



# Fittleworth Parish Council

## PARISH COUNCIL MEETING

**Minutes of the Parish Council Meeting held on  
17<sup>th</sup> April 2023 at 7.00pm in Sports Pavilion.**

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

<b>23-001</b>	<b>Apologies for absence</b> Apologies for absence were received and accepted from Cllrs Wade Houlden, Robin Dunstan.
<b>23-002</b>	<b>Minutes of the last meeting</b> The minutes of the meeting held on 20 <sup>th</sup> March 2023 were agreed as a true record and were signed by the Chair. Proposed: Cllr Scott and seconded Cllr Broughton and agreed by the meeting.
<b>23-003</b>	<b>Crime</b> – Cllr Brittain provided notes from Sussex Police and Crime Panel and the Neighbourhood Policing Team Parishes Meeting March.
<b>23-004</b>	<b>County Councillor reports</b> – Cllr Duncton submitted a report prior to the meeting. In addition, she reported that Diversion signs around Midhurst Closure have been improved. UK Harvest – coming to Petworth monthly. Press release is on the Fittleworth website. Over 90% of first choice school places allocated. Hallelujah Corner – needs a road closure for proper repair, previously temp repair, is on list to be done. 28-day repair target for potholes not being achieved due to volumes being reported. Clerk to email Cllr Duncton the photo of the damage to road signs and triangle junction of Bedham Lane and A283.
<b>23-005</b>	<b>District Councillor reports</b> – Cllr Sutton gave a verbal report – Midhurst Road Closure - waiting for the fire report, but need access to site to do this, will potentially be several weeks before road reopens. Any issues with enforcement – put in writing to Enforcement team but copy him in. Cllr Allin raised the Flood resilience group is concerned about the response from WSCC Officer regarding discharge of conditions for Limbourne Lane site – WSCC have objected to discharge of conditions, as their view is that they have not complied. This has been forwarded to CDC drainage Officer Duncan Kier and Kevin McNay, WSCC coastal waters. Cllr Sutton advised to write to Tim Slaney SDNPA as Planning App was called in. Planning Committee to write to SDNPA. Cllr Allin to speak to developer and follow up with email as can't sell houses until conditions discharged. Midhurst Businesses – CDC £300k support provided to support businesses. CDC have provided Emergency Housing for residents in Chichester and now Housing Officers are trying to get displaced tenants back into Midhurst. Support from Community has helped individuals.

	<p>Worthing Homes – FPC have concerns about the local connections being applied. Cllr Sutton will check that CDC Housing Officers will attend the meeting on 25<sup>th</sup> April.</p>
<b>23-006</b>	<p><b>Public Questions –</b>  A number of detailed questions around parking in front of the Swan, the adjacent field and potential alternative solutions and the funding thereof, were received from two residents, Mr Varvill and Mrs Mellers. Following advice from WSALC (West Sussex Association of Local Councils), the body responsible for advising Local Councils, due to the amount of time between the questions being submitted, (received earlier on the 17th April), and the meeting, and the amount of detail involved, the Parish Council determined they needed time to consider in detail before responding. A response will be made in due course".</p> <p>The Chair noted that the Swan Green enhancement project came from a place making suggestion in the Hamilton Baille Report of September 2018 and has been in the public domain for some years and formed part of the Traffic Calming pilot submission which was presented to the SDNP in October 2020. Regular updates around progress have featured consistently in the Monthly Parish Magazine update.</p> <p>The Parish Council have submitted a CIL bid centred around the Serpent Trail which runs through the village to improve pedestrian and cycle access throughout the village. Enhancements to the public realm in front the Swan, having defined pedestrian routeways and regularising parking for the public, formed part of the submission with the ambition of modifying driver speeds and behaviours, a central feature of the Hamilton Baille report.</p> <p>A Public consultation has been arranged to consult with the village on the proposal and is booked for 23rd May in the Village Hall. 6-8pm.</p> <p>Cllr Sutton noted that the Parish Council currently have no weighted input as a planning matter while it is a Pre-Application advice, they will become a consultee if/when an application is submitted, as will all members of the public.</p> <p>The Clerk has been in contact with WSALC (West Sussex Association of Local Councils) and been advised that there is nothing to suggest that the Parish Council have acted inappropriately.</p> <p>WALSC and Cllr Sutton advise that as the Planning authority is the decision maker, the residents should express their concerns to SDNPA.</p> <p>There has been a separate query from a member of the public about Disabled access to Pavilion – not suitable for mobility scooters – this will be discussed with S&amp;SC.</p>
<b>23-007</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>23-008</b>	<p><b>Clerk Report –</b> The Clerk circulated a report prior to the meeting which included.</p> <p>The SID is now operational – concern expressed by a local resident around a high post outside house in Lower Street – Chair reported that the residents were no longer concerned about it. The Traffic group will need to find a location to store the mobile post – the Clerk was asked to follow up with Wilbar again to establish whether they would be able to store it.</p> <p>New bench for centenary garden – Cllr Broughton has found a suitable bench. The donor would like the same engraving on it. Need a quote for engraving. Cllr Allin</p>

	<p>and Broughton will speak to the donor. They will get a quote for tree works.</p> <p>Alan Thornhill sculpture – wording for plaque – The Cllrs felt the reference to the Coronation should be separate from the Rotherwood reference - Cllr Scott will come up with some alternative wording.</p> <p>Meeting agreed to note clarification of minute 22-179 c) dated 17<sup>th</sup> October 2022, regarding the donation from Res-nonverba.com, accepted by the Parish Council as empowered under section 139 of The Local Govt Act 1972.</p> <p>Swan Green – The Clerk will ask Cllr Houlden if he can attend CDC offices to check whether it is registered as a Village Green or Common Land.</p>																																																		
23-009	<p><b>Election Results</b> - As there were 7 candidates nominated for 9 seats, the following have been elected uncontested. Mike Allin, Tony Broughton, Jane Claxton, Robin Dunstan, Wade Houlden, Lee Scott and Sally Tanner. This leave 2 seats to be co-opted at the meeting on 15th May. The Clerk to advertise unfilled seats and see if any interest.</p>																																																		
23-010	<p><b>Finance</b></p> <p>a) <b>Financial Reports</b> – the Clerk apologised that the Year End report was not available in time for meeting.</p> <p>b) <b>Payments</b> - The list of payments totalling £10210.05 was agreed in accordance with Financial Regulations.</p> <table><tr><th>Inv Date</th><th>Inv No</th><th>Payee</th><th>Description</th><th>Amount</th></tr><tr><td>04/04/2023</td><td></td><td>R Gorvin</td><td>Clerks expenses</td><td>46.48</td></tr><tr><td>01/04/2023</td><td>1526</td><td>WSALC</td><td>WSALC/NALC membership 23/24</td><td>344.29</td></tr><tr><td>05/04/2023</td><td>3323</td><td>Wilbar Assoc Ltd</td><td>Supply and install sockets and posts</td><td>6,514.61</td></tr><tr><td>24/03/2023</td><td>16566/MW/G</td><td>Jones Bros Roofing Ltd</td><td>Pavilion Roof Repairs</td><td>1,104.00</td></tr><tr><td>01/04/2023</td><td>4114</td><td>Cloudy Group</td><td>CloudyIT fees April 2023</td><td>91.56</td></tr><tr><td>03/04/2023</td><td>1038/1054</td><td>Fitt Village Hall</td><td>Planning Committee Room Hire</td><td>25.20</td></tr><tr><td>29/03/2023</td><td>8001676718</td><td>WSCC</td><td>Payroll March 2023</td><td>1,152.92</td></tr><tr><td>31/03/2023</td><td>60289217</td><td>CDC</td><td>Litter bin emptying 04/22-03/23</td><td>930.99</td></tr><tr><td colspan="4">Total Approved for payment 17/04/2023</td><td>10,210.05</td></tr></table>	Inv Date	Inv No	Payee	Description	Amount	04/04/2023		R Gorvin	Clerks expenses	46.48	01/04/2023	1526	WSALC	WSALC/NALC membership 23/24	344.29	05/04/2023	3323	Wilbar Assoc Ltd	Supply and install sockets and posts	6,514.61	24/03/2023	16566/MW/G	Jones Bros Roofing Ltd	Pavilion Roof Repairs	1,104.00	01/04/2023	4114	Cloudy Group	CloudyIT fees April 2023	91.56	03/04/2023	1038/1054	Fitt Village Hall	Planning Committee Room Hire	25.20	29/03/2023	8001676718	WSCC	Payroll March 2023	1,152.92	31/03/2023	60289217	CDC	Litter bin emptying 04/22-03/23	930.99	Total Approved for payment 17/04/2023				10,210.05
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23-011	<p><b>Planning</b></p> <p>a) <u>Planning Committee Minutes</u></p> <p>The minutes for the planning committee held on 9<sup>th</sup> March were received. The meeting discussed the clarification of the draft minutes of the Planning Committee dated 9<sup>th</sup> March. The minutes are only required to record decisions,</p>																																																		

	<p>however, for clarity, some additional wording was agreed under section 3, Public Questions. The revised minutes were agreed and will be posted on the website. Meetings for 30<sup>th</sup> March on agenda for Planning Committee on 20<sup>th</sup> April. Proposed Cllr TB and seconded Cllr LS, agreed by meeting.</p> <p>c) <b>Planning Committee Recommendations</b> Coldwaltham camp site – Cllr Scott will write to SDNPA again to say still not happy with the plans.</p>
<b>23-012</b>	<p><b>Hesworth Common</b> – Management and funding options.</p> <p>Cllrs Allin and Broughton had a meeting with SDNP at Weald and Downland – met Colin Hedley and his assistant, Nigel Hiscoke of Natural England, Craig Daters and Gemma North from SDNPA. Reason for meeting was to discuss options. Stewardship agreement coming to an end. 2 months money owed for 2023, Cllr Allin has sent the form off.</p> <p>Natural England didn't consider we were suitable for a 3-5 year stewardship award because they wanted capital spend and to extend the heathland. Hesworth Mgt Working group unsure about this as they struggle to maintain what we have. Cllr Allin asked what SDNP could offer. And was advised in the region of £1-2 k per annum plus the volunteers 3 or 4 times a year.</p> <p>Colin Hedley works with Nigel Hiscoke of Natural England helping landowners to put applications together. He thought it was worth applying for ES funding. Possibly about £4k a year.</p> <p>There is a problem with the RPA account because we have not been able to establish who are the named persons, however hopefully NE will agree we are suitable for the extension, and we will get the pack to apply for the money in time. The Common is in good condition but Cllr Allin suggests that additional precept may be needed for maintenance. NE money is for capital works – extending the Heathland areas. We need to see the forms to see if it's something we can commit to.</p> <p>RPA Deadline is end April.</p>
<b>23-013</b>	<p><b>Defibrillator</b> – Quotes have been obtained for a new defib – starting around £1200. Spare parts have been sourced at £430. The Clerk was asked to contact the spares company to see what the lifespan of the battery would be. Given that there has been a call on it, to date it has been there 8 years and used approx. 3 times, the Councillors agreed to fund replacement Battery and pads.</p>
<b>23-014</b>	<p><b>Working Groups</b></p> <p>a) <b>Community Hub Working Group</b> – Having a meeting on 25<sup>th</sup> April to talk about the plans and get some ideas of costing. Cllr Sutton suggested that funding might be available from the Rural levelling up programme – Cllr Scott has emailed about funding but hasn't heard anything. If he emails again and copies Cllr Sutton in, Cllr Sutton will follow up – we need seed funding to progress the project.</p> <p>b) <b>Communications Working Group</b> nothing to report except that it is not possible to keep website and other sites updated within current workload.</p> <p>c) <b>Save The Swan Working Group</b> – No update from Cllr Houlden. Meeting suggested that the working group considers resubmitting the ACV if we are concerned about progress in reopening the pub.</p> <p>d) <b>Maintenance Working Group</b> – New Bench for Centenary Garden – Cllr Broughton has sourced one. The Clerk ask if the noticeboard could be checked please.</p> <p>e)</p> <p><b>Highways &amp; Traffic Working Group</b> –TRO on The Fleet – The Clerk was asked to email Cllr Dennis to find out how to proceed, current advice is conflicting and we don't know if we now meet the criteria under the new speed policy. Parking on School Lane corner – Clerk to contact PCSO and Operation Crackdown ref enforcement. Cllr Tanner will try and note when it happens. We can possibly investigate requesting Yellow lines on corner. Cars</p>

	<p>parking on pavement opposite St Richards Cottages as well, Clerk will report. Pothole in School Lane – Cllr Tanner to send Clerk a photo and she will report to WSCC. Gates – to be part of the display and public consultation in the Village Hall on the 23<sup>rd</sup> May.</p> <p><b>f) Hesworth Common Management Committee</b> – tree down on Hesworth – Cllr Allin will look tomorrow. Tree Surgeon due on site this week, will ask him to clear.</p> <p><b>g) Birchwood Walks</b> – some work being done this week, dangerous trees behind Birchwalks to be felled.</p> <p><b>h) Footpaths –</b> Footpath 677_2 – the Clerk has not had time to advertise for long term users. Cllr Brittain reported that Warren Farm on Bedham Lane – horse gone along there. BMX jumps to be removed within 12 months from 2019 – now removed.</p> <p><b>i) Village Hall &amp; Outside Bodies</b> – Still no chair. Plans for Community Hub to be discussed at meeting 20<sup>th</sup> April.</p> <p><b>j) Flood Resilience Working Group</b> – Limbourne Lane issue reported above (23-005)</p>
<b>23-015</b>	<b>Sports Pavilion</b> – disabled access to be reviewed. Archive cupboard has been sorted. The Shop are happy to reinstate the metal net on table tennis table. Thanks to Mick Foote who will sort.
<b>23-016</b>	<b>SDNP Parish Representative</b> – The PC are interested in putting forward a representative so Clerk will put on agenda for next meeting
<b>23-017</b>	<b>Correspondence</b> – Circulated as received
<b>23-018</b>	<p><b>Chair's Announcements</b></p> <p>Cllrs Welfare and Brittain will be standing down on 10<sup>th</sup> May – they were thanked by Cllr Claxton for many years of service.</p> <p>Litter Pick Thursday 27<sup>th</sup> April 4pm.</p>
<b>23-019</b>	<b>Matters Raised by Councillors</b>
<b>23-020</b>	<b>Date of next meetings:</b> 15 <sup>th</sup> May 2023

There being no other business the meeting concluded at 21:40

Signed:

Date:

