



# Fittleworth Parish Council

## PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on  
21<sup>st</sup> March 2022 at 7.00pm in Sports Pavilion.

**Present:** Parish Councillors: Jane Claxton (Chair), Mike Allin, David Brittain, Tony Broughton, Robin Dunstan, Sally Tanner and Chris Welfare.

**In attendance:** County Councillor; Janet Duncton District Councillor; Alan Sutton

Also Present: Rachel Gorvin (Clerk).

**Members of public:** 1

<b>22-041</b>	<b>Apologies for absence</b> Apologies for absence were received and accepted from Cllr Scott and PCSO Billingham.
<b>22-042</b>	<b>Minutes of the last meeting</b> The minutes of the meeting held on 21 <sup>st</sup> February 2022 were agreed as a true record and were signed by the Chair. Proposed: Cllr Dunston, seconded Cllr Broughton and agreed.
<b>22-043</b>	<b>Crime</b> Report circulated prior to meeting <a href="#">Crime and Councillor report</a> Reports of Car Parking completely on the pavement in Lower Street, opposite the Terrace, causing issues for pedestrian. The Clerk will email PCSO Billingham for advice and report to 101 and LoveWestSussex
<b>22-044</b>	<b>County Councillor reports</b> Report circulated prior to meeting <a href="#">Crime and Councillor report</a> Cllr Sutton suggested sharing the data captured from traffic strips with Tom Richardson, Rother Valley County Cllr, chairing the Task and Finish group on Highway Safety £4000 CIL money has been allocated for speed reduction in The Fleet. The Clerk will contact SDNPA to find out when this will be received. Deep pothole on The Fleet has been reported. Once a white line is around it. It should be repaired in 28 days
<b>22-045</b>	<b>District Councillor reports</b> Report circulated prior to meeting <a href="#">Crime and Councillor report</a> Cllr Sutton supplied additional information around reduction of homelessness and rough sleeping. Freelands Place opened this week, providing support for rough sleepers. Initiative set up to try to cut down on begging gangs. Cllr Sutton is working on a 3-part programme to eliminate homelessness. Clarity on the SDNPA Planning System delegation given by Cllr Sutton, a further agreement to delegate Planning Development has been agreed with CDC. SDNPA are reviewing their planning policy, and this will guide the decision making of CDC Officers. There is a delay in processing Planning applications due to a national shortage of planning Officers – CDC is offering apprenticeships to try and alleviate the problem.
<b>22-046</b>	<b>Public questions</b> None received prior to meeting.

	<p>Previous meeting enquiry about funding and location for the Jon Edger statue – Cllr Claxton has given feedback from the last meeting to Jon Edger and he will continue to look for a site, Cllr Claxton has advised that PC would like to be involved in this to secure a suitable location. The Clerk will check on the legal situation of owning the statue if it's not on PC land.</p> <p>Chairman of Football Club – dog fouling on the football pitch an issue. FFC had to clear mess from pitch to avoid game being cancelled. There are 2 signs saying no dogs allowed. The Clerk will check the condition of the existing signs. Potentially something could be put on Nextdoor, Parish Magazine and Facebook page reminding residents that dogs are not allowed on the Recreation Ground.</p> <p>Tree from Stopham Estate blocking the pavement at The Fleet – Cllr Broughton will get a photo so that the Clerk can report it to LoveWestSussex</p> <p>Ukrainian Refugees – a member of the public asked, if anyone in the village gets a refugee, then residents will be looking to start a support group. Cllr Sutton advised that support will come through CDC. There are Self-help groups on Facebook. It was agreed that the Clerk would put a message on Nextdoor, Facebook and website asking for contact details of anyone able to offer support, which could then be forwarded to hosts.</p>
<b>22-047</b>	<p><b>Declarations by Council Members of personal or prejudicial interest</b></p> <p>The Chairman reminded councillors those previous declarations still stand (as defined under the Localism Act 2011).</p>
<b>22-048</b>	<p><b>Queens Platinum Jubilee Projects</b></p> <p>The proposed recommendation from the Jubilee Working group for events over the Jubilee weekend was discussed and PROPOSED Cllr Brittain and SECONDED by Cllr Dunston. It was resolved to accept the recommendation of the Jubilee Working Group.</p> <p>Jubilee Planters – Cllr Claxton gave an outline of the Millennium Arch Planter and Maintenance project.</p> <p>4 companies were approached to provide a quote, 1 responded no, 2 didn't respond, Oakmasters agreed to cost the project.</p> <p>Discussions have been held with Oakmasters and a design produced by them, the cost for the planters and installation is £1985 plus VAT.</p> <p>A £250 grant towards the planters has been agreed by CDC. Cllr Claxton proposed a recommendation that we place an order with Oakmasters for the Planters, so that they are in place for the Jubilee weekend, with the rest of the funding coming from public donations. An article is going in the April Parish Magazine.</p> <p>Oakmasters have provided an additional quote to renovate the Arch at a cost of £11,000 plus Vat. Oakmasters are favoured as a Contractor because they will deal with the fabric of the Arch and highways issues, and no other company approached is willing to quote. Cllr Claxton advised that the article in the Parish Magazine would seek donations for both the Planters and the Arch refurbishment and dependent on the level of donations received and support from the village, then a subsequent order could be placed with the Oakmasters to have the Arch refurbished at the same time as the installation of the Planters. Oakmasters were happy with this approach.</p> <p>Resolution to commission Oakmasters to supply and install Planters by Jubilee weekend and agree maintenance plan for the Millennium Arch was Proposed by Cllr Claxton, seconded by Cllr Tanner, and agreed by meeting.</p> <p>Cllr Allin raised that it is some time since the last survey of the Arch. Cllr Claxton reported that Oakmasters inspected it in January 2022 and it is considered safe, however it does need some maintenance.</p> <p>The Clerk suggested including funding for maintenance in future budgets as it is the PC responsibility, so would be prudent to have earmarked reserves for this. The meeting felt this was a sensible approach going forward.</p>
<b>22-049</b>	<p><b>Emergency Plan.</b></p> <p>On hold until later in year</p>
<b>22-050</b>	<p><b>Parish Clerk Report</b></p>

	Report circulated prior to the meeting <a href="#">Clerk's Report</a>																																				
<b>22-051</b>	<p><b>Review of Financial Regulations and Standing Orders</b>  Financial Regulations and Standing Orders documents have been circulated. The review recommends that the Financial Regulations are updated to remove the scheme of delegation agreed in April 2020 as a response to the Covid pandemic and replace them with the scheme of delegation agreed at the Parish Council Meeting on 17<sup>th</sup> January 2022.  £500 spending limit reviewed and decided sufficient as can spend more under scheme of delegation.  The Resolution to amend the Financial Regulations was PROPOSED by Cllr Dunstan and SECONDED by Cllr Welfare and agreed by the meeting.</p> <p>The review of Standing Orders has not identified any changes required.  The Resolution to leave the Standing Orders unchanged following the 2022 review was PROPOSED by Cllr Claxton and SECONDED by Cllr Brittain and agreed by the meeting.</p>																																				
<b>22-052</b>	<p><b>Emails and Office 365</b> Most Cllrs now on official emails. Cllr Broughton expressed concern around the permissions message on apps – The Clerk will speak to CloudyIT for clarity on what this means.  CloudyIT training for Councillors to be arranged for Tuesday 12<sup>th</sup> April 6pm to 7pm via Teams</p>																																				
<b>22-053</b>	<p><b>Finance</b></p> <p>a) <b>Bank Mandate</b> – The Clerk reported that the amended mandate and change of address has now been actioned by Nat West.</p> <p>b) <b>Financial Reports</b> – the RESOLUTION to APPROVE the Expenditure v budget, approval of the Accounts and bank reconciliation for the period 31 May 2021 was PROPOSED by Cllr Dunston and SECONDED by Cllr Broughton. The motion was carried.  Bank reconciliations and the bank statements for the period ended 31 May 2021 were signed by Cllr Dunston.</p> <p>c) <b>On-Line Banking</b> – the RESOLUTION to APPROVE the application for Nat West Bankline was Proposed by Cllr Dunstan and Seconded by Cllr Tanner. The motion was carried.</p> <p>d) <b>Payments</b>  The list of payments totalling £8807.53 was agreed in accordance with Financial Regulations.</p> <table border="1" data-bbox="261 1451 1430 1904"> <thead> <tr> <th>Description</th> <th>Account</th> <th>Amount</th> <th>Chq Number</th> </tr> </thead> <tbody> <tr> <td>Clerks Salary</td> <td>FPC</td> <td>1,484.42</td> <td>2555</td> </tr> <tr> <td>Clerks expenses (Phone/Stamps/Stationary)</td> <td>FPC</td> <td>64.11</td> <td>2556</td> </tr> <tr> <td>Year End Audit Preparation Support</td> <td>FPC</td> <td>42.00</td> <td>2557</td> </tr> <tr> <td>SID device</td> <td>FPC</td> <td>4,506.00</td> <td>2258</td> </tr> <tr> <td>Heathland Mgt Work</td> <td>Hesworth Common</td> <td>2,256.00</td> <td>000057</td> </tr> <tr> <td>Felling of Birch and Rhododendrons</td> <td>Hesworth Common</td> <td>335.00</td> <td>000058</td> </tr> <tr> <td>Oak Slats</td> <td>Hesworth Common</td> <td>120.00</td> <td>000059</td> </tr> <tr> <td></td> <td>Total</td> <td>8,807.53</td> <td></td> </tr> </tbody> </table>	Description	Account	Amount	Chq Number	Clerks Salary	FPC	1,484.42	2555	Clerks expenses (Phone/Stamps/Stationary)	FPC	64.11	2556	Year End Audit Preparation Support	FPC	42.00	2557	SID device	FPC	4,506.00	2258	Heathland Mgt Work	Hesworth Common	2,256.00	000057	Felling of Birch and Rhododendrons	Hesworth Common	335.00	000058	Oak Slats	Hesworth Common	120.00	000059		Total	8,807.53	
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<b>22-054</b>	<b>Planning</b>																																				

	<p><u>a) Planning Committee Minutes</u> The minutes for the planning committee held on 24<sup>th</sup> February 2022 were received and accepted. Proposed Cllr Broughton and seconded Cllr Claxton and agreed.</p> <p><u>b) Planning Committee Recommendations</u> Cllrs Allin, Brittain and Broughton will do the recommendations and send to Clerk to be submitted via the portal. Limbourne Lane – setting out has started today. Cllr Allin will check that the drainage condition has been accepted. Grove House – No objection Garden House – Clerk to submit response by 22<sup>nd</sup> March 2022 Mants – Site visit by Planning Committee</p> <p>Birch Court – Cllr Allin queried whether the drainage issues had been resolved. Cllr Sutton advised speak to CDC Officers but it is understood that currently it is being resolved by residents and developers.</p> <p>SDNPA response to Glover landscape review. Cllr Brittain will be making a submission on behalf of the Parish Council.</p> <p>Pre-App for Church Parish Hall – Cllr Sutton reported that New Historic Buildings Officer at CDC feels the design is not appropriate, so it is being looked at again and may be resubmitted.</p> <p>Cllr Sutton to find out if near neighbours are now being written to by SDNPA when applications are submitted, as there had been a hiatus in this practice.</p>
<b>22-055</b>	<p><b>Village Maintenance arrangements</b> A report was circulated prior to the meeting. Cllr Claxton requested the Clerk ask for an extension to the contract for 1 month whilst the specification is reviewed, as the Sports &amp; Social Club were considering undertaking some of the maintenance of the Rec themselves.</p>
<b>22-056</b>	<p><b>Hesworth Common Management Meeting</b> A report was circulated prior to the meeting. The resolution to change the Committee to a Working Group and accept the Terms of Reference was PROPOSED by Cllr Allin and SECONDED by Cllr Claxton. The motion was passed</p>
<b>22-057</b>	<p><b>Action List</b> The updated action list was circulated prior to the meeting and outstanding items were reviewed and amended.</p>
<b>22-058</b>	<p><b>Working Groups</b> The Chair thanked Councillors for their comprehensive written reports which were circulated prior to the meeting and were very helpful and informative whilst also saving valuable meeting time.</p> <p><b>a) Community Hub Working Group</b> T2 Architects site meeting not set up yet. Cllr Claxton is trying to get something ready for Jubilee events if possible.</p> <p><b>b) Communications Working Group</b> – nothing to report</p> <p><b>c) Save The Swan Working Group</b> Wade Houlden reported that his contact at Stonegate had reiterated that Stonegate is still in negotiations; as it needs so much money spending on repairs, it needs to go to the Stonegate board for approval. Cllr Claxton has written to say that the Planning Committee are considering getting it registered as an Asset of Community Value. Cllr Sutton will raise with Andrew Griffiths MP</p> <p><b>d) Maintenance Working Group</b> – nothing to report</p> <p><b>e) Highways &amp; Traffic Working Group</b> A report from Cllr Tanner was circulated prior to the meeting. <a href="#">Traffic Report</a></p> <p><b>f) Hesworth Common Management Committee</b></p>

	<p>Cllr Allin reported that there were 18 volunteers on March 13<sup>th</sup>. Best turnout for some time and good work completed. New seat going up at Trig point and other seats repaired. Tree work completed to increase views from the hills.</p> <p><b>g) Birchwood Walks</b> HCMWG recommended to spend £140 approx on young trees, and plan for a circular footpath.</p> <p><b>h) Footpaths</b> Cllr Allin to arrange a contractor to do strimming of footpath leading to Churchwood from the village .</p> <p><b>i) Village Hall &amp; Outside Bodies</b> Nothing to report other than to note the vacancy for a Chair remains.</p> <p><b>j) Flood Resilience Working Group</b> – nothing to report</p>
<b>22-059</b>	<p><b>Sports Pavilion</b> – Licence extension – offer to renew for another year on existing terms. The Clerk to email the Sports Club Treasurer and Chair. Proposed Cllr Allin seconded Cllr Welfare, motion carried.</p>
<b>22-060</b>	<p><b>Correspondence</b> – Report of Correspondence received circulated prior to the meeting. Agreed to keep the GACC membership for 2022-23</p>
<b>22-061</b>	<p><b>Chair’s Announcements</b> None</p>
<b>22-062</b>	<p><b>Matters Raised by Councillors</b> None</p>
<b>22-063</b>	<p><b>Date of next meetings: 25<sup>th</sup> April 2022</b></p>

There being no other business the meeting concluded at 9:17pm

Signed:

Date:

