



# Fittleworth Parish Council

## PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on  
26<sup>th</sup> September 2022 at 7.00pm in Sports Pavilion.

**Present:** Parish Councillors: Jane Claxton (Chair), David Brittain, Tony Broughton, Robin Dunstan, Sally Tanner, Chris Welfare and Wade Houlden  
**In attendance:** County Councillor: Janet Duncton, District Councillor Alan Sutton  
**Also Present:** Rachel Gorvin (Clerk),  
**Members of public:** 0

<b>22-150</b>	<b>Apologies for absence</b> Apologies for absence were received and accepted from Cllrs Lee Scott and Mike Allin
<b>22-151</b>	<b>Minutes of the last meeting</b> The minutes of the meeting held on 17 <sup>th</sup> July 2022 were agreed as a true record and were signed by the Chair. Proposed: Cllr Dunstan, seconded Cllr Broughton and agreed by the meeting.
<b>22-152</b>	<b>Crime</b> – still no dedicated PCSO and no report received.
<b>22-153</b>	<b>County Councillor reports</b> – A <a href="#">report</a> from Cllr Duncton was circulated prior to the meeting. Regarding the proposed TRO on The Fleet, Cllr Duncton supports in principle however, if our application does not meet WSCC criteria she can't. FPC unable to submit if it's going to be rejected. Cllr Claxton has spoken to WSP and they have suggested that we need to talk to local Highways Officer and could possibly submit it as part of a combined proposal with other safety proposals. Could possibly defer until WSCC Speed policy decision but this now probably won't be until late 2022/early 2023. Cllr Duncton will try and find out the timescales. Question raised about SDNPA as local Ranger has left – Cllr Duncton advised they are facing funding challenges which has led to reduction in staffing numbers, and she will find out who will be replacing Charles Winchester as Ranger.
<b>22-154</b>	<b>District Councillor reports</b> – Cllr Alan Sutton gave a verbal report – CDC expect no change to service provision in the next 12 months. They have Statutory services they need to provide, others they don't have to provide. There have been some reorganisations to help efficiency. Some services costing more, waste service very challenged for example. There is a Service review framework in place that looks at priorities. Cllr Sutton highlighted the CDC Supporting You campaign – a campaign with dedicated officers to signpost residents in need to services and support. There is a new grant scheme funding support for Ukrainian Refugees – Community groups and parishes can apply. <a href="#">Supporting Ukraine refugees: Chichester District Council</a>  Cllr Brittain asked about electric vehicle charging – he noticed that CDC are not part of the West Sussex vehicle charging scheme. Cllr Sutton explained this was because they have already done the things that were being proposed on CDC owned land.  The Swan Inn ACV – Cllr Houlden apologised for <del>Alan</del> Cllr Sutton's <del>is</del> -time spend rushing the application in for it then to be withdrawn, however FPC are intending to resubmit at some point. Owen Broadway is the heritage officer at CDC, if they email the Officer can they copy Cllr Sutton in and he can then keep track of things

	<p>Cllr Dunstan asked about Bin collections as no collections for 3 weeks – Cllr Sutton explained that the service was suspended for QE2 funeral and unable to catch up, but you can leave extra bag out.</p>
<b>22-155</b>	<p><b>Public questions</b> Chris Linford of Wyncombe Close regarding bridleway 677_2;</p> <p>Unfortunately, I cannot manage the 19 September but I would love to ask the question as to whether the Parish Council would follow up my proposal that this anomaly of the missing link in the bridleway should be corrected. All it requires is finding a couple of residents who can confirm that they have used this bridleway for 20 years and filling in the form. Can you ask this question on my behalf? It would be a real tragedy for the area if this bridleway was closed.</p> <p>Cllr Dunstan offered to speak to the resident about this. RG to send the maps and link to Cllr Dunstan and contact number to resident.</p> <p>Question from PCC – possibility of using the Scout and Guide hut for toilets for Church, would we support change to lease to allow additional users at the Scout and Guide Hut.</p> <p>Church trying to provide toilets – unable to do this on site. It would need new path to be constructed. Lease states that scouts and guides only can use the building. Cllr Brittain advised that there should be some arrangement for new trustees and would require a deed of variation. Meeting prepared for variation in use to be investigated. Clerk to contact Scout and Guide Group in the first instance.</p>
<b>22-156</b>	<p><b>Declarations by Council Members of personal or prejudicial interest</b> The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).</p>
<b>22-157</b>	<p><b>Emergency Plan.</b> – Winter Resilience Plan has been updated by Clerk. Wrong date noted, Clerk to amend. Proposed Cllrs Welfare and seconded Cllr Broughton and agreed by the meeting. Further work required for year-round resilience plan.</p>
<b>22-158</b>	<p><b>Parish Clerk Report</b> - a <a href="#">report</a> was circulated prior to the meeting. Pavers – invoice was £200 over the estimate. 1 or 2 pavers that were not cracked but needed reseating have not been done. Invoice will be held whilst Cllrs Broughton and Allin find out why more than estimate. The Clerk reported that no provision for the Sports pavilion fire alarm system had been made in previous budget as everything on hold during pandemic, however there are EMRs that could be reallocated to pay for to pay for the KBO Fire system. Resolution to move EMR from Playground/Rec Ground and Asset replacement proposed by Cllr Claxton and seconded by Cllr Broughton and agreed by the meeting. Further unbudgeted repairs needed on the Sports Pavilion – cracked and loose pavers presenting a trip hazard and fire doors needing attention. Resolution to spend £600 from general reserves to pay for unbudgeted repairs proposed by Cllr Broughton and seconded by Cllr Brittain and agreed by the meeting. Planning Committee to agree the June July and August versions of minutes and send to Clerk for uploading to the website. Table tennis net – Cllrs Broughton and Dunstan will investigate to see if a solution can be found. Timbers support wall in playground – Cllr Tanner thinks that Mick from the Shop committee had a look at this and will find out. Centenary gardens bench – Cllrs Broughton and Allin will have a look. Alan Thornhill sculpture – location to be decided. Cllr Tanner will speak to the shop</p>

about the location under the 2 trees at the front of the shop as the Sports Club can't lose anymore of the Recreation Ground. Once sites identified will need to go out to the Parish to consult on location.  
 Cllr Dunstan noted that building materials from the shop still on the recreation ground and needs moving.  
 RGC – there will be a meeting at 6.30 on 17<sup>th</sup> October 2022 ahead of the Parish Council meeting.

**22-159**

**Finance**

- a) **Grants and Donations Policy** – Resolution to accept the new [policy](#) was proposed by Cllr Broughton and seconded by Cllr Dunstan and agreed by the meeting.
- b) **On-Line Banking** – the Clerk will send to Cllr Welfare to see if he can open the form
- c) **Payments**

The list of payments totalling £9656.84 was agreed in accordance with Financial Regulations.

FPC

Inv Date	Payee	Description	Amount
01/08/2022	Cloudy IT	Monthly Fee Aug	70.20
01/09/2022	Cloudy IT	Monthly Fee Sept	70.20
27/05/2022	Grasstex Ltd	Grass cutting May	331.44
30/07/2022	Grasstex Ltd	Grass cutting and Alley Dick July	287.28
31/08/2022	Grasstex Ltd	Grass cutting and hedges	555.35
30/08/2022	Moore	External Audit	360.00
14/08/2022	Netwise	Domain Renewal	24.00
29/07/2022	WSCC	Payroll July	1,021.33
02/09/2022	WSCC	Payroll September	1,021.33
26/08/2022	Oakmasters	Planters	2,382.00
07/09/2022	Clerks expenses	Mulberry and Co budget Training	42.00
20/09/2022	Gallagher	Insurance	2,013.76
26/09/2022	R Godfrey	Drainage meeting costs	13.95
		Total Approved for payment 19/09/2022	<b>8,192.84</b>

**Hesworth Common**

Inv Date	Payee	Description	Amount
17/08/2022	Arboricultural Excellence	Clear fallen tree Sandrock	660.00
03/08/2022	Arboricultural Excellence	Call out to fallen tree Sankrock	144.00
17/08/2022	Daniel Cornell	Bracken Spraying	660.00
		Total Approved for payment 19/09/2022	<b>1,464.00</b>

- d) **Financial Reports** – YTD financial reports circulated prior to the meeting were reviewed and noted by the meeting. [Summary Receipts and Payments](#), [EMR](#),

	<a href="#">Detailed receipts and payments.</a>
<b>22-160</b>	<p><b>Planning</b></p> <p>a) <u>Planning Committee Minutes</u> The <a href="#">minutes</a> for the planning committee held on 1<sup>st</sup> September 2022 were received and noted.</p> <p>b) <u>Planning Committee Recommendations</u> Sorrels Farm – Cllrs Allin and Broughton have done a site visit and will defer to Arboriculture Officer’s decision. Land adjacent to Garden House – a comment was submitted by the Clerk and is on the SDNPA website Campsite in Coldwaltham– to be discussed at next meeting as adjacent to Fittleworth Parish Boundary.</p>
<b>22-161</b>	<p><b>Action List</b></p> <p>The updated <a href="#">action</a> list was circulated prior to the meeting and outstanding items were reviewed.</p>
<b>22-162</b>	<p><b>Working Groups</b></p> <p>a) <b>Community Hub Working Group</b> – A <a href="#">report</a> from the CHWG was circulated prior to the meeting. The recommendation from the CHWG is for FPC to contribute 1/3 of initial Architects fee. A Resolution to accept the Working group’s recommendation was proposed by Cllr Claxton and seconded by Cllr Brittain and agreed by the meeting.</p> <p>b) <b>Communications Working Group</b> – no progress to report.</p> <p>c) <b>Save The Swan Working Group</b> – Cllr Houlden gave a verbal report on progress regarding the Swan Inn heritage. The renovation work at the pub is ongoing, clearing out the rooms and Angus has plans for garden. Kate <a href="#">Felus?</a> is driving the research on the Paintings Room and had a meeting with historic England and together with Margaret Welfare trying to establish what is still on site and what is missing, think maybe 4 or 5 paintings unaccounted for. Some of the paintings have a <a href="#">Tovey’s</a> auctioneer’s stickers on back, suggesting that someone may have entered paintings into an auction, possibly around 2010/11. The auctioneer’s records are destroyed after 7 years, so unable to tell us what was put up for auction. One of the 3 visitors’ books is missing – apparently it was paid for by donations from the village but has since been sold in the 1990’s. Angus has put a reward up for it, AVC – discussion around resubmitting. Wade to investigate how long we can hold it for. 2 more incidents with the stones on the green in front of the Swan. PC will keep the situation under review, as we don’t want cars parking on the grass. FPC and management of The Swan are working with WSCC Highways on enhancements to the parking in front of The Swan.</p> <p>d) <b>Maintenance Working Group</b> TB to look at pavers again as one or two are still wobbly.</p> <p>e) <b>Highways &amp; Traffic Working Group</b> – Locations for the SID to be finalised and a new map produced, and storage for portable post and SID when not in use agreed. Then we can get a quote for the posts and maintenance, (SID needs to be moved fortnightly). Schedule of movements to be produced and funding discussed. HTWG hope to get approval for village gates. We have been reassured that Roundels will be painted at key locations. Speedwatch will be patrolling again. Car Transporter seen today in School Lane, at approx. midday possibly RCA? Clerk to see if can find company and write. Upper Street hedge being dealt with, land agent has been contacted by Clerk and WSCC. Cllr Dunstan mentioned the state of the road signs around the village, obscured by vegetation. Reports of overgrowing vegetation should be sent to LoveWestSussex, as WSCC have enforcement powers to get landowners to</p>

	<p>cut back. Clerk to send link to Councillors.</p> <p><b>f) Hesworth Common Management Working Group</b> A written <a href="#">report</a> from Cllr Allin was circulated prior to the meeting. Dan Cornell to remove bracken. Funding available to be confirmed.</p> <p><b>g) Birchwood Walks</b> included in Hesworth Common report.</p> <p><b>h) Footpaths</b> Nothing to report – the Clerk was asked to email the WSCC Access Officer for a report on the August survey of Rights of Way.</p> <p><b>i) Village Hall &amp; Outside Bodies</b> Next meeting 13<sup>th</sup> October – no invoices yet, Cllr Welfare to chase</p> <p><b>j) Flood Resilience Working Group</b> – have had meeting with WSCC and Duncan Kier will come back with suggestions for Operation Watershed funding. It has been requested that the Clerk keeps all correspondence about drainage in one folder. The Clerk reminded Cllrs about using the PC emails for PC business, otherwise it can be hard to track correspondence.</p>
<b>22-163</b>	<p><b>Sports Pavilion</b> Cllr Dunstan reported that Cellar door has replaced and the wall at the rear fixed at the SSC expense. Open 3 nights a week as it's now dark on the evening and the football training is offsite. The Clerk will contact Julie Hawkins about getting the fire alarm installed.</p>
<b>22-164</b>	<p><b>Chair's Announcements</b> None</p>
<b>22-165</b>	<p><b>Matters Raised by Councillors</b></p>
<b>22-166</b>	<p><b>Date of next meetings:</b> 17<sup>th</sup> October 2022, 7pm, at The Sports Pavilion</p>

There being no other business the meeting concluded at 09:15

Signed:

Date: