



Fittleworth Parish Council

PARISH COUNCIL MEETING

**Minutes of the Parish Council Meeting held on
15th January 2024 at 7.00pm in Sports Pavilion.**

Present: Parish Councillors: Jane Claxton (Chair), Mike Allin, Tony Broughton, Robin Dunstan, Wade Houlden, Kevin MacKenzie, Lee Scott and Sally Tanner.
In attendance: County Councillor: Janet Duncton

Also Present: Rachel Gorvin (Clerk).

Members of public: 1

The Chair reminded members of the public of the requirement that they limit their participation to the Public Adjournment section of the meeting.

23-151	Apologies for absence Apologies for absence were received and accepted from Cllr Jon Cross and Clive Murray.
23-152	Minutes of the last meeting The minutes of the meeting held on 20 th November 2023 were agreed as a true record and were signed by the Chair. Proposed: Cllr MacKenzie, seconded Cllr Scott and agreed by the meeting.
23-153	Crime – Cllr Scott went to last NPT meeting and sent around notes. Insp Ross Wickings is moving to another post, Insp Damian Merrifield is replacing him.
23-154	County Councillor report – a report was circulated prior to the meeting. Cllr Duncton arrived 20:27, having been at other meetings. Cllr Claxton thanked her and Mike Dare for the support on the CHS for The Fleet. Cllr Duncton has asked about the Highway reports that Clerk was chasing but no further news. The Highways team are short staffed, trying to address this with apprentices but it takes time to train them.
23-155	District Councillor report – a report was circulated prior to the meeting. Cllr Scott noted the comments on Double Glazing and expressed the opinion that CDC should be consistent with other Councils with regard to this.
23-156	Public questions. None
23-157	Declarations by Council Members of personal or prejudicial interest The Chair reminded councillors that previous declarations still stand (as defined under the Localism Act 2011). (see planning minutes). Cllrs Houlden and Tanner – Yew Tree Cottage Friend and Neighbour
23-158	Co-option to casual vacancy for a Councillor – there was one applicant. The application from Clive Murray was accepted by the Cllrs in his absence and the Clerk will let him know.
23-159	Parish Clerk Report The Clerk submitted a report prior to the meeting. It was suggested that other organisation in the Village could apply for Defib funding, such as the Bowling Club, Rifle

