



Fittleworth Parish Council

PARISH COUNCIL MEETING

**Minutes of the Parish Council Meeting held on
20th February 2023 at 7.00pm in Sports Pavilion.**

Present: Parish Councillors: Mike Allin, David Brittain, Tony Broughton, Lee Scott (Chair), Sally Tanner and Chris Welfare.

In attendance: County Councillor Janet Duncton and District Councillor Alan Sutton

Also Present: Rachel Gorvin (Clerk).

Members of public: 0

22-223	Apologies for absence Apologies for absence were received and accepted from Cllr Claxton, Cllr Dunstan and Cllr Houlden.
22-224	Minutes of the last meeting The minutes of the meeting held on 16 th January 2023 were agreed as a true record and were signed by the Chair. Proposed: Cllr Broughton, seconded Cllr Allin and agreed by the meeting.
22-225	Crime – feedback was received from Cllr Brittain who has attended the NPT Parishes Monthly Meeting and Sussex Police and Crime Forum.
22-226	County Councillor reports – a report was submitted by Cllr Janet Duncton prior to the meeting. The WSCC Budget was agreed, a 4.99% increase. Hallelujah Corner potholes being repaired overnight 21 st Feb. The St Richards Terrace fence was finally repaired Thursday 16 th Feb after being reported in August 2022. There is a meeting about the A29 landslip in Pulborough on Monday February 27 th
22-227	District Councillor reports – CDC budget has been agreed. Only £3.50 a week of Council Tax goes to CDC. CDC have recently run 2 successful events – The Barista's Championship which was Live streamed globally. The Laser Show was paid for from levelling up funding – will be spreading out across the District. We are in the run up to the Elections. This year there is a requirement for photo ID. Certified ID is available from CDC for anyone who doesn't have a drivers licence, Passport or other acceptable ID. CDC Draft Local Plan currently out for Public consultation which ends 22 nd March. The Housing number requirement covers a period from 2021-2039, so some may already have been built. SDNP Local Plan is currently being reviewed. Cllr Scott asked about Amen Yard which it seems the SDNPA are likely to refuse – is there anything more the PC can do as strong local feeling about the loss of this as a business site – Cllr Sutton advised that strong evidence required to swing decision. Questions also raised about Enforcement issues because we don't get any feedback on where they are – Douglaslake -appeal dismissed, but is the business still continuing? Rew Cottage – replacement building refused but is the agricultural access being used for domestic use? Cllr Sutton will enquire on FPC behalf. The Swan – pre-app advice has been sought so not in the public domain – Planning Officers still in discussions with applicant.

22-228	Public questions – none received.
22-229	Declarations by Council Members of personal or prejudicial interest The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).
22-230	Parish Clerk Report - a report from the Clerk was circulated prior to the meeting.
22-231	Playground Repairs – We have had a quote for repairs identified in the Playground inspection. Cllrs Allin and Broughton will have a look to see if they can do the jet washing. Cllr Sutton mentioned Rural community funding from CDC possibly available. Clerk to obtain a 2 nd quote for works.
22-232	Emails and Microsoft 365 – licence renewal – It was agreed to continue with the existing arrangement and review in 2023.
22-233	Repairs to the Pavilion Roof Clerk to email Football Club about the goal posts on the roof. Meeting agreed to accept Jones Bros quote for repairs, to be booked in asap.
22-234	Dog Walking/Training group on Hesworth Common After discussion it was agreed that the Clerk would write and say that whilst dog walking is allowed, Commercial enterprises not permitted due to the sensitive nature of the site. On the day in question there were more than 4 dogs were in the group on that occasion and some people find it disconcerting to walk through a group of dogs, and there is insufficient parking spaces for that number of people.
22-235	Parish Meeting – Cllrs felt that a decision on the Parish Meeting should be delayed until the Annual Parish Council Meeting on 15 th May.
22-236	SID post and socket funding – Due to the delay in obtaining all the relevant permissions and licences, the quote from Wilbar has increased by £458.99. The resolution that the amended quote be accepted was proposed by Cllr Scott and seconded by Cllr Tanner and agreed by the meeting. The Clerk will instruct Wilbar to carry out the work asap.
22-237	Policy document reviews – all documents were circulated prior to the meeting and comments received from Councillors. The following revised documents were presented for adoption and agreed by the meeting. Resolution to adopt revised documents; a) Financial Regulations – Proposed Cllr Broughton, Seconded Cllr Scott b) Standing Orders – Proposed Cllr Allin, Seconded Cllr Welfare c) Grievance Policy – Proposed Cllr Scott, Seconded Cllr Allin d) Data protection Policy – Proposed Cllr Broughton, Seconded Cllr Broughton e) Complaints procedure – Proposed Cllr Scott, Seconded Cllr Brittain f) Disciplinary Policy – Proposed Cllr Scott, Seconded Cllr Broughton g) Equality Policy – Proposed Cllr Welfare, Seconded Cllr Allin h) Financial Pensions Discretion Policy – Proposed Cllr Tanner, Seconded Cllr Scott i) Footpath Charter – Proposed Cllr Scott, Seconded Cllr Broughton J) Freedom of Information Procedure – Proposed Cllr Allin, Seconded Cllr Scott k) Media and Communications Policy – Proposed Cllr Broughton, Seconded Cllr Welfare l) Members Allowance Policy – Proposed Cllr Allin, Seconded Cllr Welfare m) Model Councillor Code of Conduct – Proposed Cllr Scott, Seconded Cllr Allin n) Risk Management Policy – Proposed Cllr Broughton, Seconded Cllr Brittain o) Sickness and absence policy – Proposed Cllr Scott, Seconded Cllr Welfare All resolutions were agreed by the meeting
22-238	Finance a) Financial Reports – The February YTD report was noted. Bank reconciliation and statements were noted and signed.

b) **Payments**

The list of payments totalling £6195.74 was agreed in accordance with Financial Regulations.

Inv Date	Inv No	Payee	Description	Amount	
FPC					
08/02/2023	SM27101	Rialtus Business Solutions	2023/24 Licence	239.34	
01/02/2023	45UD025-0008	Parish Online	2023/24 Licence	54.00	
01/02/2023	Inv-2488	CloudyIT	Feb Fee	70.20	
06/02/2023	16477/ARJ	Jones Bros	Pavilion Roof Inspection	198.00	
22/12/2022	504134	KBO Fire & Security	Pavilion Fire Alarm deposit	1,793.40	
26/01/2023	INV-0280	DS Electrical	Fused spur for Fire Alarm	160.00	
20/01/2023	INV-0425	Arboricultural Excellence	Crown lift oak Alley Dick	1,380.00	
20/02/2023	Grant	Fittleworth Parochial Church	Grant award	300.00	
20/02/2023	Grant	Air Ambulance KSS	Grant award	200.00	
20/02/2023	Grant	Sylvia Beaufoy Centre	Grant award	100.00	
20/02/2023	Grant	F4Sight Vision	Grant award	100.00	
27/01/2023	WSCC	WSCC	Payroll January 2023	1,152.00	
18/01/2023	Expenses	Rachel Gorvin	Print cartridges	60.00	
			Total Approved for payment 16/01/2023	5,806.94	
Hesworth Common/Birchwalk Woods					
09/02/2023	2023-04	Ben Tavener	Fell dangerous trees	350.00	
20/02/2023	Expenses	Mike Allin	Ranger exps and materials	38.80	
			Total Approved for payment 16/01/2023	388.80	
				6,195.74	

22-239	Planning <u>a) Planning Committee Minutes</u> The minutes for the planning committee held on 26 th January 2023 were received and noted. Save for an incorrect date, Item 2 should read 5 th January 2023. <u>b) Planning Committee Recommendations</u> An update on Birch Court new attenuation tank was requested – it has been approved at SDNPA, but still needs to be carried out.
22-240	Action List To be updated
22-241	Working Groups a) Community Hub Working Group – meeting 28 th Feb to review Architects proposal. b) Communications Working Group nothing to report. c) Save The Swan Working Group Cllr Houlden is meeting CAMRA and the Good Beer Guide with Swan management. The new management are still in discussion with SDNPA Planning and Heritage teams. d) Maintenance Working Group – Sculpture – the cost of the base had not been budgeted for. The resolution to transfer £1000 from 23/24 Tree works budget to Village Maintenance budget to pay for the base was Proposed by Cllr Broughton and Seconded by Cllr Allin. The Clerk will respond to SDNP on the Trashescreen completion certificate. Cllrs Allin and Broughton have inspected soil disposal in Alley Dick and will tidy it up. They have concreted the finger post in School Lane at Alley Dick. e) Highways & Traffic Working Group – SID installation of posts and sockets is progressing and the Village Gates project is ongoing - meeting 7 th March. f) Hesworth Common Management Working Group – Cllrs Allin and Broughton have a meeting with Nigel Hiscock. Defra policy will only fund capital works, not revenue, so only useful if planning to extend the Heathland area. However extended funding is required to maintain it. Nigel Hiscock doesn't think the Defra funding is suitable for Hesworth. They are going to meet Colin Headley – he did the last 3-year plan. Meeting Monday 27 th 2pm with SDNP and others to discuss where we can get funding from. Could we possibly use some CIL money? Cllr Allin says we need someone to take it over the Hesworth Management and we need a tree warden. Environmental Land management. SDNP Volunteers coming Tuesday 14 th March. It was suggested that the Kings Coronation Big Help Out event on Monday May 8 th could be used to attract village participation in management and maintenance. Maybe a meeting at Trig point to try and attract volunteers. g) Birchwood Walks – dangerous trees leaning over path have been felled. h) Footpaths – Nothing to report. i) Village Hall & Outside Bodies – Nothing to report. j) Flood Resilience Working Group – Nothing to report.
22-242	Sports Pavilion – Fire alarm is being installed.
22-243	Correspondence – CAGNE forum – No volunteer to attend was forthcoming but we will continue to get updates
22-244	Chair's Announcements Election packs are being distributed by CDC from 1 st March and will be forwarded by the Clerk.
22-245	Matters Raised by Councillors

22-246	Date of next meetings: 20th March 2023
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There being no other business the meeting concluded at 21:43

Signed:

Date: