



Fittleworth Parish Council

PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on
15th May 2023 at 7.00pm in Sports Pavilion.

Present: Parish Councillors: Jane Claxton (Chair), Mike Allin, Tony Broughton, Robin Dunstan, Wade Houlden, Lee Scott and Sally Tanner.

In attendance:

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

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 of Parish meetings on the same day.
23-024	Minutes of the last meeting The minutes of the meeting held on 17 th 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	Public questions – 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 Cllrs can send photos to the Clerk she will report to online.

	<p>Cllr Allin – potholes on Hallelujah corner – why have WSCC repaired some but not all?. Cllr Duncton reported Hallelujah corner still needs to be closed overnight for the patcher. The emergency pothole filling team only fill holes that are more than 30mm deep.</p> <p>Any progress on TRO for the Fleet? Cllr Claxton responded that the WSCC Highways Officer has advised to apply for a Community Highways scheme rather than TRO.</p> <p>Cllr Allin would like to propose a vote of thanks to Alan Sutton for all the help he has provided whilst Chichester District Councillor. A vote of thanks was agreed, and Cllr Claxton advised that she had written to Alan Sutton on the day the results were declared thanking him for his input and support,</p> <p>Pothole at the entrance to the VH carpark, VH or Highways? If on the pavement then will be WSCC Highways, if on VH land then will be their responsibility.</p>																																
23-027	<p>Co-Option of Councillors – Jon Coleman of Tripp Hill has applied to be co-opted to one of the vacancies. Jon C left the room and there was a unanimous decision to co-opt Jon. He signed the Declaration of Acceptance of Office in front of the Clerk and was therefore able to contribute to the meeting and vote from this point.</p>																																
23-028	<p>Finance</p> <p>a) Year End Financial Report – to discuss the 2022-23 Financial Performance and agree Receipts and Payments accounts summary. Cllr Allin asked the Clerk how much was donated for the Millennium Arch works – The Clerk will circulate the cost and income figures for the Jubilee Millennium Arch Project to all Cllrs.</p> <p>The RESOLUTION to APPROVE the Receipts and Payments accounts summary for the Year Ended 31 March 2023 was PROPOSED by Cllr Broughton and SECONDED by Cllr Houlden.</p> <p>b) to consider the results of the internal audit and approve Section 1 of the AGAR, The Annual Governance Statement.</p> <p>The RESOLUTION to APPROVE the Annual Return – 2022/23 Annual Governance Statement was PROPOSED by Cllr Claxton and SECONDED by Cllr Houlden. The motion was carried. The Annual Governance Statement for 2022/23 was signed by the Chair and The Clerk.</p> <p>c) to consider the results of the internal audit and to approve Section 2 of the AGAR, The Annual Accounting Statement.</p> <p>The RESOLUTION to APPROVE the Annual Return – 2022/23 Accounting Statements was PROPOSED by Cllr Scott and SECONDED by Cllr Houlden. The motion was carried. The Accounting Statement for 2022/23 was signed by the Chair.</p> <p>d) Payments – to receive details and agree payment of outstanding invoices.</p> <table><tr><th>Inv Date</th><th>Payee</th><th>Description</th><th>Amount</th></tr><tr><td>FPC</td><td></td><td></td><td></td></tr><tr><td>15/05/2023</td><td>Clerk</td><td>SLCC Membership and printing</td><td>218.20</td></tr><tr><td>30/04/2023</td><td>Grasstex</td><td>Grass cutting April</td><td>502.56</td></tr><tr><td>01/05/2023</td><td>CloudyIT</td><td>May fees</td><td>91.56</td></tr><tr><td>25/04/2023</td><td>Eyelevel.</td><td>Graphics for CIL bid</td><td>420.00</td></tr><tr><td>27/04/2023</td><td>WSCC</td><td>Payroll April 2023</td><td>1,143.54</td></tr><tr><td>17/01/2023</td><td>FVH</td><td>Planning Committee 05/01/2023</td><td>12.60</td></tr></table>	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	1,143.54	17/01/2023	FVH	Planning Committee 05/01/2023	12.60
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	21/04/2023	Corido	Teak bench for Centenary Gardens	502.99
				2,891.45
		Hesworth/Birchwalk Woods		
	02/05/2023	Benjamin Tavener	Birch Walk Woods tree work	450.00
				450.00
			Total Approved for payment 15/05/2023	3,341.45
	<p>Payments were agreed by the meeting.</p> <p>e) to agree a new mandate for bank signatories. Removing former Cllr Chris Welfare from all Fittleworth Parish Council Nat West accounts and adding replacement signatory. Cllr Tanner agreed to become the new signatory. The RESOLUTION to remove former Cllr Welfare as a signatory and add Cllr Tanner as a signatory to the four Nat West Bankline Accounts was Proposed by Cllr Claxton and seconded by Cllr Houlden and agreed by the meeting.</p> <p>f) Consider where the CIL payment of £61118.66 should be deposited. – The meeting agreed that the Clerk should open an online 95-day notice with Nat West.</p> <p>Cllr Claxton reported that The Clerk was to be paid overtime for extra hours worked in relation to audit, elections, year-end reporting and the submission of a bid to Natural England for Hesworth Common which had a very tight deadline. This was noted by the meeting.</p>			
	<p>The Chair Suspended standing orders to welcome Cllr John Cross, the newly elected Chichester District Councillor. His contact details are JCross@chichester.gov.uk 07592 307027.</p> <p>Cllr Cross has attended a Workshop on new TRO – and another on emergency facilities – has FPC an emergency plan? FPC has a winter resilience plan which is intended to be extended to cover all emergencies. This will be added to next month's agenda. Recent problem with Water Supply has illustrated that Parish councils require Emergency Plans. FPC have a winter resilience plan that is intended to be expanded – who is vulnerable etc. Advice available for Warren Townsend at CDC – Emergency response officer.</p> <p>Cllr Cross reported that on Polling Day there was no suitable ramp to polling station and voter couldn't get in. Part of CIL Bid but could be paid for by Tracy Bangert Communities Cabinet member. The Parish Council already spoken about access to pavilion with sports club who will discuss at their next meeting.</p>			
23-029	<p>The Swan Asset of Community Value (ACV) application – Cllr Houlden reported that he had emailed James Brigden at CDC a couple of times to establish that the ACV could be resurrected at short notice and submitted but had no response. There was a discussion around whether we should submit the ACV now or hold on in the expectation that the new owner of The Swan will re-open asap. Cllr Houlden will seek advice about whether there is a time limiting factor with the application in respect of the petition. Planning Application for works at The Swan are due to be submitted at the end of the month. The Chair suggested that there be a vote - those in favour of submitting ACV now?</p>			

	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 23rd 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 st 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 3 rd 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 – Cllrs 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.
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.
23-037	Review of representation on or work with external bodies and arrangements for reporting back. CDALC – Cllrs 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

	<p>North Chichester County Local Committee – to be agreed. SDNPA Workshops – Cllr Scott WSALC AGM – Cllr Claxton Fittleworth Village Hall Committee – Cllr Houlden Bowls Club – Cllr Broughton Sports and Social Club – Cllr Dunstan Police Forum Group and Neighbourhood Policing Team Parish Meetings – Cllr Coleman.</p>
23-038	<p>Review of inventory of land and assets including buildings and office equipment The SID device and the Alan Thornhill Sculpture have been added.</p>
23-039	<p>Confirmation of arrangements for insurance cover in respect of all insured risks Current arrangement with Gallagher agreed until Oct 2024.</p>
23-040	<p>Review of the council's and/or staff subscriptions to other bodies Existing subscriptions to be continued. Council felt there was no spare resource to commit to a CPRE membership, however if the resident who suggested it is interested, she can be our nominated representative</p>
23-041	<p>Review of the council's complaints procedure – Completed Feb 2023</p>
23-042	<p>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation – Completed Feb 2023</p>
23-043	<p>Review of the council's policy for dealing with the press/media- Completed Feb 2023</p>
23-044	<p>Note the Council's employment policies and procedures were reviewed at the time of the appointment of the New Clerk in October 2021</p>
23-045	<p>Note the Council's incurred expenditure under s.137 of the Local Government Act 1972 or the general power of competence. Income of £157 from the Burial Ground and Allotment Charity was paid to St Mary's PCC. The following Grant applications were approved; Air Ambulance £200 Sylvia Beaufoy Centre £100 Parish Magazine - £100 PCC - £200 4Sightvision £100</p>
23-046	<p>Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of Council. The following dates were agreed for Full Council Meetings. Monday 19th June 2023 Monday 17th July 2023 August no meeting Monday 18th September 2023 Monday 16th October 2023 Monday 20th November 2023 Monday 18th December 2023 (Provisional) Monday 15th January 2024 Monday 19th February 2024 Monday 18th March 2024 Monday 15th April 2024 Monday 20th May 2024 (Annual Meeting)</p>

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 Cllrs 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 Cllrs Welfare and Brittain. Resilience Plan Strategy Document review
23-049	Date of next meetings: Monday 19 th June

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

Signed:

Date: