



Fittleworth Parish Council

PARISH COUNCIL MEETING

**Minutes of the Parish Council Meeting held on
16th May 2022 at 6.30pm in Sports Pavilion.**

Present: Parish Councillors: Jane Claxton (Chair), David Brittain, Tony Broughton, Wade Houlden, Chris Welfare, and Robin Dunstan. Mike Allin joined part way through the meeting

In attendance: Rachel Gorvin (Clerk)

Members of public: 0

22-088	<p>To Elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office</p> <p>Cllr Jane Claxton indicated that she was prepared to continue as Chair. Cllr Brittain Proposed that Cllr Claxton be re-elected as Chair of Fittleworth Parish Council – this was seconded by Cllr Broughton and unanimously agreed. Cllr Claxton signed the Declaration of Acceptance of Office in the presence of the clerk</p>
22-089	<p>To Elect the Vice-Chair of the Council and to receive the Vice-Chair's Declaration of Acceptance of Office</p> <p>Cllr_Lee Scott was unable to attend the meeting but had indicated that he was prepared to continue as Vice Chair. Cllr Claxton Proposed that Cllr. Scott be re-elected as Vice Chair of Fittleworth Parish Council – this was seconded by Cllr Houlden and unanimously agreed. Cllr Scott to sign the Declaration of Acceptance of Office later in the presence of the clerk.</p>
22-090	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllr Tanner, Councillor Allin (joined part way through meeting), Cllr Scott, County Councillor Janet Duncton and District Councillor Alan Sutton.</p>
22-091	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on 25th April were agreed as a true record and were signed by the Chair. Proposed: Cllr Welfare, seconded Cllr Broughton and agreed by meeting.</p>
22-092	<p>Public questions</p> <p>None received prior to the meeting.</p> <p>Sports and Social Club – Car parking on the recreation ground during the garden trail, Sports Club hadn't been notified and cricket practice had to be cancelled due to the risk of damaging a car. Parking had not been agreed by PC, Cllr Tanner is investigating who opened the gate.</p> <p>Questions raised about the Swan. The application for registering as an ACV is being dealt with at CDC. CDC have requested confirmation of clubs, societies, and groups who have used the Swan as a meeting place, formally or informally. Written evidence is required. Cllr Broughton to write confirming Planning Committee meetings, Cllr Allin to write confirming Hesworth Common Working Group.</p> <p>Need to confirm that representatives from Hort Society, Friends of Fittleworth Church and Carol singers will write.</p> <p>CDC Historic Building Officer has been contacted again and is now undertaking a site visit with Stonegate. This may involve compiling a schedule of work.</p>
22-093	<p>Declarations by Council Members of personal or prejudicial interest</p>

	The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).
22-094	<p>Review of Delegation arrangements to Committees, Sub Committees, Working Groups, Staff, other Local Authorities and bodies</p> <p>Papers with details of all the above were circulated prior to the meeting for Councillors to review.</p> <p>It was agreed that the Finance and Resilience Committee and Coronavirus Working Group, both formed as a response to the Covid 19 restrictions, were no longer required.</p> <p>The Communications Working Group now consists of the Clerk and Margaret Welfare, who would appreciate further support. Cllr Houlden to try and find an interested party who could help with Press releases and keeping the website and Social Media platforms updated.</p> <p>The meeting agreed to continue with all other arrangements.</p>
22-095	<p>Review of Terms of Reference for Committees</p> <p>Papers circulated prior to the meeting for Councillors to review. The meeting agreed that no changes were required.</p>
22-096	<p>Appointment of members to existing Committees</p> <p>Papers circulated prior to the meeting for Councillors to review. The meeting agreed that no changes were required.</p>
22-097	<p>Appointment of any new Committee</p> <p>None proposed</p>
22-098	<p>Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses</p> <p>Papers circulated prior to the meeting for Councillors to review. The meeting agreed that the Grasstex arrangement to continue until end of season and then review for next year.</p>
22-099	<p>Review of representation on or work with external bodies and arrangements for reporting back</p> <p>Papers circulated prior to the meeting for Councillors to review. The meeting agreed no changes necessary except for CDC – Parish meetings, which will be attending on ad hoc basis depending on content.</p>
22-100	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Asset register circulated prior to the meeting. 2 items added, Hesworth Common Information Board and Portable Speed Gun.</p> <p>Should Shop extension be added? PC to investigate.</p> <p>SID and Planters to be added when received and installed.</p>
22-101	<p>Confirmation of arrangements for insurance cover in respect of all insured risks – arranged through Gallagher, policy is with Hiscox, including £10million public liability cover. Agreed and review in. The Clerk to email Gallagher with change of address.</p>
22-102	<p>Review of the council's and/or staff subscriptions to other bodies. Details were circulated prior to the meeting for Councillors to review. The meeting agreed to continue with subscriptions to NALC, WSALC, SLCC and GACC.</p>
22-103	<p>Review of the council's complaints procedure – document circulated prior to the meeting for Councillors to review. The meeting agreed that no changes were required.</p>
22-104	<p>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation – document circulated prior to the meeting for Councillors to review. The meeting agreed that no changes were required aside from review of photocopying costs.</p>
22-105	<p>Review of the council's policy for dealing with the press/media – document circulated prior to the meeting for Councillors to review – the meeting agreed to delegate to Comms working group for review.</p>
22-106	<p>Note the Council's employment policies and procedures were reviewed at the time of the appointment of the New Clerk in October 2021 noted</p>
22-107	<p>Note the Council's incurred no expenditure under s.137 of the Local</p>

	Government Act 1972 or the general power of competence as the policy is currently under review. noted
22-108	Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of Council – The meeting agreed to continue to hold to Parish Council meetings on the 3 rd Monday of the month excluding Aug and Dec, but to include a provision date of the 2 nd Monday in December for agreeing the budget of required.
22-109	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 All mailing list distribution emails are circulated to Councillors when received. A resident had drawn the PC attention to the WSCC Task and Finish Group on Road Safety. Cllr Tom Richardson, Chair of the Task and Finish Group is attending the parish Meeting at 7.30pm.
22-110	Items for inclusion on the June Agenda. None raised
22-111	Date of next meeting: Monday 20th June 2021 at 7.00pm in the Pavilion Building

There being no other business the meeting concluded at 19:26

Signed:

Date: