

# **Fittleworth Parish Council**

## **PARISH COUNCIL MEETING**

Minutes of the Parish Council Meeting held on 16<sup>th</sup> October 2023 at 7.00pm in Sports Pavilion.

**Present:** Parish Councillors: Jane Claxton (Chair), Mike Allin, Tony Broughton, Robin

Dunstan, Kevin MacKenzie, Lee Scott, Sally Tanner.

In attendance: County Councillor: Janet Duncton

Also Present: Rachel Gorvin (Clerk),

Members of public: 0

The Chair reminded the meeting that in line with the FPC Code of Conduct, everyone should treat each other with courtesy and respect and not use offensive language please.

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23- 109	Apologies for absence Apologies for absence were received and accepted from Cllr Wade Houlden and Cllr John Cross. Cllr Claxton announced that Cllr Jon Coleman has resigned on 12 <sup>th</sup> October 2023.
23- 110	Minutes of the last meeting The minutes of the meeting held on 18 <sup>th</sup> September 2023 were agreed as a true record and were signed by the Chair. Proposed: Cllr Mackenzie, Seconded Cllr Lee and agreed by the meeting.
23- 111	<b>Crime</b> – The September meeting was cancelled. Cllr Mackenzie will attend future meetings in place of Cllr Coleman.
23- 112	County Councillor reports  Cllr Duncton circulated a report prior to the meeting.  Cllr Duncton apologised for arriving late, she had been at a meeting of the youth council and had been impressed by this group of very bright group of young people.  In addition, Cllr Duncton advised that Tripp Hill is in a programme for resurfacing but can't give a date for it.  Cllr Duncton clarified that 54% of waste collected from the West Sussex Boroughs is reused or recycled.  She was pleased to report that WSCC Wheels on Meals service was the joint winner of a national award.
23- 113	<b>District Councillor reports</b> – Cllr John Cross submitted a <u>report</u> prior to the meeting.
23- 114	Public questions  The FSCA asked about the Security light at the entrance to the car park. FVH trustees are going to disconnect it as the bills have become large and they are being charged twice for it. They will replace it with a security light on the Village Hall. The FSCA would like to have a security light on the outside of the pavilion. FSCA to get a quote for FPC to consider. Drain cover missing outside village hall – FSCA believe this is down to the FVH. Alley Dick – ditch is blocked solid. Clerk to ask Grasstex to have a look and quote as it needs digging out.
23- 115	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). Cllrs Allin's close relative lives next door to Greenfinches

23- 116							
110	Replacement tree for Recreation Ground Horse Chestnut tree. The Clerk to email CDC Tree						
	Officer suggesting a lime. Cllrs Allin and Broughton will water the new tree.						
	CDC All Parishes meetings - The Clerk to respond that FPC have found them useful						
	networking opportunity in the past but some of the subject matter not relevant to our Parish and to ask for a reminder when setting the agenda so we can put topics forward.						
			on in speed limit from NSL to 40mph. FPC				
			compose a letter at their meeting on 24 <sup>th</sup> Octo				
			in relation to our CHS application. WSCC have	given The			
			in download data that has been gathered.	. Tl			
			are willing to contribute. FVH have a meeting				
	19 <sup>th</sup> and will let the Clerk know. FSCA – Cllr Dunstan will find out. The meeting agreed in principle to purchase a new device from Severnside Defibs if the cost can be split 4 ways.						
	Proposed C	IIr Mackenzie and seco	nded Cllr Lee and agreed by the meeting.	•			
			ion and the playground – Grasstex quote to be				
		Clir Dunstan and seco S&SC to agree exact lo	nded Cllr Allin and agreed by the meeting. Th	ie Clerk to			
		5	artin be recognised and thanked for his conti	ribution to			
		tion of Whirligig.					
23-	Monthly H	ealth and Safety Che	ecks – weekly playground checks. The Shop a	are unable			
117			. The Clerk to check with insurance company				
	minimum re	equirement for inspecti	ons.				
23-	RGC – update on shop extension licence – Clerk has sent minutes referencing						
118	signatories	and waiting to hear ba	CK.				
23-		al Item - HR Commi					
119			ommittee to increase the Clerks hours to 14 a				
	agreed. Pro	posed Ciir Claxton Sec	onded Cllr Mackenzie and agreed by the meet	ing.			
23-	Swan Gree	en – Jon Coleman will o	continue with this project.				
120							
23-	Finance						
121	, , , , , , , , , , , , , , , , , , , ,						
	b) <b>Payments</b> The list of payments totalling £6058 was agreed in accordance with Financial Regulation						
	Inv Date	Payee	Description	Amount			
	05/10/202	Tayee	Description	741104111			
	3	Sussex Timber	Grind out stump and branch removal playarea	372.00			
	05/10/202						
	3	Sussex Timber	Fell and remove debris 1 x Horse Chestnut on Rec	990.00			
	10/10/202	FVH	Room Hire 7th Sept	12.60			
	10/10/202						
	3	FVH	Contribution to Security Lighting (22/23 and 23/24)	100.00			
	04/10/202						
	3	Wilbar Associates	SID Maintenance 03/07/2023 - 25/09/2023	1,008.00			
	30/09/202	Grasstex	Grass Cutting September	526.92			
	16/10/202	3.455tcA	C. 355 Gatting September	320.32			
	3	S&SC	Grant awarded Breast Cancer Support	300.00			
	18/09/202						
	36/00/202	Jon Edgar	Fixings for Whirligig	97.97			
	26/09/202	WSCC	Payroll September 23	1,143.54			
	01/10/202	VVJCC	1 dyron september 25	1,143.34			
	3	CloudyIT	Monthly Fee October	96.96			
			•				

		Total Approved for payment 16/10/2023	6,058.71
			1
		, ,	
3	Ben Tavener	Cherry Trees and Hesworth dangerous trees	450.00
02/10/202			
3	Services	2 days Cutting and spraying	522.72
08/10/202	Cornell Countryside		
3	Daniel Cornell	Fell trees and scrub clearance	438.00
11/08/202			

- c) **Millennium Arch post replacement quote** Grasstex quote to be accepted. Proposed by Cllr Dunsten and seconded Cllr Mackenzie and agreed by the meeting.
- d) **Draft Budget Report** there was discussion on draft budget. The Clerk was asked to produce separate revenue and capital budgets for resolution next month.

### 23- Planning

#### a) Planning Committee Minutes

The minutes for the planning committee held on 7<sup>th</sup> September 2023 were received and noted.

#### b) Planning Committee Recommendations

Hawkins Field – Cllr Scott has emailed the developer about the drainage situation. Nicola Martin WSCC has advised it should be raised as a breach of planning. Cllr Allin suspects there are no rainwater butts on site as there should be. Cllr Lee suggested that a site meeting arranged between FRG and Planning Committee to assess whether FPC are satisfied that all Planning conditions have been complied with.

The Swan – it was noted that planning permission granted with conditions, there should be another application submitted for roof matters.

Comments to be submitted to be agreed from Planning Committee meeting on Greenfinches, Grove House and Fulling Mill Cottage.

These submissions were agreed by the meeting.

#### 23- Working Groups

- a) Community Hub Working Group Cllr Claxton reported that the VH and FSCA have agreed to take the project to the next level. A working group to be formed consisting of 2 from VH, 2 from FSCA, 2 from FPC, 1 from shop, 1 from school. Clerk to look at Terms of reference to be agreed. Cllrs Claxton and Dunstan agreed to be FPC representatives.
  - **b)** Communications Working Group volunteer still sought. Cllr Claxton will put something in the Parish magazine with possible payment of living wage.
  - **c) Save The Swan Working Group** no update aside from comments from Planning Committee.
  - **d) Maintenance Working Group** have been busy. Cleaned and revarnished the bench, cleared the trash screen, replaced the pavilion hopper, still screwing the playground palls, and will be looking again at the noticeboard. Drain outside VH Sally will bring up at next VH meeting. Clerk to email Isabel.
  - **e) Highways & Traffic Working Group** meeting on the 24<sup>th</sup>. Cllr Scott has emailed WSCC Highways engineer about the HGV signs.
    - **e) Hesworth Common Management Committee** Meeting being held tomorrow (17<sup>th</sup> October) and minutes to be circulated. SDNP Working day on Thursday 19<sup>th</sup> August. Might be cancelled due to the weather forecast. Worthing volunteers on 5<sup>th</sup> November. Cllr Mackenzie raised concern over lack of risk assessments. It is

There being no other business the meeting concluded at 20:55

Signed:	Date:
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