed that no licence required.

d) Update on Architect plans for revamp

LS reported that a meeting took place with the Sports & Social Club committee showing the plans. There seemed to be a positive response. The Village Hall committee are meeting soon in order to agree to meet with the Sports & Social Club and the Parish Council to discuss plans during the summer.

The Parish Council thanked T2 Architects for providing the drawings free of charge.

e) Sports & Social Club Licence Extension

The current licence extension expires on 30 June 2021.

This was discussed at some length and no decision was reached and it was agreed that a separate meeting would probably need to be held after a joint meeting with the Village Hall had taken place to agree how all parties could work together on the way forward.

NB. Subsequent to the meeting, a meeting with representatives of the Sports & Social Club, the Village Hall committee and the Parish Council has been arranged for Tuesday 13th July to discuss the way forward.

RD raised the issue that he understood that the rent paid for the Sports & Social Club Licence, was to cover the costs of a loan that had been taken out by the Parish Council on behalf of the S & SC for an extension out over the Rec. The Clerk did not think this was the case and asked whether the S & SC had any documentation to support this. RD to ask JH and the Clerk to check the PC records

RD

f) Maintenance

• Crack in internal wall

Per Julie Hawkins report - a crack in the internal wall in the toilet corridor that needs to be fixed – there is a very big crack along the motor lines – this may be due to the heavy steel door that leads into the cellar. Julie Hawkins suggested that it may be replaced with a lighter metal door. It was agreed given the building is to be revamped such expenditure should be put on hold and the crack to be sorted out during the revamp. RD to go back to the club to see if putting the door replacement on hold would not cause any problems.

RD

• Football pitch update

Per Julie Hawkins report - The Football club have started to reseed and level up the football pitch.

• Annual Boiler and water heater service

Able Heating are carrying this out on Tues 22/6/21.

• Access onto Recreation Ground

Per Julie Hawkins report - A member of the committee concerned about the easy access onto the rec considering the recent uptake of traveller camps being set up on park land/football pitches locally. The committee asked if the Parish Council would

<p>21-116</p>	<p>16.Planning a) Planning committee Report including New Planning applications & Decisions</p> <p>LS reported that the following planning application for Rew Cottage was approved in May 2021-</p> <p>SDNP/21/01588/LDE</p> <p>The Use of the stable yard land and buildings for ancillary residential purposes for the parking, repair and storing of personal cars, for the storage of the tractor mower, garden implements and general domestic storage, for at least a continuous period of ten years in conjunction with Rew Cottage and Hesworth Cottage</p> <p>The Application for holiday apartments at Rew Cottage is still ongoing.</p> <p>There is no update on Douglas Lake.</p> <p>The Planning Committee agreed to submit “No Objection” comments for the Orchard House and River Lodge applications.</p> <p>Limbourne Lane Development update – There will be no judicial review as the period for such a request has now passed. A pre action application notice was submitted and responded to but not further action was by taken.</p> <p>b) Approval of The Planning Committee Minutes</p> <p>Minutes of the meetings held on Thursday 5/5/21 were APPROVED. PROPOSED by LS and SECONDED by JC. The minutes are available on the website.</p> <p>c) Flood Survey update</p> <p>LS reported that the report has been received but not yet reviewed by the planning committee. Subject to some minor amendments the report will be sent by LS to the CDC Flooding engineer and the developer with a request to meet both on site to discuss.</p> <p>Two main issues covered:- Level of pond and underground water storage</p> <p>d) Other planning matters</p> <ul style="list-style-type: none"> • School – Permission request to run surface water from school field into the drain/stream at the end of school field <p>The school has asked for permission to run surface water from our school field into the drain/stream at the end of our field.</p> <p>LS has been in contact with the bursar. It was agreed that MA would take over as the main contact and report back at the August meeting.</p> <ul style="list-style-type: none"> • Housing Bonus <p>LS said conversations had taken place about what the Housing Bonus monies of @£1300 could be used for. The deadline for applications was the 30th July and if we did not apply we were in danger of losing it.</p>	<p>LS</p> <p>MA</p> <p>LS/JC/ ST</p>
<p>21-117</p>	<p>17. Finance – Income & Expenditure Account Summary Year ended 31 March 2021 - approval by resolution</p> <p>The RESOLUTION to APPROVE the Expenditure Account Summary for the Year Ended 31 March 2021 was PROPOSED by JC and SECONDED by CW.</p>	

21-118	<p align="center">18.Finance –Annual Return - 2020/21 Annual Governance Statement – approval by resolution</p> <p>The RESOLUTION to APPROVE the Annual Return - 2020/21 Annual Governance Statement was PROPOSED by TB and SECONDED by CW. The motion was carried. The Annual Governance Statement for 2020/21 was then signed by the Chairman and the clerk.</p>																									
21-119	<p align="center">19.Finance- Internal Auditor’s Report</p> <p>The Internal Audit report prepared by Mulberry & Co was received by the Parish Council and it’s contents noted.</p> <table border="1" data-bbox="284 405 1353 510"> <thead> <tr> <th data-bbox="284 405 512 443">Audit Point</th> <th data-bbox="512 405 839 443">Audit Findings</th> <th data-bbox="839 405 1353 443">Council Comments</th> </tr> </thead> <tbody> <tr> <td data-bbox="284 443 512 510">No points to report</td> <td data-bbox="512 443 839 510"></td> <td data-bbox="839 443 1353 510"></td> </tr> </tbody> </table> <p>JC thanked the clerk and congratulated her on a significant achievement.</p> <p>It was AGREED that Mulberry & Co will be continue as the Parish Council’s internal Auditor for 2021/22.</p>	Audit Point	Audit Findings	Council Comments	No points to report																					
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21-120	<p align="center">20.Finance - Annual Return - 2020/21 Account Statements – approval by resolution</p> <p>The RESOLUTION to APPROVE the Annual Return - 2020/21 Accounting Statements was PROPOSED by RD and SECONDED by DB. The motion was carried. The Accounting Statement for 2020/21 was then signed by the Chairman.</p>																									
21-121	<p align="center">21. FINANCE - Current Year 21/22</p> <p>a) Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 May 2021</p> <p>The RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 May 2021 was PROPOSED by JC and SECONDED by LS. The motion was carried. Bank reconciliations and the bank statements for the period ended 31 May 2021 were signed by RD.</p> <p>b) Payment of invoices</p> <p>Paid between meetings in April/ June 2021 – Cheques/ online payment</p> <p>As Agreed at the April Parish Council meeting – to be paid after 1st April 2021</p> <table border="1" data-bbox="225 1240 1366 1944"> <thead> <tr> <th data-bbox="225 1240 416 1346">Payee</th> <th data-bbox="416 1240 1007 1346">Description</th> <th data-bbox="1007 1240 1177 1346">Birchwalks wood</th> <th data-bbox="1177 1240 1366 1346">Fittleworth Parish Council £</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1346 416 1420">WSCC</td> <td data-bbox="416 1346 1007 1420">Payroll April 21 - Paid online on 4/6/21</td> <td data-bbox="1007 1346 1177 1420"></td> <td data-bbox="1177 1346 1366 1420">£1,125.23</td> </tr> <tr> <td data-bbox="225 1420 416 1559">EventBrite</td> <td data-bbox="416 1420 1007 1559">NALC ONLINE EVENTS - Reopening and reimagining your community buildings - 23/6/21 – JC attending Paid online on 26/5/21</td> <td data-bbox="1007 1420 1177 1559"></td> <td data-bbox="1177 1420 1366 1559">£38.93</td> </tr> <tr> <td data-bbox="225 1559 416 1765">Arboricultural Exxcellence – Rowan Mellor</td> <td data-bbox="416 1559 1007 1765">Revised invoice - £100+VAT - Cut back 2 x maple trees by Youth Area original invoice - £180+VAT issued in error as verbal quote of £100 +VAT given to MA) Paid online on 14/5/21</td> <td data-bbox="1007 1559 1177 1765"></td> <td data-bbox="1177 1559 1366 1765">£120.00</td> </tr> <tr> <td data-bbox="225 1765 416 1870">Arboricultural Exxcellence – Rowan Mellor</td> <td data-bbox="416 1765 1007 1870">1 Pine – reduce height by 50% - Birchwalks Wood - £180+VAT Paid online on 14/5/21</td> <td data-bbox="1007 1765 1177 1870">£216.00</td> <td data-bbox="1177 1765 1366 1870"></td> </tr> <tr> <td data-bbox="225 1870 416 1944">D S Electrical</td> <td data-bbox="416 1870 1007 1944">Annual Emergency lighting testing Paid online on 14/5/21</td> <td data-bbox="1007 1870 1177 1944"></td> <td data-bbox="1177 1870 1366 1944">£120.00</td> </tr> </tbody> </table> <p>To be paid on/ or after 21st June 2021</p>	Payee	Description	Birchwalks wood	Fittleworth Parish Council £	WSCC	Payroll April 21 - Paid online on 4/6/21		£1,125.23	EventBrite	NALC ONLINE EVENTS - Reopening and reimagining your community buildings - 23/6/21 – JC attending Paid online on 26/5/21		£38.93	Arboricultural Exxcellence – Rowan Mellor	Revised invoice - £100+VAT - Cut back 2 x maple trees by Youth Area original invoice - £180+VAT issued in error as verbal quote of £100 +VAT given to MA) Paid online on 14/5/21		£120.00	Arboricultural Exxcellence – Rowan Mellor	1 Pine – reduce height by 50% - Birchwalks Wood - £180+VAT Paid online on 14/5/21	£216.00		D S Electrical	Annual Emergency lighting testing Paid online on 14/5/21		£120.00	
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Payee	Description	Birkwalks wood £	Hesworth £	Fittleworth Parish Council £
WSSC	Payroll May 21 Paid online on 28/6/21			1,125.23
Gale Tree Consultancy	Hesworth Common & The Triangle 3 year Tree survey- 50:50 – Total £576.00 Paid online on 28/6/21		£288.00	£288.00
Grasstex	March to May work – Grass cutting - Recreation Ground (5 times), Grass Cutting – Centenary Gardens (3 times), Alley Dick – leaf clearing (once) Paid online on 28/6/21			£879.01
Baker & Associates	Site Visit & Flood report Paid online on 28/6/21			£1,500.00
Mulberry & Co	Internal Audit Paid online on 28/6/21			£144.00
Mike Allin	Expenses – 2 Padlocks for gates by culvert on Recreation Ground Paid online on 28/6/21			£38.98
Sally Tanner	Expenses – Busnell Rada Gun for Traffic Group Paid online on 28/6/21			£600.43
Travis Perkins	MOT Type 1 Bulk Bag for Hesworth Common Carpark Paid online on 28/6/21		£268.56	
Matt– MA to send email	Branch removal from Recreation Ground Tree – awaiting invoice to be emailed to clerk – NOT YET PAID			£38.00
Clerk	Expenses –mobile phone package / HP print package for May & June/ postage Paid online on 28/6/21			£56.47

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

c) Tree Work survey – Recreation Ground – Approve Quote

Gale Tree Consultancy has provided two alternative quotes to carry out the tree survey on the Recreation Ground.

Quote 1: £500+VAT

Quote 2: £350+VAT

Both quotes were circulated to the councillors prior to the meeting.

It was agreed that Quote 2 for £350+VAT would be accepted.

The **RESOLUTION** to accept Quote 2 from Gale Tree Consultancy was **PROPOSED** by TB and **SECONDED** by LS.

	<p>d) Other Financial Issues</p> <p>i. Neighbourhood Plan grant application – CW reported that the application will be submitted in the next few weeks.</p> <p>ii. Speed Gun – Traffic Group Previously ST had informed that Parish Council that the speed gun recommended by PCSO, Jason Lemm, would cost £338.75 +VAT. This amount was approved at the Parish Council in April 2021. However ST tried to order the device via the Community Speedwatch website and the actual cost on the website is £500.36+VAT. £500.36 is fully covered by donations. The councillors approved the expenditure of the revised price for the speed gun, given it is fully covered by donations.</p> <p>The RESOLUTION to purchase the speed gun at £500.36 +VAT was PROPOSED by JC and SECONDED by DB.</p> <p>It was also agreed that ST would look into the cost of purchasing and installing a SID (Speed Identification Device) and what permissions are required from WSCC for such a device. It was agreed that this could potentially be something which the Housing Bonus Money could be used for (See 21-116 Planning above) if all the necessary quotes and permissions could be obtained in time. ST to arrange a meeting to look into this.</p>	ST
21-122	<p>22. Working Group Reports</p> <p>a) Coronavirus Working Group - Nothing to Report</p> <p>b) Finance & Resilience Committee Meeting dates have been set and committee members informed. First meeting due on 5th July where the Terms of Reference and Delegation of Duties will be agreed.</p> <p>c) Community Hub Working Group Working Group not yet set up – reminder only</p> <p>d) Communications Working Group - - Nothing to Report</p> <p>e) Save The Swan Working Group Update LS reported that there are ongoing discussions with EI. An email has been drafted from the Parish Council to EI & Stonegate setting out the concerns of the Parish.</p> <p>f) Crime - PCSO Neil Billingham's- – Report received 15/6/21 <u>Fittleworth Parish Council Update for May 2021.</u> <u>Introduction.</u> As you all may well be aware, the Government has announced a four week delay in the Road Map. We remain on Step 3, which, very simply means keeping to 6 people (or 2 Households) indoors and up to 30 outdoors. Full details are available on the relevant Government website.</p> <p>Unfortunately, due circumstances beyond our control, my colleague Jess has left the organisation. I will remain as the local PCSO for the area for the time being, so please can I ask that all correspondence is directed to me.</p> <p>As we (finally) enjoy some warmer weather, can I please remind you to be aware of what windows are left open? It is very tempting to have all windows, especially the larger ones, open all the time to get airflow. However, if a room is left unattended with accessible windows open, this will raise the vulnerability to burglary etc. I would ask that if a room is left with no one in it, close the larger windows. The same</p>	

applies to back and front doors. It only takes a moment for someone to reach into an open door or window and take handbags, wallets or phones etc. left on the side!

We completed our speed management activity, piggybacking Operation Downsway run by our Roads Policing colleagues. It was successful, with a number of Fixed Penalty Notices given along with some strong words of advice.

Incidents of Note.

The dialling code for the area was subjected to a massive number of fraudulent phone calls at the end of the month. Calls were received from a male claiming to be a Police Officer with a relative in custody for using the "victim's" credit card. A request then followed to transfer funds, either electronically or by cash, into a nominated account for "safekeeping".

I am not aware of anyone falling victim to this, but would ask you to be aware for yourself and relatives.

We have had a report of a Burglary from a rural dwelling. Access was gained by forcing windows. Unfortunately, the alarm was not triggered.

A group of youths were disturbed whilst putting graffiti on a building. This is currently under investigation with a number of suspects.

PCSO Activity over the next month.

As we are about to head into holiday season, please can I remind you to be aware of security if you are planning a trip away or abroad? I would suggest asking a friend or relative to visit your home to move post and to have lights on timers to give the impression the house is occupied. If you are planning a longer trip, consider asking someone to park in your drive periodically.

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

NEIL BILLINGHAM and JESS CHAMBERS

g) Highways & Traffic Working Group - ST Report received on 17/6/21

Not much to report this month.

Having met with SDNP and 2020 Consultants on 12th May regarding the Communities in the South Downs project, we are yet to hear back from them. They have now been reminded and we are looking forward to their response as to how they are able to support our traffic calming projects in Fittleworth.

The Speed Gun is a little more expensive than at first thought but I now have sufficient donors and if approved at the PC Meeting on 21st June, we will be able to process the purchase. We can then actively resume with the Community Speedwatch monitoring. We have only had two responses from our request for more volunteers. It has been suggested that we should obtain a flashing speed sign for the Village. This is something for discussion and we should consider another meeting of the Traffic Group.

The Traffic Group have received another report of very dangerous driving on The Fleet.

JC added that she has been in contact with Mike Dare at WSCC regarding how to install gates at entry points into Fittleworth.

ST to chase Chris Patterson about a response from Consultants 2020 following their visit.

h) HR/ Staffing Committee - Nothing to Report

i) Maintenance Working Group – Nothing to report

j) Hesworth Common Management Committee Update

	<p>MA reported an illegal bike track has been removed since the last meeting. The person who built the track has been identified and promises never to do it again.</p> <p>The official bike group is currently less active on the Hesworth Common at the moment.</p> <p>The last Working day was on Sunday 16/5/21.</p> <p>The South Downs Volunteers are next on the Common on 22/7/21 and then 10/8/21.</p> <p>The next Worth Volunteers working Day - TBA</p> <p>The next Management meeting is 21/7/21. TB to send the last minutes to Clerk.</p> <ul style="list-style-type: none"> • New Information Board - Posters to be inserted into frames MA and TB had drafted a "Looking After Hesworth Common" poster to be used on the new Information Board in the car park. Th poster was approved subject to minor changes – adding No swings, No off road biking. • St Mary's Drive Hesworth Common Signage The suggestion was put forward by a resident attending an online parish council meeting earlier in the year. It is clear that the residents of St Marys Drive are not keen on the idea, as it would encourage parking on what was private land, and it was felt by the Parish council that the signage would be inappropriate. No further action. • Request for a memorial seat on Hesworth Common A resident has asked to put a memorial bench on Hesworth Common for a relative. A number of years ago the Parish Council took the decision not to allow additional benched to be put on Hesworth Common. RD suggested that the resident may like to put a bench outside the entrance of the Sports Pavilion as an alternative location. The clerk will inform the resident. <p>k) Birchwalks wood Update MA is waiting for Bob Epsom's survey.</p> <p>l) Footpaths The Parish Council have received the annual Public Rights of Way (PROW) Parish Report which details the works undertaken during 2020 along with details of the summer clearance programme for 2021. The maintenance programme is a 15 month cycle.</p> <p>A helpful summary setting out Parish Council powers and useful information with regard to PROW in our local area was circulated. This information will be added to the website.</p> <p>.</p> <p>Footpath to Brookfields – Impassable in places due to vegetation - MA to report to Charles Winchester as part of the Serpent Trail.</p> <p>JC was approached by residents who raised the issue of walkway to the church which avoid Hallelujah Corner. Request to get it designated a Right of Way. This is not possible as the landowner closes the date one day a year and therefore an application cannot be submitted. No further action.</p> <p>m) Maintenance</p>	<p>TB</p> <p>Clerk</p> <p>Clerk</p> <p>MA</p>
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	<p>Playground Made2Play have been unable to order the chains for the swings. The manufacturer in The Netherlands has stated that can now only order a replacement seat and chain not the chain only. RL has checked the chain and confirmed it is currently ok to use. To be monitored.</p> <p>Minor issues with the fencing. Clerk to ask Mick Foote to resolve.</p> <p>n) Village Hall & Outside Bodies Village Hall Committee report – New curtains and flooring. Next meeting on 22/6/21 to discuss the community hub revamp project.</p>	<p>Clerk</p> <p>Clerk</p>																								
<p>21-123</p>	<p>23. 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>21-124</p>	<p>24. Health & Safety – an update on outstanding items and action to be taken.</p> <p>a) Receive the following reports in accordance with the reporting cycle and updates on work carried out</p> <table border="1" data-bbox="225 719 1369 1832"> <thead> <tr> <th>Location</th> <th>Next Report date</th> <th>Location</th> <th>Next Report date</th> </tr> </thead> <tbody> <tr> <td>Centenary Garden, Arch & Sandpit (every 6 months) – last report 14/4/21 Responsible: MA</td> <td>Oct 2021</td> <td>Recreation Ground & Bus Shelter (every 3 months) – last report 4/21 Responsible: Clerk</td> <td>July 2021</td> </tr> <tr> <td>Hesworth Common / Birchwalks Woods (every 3 months in September to March, Monthly April to August) – last report 19/4/21 Responsible: CW</td> <td>July 2021</td> <td>The Triangle (every Month) – last report 19/6/21</td> <td>July 2021</td> </tr> <tr> <td>Sports & Social Pavilion (Monthly) – last report 5/6/21 Responsible: TB</td> <td>July 2021</td> <td>Village tree inspection</td> <td>When required</td> </tr> <tr> <td>Playground, Youth Area & Gym Equip – (Fortnightly) – Last report 14/6/21 By Rob Levett Responsible: Rob Levett</td> <td>July 2021</td> <td>Bowls Pavilion (Monthly) – last report 5/6/21 Responsible: TB</td> <td>July 2021</td> </tr> <tr> <td>Defibrillator outside Village Hall Responsible: CW</td> <td>Fortnightly checks carried out.</td> <td></td> <td></td> </tr> </tbody> </table> <p>a) Tree Work survey – Hesworth Common & The Triangle – Next steps The recent tree survey identified 51 trees that need urgent work. MA to get quotes for the work and report back at the August meeting.</p>	Location	Next Report date	Location	Next Report date	Centenary Garden, Arch & Sandpit (every 6 months) – last report 14/4/21 Responsible: MA	Oct 2021	Recreation Ground & Bus Shelter (every 3 months) – last report 4/21 Responsible: Clerk	July 2021	Hesworth Common / Birchwalks Woods (every 3 months in September to March, Monthly April to August) – last report 19/4/21 Responsible: CW	July 2021	The Triangle (every Month) – last report 19/6/21	July 2021	Sports & Social Pavilion (Monthly) – last report 5/6/21 Responsible: TB	July 2021	Village tree inspection	When required	Playground, Youth Area & Gym Equip – (Fortnightly) – Last report 14/6/21 By Rob Levett Responsible: Rob Levett	July 2021	Bowls Pavilion (Monthly) – last report 5/6/21 Responsible: TB	July 2021	Defibrillator outside Village Hall Responsible: CW	Fortnightly checks carried out.			
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	<p>b) Tree work– Non Hesworth Common</p> <ul style="list-style-type: none"> • A High Trees resident has approached the Parish Council about bird mess from pigeons resting on Parish Council trees. MA arranged for his gardener to trim back some branches for approx. £30. MA has informed the resident that no further cutting back of the branches can be undertaken without potentially killing the tree. • A resident backing onto Alley Dick has requested to have trees on the footpath to be removed as causing damage to fencing. The clerk has been unable to establish who owns the footpath. WSCC had no record of ownership. The council agreed that the resident can remove and dispose of the trees neighbouring the property at their own cost. Clerk to send email. <p>c) Bus Shelters – The planning committee agreed that the bus shelter at Greatpin Croft should be left at its current location and not moved to The Fleet. Bus shelter on The Fleet - the clerk will ask Dale Standing to check the status of the electrics again. Once safe to look at revamping the bus shelter</p> <p>d) Millennium Arch – The quote that was originally received for £185, the contractor has now informed MA that his insurers will not allow him to proceed. JC to speak to Oakmasters.</p>	<p>Clerk</p> <p>Clerk</p> <p>JC</p>
21-125	25.Action Points updates not covered elsewhere in the Agenda	
21-126	<p>26.Items for inclusion on the August Agenda. (No decisions can be made on matters raised under this item – for notification only.)</p> <ul style="list-style-type: none"> • Fittleworth Community Shop Lease – Authorising RGC to review and approve documentation and to authorise two named councillors to sign documents including the Letter of Intent • Annual Review – Financial Regulations • Parish Councillor Vacancy • Appointment of Vice Chairman • S & SC Licence • Tree works required as part of the Tree survey and impact on Budget 	
21-127	27.Date of next Parish Council meeting – 2nd August 2021 at 7.00pm – Sports Pavilion	

Meeting ended: 9.43pm

APPENDIX – County Councillor Report June 2021 – C. Cllr Janet Duncton

As is normal when a new Council is elected and this time at County with a large number of new Councillors, our time has been taken with a lot of training all on Microsoft Teams of course but we are beginning to have some face to face meetings. Goodness knows if by the time of full Council we will all be allowed into the Council Chamber but I would love to hope so. Some of the new Councillors I haven't yet met. There you are though it's been the same for all. I just so prefer meeting and getting to know my fellow Councillors.

County continues to improve on it's Childrens Services and all Councillors have recently had a briefing from our Commissioner who is keeping a close eye on our progress. He is happy that we are proceeding well and that our Childrens Services will not be taken into a Trust although this will be reviewed in 12 months to make sure that all is going in the right direction.

The 3 Childrens homes in the Worthing area are now ready and very well done for the youngsters that will live there. The next phase is being worked up and that will be in the Crawley area.

Likewise with the Fire & Rescue Service, all the items picked up by HMI for Fire & Rescue have been dealt with and as with Childrens this does not mean we sit back on our laurels there is always much to do.

On the subject of Fire & Rescue. The new Fire Station site at Broadbridge Heath has Planning now and ready to go. This will involve the closure of the Horsham Fire Station which if you know it is right into the edge of town not far from the Hospital. This facility will provide the opportunity for training which means that we will also be able to hire it out to other Fire and Rescue units from anywhere that wants to us it in the Country. The state of some parts of the Highways is quite unacceptable. I will agree with you but believe me when I say that we are doing our best and I report all road damage like Potholes when they are reported to me or indeed when I see them for myself. What the long term is for all the poor roads I don't know but on the up side there is a new system now for dealing with Potholes which I haven't seen in action but have been told does a much better job. Lets hope.

My other pet hate is white lining especially when it is directional. I did speak to one of the Highway Officers and said about this especially at say Roundabouts. You need to know clearly which lane you should be in. It's alright for those of us who know exactly where to go but for strangers and when we get foreign visitors back in the Country the road signage needs to be clear. My other pet hate at the moment is the dirty state of the signs. Now I know we can do some of these ourselves and I do the big sign as you enter Petworth from the north, not that regularly but when I think it needs it. Probably shouldn't but what do you do it it's not being done. The worst I have seen is in Storrington, a large sign, partly hidden with lots of instructions on it and absolutely filthy. Sorry just a hobby horse at the moment because I think it looks so poor. You can be assured that I have spoken these thoughts to the Local Highways Officer so you never know.

At County it is time to start looking at the budget for 22/23. With this in mind and many new members we started last week with the first of our workshops. Several more to come and us members then find out that some of the things that we wanted to do are not possible or indeed are possible but not in the way we had hoped for. When we set the budget like everyone else our books have to balance so it's a case of you win some you lose some. It's quite a learning curve with the whole turnover being in the region of a billion pounds pa. It can be daunting

For those Parish that I am the District Councillor for I know that Gareth will do you a full report. For my part I would like to add the Chichester District Council have done a really good job of fund distribution during this pandemic. They were top in the Country for the way they dealt with Grant applications etc. Whilst on the CDC the new accommodation for the homeless in Chichester is well on target. Not sure of the finish date at the moment but I know it's doing well.

For those of my Parish's within the Southdowns National Park just a quick word. Last Wednesday I spent the day with the at the Seven Sisters Country Park in the Cuckmer Valley. Although not yet signed off the SDNP are purchasing the Park and there many idea's for it customer experience including updating the Visitor Centre, providing some holiday accommodation and also improving a converted Barn there for camping by providing an updated facilities block and generally tidying the place up. It is a beautiful site. You need to be quite fit, the hills are very seep in that area but it's worth the effort. It is a beautiful valley.

Should any wish to contact me on either County or District business my contact details are janet.duncton@westsussex.gov.uk or jduncton@chichester.gov.uk and my mobile is 07979152898.

Keep safe all of you and hope to see you soon.
Janet Duncton

District Councillors Report May 2021 – Cllr Alan Sutton

Tree Chichester District

As part of our DEFRA funded Subsidised Tree Scheme to increase tree planting across the district, we are launching the free tree phase of the project in July. In July, applications will open for residents, community groups, landowners, schools, parish councils and businesses to apply for free trees. People can apply for trees to be planted on their own land, or land owned by someone else provided they have landowner permission. Trees will be offered in bundles of 10 or 20, will be suitable for the soil they will be planted in and will be provided with biodegradable guards and stakes. For further information, please see <https://www.chichester.gov.uk/treescheme>

New regulations for domestic solid fuels:

Combustion of fuel generates a huge variety of chemicals, many of which are harmful to human health; this includes Particulate Matter (PM) which is tiny solid particles suspended in the air. Scientific research suggests that PM has an adverse effect on respiratory and cardiovascular health and more especially the smaller size fraction known as PM2.5 which can pass through the lungs into the bloodstream to affect many parts of the body. The biggest source (38%) of this important pollutant is now domestic wood and coal burning with 8% of homes using these appliances mainly for non-utility purposes. As domestic solid-fuel burning threatens to undo many of the advances in better air quality the government is seeking to tackle the issue. As such, on 1 May the government enacted the following new regulations:

- Unseasoned wood must not be sold in small amounts (units of less than 2m³).
- Unseasoned wood (over more than 2m³) must be sold with advice on how to 'season'.
- Solid fuel must have low sulphur content.

The new regulations are enforceable by the relevant Local Authority by issuing a fixed penalty notice of £300 or, on non-payment, prosecution.

From Field, To Fork, To Lockdown – exhibition and virtual community cookery course.

This new exhibition looks at farming within the South Downs and how it has changed over the years. From the farming practices of ancient communities through to farming in the 21st century and how global food demand, technology and the recent global pandemic have impacted on farming today, it also explores what we as a community can do to help support the local farming industry. The Novium Museum team worked with people and organisations across the district and the South Downs to explore our relationship with food in a new short documentary film, which will be showcased alongside the exhibition. This exhibition is kindly supported by South Downs National Park Authority. In celebration of this new exhibition, we have teamed up with UK Harvest to offer a free virtual community cookery course on 16 and 23 June funded by South Downs National Park. Open to residents of Chichester aged between 16-25 years old, participants will learn to cook delicious dishes that are made using local and seasonal produce, while minimising food waste in the home. The course, which includes locally sourced meat kindly donated by Goodwood Home Farm, is free of charge, but spaces are limited so early booking is recommended to avoid disappointment.

For more information, visit our website:

<https://www.thenovium.org/article/35329/FromField-To-Fork-To-Lockdown>

Welcome Back Fund

During 2020, the Government provided councils with access to the Reopening High Streets Safely Fund to enable schemes to support the safe reopening of high streets and other commercial areas. This scheme was initially anticipated to be in place until March 2021 (subsequently extended to June 2021) and enabled a claim through the European Regional Development Fund for projects which might meet the criteria.

The fund supported four main strands of activity:

1. Support to develop an action plan for how the local authority may begin to safely reopen their local economies.
2. Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely.
3. Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.
4. Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

The fund could not be used for anything which didn't provide any additionality, or capital expenditure to last beyond 12 months, or permanent changes or grants to businesses. CDC's allocation was £108,161 and a number of projects have been delivered, including Covid Information Recovery Officers, safety signage and messaging, advertising in local Press and radio and suspension of parking bays to widen pavements.

The scheme has now been extended to a Phase 2 – known as the 'Welcome Back – resulting in an additional £175,161 being allocated to CDC. Delivery of projects is permitted until March 2022 and two further areas of eligibility criteria have been added in addition to the four above:

5. Support and promote a safe public environment for a local area's visitor economy; and:
6. Allow local areas to develop plans for responding to the medium-term impact of Covid-19 including trialling new ideas particularly where these relate to the High Street. All parish councils, the Chichester BID and The Great Sussex Way have been contacted for suggestions on using the fund across the district. Our officers are currently considering the most appropriate actions to submit to government for assessment against the criteria. Projects might include temporary seating; additional toilet cleaning; extra bins and litter picking; support for events; and improvements to signage.

The Vacancy Rates for May are:

Chichester – 11.5%, East Wittering 0%, Midhurst – 8.3%, Petworth – 4.5%
For comparison the British Retail Consortium (using data from the Local Data Company) reports that in the first quarter of 2021, the overall GB vacancy rate for High Streets increased to 14.1%, from 13.7% in Q4 2020. A general vacancy rate of 12.7% was reported for the South East. Selsey 5.4%

Initiatives

The next issue of initiatives will be out in July. This will cover a variety of issues, including a focus on encouraging people to support local, featuring the Chichester, Midhurst, Petworth, Selsey and East Wittering high streets. It also has a double page update on the Local Plan; information on the support that is available for those who are struggling financially; and information on getting out and about over the summer months – to name just a few articles. We have also generated a record amount of advertising income for this issue to cover the design, print and distribution of the magazine.

More funding for warmer and more energy efficient homes

The council has been successful in a second consortium bid for the Government's Green Homes Grant Local Authority Delivery scheme. Homes with low energy efficiency and a household income below £30,000 could be entitled to a free Government grant of up to £10,000 to be used to upgrade their property with solid wall insulation; loft insulation; first-time energy efficient double glazing; first-time gas central heating and air-source heat pumps; smart heating controls; and solar panels. The financial support available is to help residents save money on their energy bills and make the district's homes more environmentally friendly. The grants are available up until the end of September 2021. Residents who wish to make an application should contact our delivery partner, Warmer Homes at www.warmerhomes.org.uk/ or call 0800 038 5737.

WELLBEING

The five ways to wellbeing days are back up and running in selected primary schools across the District. The project aims to support the mental health of children (9-10 year olds) and to educate them on how to incorporate the Five Ways to Wellbeing into their

daily lives. The Five Ways to Wellbeing is a set of public health messages designed to improve mental wellbeing. Their evidence suggests that adopting these actions in a positive way could lead to 7.5 years increased life expectancy. Recently taking place at Tangmere and Portfield with West Dean, Seal and Parklands booked in. Previously schools have reported increased confidence at school, improved outcomes at school and parents/carers have also reported a difference at home.

HEALTH PROTECTION

We have now entered the third step in the Government's four-stage plan to take England out of lockdown which probably presents the most significant change as hospitality indoors is now able to reopen. The Health Protection team continue to support businesses providing advice and dealing with any complaints received; and our Covid Ambassadors and Covid Information Recovery Officers are providing a visible presence around the District. We have also seen a sharp increase above the norm in terms of the number of events that are planned to take place across the District over the course of the rest of the year. Again, please ensure that with any events you become aware of, that event organisers are encouraged to make contact with ourselves and the Licensing team early on to ensure that there is plenty of time to carry out any additional work that may be required, particularly in relation to Covid, no matter what size of event is planned

HOTBIN Trial

We have recently launched a six-month trial with 15 HOTBINS being given to volunteer residents in the district. The aim is to help reduce food waste entering the general waste bin. Trials are also taking place across the West Sussex Waste Partnership. A HOTBIN is a new product that offers a quicker alternative to the already effective traditional composting bins. HOTBINS compost at high temperatures and provide results in up to 90 days, 32 times faster than traditional compost bins. During the trial period, each participant will weigh the food waste before it enters the HOTBIN to capture how much waste is diverted from black bins. With this trial we are hoping to showcase a new route of waste management; using the data to communicate the benefits of home composting and help us to explore options for future waste minimisation projects. The HOTBINS have recently been delivered to our trial households and we've received some great feedback already. We will be providing regular updates and sharing their feedback on our social media channels

Business Waste and Recycling

Our Business Waste and Recycling team are continuing to work closely with customers to ensure they are supported during this time. As the majority of businesses have now reopened we are providing flexible collection schedules for new and existing customers which are tailored to their business needs. Our food waste recycling service is also back up and running and despite the current climate, businesses are really keen to take up the new service as it provides the opportunity to reduce their impact on the environment as well as helping to save money on waste collection costs. More information on the new service is available at: www.chichester.gov.uk/businessfoodwaste

Alan

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