	<p>Club, Scouts, Shop, Church etc. Although the Defib is currently working it was felt that it has become unreliable, and we need a new one. The Clerk will email other parties.</p> <p>PC to publicise the Fittleworth Relief in Sickness charity on the website.</p> <p>SID – access to the SID data would help assess how effective it is but felt the cost of retrofit too expensive, will consider if we purchase a replacement device in the future.</p> <p>A resolution to fund the movement of the SID for Q4 by using £760 from the general reserve was proposed by Cllr Broughton, seconded by Cllr Tanner and agreed by the meeting.</p> <p>The Clerk was asked to get an alternative catch fitted on the Playground gate and to get new signs printed (Cllrs Allin and Broughton to install).</p> <p>The Clerk was asked to Get a quote for a concrete post and drop-down post on the Recreation ground.</p>																																				
23-160	<p>Hesworth Common</p> <p>There has been a Meeting of Cllrs to discuss the future management agreements. Cllrs Allin and Broughton would like to step down from the HCMWG and concentrate on Birchwalks Wood.</p> <p>It was agreed there was a need to show residents what was planned with the RPA Stewardship Grant if it is awarded and the need to do this before any work starts.</p> <p>It was agreed to combine it with an Annual Parish Meeting early in March, date tbc.</p> <p>March 1st or 8th APM – The Clerk to check the village hall availability and Cllr MacKenzie to see if any SDNPA Rangers are available.</p>																																				
23-161	<p>Swan Green – Jon Coleman is happy to continue with work to get the Green registered as common land.</p> <p>A Resolution to propose that FPC continues with the process to register the area known as Swan Green as Common land, subject to legal advice from Gatelys was proposed by Cllr Claxton, seconded by Cllr Houlden and agreed by the meeting.</p> <p>The Clerk will contact Jon Coleman.</p>																																				
23-162	<p>Grants and Donations</p> <p>4 applications were received for donations from the Parish Council, and it was agreed to award these.</p> <p>4sight Vision (£100), The Samaritans, Bognor, Chichester and District (£200), St Mary’s Church Fittleworth (£250), Fittleworth and Stopham Magazine (£50).</p> <p>The resolution to grant funding as above was Proposed by Cllr Claxton, seconded by Cllr Houlden and agreed by the meeting.</p>																																				
23-163	<p>Finance</p> <p>a) Financial Reports – YTD performance and EMR reports were circulated ahead of the meeting. The Clerk reported that the Q3 forecast shows an overspend on budget where spending has been agreed from the General Reserve and EMR.</p> <p>b) Payments – Payment schedules for December 23 and January 24 were circulated prior to the meeting.</p> <p>.</p> <p>The list of payments totalling £2262.78 for Dec and £11722.81 were agreed in accordance with Financial Regulations.</p> <table><tr><th colspan="4">December 23 Payments</th></tr><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>13/12/2023</td><td>Grasstex</td><td>Cut back vegetation at Village Gate Sites</td><td>475.08</td></tr><tr><td>01/12/2023</td><td>CloudyIT</td><td>Cloudy IT fee December</td><td>96.96</td></tr><tr><td>28/11/2023</td><td>WSCC</td><td>Payroll Nov 2023</td><td>1,143.54</td></tr><tr><td>06/11/2023</td><td>FSCA</td><td>50% of RDL invoice for boiler</td><td>162.00</td></tr><tr><td></td><td>SC</td><td></td><td></td></tr><tr><td>17/11/2023</td><td>Landscaping</td><td>Playground check and maintenance</td><td>360.00</td></tr></table>	December 23 Payments				Inv Date	Payee	Description	Amount	FPC				13/12/2023	Grasstex	Cut back vegetation at Village Gate Sites	475.08	01/12/2023	CloudyIT	Cloudy IT fee December	96.96	28/11/2023	WSCC	Payroll Nov 2023	1,143.54	06/11/2023	FSCA	50% of RDL invoice for boiler	162.00		SC			17/11/2023	Landscaping	Playground check and maintenance	360.00
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	06/12/2023	FVH	Room Hire	25.20
			Total Approved for payment 15/01/2024	2,262.78
January 24 payments				
	Inv Date	Payee	Description	Amount
	FPC			
	31/12/2023	Grasstex	Leaf Clearance and Alley Dick Clear	1,307.81
	04/01/2024	WSSC	Dec Payroll	1,766.34
	03/01/2024	RJCA	Architect Fees (CIL EMR)	1,320.00
	01/01/2024	CloudyGroup	Jan IT fee	96.96
	20/12/2023	Wilbar Associates	Install Village Gates (EMR)	4,587.60
	20/12/2023	Wilbar Associates	SID Maintenance Q3	1,008.00
	14/01/2024	Cornell Countryside Service	Tree Planting and clearance (Birchwalks)	222.00
	15/01/2024	Ben Tavener	Tree work Scout Hut and Bus stop work	170.00
	14/01/2024	Mike Allin expenses	Materials and refreshments	255.30
	15/01/2024	Sussex Timber Co	Lime Tree and Birchwalks Trees etc	790.80
	22/12/2023	Playground Inspection Co	Annual Safety Report	198.00
			Total Approved for payment 15/01/2024	11,722.81
23-164	<p>Planning Cllr Scott made a verbal report to the meeting, the contents of which were noted.</p> <p><u>a) Planning Committee Minutes</u> The minutes for the planning committee held on 5th December 2023 were received and noted.</p> <p><u>b) Planning Committee Recommendations</u> Application for the Swan Inn regarding chimneys – one chimney had been adjusted, so comment submitted requesting return to original. Rew Cottage - a new application agreed so the appeal on the previous application has been withdrawn. Barlavington Estate have appealed the refusal for a campsite on land in Waltham Park Road – FPC have resubmitted our comments to the Planning inspector. Lord's Piece car park application – to discuss at next Planning Committee meeting.</p>			
23-165	<p>Working Groups</p> <p>a) Community Hub Working Group met on 9th Jan 2024 – the group consists of representatives from FPC, FSSC, FVH, The Community Shop and The School (Full details on the website). The group intends to continue to consult and involve community and comments from residents at Hightrees have been noted. Clare de Bathe from the Chichester Community Development Trust will advise on governance and fund-raising strategy. The next steps are to prepare a pre-application advice document, investigate governance and funding opportunities, work on a landscape design and get a quote for costing the build.</p> <p>b) Communications Working Group – nothing to report, still looking for some to help with Comms.</p> <p>c) Save The Swan Working Group – Cllr Houlden reported that refurb work is ongoing and they hope to open in the summer.</p>			

	<p>d) Maintenance Working Group – Cllr Broughton reported that the bus shelter is being reclad. All the fencing around the playground has been fixed to stop it being kicked out. Paving outside noticeboard have quote but on hold until funding available.</p> <p>e) Highways & Traffic Working Group Cllr Tanner reported that the Village Gates have been well received. The meeting thanked the H&TWG, particularly Charles Clarke, for all the hard work put in to get this project completed. More speed watch to come. The Fleet CHS - The application will be included in the WSCC Annual Delivery Programme for design in 2024/25.</p> <p>f) Hesworth Common Management Working Group. A written report from Cllr Allin was circulated prior to the meeting.</p> <p>g) Birchwood Walks - Included in Cllr Allin's written report.</p> <p>h) Tree Warden – Cllr Allin is receiving 2 or 3 requests for advice a month. Fallen Holly tree cleared on the driveway to the Scout hut. The Scout group have been quoted to clear the moss on the hut roof – Cllr Allin will let the leader know that FPC grants are available again from April 2024. Some replacement trees planted around Hesworth Common Car Park. Tree survey – Andrew Gale survey – Cllr MacKenzie has spoken to SDNPA ranger about tree management on Hesworth Common to ensure relevant trees are surveyed. Cllr Allin has dealt with the tree survey in the past – Tree Survey to be added as an Agenda item for the next meeting.</p> <p>i) Footpaths – Cllr Dunstan reported the Serpent Trail path off The Fleet, to turnstile gate, was very muddy and asked if FPC could fund scalping's to go on it. The land is not owned by FPC so outside our remit; however, Cllr MacKenzie will investigate landownership and The Clerk will report the problem to the PROW team at WSCC.</p> <p>j) Village Hall & Outside Bodies – Next meeting on Thursday 18th January.</p> <p>k) Flood Resilience Working Group – on watching brief. Hawkins Field Road was flooded again. The Fleet stream was raging but didn't flood at Birch Court. There was flooding on the road just past The Swan. Cllr Claxton asked if any projects for Operation Watershed had been identified by Officers at CDC and WSCC? Nothing has been suggested and the Officers have moved post. Clerk to contact Cllr Duncton for a new contact.</p>
23-166	Sports Pavilion – Trade is a bit slow but football going on now which helps. Toilets have been refurbished and are much improved. Hoping to renew the flooring in the Club room.
23-167	Correspondence – Swift Bricks –Noted but no response as should be the responsibility of SDNPA. CDC – all Parish Meeting – Clerk has sent apologies as it clashes with the next FPC meeting.
23-168	Chair's Announcements None
23-169	Matters Raised by Councillors Tree Survey Hesworth Common and Birchwalks Wood – new committee/working groups to be agreed.
23-170	Date of next meeting: 19th February 2024

There being no other business the meeting concluded at 21:07

Signed:

Date: