



Fittleworth Parish Council

PARISH COUNCIL MEETING

**Minutes of the Parish Council Meeting held on
18th September 2023 at 7.00pm in Sports Pavilion.**

Present: Parish Councillors: Jane Claxton (Chair), Mike Allin, Tony Broughton, Jon Coleman, Wade Houlden, Kevin MacKenzie, Lee Scott, Sally Tanner.

In attendance: County Councillor: Janet Duncton

Also Present: Rachel Gorvin (Clerk), Cllr Janet Duncton, Cllr Jon Cross

Members of public: 0

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| 23-090 | Apologies for absence Apologies for absence were received and accepted from Cllr Robin Dunstan |
| 23-091 | Minutes of the last meeting The minutes of the meeting held on 17 th July 2023 were agreed as a true record and were signed by the Chair. Proposed: Cllr Jon Coleman and seconded Cllr Lee Scott and agreed by the meeting. |
| 23-092 | Crime – Report from Sussex Police and Parishes Meeting – Cllr Coleman was unable to attend July and there was no meeting in August. Either Cllr Tanner or MacKenzie will attend the meeting on Friday 22 nd September. |
| 23-093 | County Councillor reports – Cllr Duncton submitted a report prior to the meeting. Cllr Allin asked if Cllr Duncton could check when the Tripp Hill resurfacing is due. It was noted that Hallelujah corner was resurfaced and FPC expressed thanks for this. Cllr Scott to send copies of the 2023 CIL bids to Cllrs Duncton and Cross. The CIL funding is centred around the Serpent Trail with improved parking at Swan Green. Cllr Duncton said the priority for CIL funding is environmental projects. Cllr Allin advised that at the Hawkins Field entrance there is a tree that is within the sight line, however it is only 150mm over limit, so WSCC have agreed not to fell this tree and FPC expressed their thanks for this. |
| 23-094 | District Councillor reports – Cllr Cross submitted a report prior to the meeting. There was a question raised over costs for property owners affected by the fire in Midhurst and Cllr Cross suggested contacting the district member for Midhurst. Cllr Cross gave a verbal update at the meeting specific to Fittleworth. He has been to Bury PC meeting where Fiona Miller approached them with the suggestion of a permissive bridleway, (she took this idea away from the FPC meeting she attended). Cllr Cross is meeting with the owner of the Barlavington Estate to discuss the permissive bridleway. It would need additional signage which might be within the Fittleworth Parish boundary. Regarding motorbikes going through Fittleworth and the A29 through Bury. Cllr Cross has spoken to Bury PC, the Police and other bodies about the noise and speed of vehicles reported that the Police are using noise measuring devices and average speed cameras to reduce anti-social behaviour and issue Fixed penalty notices. The Police have been doing observations with drones and speed cameras and unmarked motorbikes. Last month 26 Fixed penalty notices for speeding motorbikes were issued and a similar amount for removal of silencers. There are some multiple offenders, so the Police are looking at those individuals. They have been using decibel monitors, the highest level recorded was 108 Decibels. |

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| | <p>There is an Alsatian dog on Lords Piece that has mauled 3 dogs, please be aware. If you know who it is, please pass that information on to 101.</p> <p>A Resident has reported drain culverts blocked on Upper Street. The Clerk asked if it been reported?</p> <p>99 Flex bus service being introduced will cover the Fittleworth area.</p> <p>Swan Inn – Cllr Cross been liaising with Planning Team as The Swan Inn Management are concerned about the amount of time it's taking. Lead Planning Officer has been on site and the Heritage Officer is happy with the internal works, but it needs additional permissions for the roof.</p> <p>A 2-week extension to the target application decision date was requested by SDNP. Subsequent plans submitted on 14th Sept by The Swan Management.</p> <p>Cllr Cross is intending to have a surgery on a Saturday morning at the shop if possible. Cllr Cross will communicate with Cllr Tanner in her capacity as Chair of the Community Shop.</p> <p>Cllr Allin asked for contact details for the local bus company as FPC need some money to get the bus stop reclad. The Bus shelter belongs to FPC but the bus company may make a contribution.</p> <p>Swan Green CIL – some residents have raised concerns with parking proposal. All comments have been submitted to SDNP as part of the process.</p> |
| 23-095 | <p>Public questions – An Allotment Holder would like to know if water butts available from Southern Water? The Clerk has asked Hyde Housing who replied they are still investigating installing a tap.</p> <p>A resident reports has been a price hike for Hawkins Field Shared Ownership Properties between the Worthing Homes meeting in April 2023 and the invitation for bids – The Clerk was asked to investigate.</p> <p>A resident reported that there is a name change from Hawkins Field – this has been found not to be the case. There was a public consultation for the names originally, these have been registered with Royal Mail and would only be changed in exceptional circumstances.</p> <p>A resident asked about the Boat on a trailer parked on School Lane – can we do anything as causing issues with parking on School Lane. If the trailer is attached to a vehicle that is taxed and insured, it is not illegal. The Clerk will approach the PCSO about parking issues.</p> <p>Resident with disabled parking in Greatpin Croft reported other residents blocking his access and he asked the PC to support a request for double yellow lines. The Clerk will as Hyde Housing if they know anything about it.</p> <p>Residnts are concerned that the Horse Chestnut Trees on Recreation Ground are dying – the Horse Chestnut tree nearest the shop is to be felled as it is diseased and dying. Cllr Allin is looking at the one next to the play area as well. He has spoken to a tree surgeon about it. The Clerk is to ask to ask the tree surgeon for a written report.</p> <p>Cllr Tanner asked what happened about installing a post between the playground and the pavilion to stop vehicles going into recreation ground. The Clerk advised that it was difficult to find something that is an effective deterrent, as the car park would need to be protected as well, but request noted and will be raised as part of the Community hub progress.</p> |
| 23-096 | <p>Declarations by Council Members of personal or prejudicial interest</p> <p>The Chairman reminded councillors that previous declarations still stand (as defined under the Localism Act 2011).</p> |
| 23-097 | <p>Clerks Report – The Clerk submitted a report prior to the meeting.</p> <p>Fittleworth School futureproofing playground project – Cllr Claxton will approach them about whether staff parking can be moved onsite when they do the project.</p> <p>Missing bench from Upper Street. The bench belonged to a homeowner who is moving. The Clerk will approach WSCC to confirm it is their land. Then a resident could fund a bench if they desired.</p> |
| 23-098 | <p>RGC – The Clerk gave an update on progress on the licence for the Community Shop extension. Councillors were concerned about the Cricket Club posts and nets being</p> |

| | <p>gifted to the PC, as they fulfil a condition of the Planning permission for which the community shop are responsible. A question was raised regarding whether the licence should include the land occupied by the post and nets. The Clerk will speak to David Brittain.</p> <p>The meeting confirmed that Cllrs Claxton and Broughton were authorised to sign the licence on behalf of the RGC trustees.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 23-099 | <p>Swan Green Cllr Coleman has approached some long standing Fittleworth residents for evidence that Swan Green has been used for village events over the last 30 plus years and had a good response. He will try and chase up the Norfolk estate for a response as to whether it was part of the Hesworth Common parcel of land and the Clerk will pursue the solicitor ref the original documents from 1979.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23-100 | <p>Finance</p> <p>a) Monthly Reports – The Financial Reports to the end of August were presented by the Clerk and noted by the meeting.</p> <p>b) Payments – The list of payments for August and September totalling £13645.29 was agreed in accordance with Financial Regulations.</p> <table border="1"> <thead> <tr> <th>Inv Date</th><th>Payee</th><th>Description</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>25/05/2023</td><td>RJCA</td><td>Initial Proposal Plans Community Hub</td><td>3,047.40</td></tr> <tr> <td>31/07/2023</td><td>Grasstex Ltd</td><td>Grass cutting July 23</td><td>526.95</td></tr> <tr> <td>12/05/2023</td><td>Mulberry and Co</td><td>Internal audit final visit</td><td>180.36</td></tr> <tr> <td>19/07/2023</td><td>Eyelevel Design</td><td>The Fleet CHS graphics</td><td>250.00</td></tr> <tr> <td>24/05/2023</td><td>Eyelevel Design</td><td>Posters for Community event</td><td>345.60</td></tr> <tr> <td>25/07/2023</td><td>WSCC</td><td>Payroll July</td><td>1,143.54</td></tr> <tr> <td>25/07/2023</td><td>FVH</td><td>Room Hire Village Hall</td><td>12.60</td></tr> <tr> <td>01/08/2023</td><td>Cloudy Group</td><td>Monthly Fee August 56</td><td>96.96</td></tr> <tr> <td>25/07/2023</td><td>SC Landscaping</td><td>Games wall and play area repairs</td><td>1,740.00</td></tr> <tr> <td>30/08/2023</td><td>WSCC</td><td>Payroll August 2023</td><td>1,143.54</td></tr> <tr> <td>01/09/2023</td><td>CloudyIT</td><td>Monthly Fee Sept</td><td>96.96</td></tr> <tr> <td>31/08/2023</td><td>Grasstex</td><td>Grass Cut Aug and Hedges</td><td>1,282.44</td></tr> <tr> <td>11/09/2023</td><td>Gallagher</td><td>Insurance 23-24</td><td>2,247.19</td></tr> <tr> <td>23/08/2023</td><td>Moore</td><td>External audit Fee</td><td>378.00</td></tr> <tr> <td>14/08/2023</td><td>Netwise</td><td>Domain Renewal</td><td>24.00</td></tr> <tr> <td>31//05/2023</td><td>Screwfix/Travis Perkins</td><td>Fixing for Centenary Gdn bench (Mike Allin)</td><td>89.52</td></tr> <tr> <td>14/09/2023</td><td>FVH</td><td>Room Hire Planning Committee</td><td>12.60</td></tr> <tr> <td>10/09/2023</td><td>Daniel Cornell</td><td>Repair and replace steps Hesworth</td><td></td></tr> </tbody> </table> | | | Inv Date | Payee | Description | Amount | 25/05/2023 | RJCA | Initial Proposal Plans Community Hub | 3,047.40 | 31/07/2023 | Grasstex Ltd | Grass cutting July 23 | 526.95 | 12/05/2023 | Mulberry and Co | Internal audit final visit | 180.36 | 19/07/2023 | Eyelevel Design | The Fleet CHS graphics | 250.00 | 24/05/2023 | Eyelevel Design | Posters for Community event | 345.60 | 25/07/2023 | WSCC | Payroll July | 1,143.54 | 25/07/2023 | FVH | Room Hire Village Hall | 12.60 | 01/08/2023 | Cloudy Group | Monthly Fee August 56 | 96.96 | 25/07/2023 | SC Landscaping | Games wall and play area repairs | 1,740.00 | 30/08/2023 | WSCC | Payroll August 2023 | 1,143.54 | 01/09/2023 | CloudyIT | Monthly Fee Sept | 96.96 | 31/08/2023 | Grasstex | Grass Cut Aug and Hedges | 1,282.44 | 11/09/2023 | Gallagher | Insurance 23-24 | 2,247.19 | 23/08/2023 | Moore | External audit Fee | 378.00 | 14/08/2023 | Netwise | Domain Renewal | 24.00 | 31//05/2023 | Screwfix/Travis Perkins | Fixing for Centenary Gdn bench (Mike Allin) | 89.52 | 14/09/2023 | FVH | Room Hire Planning Committee | 12.60 | 10/09/2023 | Daniel Cornell | Repair and replace steps Hesworth | |
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| 12/05/2023 | Mulberry and Co | Internal audit final visit | 180.36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19/07/2023 | Eyelevel Design | The Fleet CHS graphics | 250.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 25/07/2023 | WSCC | Payroll July | 1,143.54 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/07/2023 | FVH | Room Hire Village Hall | 12.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01/08/2023 | Cloudy Group | Monthly Fee August 56 | 96.96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25/07/2023 | SC Landscaping | Games wall and play area repairs | 1,740.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 01/09/2023 | CloudyIT | Monthly Fee Sept | 96.96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 31/08/2023 | Grasstex | Grass Cut Aug and Hedges | 1,282.44 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11/09/2023 | Gallagher | Insurance 23-24 | 2,247.19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14/08/2023 | Netwise | Domain Renewal | 24.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 14/09/2023 | FVH | Room Hire Planning Committee | 12.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10/09/2023 | Daniel Cornell | Repair and replace steps Hesworth | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | | 438.00 |
| 13/08/2023 | Ben Tavener | Tree works for access on lane | 240.00 |
| 25/07/2023 | Travis Perkins | Materials for Hesworth step repairs (Mike Allin) | 349.63 |
| Total | | | 13,645.29 |
| | <p>c) FPC Grants Application – An Application from the Sports and Social Club for £300 to add to their August fundraising total for Breast Cancer Support was received and agreed by the meeting.</p> <p>d) Wilbar Millennium Arch Post replacement quote £790 – not agreed. The Clerk was asked to get an additional quote.</p> <p>e) Chestnut Tree Removal on Recreation Ground – the tree is dying and needs to be removed. A quote for £885 has been received from Sussex Timber. It was resolved that Cllr Allin is delegated responsibility to spend £480 with BT tree surgeon to prune the Cherry trees on the Centenary Garden and up to £1020 in respect of Horse Chestnuts on the recreation ground to make them safe. Proposed Cllr Scott and seconded Cllr Coleman and agreed by the meeting.</p> | | |
| 23-101 | <p>Grasstex – additional costs</p> <p>a) Grass cut around village gates – the 3 gate areas will require cutting before the gates are installed and an annual cut in late spring. Cllr Tanner advised that the shop would pay for the installation cut as part of their contribution to the Village gates. Additional annual cut to be added to the budget for 2024-25.</p> <p>B) Clearance of accumulated branches etc at the trashscreen on the recreation ground ditch – The Clerk had asked Grasstex for a quote, but this was not received in time for the meeting. Cllrs Allin, Broughton and MacKenzie offered to do the work.</p> | | |
| 23-102 | <p>Planning</p> <p>a) <u>Planning Committee Minutes</u></p> <p>The minutes for the planning committee held on 3rd August 2023 were received and noted.</p> <p>b) <u>Planning Committee Recommendations</u></p> <p>Cllr MacKenzie doesn't feel qualified to check the finished drainage against the design. Cllrs Allin and Broughton have drafted an email regarding the SUDs at Hawkins Field. It was agreed that as the discharge of conditions had been challenged by the Planning group, and WSCC had responded that they were satisfied that the condition had been met, that the email should be sent from the flooding resilience group; the Clerk will send on behalf of the FRG. If response brings Planning issues, then Planning Committee will get back in touch with SDNP.</p> <p>It was recommended a letter about sewage treatment going into the Rother be sent to Southern Water and EA, CDC and WSCC copied in. Agreed by meeting.</p> | | |
| 23-103 | <p>Working Groups</p> <p>a) Community Hub Working Group – Councillor Claxton attended FVH AGM on Thursday 14th Sept and they have agreed to move onto the next stage of the project. S&SC have also agreed to the next stage. We now need to have more conversations and include the shop and school with their parking. Can't spend any more on design until we have some funding, and it will need Planning permission etc. Cllr Claxton will produce a proposal and The Clerk will investigate funding.</p> <p>b) Communications Working Group – Cllr Houlden's contact is unable to commit time at present. Consider advertising.</p> <p>c) Save The Swan Working Group – The planning application is still in progress which is frustrating for the new management. Cllr Cross has been in contact with Planning officers to try and limit further delays.</p> <p>d) Maintenance Working Group – Hopper on Pavilion downpipe has been repaired, Gate post next to trash screen reset in concrete, playground fencing is in progress, noticeboard door still needs unlocking.</p> | | |

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| | <p>e) Highways & Traffic Working Group The recommendation for Village Gateways was presented and accepted by the meeting. The Clerk will order asap. Group to meet to review locations of the SID. It was noted that there are speed strips either side of Hawkins Field. Clerk to ask Elivia /WSCC what they are for.</p> <p>f) Hesworth Common Management Working Group. Minutes from the meetings with SDNP and NE about the stewardship bid have been circulated to Cllrs. Working day – there was a good turnout from Worthing volunteers and Councillors on the day. Scrub clearing etc was carried out and this fitted in with what has been recommended for the Stewardship Grant. The lower slopes of Area B cleared of scrub and birch by SDNP volunteers. There is more work to be done, including spraying of bracken. 18th October SDNP or Worthing Volunteers are coming. Cllr Allin has given a sample of the orange fluid in Hesworth Lane to be analysed, not heard anything back, suspect it is mineral not sewage. Water overflows into lane, does the ditch need clearing? The Clerk has responded to RPA as to why we have submitted the maps. Cllr Mackenzie will look at the maps with Cllrs Allin and Broughton as RPA asking for more information.</p> <p>g) Birchwood Walks Some Birch to be cleared. Will need a plan for clearance. Cllrs Allin and Broughton will repair the broken gate. Cllr Scott suggested it could be left open as no need to separate the land now, no livestock to contain.</p> <p>h) Footpaths Nothing to report.</p> <p>i) Village Hall & Outside Bodies Chris Welfare informed the Clerk that he had been the PC representative acting as VH trustee and we should elect a new Trustee. It was noted that Cllrs Tanner and Houlden were already trustees, so the Clerk will contact the VH to check whether this is sufficient. Cllr Claxton attended the FVH AGM on Sept 14th and the trustees have agreed to pursue the Community Hub project to the next stage. They have withheld their share of the Architects fees whilst the street light situation was resolved, however they have agreed to remove the light and put a light on the village hall itself.</p> <p>j) Flood Resilience Working Group - Birch Court – new tank still not big enough. CDC enforcement Officer to investigate. Clerk will send letter regarding SUD at Limbourne Lane as per Planning Committee note.</p> |
| 23-104 | Sports Pavilion – The S&SC have agreed to extend their licence by 12months whilst the Community Hub project is progressed. The meeting agreed that the Clerk should write detailing that the licence is extended as per the existing agreement. |
| 23-105 | <p>Correspondence – An email from Mr Varvill received 25th August has been circulated to Cllrs. The Clerk was requested to provide the CIL bid supplementary information requested to Mr Varvill.</p> <p>Mr Cole – The Clerk will contact Hyde Housing to see if they will write to the tenants in the flats and Cllr McKenzie will raise it at the Sussex Police All Parishes meeting SDNP meeting – Cllrs Allin and Scott will attend.</p> |
| 23-106 | Chair's Announcements None |
| 23-107 | Matters Raised by Councillors |
| 23-108 | Date of next meetings: Monday 16 th October, 7pm, Sports Pavilion |

There being no other business the meeting concluded at 21:52

Signed:

Date:

