

## Fittleworth Parish Council PARISH COUNCIL MEETING

## Minutes of the Parish Council Meeting held on 15<sup>th</sup> May 2023 at 7.00pm in Sports Pavilion.

Present: In attendance:	Parish Councillors: Jane Claxton (Chair), Mike Allin, Tony Broughton, Robin Dunstan, Wade Houlden, Lee Scott and Sally Tanner.
Also Present:	Rachel Gorvin (Clerk), County Councillor: Janet Duncton (present 19:21 – 19:33), District Councillor John Cross (present from 19:45). Jon Coleman, prospective Councillor.
Members of public	1

## Members of public: 1

23-021	To Elect the Chair of the Council and to receive the Chair's Declaration of
	Acceptance of Office
	Cllr Jane Claxton indicated that she was prepared to continue as Chair. Cllr Houlden
	Proposed that Cllr Claxton be re-elected as Chair of Fittleworth Parish Council – this was
	seconded by Cllr Allin and unanimously agreed by the meeting. Cllr Claxton signed the
	Declaration of Acceptance of Office in the presence of the Clerk.
23-022	To Elect the Vice-chair of the Council and to receive the Vice Chair's Declaration of
	Acceptance of Office
	Cllr Lee Scott indicated that he was prepared to continue as Vice Chair. Cllr Houlden
	Proposed that Cllr. Scott be re-elected as Vice Chair of Fittleworth Parish Council – this
	was seconded by Cllr Tanner and unanimously agreed. Cllr Scott signed the Declaration
	of Acceptance of Office in the presence of the Clerk.
23-023	Apologies for absence
	Apologies for absence were received and accepted from Cllr Janet Duncton, Cllr John
	Cross, both expected to be late and unable to stay for whole meeting due to the number
22.024	of Parish meetings on the same day.
23-024	Minutes of the last meeting The minutes of the meeting held on 17 <sup>th</sup> April 2023 were agreed as a true record and
	were signed by the Chair.
	Proposed: Cllr Allin, seconded Cllr Scott and agreed by the meeting.
23-025	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).
23-026	<b>Public questions –</b> Resident at Holly Grove – who is responsible for the road to property?
	The road is on Hesworth Common within the land parcel owned by the Parish Council,
	however there is no record of the PC ever maintaining the road for traffic. If trees are
	over hanging, then the PC will cut back but we understand the surface would be the
	responsibility of the owners of Holly Grove who are the only users. Clerk to write to the
	resident and advise.
	Residents regarding Greatpin Croft trees that need cutting back. The Clerk has
	investigated and believes the trees to be on WSCC Highway land, she will email Cllr Dunstan with the link to WSCC website to pass onto residents.
	Cllr Allin – what can be done about cars parked on the pavement opposite The Terrace,
	making it difficult to cross the road? Previously the meeting has been advised to report
	to Operation Crackdown. If Clirs can send photos to the Clerk she will report to online.

	Cllr Allin – potholes on H Cllr Duncton reported Hal The emergency pothole f Any progress on TRO fo Officer has advised to ap Cllr Allin would like to pr provided whilst Chichest Claxton advised that she thanking him for his inpu Pothole at the entrance to be WSCC Highways, if on	llelujah corner sti illing team only fi r the Fleet? Cllr ply for a Commur ropose a vote of er District Counc had written to Ala t and support, o the VH carpark,	Il needs to be closed Il holes that are mor Claxton responded hity Highways schem thanks to Alan Sutt cillor. A vote of tha an Sutton on the day VH or Highways? If	that the Mare than 30r that the Mare rather the con for all mks was a y the result on the pay	for the patcher. mm deep. WSCC Highways han TRO. the help he has agreed, and Cllr ts were declared
23-027	Co-Option of Councillors the vacancies. Jon C left signed the Declaration of to contribute to the meet	the room and the Acceptance of Of	re was a unanimous fice in front of the Cl	decision te	o co-opt Jon. He
23-028	Allin asked the Cle	d agree Receipt erk how much wa ulate the cost and ClIrs. ROVE the Receipt 23 was PROPOSED esults of the inter al Governance St APPROVE the Ar OSED by ClIr Class the Annual Govern esults of the inter al Accounting St APPROVE the Ar ClIr Scott and SEC	s and Payments ac s donated for the Mi d income figures for s and Payments accord by Cllr Broughton rnal audit and appro- tatement. Innual Return – 2022/2 ton and SECONDEE ance Statement for 2 rnal audit and to appro- tatement. Innual Return – 2022/2 ONDED by Cllr Hould	ccounts so llennium A the Jubilee ounts sumr and SECOI ove Section 23 Annual ( 0 by Cllr Ho 022/23 was prove Sect 23 Account den. The m	ummary. Cllr arch works – e Millennium mary for the NDED by Cllr n 1 of the Governance bulden. The s signed by the tion 2 of the ting Statements notion was
	d) Payments – to receive details and agree payment of outstanding invoices.				
	Inv Date	Payee	Description	Amount	
	FPC				
	15/05/2023	Clerk	SLCC Membership and printing	218.20	
	30/04/2023	Grasstex	Grass cutting April	502.56	
	01/05/2023	CloudyIT	May fees	91.56	
	25/04/2023	Eyelevel.	Graphics for CIL bid	420.00	
	27/04/2023	WSCC	Payroll April 2023 Planning	1,143.54	
	17/01/2023	FVH	Committee 05/01/2023	12.60	

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			Teak bench for		
	21/04/2023	Corido	Centenary Gardens	502.99	
				2,891.45	
	Hesworth/Birchwalk Woods				
		Benjamin	Birch Walk Woods		-
	02/05/2023	Tavener	tree work	450.00	-
				450.00	_
			Total Approved for		
			payment 15/05/2023	3,341.45	
	Payments were agreed by	the meeting.			
	Welfare from all Fi replacement signa The RESOLUTION to	ttleworth Parish tory. Cllr Tanne remove former Nat West Bank den and agreed <b>L payment of f</b> uld open an onl The Clerk was to year-end repo	<b>E61118.66 should be c</b> ine 95-day notice with N to be paid overtime for c rting and the submissio	ounts and a e new signatory and ac bosed by C leposited. Nat West. extra hours n of a bid t	adding atory. dd Cllr Tanner as Cllr Claxton and – The meeting s worked in o Natural
	<b>The Chair Suspended</b> <b>elected Chichester</b> <u>JCross@chichester.gov.u</u> Cllr Cross has attended a has FPC an emergency p extended to cover all em Recent problem with Wat Plans. FPC have a winto vulnerable etc. Advice a officer. Clle Cross reported that of voter couldn't get in. Part Cabinet member. The Pa club who will discuss at t	<b>District</b> Workshop on Dan? FPC has ergencies. This er Supply has i er resilience p vailable for Wa on Polling Day f of CIL Bid but rish Council alr	<b>Councillor.</b> His 27. new TRO – and anothe a winter resilience pla will be added to next illustrated that Parish of lan that is intended f arren Townsend at CE there was no suitable is could be paid for by T eady spoken about acc	contact er on emer in which is month's a councils red to be exp to be exp DC – Emer ramp to po racy Bang	details are gency facilities – s intended to be genda. quire Emergency anded – who is rgency response olling station and ert Communities
23-029	The Swan Asset of Con he had emailed James Bi be resurrected at short no around whether we shou new owner of The Swan there is a time limiting Application for works at T The Chair suggested that	igden at CDC a ptice and subm Id submit the will re-open as factor with the The Swan are d	a couple of times to es itted but had no respor ACV now or hold on i sap. Cllr Houlden will s application in respec lue to be submitted at	stablish that nse. There n the expe seek advic t of the p the end of	at the ACV could was a discussion ectation that the e about whether etition. Planning the month.

	Cllrs Claxton, Dunstan and Broughton voted for; Cllrs Allin, Scott, Houlden, Tanner and
	Coleman voted against. The ACV will therefore not be resubmitted at this time.
23-030	Centenary Gardens TPO – Cllr Allin reported that Jon Edgar to review and send a report
	on what work is needed on the cherry trees, we can then decide on whether a Planning
	App is required.
23-031	Review arrangement for Public Viewing on 23 <sup>rd</sup> May – A Flyer about the event was
	circulated. Residents will be issued with counters so they can vote on whether they are
	supportive of each of the plans. Cllrs there from 6pm – 8pm to help talk about projects.
	Clerk to thank the Arts club for use of display boards. Pdf's to be available for people not
	able to attend – to be posted to the website after the event.
	The Clerk to circulate copies of the CIL bids to Cllrs.
23-032	Review of Delegation arrangements to Committees, Sub Committees, Working
	Groups, Staff, other Local Authorities and bodies.
	Delegations to Planning Committee, Hesworth Common Management Working Group and
	The Clerk were reviewed and agreed no changes required.
23-033	Review of Terms of Reference for Committees.
	It was agreed that the Planning Committee will meet on the 1 <sup>st</sup> Thursday of the month rather
	than every 3 weeks. In the event of a deadline for comment being missed, The Clerk will ask
	for an extension, or the application will be discussed at the Full Council meeting on the 3rd
	Monday of the month.
23-034	Appointment of members to existing Committees
	Planning Committee – Cllrs Scott (Chair), Broughton, Claxton and Coleman. Cllr Allin to
	advise on trees.
	HR Committee – Cllrs Claxton (Chair), Scott, Broughton.
	HCMWG – Cllrs Allin, Broughton and Houlden.
	Comms working group – The Clerk and Margaret Welfare – another volunteer to be sought.
	Maintenance co-ordinator – Cllr Broughton
	Tree warden - Cllr Allin
	Footpaths – All councillors
	Community Hub – Cllrs Claxton and Scott.
	Highways – Cllrs Tanner (Co-chair), Broughton, and Scott with residents Christine Parker(co-
	Chair) and Charles Clarke.
	STSWG – Clirs Houlden (Chair), Scott plus one to be recruited.
	Defibrillator – Cllr Tanner volunteered for The Community Shop to carry out fortnightly
	checks. Queens Platinum Jubilee Working group – no longer required.
	Queens riadinum subliee working group - no longer required.
23-035	Appointment of any new Committee – None required.
23-036	Review of arrangements, (including legal agreements), with other local authorities,
	not-for-profit bodies and businesses.
	The following arrangements were reviewed, and no changes were required.
	CDC litter bin emptying arrangement.
	Pavilion Fire Alarm – KBO - £290 a year for 2 x visits
	Grasstex Maintenance – due for review and additional quotes needed – winter 2023.
	CloudyIT agreement – reviewed Feb 23
	Rialtus RBS licence and support
	Mulberry & Co – internal auditor
	SC landscaping – Playground inspections and repairs
	Play Inspection Company – Annual ROSPA inspection playground.
22.225	Deview of representation on an ended with external to the set of the
23-037	Review of representation on or work with external bodies and arrangements for reporting back.
	CDALC – Clirs Claxton and Tanner
	CDC All Parish meetings – Ad hoc depending on content.
	SDNPA Pathwatch – to be agreed.
	SDNP South Downs Land Manager Group – Cllr Allin

23-038 R 7 23-038 R 7 23-039 C C 23-040 R 8 a n 23-041 R 23-042 R u	a CPRE membership, however if the resident who suggested it is interested, she can be ou nominated representative Review of the council's complaints procedure – Completed Feb 2023 Review of the Council's policies, procedures and practices in respect of its obligations		North Chichester County Local Committee – to be agreed.
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23-047	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. Responses have been drafted to questions received 17th April 2023 and sent to WSALC for advice. Once heard back we will circulate response to ClIrs for agreement before we send out. The contact at WSALC is away until 26th May.
23-048	Items for Inclusion on June Agenda Farewell event and recording of thanks for former ClIrs Welfare and Brittain. Resilience Plan Strategy Document review
23-049	Date of next meetings: Monday 19 <sup>th</sup> June

There being no other business the meeting concluded at 21:15

Signed:

Date: