



Fittleworth Parish Council

PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on
18th March 2024 at 7.00pm in Sports Pavilion.

Present: Parish Councillors: Jane Claxton (Chair), Mike Allin (from 19:45), Tony Broughton, Wade Houlden, Kevin Mackenzie, Clive Murray, Lee Scott and Sally Tanner.

In attendance: District Councillor John Cross (19:16).

Also Present: Rachel Gorvin (Clerk).

Members of public: 0

23-190	Apologies for absence Apologies for absence were received and accepted from Cllr Robin Dunston, and Cllr Mike Allin, (unable to join meeting until 19:45), and by email from County Councillor Janet Duncton.
23-191	Minutes of the last meeting The minutes of the last meeting held on 19 th February 2024 were agreed as a true record and were signed by the Chair. Proposed Cllr Mackenzie, Seconded Cllr Tanner and agreed by the meeting. The minutes of the Annual Parish Meeting on 8 th March 2024 were agreed as a true record with amendment to SDNPA Rangers name, (Dom Sunderland) and were signed by the Chair. Proposed: Cllr Houlden, Seconded Cllr Murray and agreed by the meeting.
23-192	Crime – The Clerk will find out if any more All Parishes meetings are planned.
23-192	County Councillor reports – Cllr Duncton circulated a report prior to the meeting and no questions were raised for Cllr Duncton.
23-193	District Councillor reports – Cllr Cross circulated a report prior to the meeting. He added that regarding the introduction of food waste, CDC are competing with other Councils to purchase Refuse Trucks. There is some funding from Central Govt., but it is costing £2.5m to implement, with only £600k received from central Govt. The Green waste rounds have been rescheduled, so residents might experience a change of collection day. Cllr Cross asked if FPC are submitting a Parish Priority Statement? – Cllr Scott responded that we have been told by SDNPA planners it is not required as we have a Neighbourhood Development Plan. Cllr Cross mentioned an anomaly that Play areas in Chichester are supported by Council tax from all district residents, not just Chichester residents, unlike parish play areas that tend to be funded by parish council precept. In response to this he wanted to advise that the Spaces and Places scheme has Major and Minor grants available for new equipment. It's possible to get Grants for all sorts of things including sports pavilions. Permissive Bridleway at Tripp Hill – Barlavington estate seem to be in the process of constructing a safer, permissive bridlepath.
23-194	Public questions – no members of the public present.

23-195	<p>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). Item 16 Cllr Broughton is Treasurer for the County Bowls Association.</p>																																				
23-196	<p>Tree Survey – This item was deferred until later in the meeting to ensure Cllr Allin, the Tree Warden was present when the item was considered. Areas 1 and 2 to be surveyed in 2024. Andrew Gale Consultancy was selected as the preferred Contractor as FPC have previous experience with them.</p>																																				
23-197	<p>Parish Clerk Report – The Chair thanked Cllr MacKenzie for arranging an online meeting with Gateleys Legal. A further exploratory meeting to be held with a Highway Consultant, iTransport. The Fittleworth Village Signs – it was agreed to keep one and allow the Horticultural Society to hold a silent auction for the other 2. Sussex Police Panel – no Cllrs were available to attend. SDNPA Parish meeting 13th March – Cllr Scott did not receive an invite; The Clerk will ask if the meeting was recorded. Millennium Arch posts – it was agreed to get straight and not chamfered posts.</p>																																				
23-198	<p>Bollards and Post for Recreation Ground – It was resolved to accept the quote from Grastex for concrete post and drop-down post on the Recreation Ground – Proposed Cllr Scott and seconded Cllr MacKenzie and agreed by the meeting.</p>																																				
23-199	<p>CIL bids – It was agreed that the projects for which we have CIL funds allocated should be progressed before any new bids submitted, with the exception of Cllr Allin applying for new very small scale CIL funding for Birchwalks Wood.</p> <p>The Village Gates project can be removed from the submitted CIL list – The Clerk will email the SDNP CIL Officer.</p>																																				
23-200	<p>Finance a) Financial Reports – Reports were circulated prior to the meeting. b) Payments. The list of payments totalling £2315.89 was agreed in accordance with Financial Regulations.</p> <table border="1" data-bbox="248 1240 1318 2067"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>FVH</td> <td>APM/Planning/Hesworth meetings Room Hire</td> <td>100.80</td> </tr> <tr> <td>ICO</td> <td>Registration</td> <td>35.00</td> </tr> <tr> <td>WSCC</td> <td>Payroll Feb</td> <td>1,432.29</td> </tr> <tr> <td>CloudyIT</td> <td>IT Fee March 24</td> <td>96.96</td> </tr> <tr> <td>Clerk</td> <td>Expenses March 24</td> <td>97.02</td> </tr> <tr> <td>Dyson King</td> <td>Escutcheons for noticeboard</td> <td>13.42</td> </tr> <tr> <td>Ben Tavener</td> <td>Woodchip for pathways</td> <td>310.00</td> </tr> <tr> <td>Mill Farm Plants</td> <td>Oak saplings & compost</td> <td>230.40</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Approved for payment 18/03/2024</td> <td>2,315.89</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Amount	FVH	APM/Planning/Hesworth meetings Room Hire	100.80	ICO	Registration	35.00	WSCC	Payroll Feb	1,432.29	CloudyIT	IT Fee March 24	96.96	Clerk	Expenses March 24	97.02	Dyson King	Escutcheons for noticeboard	13.42	Ben Tavener	Woodchip for pathways	310.00	Mill Farm Plants	Oak saplings & compost	230.40					Total Approved for payment 18/03/2024	2,315.89			
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	<p>Cllr Houlden has applied for 2 defib grants, but the highest is the same as the one already secured by FPC. BHF applications for fully funded devices open again in September. As the defib has been working for last 3 months, it was decided to wait until Sept for BHF to reopen.</p> <p>Cllr Cross suggested that some Fittleworth properties pay their CT to Petworth. The Clerk to investigate.</p>
23-201	<p>Planning</p> <p>Cllr Scott gave a verbal report. Applications are still coming in from The Swan Inn for different things. Sandy Meadow Farm application is outside Fittleworth Parish but may affect our residents. There have been numerous objections including from FPC. Cllr Cross reported that both CDC and SDNP don't have enough traveller sites in the area, so could go to appeal if turned down.</p> <p><u>a) Planning Committee Minutes</u></p> <p>The minutes for the planning committee held on 1st February 2024 were received and noted.</p> <p><u>b) Planning Committee Recommendations</u></p> <p>As per minutes</p>
23-202	<p>Working Groups</p> <p>a) Community Hub Working Group - next meeting on 26th March.</p> <p>b) Communications Working Group – nothing to report.</p> <p>c) Save The Swan Working Group – Cllr Houlden reported that the Management are hoping to reopen in early July. The Swan has a quote to replace the sign on the arch. The Clerk has emailed Oakmasters for an updated quote and the Clerk will remind The Swan Mgt that they need to insure the sign when it is replaced.</p> <p>d) Maintenance Working Group – Cllr Broughton reported that signs for play area installed and escutcheons fitted around the locks on noticeboard. The scalplings left in Alley Dick have been moved. There is a quote to repair the pavers in front of the noticeboard, but the current year maintenance budget is exhausted. When the pavers are fixed, they will try and return the noticeboard to an upright position. It had been suggested it could be relocated but there is no budget provision for this, and it was felt it could be looked at as part of community hub project.</p> <p>e) Highways & Traffic Working Group – an email was received from a resident in Upper Street asking why the SID wasn't located there. The Clerk responded explaining that we couldn't get a Highways licence for the location. Cllr Tanner will take speed watch up there, they have an agreed location on that section of road. There was a Speed watch patrol last week in Lower Street and only got 3 speeders, which is an improvement on previous patrols and reflects that the traffic calming carried out seems to be working. Cllrs Claxton and Scott have a meeting about The Fleet on Thursday this week with WSCC design team. The PC has been copied into correspondence between a resident and WSCC about the Bus stop opposite School Lane entrance. The school bus is now dropping pupils off at Limbourne Lane now. The Meeting felt this was worse as 40mph speed limit there. Cllr Scott will respond to WSCC with the PC thoughts.</p> <p>f) Hesworth Common Management Committee -a management plan was presented by Cllr Murray. The first meeting of the HCMC was on Monday 11th March, Cllr MacKenzie has drafted minutes. The deadline for completion of the Hesworth Common survey is 12th April. The survey will be distributed in the Parish Magazine, to be returned to the shop. Referring to the management plan, Cllr Murray said that Contractor cost and times are all estimates, to be confirmed</p>

nearer the time. 13 ½ days of work are planned this year. There will be a survey ahead of time to make sure no birds nesting. Cllr Murray intends to be on site when the contractors are working. SDNPA agree with the mgt plan. The work will be in May/June/July and in areas where there is 100% bracken cover. The Contractor will have appropriate qualifications. The HCMC are waiting for method statements and safe system of works from Contractor. The meeting felt that the Proposed management plan could not be agreed until the return of the questionnaires, so a decision was deferred on whether to formally accept the plan until these had been received and analysed

There are 12 paid days of bracken whacking planned as might need more hands than we can get from volunteers. To control the bracken, it needs to be when the fronds are unwinding, and has to be done 3 times in the season. The plan allows for non-ground works such as ecological surveys. It is hoped that the amphibian and reptile, birds and bats will be surveyed so we have a baseline surveys to measure success of the plan. HCMC will get quotes so we can draw money down from the CIL allocation. Cllr Allin asked if there was a preferred contractor? The Clerk was asked to look at the 3 quotes received to check that they are quoting like for like. Cllr Murray to provide copies of the 3 quotes to The Clerk.

Only ongoing volunteer maintenance work will be carried out until the questionnaires come back, for example they will remove the birches from around the bog. Cllr Scott asked about the bench at trig point which is unsafe. Cllr Claxton asked that the bench be removed until it can be fixed or replaced, and a notice put at the trig point so visitors understand why it's been removed. she will also mention it in the Parish Council update in the Parish Magazine. The Clerk can put a note on website and Nextdoor.

g) Birchwood Walks – a Report was submitted by Cllr Allin prior to the meeting. Cllr Allin is planning to submit an EOI for CIL funding in the next round, for approx. £2000. There is £1500 CIL allocation to be claimed by October but this requires quotes. The brambles need to be cleared from the bluebells. Rhododendron and Holly will be cut back but not removed as they screen properties. There is a meeting on 19th March - Cllr Allin, Broughton, Hazel Barkworth, Chris Welfare and another villager to be recruited make up the working group.

h) Tree Warden - a Report was submitted by Cllr Allin prior to the meeting. Cllr Houlden asked if there is a right for Councillors looking at planning applications to enter residents' properties without permission? Cllr Allin advised not, and he always knocks on doors and if nobody in he leaves. Planning Officers exercising planning duties do have the right. Cllr Claxton to put a note in the Parish Magazine update to this effect.

i) Footpaths – Lower Street - fencing at The Hazels not considered to be an issue now as lying flat. Lower Street Railings still not repaired, WSCC Highways have advised will be done by 31st March 2024.

j) Village Hall and outside bodies – nothing reported.

k) Flood Resilience Working Group – The Chair of the Resident's Association at High Trees has moved, so there will be a new one. Birch Court – enforcement notice issued by CDC, expires in April. The banks and mature trees at Hawkins Field installed and it looks like drainage solution is ok. There is a small stream between Little Poynes and Ambersham constantly running onto Lower Street, Cllr Houlden wondered if anything can be done about it. The Clerk will report to WSCC highways.

23-203	Millennium Arch Update – The Clerk has written to Oakmasters for a revised quote.
23-204	Confidential Item – Renewal of Leases
23-205	Sports Pavilion – no update received.
23-206	Correspondence – Climate Champion network. Cllr Murray volunteered to look at the

	survey.
23-207	Chair's Announcements None
23-208	Matters Raised by Councillors – nothing new was raised.
23-209	Date of next meetings: 15 th April 2024

There being no other business the meeting concluded at 09:15

Signed:

Date: