|  |  |
| --- | --- |
|  | Fittleworth Parish Council  Minutes of the Parish Council Meeting held on  18th OCTOBER 2021 at 7.00pm in Sports Pavilion.  **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) andLouise Collis (Clerk) Celia Price (locum clerk)  **Members of public**: 4 electors |

|  |  |  |
| --- | --- | --- |
| **Minute Ref** | **Agenda Item** | **Action by** |
|  | 1. **Apologies for absence**: D.Councillor Alan Sutton (AS) & PCSO Neil Billingham |  |
|  | 1. **Minutes of the last meeting– approval of the minutes of the meeting held on 20th September 2021 and any matters arising**   The minutes of the meeting held on 20th September 2021 were discussed. The Minutes were **PROPOSED** by RD and **SECONDED** by LS. The minutes were signed by JC. |  |
|  | 1. **CRIME** 2. **PCSO Neil Billingham report submitted 12/10/21**   Fittleworth Parish Council Update for September 2021.  Introduction.  Continuing issues across the District include thefts from parked cars. Thieves are targeting vehicles in beauty spot car parks, so the advice remains to not leave any valuables in the cat whilst walking. We would suggest either leave them at home or take them with you.  Incidents of Note.  The obvious main concern this month is the male exposing himself on Hesworth Common. It is worth remembering that was have only had the one report last month, although this has been happening for a while. Investigations are continuing and I will update as I am able.  We have also had a report of a domestic burglary this month. This was a daytime burglary, with access gained by forcing a back door. Money was stolen. Crime prevention advice is to review the security of all doors and keep them locked when not in use, even during the day.  PCSO Activity over the next month.  With the approach of Halloween at the end of this month, please can I remind parents that not everyone wants to be involved in Trick or Treating? Please respect people’s choice to opt out. With that in mind, I am looking to source some posters to either welcome or decline visitors on the night.  Unfortunately, I was not able to attend the market in September, but I am still planning to attend the Petworth Farmers Market in October for my Street Briefing on 23/10/202. Please do come along to discuss local Policing issues or just to say hello!  DON’T LET THEM MAKE YOU A VICTIM OF CRIME. IF YOU SEE IT, REPORT IT!  NEIL BILLINGHAM  Police Community Support Officer   1. **Update on Hesworth Common indecent exposure**   JC reported on Public meeting with Police held on 14/10/21 which discussed the Hesworth Common incidents and the following message was posted on Nextdoor.  The Incident on Hesworth Common is obviously causing a lot of concern within the village and we arranged a zoom meeting with the police on the 14th October which a lot of you attended and apologies to those who were unable to make it.  We had a few technical difficulties but a big thank you to Neil Billingham our PCSO who took lots of questions and reassured us that the police are as anxious to get this resolved as we are.  The main messages from the police were:  There is an ongoing active investigation and the police need as much evidence as possible   * There have only been 4 reported incidents in the last year – if anybody has witnessed anything they have not reported, please do so NOW either via 101 or Online.  This will help the Police build up a picture and target their activity * Stay safe – walk in pairs, keep a mobile with you at all times and avoid the area around the main car park * If you see something - Do not challenge, mock or provoke in any way but remove yourself from the vicinity and dial 999 immediately.  Otherwise report anything to 101 or online. * They do not advise putting up notices or taking random licence numbers this breaches people’s rights and cannot be used in evidence, unless you actually see the perpetrator getting into a car, in which case take as much detail as you can and inform the police * The Police are as anxious to catch the perpetrator as we are |  |
|  | 1. **County Councillor Report – submitted 18/10/21**   This Friday at last we can hold a face to face meeting in the Chamber.  Since the May elections I haven’t yet met many of the new Councillors and it’s always nice to know those you work with and particularly nice to get to know the new members.  In the meantime of course nothing stands still and like the Parish’s we have to continue with County work.  Budgets at both County and District being worked on now to make sure we get a balanced budget which of course we legally have to do.  It’s not going to be easy and we do have Statutory things we have to do.  The add ons are good and often appreciated but if we can supply any they will probably have to be done differently or not at all.  I will keep you updated as and when I know more.  The Queens Green Canopy.  Plant a Tree for the Jubilee.  A good initiative for all Parish’s.  On other Tree planting issues residents, District & Borough Councils and local Groups can, for a fixed fee of £200 ask the WSCC  to Plant and maintain a Tree.  Cost for the future of the Tree will be covered by the County Council.  There are still Planning difficulties for all areas covered by Southern Water.  Talk about being between a rock and a hard place.  In the South of the district Planning is difficult mainly because of the A27 problems and other things like Sewerage works etc.  In the Southern Water Area Planning is almost impossible at the moment unless a Developer can prove a neutralised water use ie their development won’t use more water than they can save.  All sounds complicated but unless you want an extension or demolish your Property and rebuild you are unlikely to get permission.  Developers are working hard to produce scheme’s that comply with this request or it could be automatic refusal.  This is Natural England are making the rules on this because they consider the damage that would be done to plants etc if water is extracted from Hardham without restrictions.  Our Childrens Services have just had another OFSTED visit and just to say they are very pleased with the progress made and being made going forward.  You will know the A285 just past the entrance to Seaford College is closed to Chichester due to a collapsed road.  This is likely to be closed for several months.  A lot of investigation is taking place including Divers being employed to find the best scheme forward.  A quick word about what we are doing for Afghan refugees.  County is working with all the Districts and Boroughs to do what we are asked in taking our share of the refugees and getting a roof over their heads and looking at the education of Children.  This is among many other things and of course County is not a housing authority but the Districts and Boroughs are so everyone is working to-gether.  Janet Duncton  County Councillor Petworth division  CDC Councillor Loxwood ward  ***Questions***  MA asked JD if WSCC expect there to be Operation Watershed money available in 2022/23. JD believes there is currently approximately £100,000 left in the Operation Watershed pot so expect there will be some left funds left for 2022/23. |  |
|  | 1. **District Councillor Report – received on 18/10/21**   **For report see appendix at the end of the minutes**  Topics covered   * Customer First * Christmas Campaign * Tree Chichester District * The latest commercial vacancy rate figures * Business Contact Programme figures * Enabling Grant 2021 * Rough Sleeper Update * Animal Welfare Licensing   ***Questions***  AS was not in attendance to answer any questions  MA wanted it noted that during the Drainage site meeting, MA requested that the issue of the manhole cover at Paddock Field that keeps blowing open be raised at the meeting. Duncan Kierr from CDC stated that it was a dual drainage, sewage and water, and there is currently no programme to deal with such overflow issues. WSCC (Kevin Mackney) need to apply pressure on Southern Water to address the issue. LS to raise this with Kevin Mackney. | **LS** |
|  | 1. **Public Questions** 2. ***Birch Court drainage issues***   3 electors from Birch Court were present at the meeting to raise concerns about the drainage in Birch Court and School Close.  Request that CDC/SDNPA do not to delegate duties to third part contractors  The drainage system at School Close was not installed correctly. The tank installed was half the size that should have been used. Remedial work was carried out in the summer by the contractors. However in order to install a larger tank 27 cubic metres would need to be removed from 3 gardens where access is an issue. Building control was not signed off by CDC/SDNPA but by a private contractor. This issue should be red flagged in respect of the Limbourne Lane development.  Now both CDC (SDNPA Enforcement) and WSCC Highways are now involved and a full CCTV investigation is being undertaken by WSCC Highways as they have now admitted that the level of concern on the issue has reached “intervention level”.  Therefore request that CDC/SDNPA do not to delegate duties to third part contractors for the Limbourne Lane development. LS to ask Duncan Kierr to continue to review the Limbourne Lane development throughout the whole process until the development is signed off.  Request to explore monitoring conditions  The residents of Birch Court are also now concerned about the additional water that will enter the water course as a result of the Limbourne Lane development and request that measurements of the water levels are taken prior to the development is built and at regular intervals so that there is a record to refer back to.  LS reported that in respect of the Limbourne Lane Development, the report commissioned to see the impact of additional water at High Trees and Birch Court would be taken into account when the planning conditions are discharged.  LS to ask Duncan Kierr to stake water level measurements at Birch Court at regular intervals.  It was also noted that Birch Court is extremely waterlogged already. Water from both High Trees and the Recreation Ground culvert feed into the water course through Birch Court. When there is a heavy down pour the water levels rise very quickly.  N.B. Subsequent to the meeting LS spoke to the Operation Watershed team to see if this funding could be used to address issues further down the Fleet Stream and is awaiting a response.  **b) High Trees Resident issues**  Extension to Village hall carpark and impact on drainage  A resident raised concerns about the expansion of the Village hall car park and the impact of the lack of a soak away if there is more concrete. JC stated that there were currently no firm plans to extend the car park and that if there were in the future, options for not using concrete would be looked into.  Fittleworth School – plans to add drainage to playing field  Further concerns on additional water entering the water course. MA confirmed that the school has put these plans on old.  MA has a copy of the plans and will forward these to the clerk. | **LS**  **LS**  **MA** |
|  | 1. **Declaration by Council members of personal or prejudicial interest**  * MA & TB declared a personal interest (near neighbour) in Agenda Item 14– Planning – in respect of the Limbourne Lane Development * LS declared a personal interest (near neighbour) in Agenda Item 14– Planning – in respect of the 3 Norwood Cottages * DB declared a personal interest (near neighbour) in Agenda Item 14– Planning – in respect of the Grove House * DB declared a personal interest (near neighbour) in Agenda Item 14– Planning – in respect of the Douglas Lake Farm * JC declared a personal interest (near neighbour) in Agenda Item 14– Planning – in respect of Rew Cottage * LS, ST & CW declared a personal interest in Agenda Item 9&10 – Fittleworth Community Shop Lease * RD declared a prejudicial interest in Agenda Item 11 – Sports & Social Club Association –as he is the chairman of the Sports & Social Club Association |  |
|  | 1. **Clerk Recruitment Process update**   The advert is now in the public domain. The clerk role is now on the WSALC website and the clerk posted the link to both the advert and the additional information on the Fittleworth website on both NextDoor and Facebook. The vacancy notice was also included in the Fittleworth Magazine. The closing date is 29th October. |  |
|  | 1. **Parish Councillor Vacancy Update**   This is still ongoing . There is currently one interested party. |  |
|  | 1. **Queen’s Platinum Jubilee**   There are currently two projects that the Parish Council can be involved in in order to mark the Queen’s Platinum Jubilee   * Platinum Jubilee Beacon- 2nd June 2022 * Queens Green Canopy – The Platinum Jubilee 2022   A working party will need to be set up to look at all the various Jubilee celebrations and put forward feasible options for Fittleworth. CW to add a piece in the November edition of the Fittleworth Magazine asking for Working Group volunteers.  RD mentioned that the Memorial Day celebration in 2022 could possibly be combined with the Jubilee celebrations. RD to speak to Julie Hawkins. | **CW**  **RD/**  **Julie Hawkins** |
|  | 1. **Finance** 2. **Review of Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 September 2021**   The **RESOLUTION** to **APPROVE** the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 30 September 2021was **PROPOSED** by JC and **SECONDED** by DB. The motion was carried. Bank reconciliations and the bank statements for the period ended 30 September 2021 were signed by RD.   1. **Payment of invoices – to receive details and agree payment**   Paid between meetings in September/ October 2021 – Cheques/ online payment   |  |  |  |  | | --- | --- | --- | --- | | Payee | Description | Birchwalks wood | Fittleworth Parish Council £ | | Ambiental Environmental Assessment | Limbourne Lane Flood risk report April 2021 (50% of total bill £400+VAT) £200+VAT paid by Limbourne Lane Residents  April 21 invoice never received. 6 out of 8 parish councillors approved payment via email on 29/9 & 30/9/21.  **PAID ONLINE 30/9/21** |  | £240.00 |   To be paid after 18th October 2021   |  |  |  |  | | --- | --- | --- | --- | | Payee | Description | Hesworth Common | Fittleworth Parish Council £ | | WSCC | Payroll September 21  **PAID ONLINE 19/10/21** |  | £1,125.23 | | Grasstex | September work – Grass cutting - Recreation Ground (3 times), Grass Cutting – Centenary Gardens (3 times), Hedge Cutting – Recreation Ground  **PAID ONLINE 19/10/21** |  | £882.70 | | Arboricultural Excellence | Urgent Tree work per Tree Survey – Total invoice £6,450.00 + VAT – **Total invoice £7,740.00**   |  |  |  |  | | --- | --- | --- | --- | |  | Hesworth Common Account | FPC account | Total | | Agreed split at August 21 PC meeting (excl VAT) | £3,650.00 | £2,350.00 | £6,000.00 | | Additional traffic management costs split 50:50 per invoice 18/10/21 | £225.00 | £225.00 | £450.00 | | VAT on £6,450.00 |  | £1,290.00 | £1,290.00 | |  |  |  |  | | **Totals** | £3,875.00 | £3,865.00 | **£7,740.00** | |  |  |  |  |   **PAID ONLINE 29/10/21** | £3,875.00 | £3,865.00 | | Moore | External Audit 2020/21  **PAID ONLINE 19/10/21** |  | £240.00 | | Hesworth Common Bank Account | Transfer of SSE Annual Wayleaves re Hesworth Common( received 1/10/21)  **PAID ONLINE 19/10/21** |  | £106.17 | | Fittleworth Village Hall CIO | Traffic Working Group meeting – Bradley Williams Room – 23/9/21  **PAID ONLINE 19/10/21** |  | £12.60 | | Fittleworth Village Hall CIO | Planning Committee meeting – Main Hall 6pm-7pm – 30/9/21  **PAID ONLINE 19/10/21** |  | £12.60 | | Fittleworth Village Hall CIO | Planning Committee meeting – Bradley Williams Room 7pm to 8pm– 30/9/21  **PAID ONLINE 19/10/21** |  | £8.40 | | Fittleworth Village Hall CIO | Planning Committee meeting – Bradley Williams Room – 3/9/21 – Invoice outstanding / Payment outstanding |  | £12.60 | |  |  |  |  | | Clerk | Expenses –mobile phone package (August, Sept & Oct 2021) / HP print package (August & Sept 2021)  **PAID ONLINE 19/10/21** |  | £46.98 |   The **RESOLUTION** to approve the payment of invoices as listedwas **PROPOSED** by LS and **SECONDED** by CW.   1. **External Audit 2020/21 update**   The External Audit for 2020/21 has concluded. Due to the rearranging of the Annual Parish Council Meeting to before the Internal Audit, the Announcement and commencement of the Period for Public Rights notice was posted before the June Parish Council meeting when the Governance Statement and Accounts were Approved following the Internal Audit.  This error will impact the response to Assertion 4 on the council’s Governance Statement for 2021/22 Return.  The clerk apologises for this oversight and for not leaving the Parish Council with a clean audit report for 2020/21.  The Notice of Conclusion of Audit 202 together with the 2020/21 External Audit report were posted on the website on 16/10/21.   1. **2022/23 Budget Proposal**   The Finance Committee met on 4 October to prepare a draft budget for 2022/23. The agreed draft budget proposes an increase of 12.5% to the precept from £28,215 to £31,742, giving a surplus for the year of £712.  The proposed budget, which included an allowance to increase tree reserve funds as requested by MA, was discussed and a number of points raised. It was agreed that JC and the clerk would review the budget again with a revised budget to be presented at the November 2021 Parish Council meeting.  The Clerk will also try and prepare a comparison of precept and council tax Band D comparisons for similar size parish councils in SDNPA in the Chichester District Council Area.   1. **Any other financial issues** 2. **Neighbourhood Plan grant application –**   CW reported that the application is still ongoing.   1. **Donations for Speed Gun** – have been received and there were no costs to FPC for this. The Council formally expresses their thanks to all contributors. 2. **VAT Claim** for the period 1/4/21 to 30/9/21 for £2,555,75 was submitted on 2/10/21. This was received onto the account on 15/10/21. 3. **Fittleworth Community Shop extension work –** For Insurance purposes   A request has been sent to Mick Foote requesting the Schedule of Works that needs to be submitted to the insurers prior to work commencing at the start of November**.**   1. **Review Strimmer Hire Quotes for village maintenance –** RD has been unable to obtain a quote. This will be done before the next meeting. 2. **Treework Contributions update**  * Fittleworth Scouts **– The Executive Committee** appreciate the benefit of being able to access Hesworth Common and the safety of our members in the Triangle is paramount.  To ensure this the Group have already paid for work done on the trees around HQ, this was carried out in December 2020 at a cost of £550.00 + vat. The Committee have now agreed that on this occasion they will make a donation of £1,000 towards the cost of the tree work,   The Council formally expresses their thanks to the Fittleworth Scouts for this generous donation. * Fittleworth Rifle Club **–** JC spoke to the Chairman of the club who has referred the issue to the treasurer. The Clerk has emailed the treasurer and also chased the 2021/22 ground rent invoice of £25 that is outstanding.  1. **Playground – replacement self closing gate lock** - At the Sept PC meeting it was reported one of the gates is missing fixings from the latch for the self closing gate, this causes the adjustment part to move on impact of the gate closing. SC Landscaping Ltd have provided a quote to replace the lock with a new Magna lock -£120 + VAT   The **RESOLUTION** to approve the work listedwas **PROPOSED** by RD and **SECONDED** by LS. | **Outstanding**  **JC/ Clerk**  **Clerk**  **RD**  **Clerk** |
|  | 1. **Sports Pavilion** 2. ***Sports & Social Club – Update on Commencement of catering business using the Sports Pavilion facilities & premise***   RD reported that business is no longer operating. If it does start up again they are aware that they will need to provide copies of their employer and public liability insurance prior to re-commencing the business from the Sports Pavilion.   1. ***Update on Architect plans for revamp***   A meeting took place on 29/9/21 to agree a brief for the architect. The aim is to consult with public in due course. |  |
|  | 1. **Update on on-going matters not covered elsewhere** 2. **Meetings attended & upcoming meetings**  |  |  |  | | --- | --- | --- | | *Meetings*  *Upcoming meetings* | **Funding Workshop** - 6/10/21 - Aldershot  **SDNPA Parish Webinar** on 13th October, topic Nature Recovery  **WSALC CHAIRMANS’ FORUM**: Wednesday 13th October @ 7.00pm  **WSALC CLERKS FORUM:** Thursday 14th October @ 11.00am  **WSALC Focus group - North Chichester area 26th November 10.30-12 noon via Microsoft Teams**  (To cover a range of issues including confidence in the police, violence against women and any possible rise in the police precept next year.) | No-one  No-one  No-one – recording received  No-one- recording received  DB | |  |
|  | 1. **Items for discussion** 2. ***Consultations***  * Draft West Sussex Transport Plan 2022- 2036 - Consultation period from 16th July to Friday 8th October 2021. ST submitted a response. * The SDNPA is preparing a TAN on community-based renewable energy proposals and would welcome PCs’ input by Monday 1st November. SDNPA are aiming to take the draft TAN to Planning Committee in January 2022, followed by a period of targeted consultation before the TAN is published. * Gatwick Airport is consulting until 1st December 2021 on its proposal to bring its emergency runway into routine use. Our MP has invited constituents to complete a 30 second survey and WSCC will discuss the proposal at its full meeting at 10.30am on 22nd October (to be webcast | **Planning Committee**  **Planning Committee** |
|  | 1. **Planning** 2. ***Planning committee Report including New Planning applications & Decisions***   LS Report - Main things to report on planning are as follows:  Limbourne Lane Development -  We met with the MD of Crayfern Homes who is due to start on site imminently. We understand percussive borehole testing is to commence this week. He has assured us that we will be kept in the loop in the preparation of details to discharge conditions and he acknowledged our interest and work to date on flooding, highways and design.  As previously reported we also recently met with Duncan Keir of CDC to discuss drainage.  JC advised that it had also been agreed with Crayfern Homes that rather than going with their original suggestions, the roads and houses would be named after local villagers of merit, identified during a public consultation and that the site would be called Hawkins Field which has been extremely well received by residents. The Council would like to formally record their thanks to Crayfern Homes to agreeing to this change.  Douglaslake Farm  We have received notice that Fitzleroi Farm have submitted an appeal for Douglaslake Farm. However as they are appealing against the enforcement notice and not the planning refusal I’m not sure our previous comments will be taken into consideration. Need to check with Sue Payne of CDC enforcement.  Rew Cottage  Rew Cottage applications ongoing with an application current for replacement outbuildings (following successful Certificate of Lawfulness application). There has also been an application to discharge conditions for the works to the listed barn. Since our comments to that application required particular conditions, I think we should review.  I do not know if any appeal has been submitted against the refusal for the access track, or if any enforcement notice has been issued.  School Close/ Coal Yard  An application has been submitted at Birch Court concerning trees, which appears to be contentious. I don’t think the Parish Tree Warden was overly concerned however.  St Mary’s Church  Lastly, an application has been submitted for a Parish Room at St Mary’s Church. We are supportive of the principle, but think the previous pre-app design was better. I understand that the planning officer has reservations- but there has been a great deal of support expressed.   1. ***Approval of The Planning Committee Minutes***   Minutes of the meetings held on Thursday 3/9/21 were **APPROVED**. **PROPOSED** by LS and **SECONDED** by DB. The minutes are available on the website.   1. **New Bonus Homes Scheme –** SID application update/ Next Steps  * The Parish Council has been successful in the bid and secured funding of £1328.00. LS has received the Agreement and circulated it to the planning committee for approval to sign on behalf of the Parish Council. LS to email a copy to the clerk. * LS to Email copy to clerk.  1. ***CIL Application – Update***   LS has received notification of two successful bids **-**   * Fittleworth - Project LH02 Tree Planting at Birchwalk Woods has been allocated £1,500.00 of the 2020/21 CIL receipt. This fund will be held for 3 years, after which time if the money has not been spent then we will consider reallocating it. * Fittleworth - Project LH01 Heathland Restoration at Hesworth Common has been allocated £9,000.00 of the 2020/21 CIL receipt. This fund will be held for 3 years, after which time if the money has not been spent then we will consider reallocating it.  1. ***Flood Survey update***   A drainage meeting took place on 24/9/21 with Duncan Keir (CDC), Kevin Macknay (WSCC) the Parish Council’s Flood Consultant, two residents from Limbourne Lane and members of the Planning Committee.  MA raised a number of concerns in an email that was circulated to the councillors prior to the meeting as MA was unable to attend the Parish Council meeting. The concerns related to flooding and the Limbourne Lane Development, houses backing onto the Fleet stream. These concerns were addressed at the meeting and MA advised at the subsequent Planning committee.   1. **Limbourne Lane Development update** – See LS report above 2. ***Other planning matters***   None | **LS** |
|  | 1. **Working Groups**    1. **Coronavirus Working Group - Nothing to Report**    2. **Finance & Resilience Committee**   As mentioned above the Committee met on 4/10/21 to discuss the proposed budget for 2022/23.   * 1. **Community Hub Working Group -** Working Group not yet set up – reminder only   2. **Communications Working Group**   Data limit breach on emails on Netwise Server  On 11 October the parish council email addresses were unable to received emails once again as the data limit had automatically been reset by the Netwise server. The clerk was only made aware of the issue as the PCSOs email was bounced back and kindly called the clerk to see what was going on. Netwise have again increased temporarily increased the limit for 4 months until the new clerk can look at the options suggested by Netwise.  The issue was discussed and it was agreed that the current position was not sustainable and needed to picked up when the new Clerk was in post, particularly as budgetary provision of £1400 had been made in 21/22 to address the issue.   * 1. **Save The Swan Working Group Update –**JC read out a nupdate she had received from Wade Holden (WH) just before the meeting. His contact at Stonegate has been replaced who was supposed to contact him last week, but failed to do so. Still awaiting a response even after a further prompt from WH. The Swan is still listed on Flueret’s website as ‘Let subject to contract’ and has not been relisted on Stonegate’s, which is viewed as a good sign.   2. **Maintenance Working Group**  1. **Annual Asset Register Review –** TB circulated the updated document after the last Parish Council meeting. No further changes have been made. 2. **Bus Shelter update** MA reported that the boards that are being replaced at the shop for the extension will be given to the Parish Council to be used to refurbish the bus shelter. MA, TB and RD will form a small working party to do the work 3. **Overflow manhole issue - Village Hall/ Sports Pavilion** – RD did not have an update. He will follow this up with Julie Hawkins and report back at the next meeting. 4. **Grasstex – Leaf clearance -** Grasstex plan to do the leaf clearance at the various areas at the end of the month, unless the Parish Council would like them to wait until November to ensure that all the leaves are down. It was AGREED that the clerk would inform Grasstex that the leaf clearance is to take place in early November. 5. **Millennium Arch update** – report from JC   JC has spoken to Edward Hamilton at OakMasters the original engineer who built the Arch in 2000, who was very interested and supportive.  JC explained the Parish Council wanted the Arch checked over so it was fit for the next 20 years and also that we wanted to enhance its visibility (perhaps by climbing red ivy up it) as part of the Traffic Calming pilot, all of which he thought were good ideas.  He has agreed to take an informal look when he is in Fittleworth within the next few weeks and advise us as to how sound it is and would then be happy to have to a site meeting to discuss next steps and his thoughts around improvement/improved visibility.  JC also discussed with him the idea that the Arch might be an opportunity for OakMasters to raise their profile perhaps via advertising (or possibly a plaque on the Arch) or even a contribution to works which he was not averse too.   1. ***Playground***  * Outstanding maintenance issues have yet to be resolved by Mick Foote or SC Landscaping Ltd. * Playground Inspection Company normally carry out the annual inspection in October. Due to Covid this is now delayed until at least November. * The 6 month inspection of Fixture and fittings by Made2Play was due at the end of September. It was AGREED that the clerk will arrange for this to take place ASAP rather than wait for the Annual Inspection.   1. **Highways & Traffic Working Group**  1. ***ST* Report -** report received 13/10/21   Not much to report this month.  Christine Parker and I completed the West Sussex Transport Plan 2022-2036 Consultation Survey on 22 September. Much does not apply to us but we have noted our concerns of traffic, particularly lorries on our roads north of the Downs.  We have continued with Community Speedwatch. Having our own speed gun means we can be more spontaneous with our sessions. We are still keen to enlist more volunteers.  At the meeting ST reported the following:-  ST has received a reply from the PCSO in respect of an additional Speedwatch near Sofas & Stuff, as recommended by the Chief Constable during her visit in September. Unfortunately, the site has been refused as it is too close to the 40mph limit. However, the Speedwatch group can now monitor traffic both north and South bound opposite St Richard’s Cottages.  ST to move the SID project forward. She will revisit the quotes.   1. ***Traffic Calming Pilot Response -*** A full response has been submitted in respect the Confidential Draft Traffic Calming Pilot Report, which has been acknowledged and a formal response from SNDPA is being awaited. Concerns centred around the fact that the report did not adequately address the rural nature of the village and lot of what was being suggested was more suitable for a suburban environment. 2. ***Other Highway issues*** – during the budget discussions above the £4,000 due from the Limbourne Lane Developers (s.106 contribution) specifically to be used for traffic calming will be put towards getting a TRO (Traffic regulation order) to reduce the speed along the Fleet from 40mph to 30mph. The Fleet TRO project will cost approximately £7,000, the difference of £3,000 to be covered by donations of £1,500 and Parish Council contribution of a further £1,500.   Fittleworth - Farmers & Contractors Winter Agreement  WSCC Highways do not plan to send out an agreement for winter 2021/22 unless any of the routes or information has changed from 2020/21. The Parish Council are required to confirm that the gritting maps previously approved are still correct. Prior to the meeting the clerk circulated the gritting maps for 2020/21. It was AGREED that the maps are still correct. The Clerk will inform WSCC.  The clerk will also forward the Public Liability certificate received from the farmer/contractor who will be carrying out the gritting along School Lane.  WSCC require Email addresses for 2 key contacts that will receive the winter trigger information – one of whom should be the Farmer/Contractor. – JC has agreed that her contact details together with the farmer will be provided to WSCC.   * 1. **HR/ Staffing Committee -** Covered in Agenda Item 8 above.   2. **Hesworth Common Management Committee Update – MA report received on 17/10/21**   Work commenced 13.10.21 in felling and deadwooding trees in line with A. Gales Tree Condition Report for The Triangle and trees bordering Hesworth Common to the A283 and Lower Street. Anticipated completion 27.10.21.  South Downs Ranger and volunteers have, over the last month, carried out two sessions of scrub and birch removal to area B and C including the main corridor link. Work in removing trees close to the fire access routes have also been completed by the South Downs Ranger  Dates for contractors to carry out conservation scrapes in the conservation and bog areas are being arranged for November including the proposed Wild Wood area in the centre of the Common ready for planting trees supplied by CDC. Volunteers will be required to plant the trees. Contact is also being made with the scout leader to help with clearance and planting work.  Volunteers needed weekend of 27/28 November to plant trees that the Parish Council are getting from CDC. 60 Trees should be available to collect at the end of November. 10 trees to be planted along Sandy Lane and rest to be planted on Hesworth Common.   * 1. **Birchwalks wood Update - MA report received on 17/10/21**   D. Cornell cleared overhanging trees to footpaths after carrying out spraying work on Hesworth Common. We are still awaiting Bob Epsom’s woodland report indicating trees of historical value, however an area for removing birch and scrub has been established.   * 1. **Footpaths** – No issues reported   2. **Village Hall & Outside Bodies**   Nothing to report | **RD/ Julie Hawkins**  **Clerk**  **Clerk**  **ST**  **Clerk** |
|  | 1. **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.  * LGA Guidance on Member Model Code of Conduct Complaints Handling Publication – email from Nick Bennett, CDC Monitoring officer, sent to councillors on 7/10/21. No action to be taken at this time. Wait for the Model Code of Conduct to be updated by NALC. |  |
|  | 1. **Health & Safety** – an update on outstanding items and action to be taken. 2. Receive the following reports in accordance with the reporting cycle and updates on work carried out  |  |  |  |  | | --- | --- | --- | --- | | **Location** | **Next Report date** | **Location** | **Next Report date** | | Centenary Garden, Arch & Sandpit  (every 6 months) – last report 15/10/21  Responsible: MA | April 2022 | Recreation Ground & Bus Shelter (every 3 months) – last report 7/21  Responsible: Clerk | Oct 2021 | | Hesworth Common / Birchwalks Woods  (every 3 months in September to March, Monthly April to August) – last report 31/7/21  Responsible: CW | Oct 2021 | The Triangle  (every Month) – last report 18/10/21 | Nov 2021 | | Sports & Social Pavilion  (Monthly) – last report 13/10/21  Responsible: TB | Nov 2021 | Village tree inspection | When required | | Playground, Youth Area & Gym Equip – (Fortnightly)  – Last report 8/9/21 By Rob Levett  Responsible: Rob Levett | Oct 2021 | Bowls Pavilion (Monthly)  – last report 13/10/21  Responsible: TB | Nov 2021 | | Defibrillator outside Village Hall  Responsible: CW | Fortnightly checkscarried out. |  |  |   Points raised in recent reports   1. Sports Pavilion Report dated 13/10/21  * The rainwater pipes need a complete overhaul, many are leaking. * The glass in the clock is smashed and the clock is not working and is rusting. – The clock will be repaired when the revamp/ redevelopment takes place. * The overflow pipe at the rear looks to be dripping water again and there is a large puddle of water on the ground nearby. (covered above in maintenance)  1. **Tree work– Non Hesworth Common**   None | **RD/Clerk**  **RD** |
|  | 1. **Action Points updates not covered elsewhere in the Agenda** |  |
|  | 1. **Items for inclusion on the August Agenda. (No decisions can be made on matters raised under this item – for notification only.)**  * Budget 2022/23 |  |
|  | 1. **Date of next Parish Council meeting – Monday 15th November 2021 at 7.00pm – Sports Pavilion** |  |

**Meeting ended: 9.15pm**

**APPENDIX**

**District Councillors Report October 2021 – Cllr Alan Sutton**

**District Council Report to Parishes October 2021 – Alan Sutton, Fittleworth Ward**

**Customer First**

We will shortly be launching an internal campaign called ‘Customer First.’ This aims to encourage staff to put the customer at the centre of everything they do – and highlight all of the work that is taking place across the council to achieve this, including training, guidance, and achievements. We hope that this branding will then be used as an external campaign at some point next year.

**Christmas campaign**

We are currently developing a Christmas ‘Support Local’ campaign, which will build on what we achieved last year. The Observer series and V2 Radio have both agreed to partner with us on this campaign – as well as all of our usual partners

**Tree Chichester District**

As part of our DEFRA-funded subsidised tree scheme, applications for the free tree phase of the project were open between 19 July and 2 September. We received more than 100 applications.

During the upcoming planting season we will be distributing around 8,300 trees to successful applicants which included residents; community groups; landowners; schools; charities; parish councils; and, businesses.

As part of the wider scheme we will also be planting two mini urban forests in public spaces in our district, and funding tree planting on farms and private land.

For further information, please see <https://www.chichester.gov.uk/treescheme>

**The latest vacancy rate figures:**

Chichester 11.55% East Wittering 0% Midhurst – 8.3% Petworth – 4.5%

Selsey 5.4%

For comparison the British Retail Consortium using data from the Local Data Company reports overall vacancy rates were 14.5 per cent in Britain, up from 14.1 per cent in the first quarter of the year – meaning the number of empty shops has increased for the past three years.

**Business Contact Programme figures**

In August 2021, the Business Contact Programme provided support to 87 businesses across the district, helped protect 32 local jobs, saw 98 new jobs created, and assisted with funding for 46 district businesses. Responsive planning application support was also provided to 14 businesses.

**Enabling Grant 2021**

The second round of funding is currently open to new applications. This round of funding opened on 22 September and the deadline for applications is midnight on 13 October 2021. As with the first round of funding, businesses that fit the grant criteria will be eligible to apply for one of the following three grants:

• Capital Projects: up to a maximum contribution of £2,000 from the council (50% match funded).

• Website/Social Media projects: up to a maximum contribution of £1,500 from the council (50% match funded).

• Start-up Awards: up to a maximum contribution of £500 from the council (non match funded).

After the deadline, all applications will be evaluated by our economic development officers. Applicants will receive a decision within six weeks of the application closing date.

For further information please visit:

<https://www.chichester.gov.uk/enablinggrantscheme>

**Rough Sleeper Update**

Our Rough Sleeper Outreach Team has been nominated to receive a Sussex Police Ivan WesternAward Divisional Commendation for their work supporting vulnerable people during the pandemic. The awards recognise the contribution of those who have gone above and beyond what is expected of them to keep Sussex safe and protect the public. The team will be attending the awards ceremony at Arundel Castle on Monday 18th October 2021 which will be hosted by the Chief Constable and the High Sherriff of West Sussex.

**Animal Welfare Licensing**

Under the ‘Animal Welfare Licensing Regulations’ (2018) Local Authorities are required to license individuals running a business conducting certain activities involving animals. We currently have 80 licences in force, comprising businesses falling into the categories of: kennelling for cats and dogs; breeding dogs; hiring horses or donkeys; selling animals as pets; keeping or training animals for exhibition. Two officers are in the process of completing a diploma in ‘Animal Welfare Licensing’. Regular inspections - both announced and unannounced - are conducted by inspectors to ensure that conditions are appropriate, including a suitable environment, a suitable diet and competent staff. We can suspend or revoke an Animal Welfare Licence in certain circumstances