



Fittleworth Parish Council

PARISH COUNCIL MEETING

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

Present: Parish Councillors: Mike Allin, Tony Broughton, Wade Houlden, Lee Scott (Chair), Sally Tanner, Kevin MacKenzie and Clive Murray.

In attendance:

Also Present: Rachel Gorvin (Clerk),

Members of public: 6

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

23-210	Apologies for absence Apologies for absence were received and accepted from Cllr Claxton, Cllr Duncton and Cllr Cross and Cllr Dunstan.
23-211	Minutes of the last meeting The minutes of the meeting held on 18 th March 2024 were agreed as a true record and were signed by the Chair. Proposed: Cllr Allin, seconded Cllr Mackenzie and agreed by the meeting.
23-212	Crime – The Clerk has an email from Insp Merrifield apologising for not scheduling any meetings, he intends to do so asap.
23-213	County Councillor reports – A report from Cllr Duncton was circulated prior to the meeting, the contents of which were noted. Cllr Allin had wanted to raise a drainage issue in Limbourne Lane – The Clerk will get photos and try and get this resolved.
23-214	District Councillor reports – A report from Cllr Cross was circulated prior to the meeting, the contents of which were noted.
23-215	Public Questions – 6 residents of High Trees attended the meeting to bring their concerns around the Community Hub Project to the Parish Council. The concerns raised were; Extension of the car park and the removal of the green barrier between current car park will cause noise and nuisance to residents at High Trees and impact on drainage into the culvert. Car park extension means removal of wildlife habitat. 12 oak trees in the area potentially removed. Impact of moving the main entrance from front of building to rear leading to noise and nuisance concerns. Improving the facilities will attract users from outside Fittleworth and add to traffic issues in School Lane. The Village Hall meets its current purpose and doesn't need change. Other buildings available for improvement such as the Sports Pavilion. Concerns over loss of heritage building, Village Hall shouldn't be changed. Additional Car parking not needed; rear car park is not used even at busy times. The shop has caused the issues with parking and High trees shouldn't be disproportionately affected. The residents asked if sufficient objections received, would FPC discontinue with the

	<p>project? Cllr Scott explained that the Community Hub Working Group consists of 5 interested parties working in partnership, it's not just a FPC project. FPC, Village Hall trustees, Sports and Social Club, Fittleworth Stores and Fittleworth School all have representatives on the working group. There was a public consultation in May 2023 where there was overwhelming support shown for the project, however the concerns of High Trees residents will be forwarded to the working group and taken into consideration. The residents present agreed that they would submit a written document for the working group. The working group already had planned to invite High Trees residents to a meeting to discuss their concerns. The current plans are a starting point, and a pre-application has been submitted to SDNP for advice, until the outcome of this is received there is no intention to revise the plans as it involves considerable cost.</p>																																										
23-216	<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).</p>																																										
23-217	<p>Parish Clerk Report Running water in Lower Street – Cllr Houlden felt the WSCC response insufficient, he will email Clerk with concerns to be forwarded to Cllr Duncton.</p>																																										
23-218	<p>Finance a) Financial Reports were noted. End-of-year reports will be presented at the May meeting. b) Payments The list of payments totalling £5425.52 was agreed in accordance with Financial Regulations.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Parish Clerk</td> <td>Printer Ink and SLCC sub</td> <td>208.00</td> </tr> <tr> <td>Eagle Digital Print Ltd</td> <td>8 x A0 printed boards</td> <td>652.80</td> </tr> <tr> <td>Property House Marketing</td> <td>Design and Artwork</td> <td>283.50</td> </tr> <tr> <td>WSALC</td> <td>WSALC and NALC Subs</td> <td>333.75</td> </tr> <tr> <td>Mill Farm Plants Ltd</td> <td>Trees and planting accessories</td> <td>523.44</td> </tr> <tr> <td>Rialtus Business Solutions Ltd</td> <td>2024/25 Annual Support and Maintenance</td> <td>230.40</td> </tr> <tr> <td>Wilbar Associates</td> <td>SID movement Q4</td> <td>1,008.00</td> </tr> <tr> <td>WSCC</td> <td>Payroll Admin fee</td> <td>53.42</td> </tr> <tr> <td>WSCC</td> <td>Payroll March 2024</td> <td>1,432.29</td> </tr> <tr> <td>CDC</td> <td>Litter bins 2023-24</td> <td>699.92</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total Approved for payment 15/04/2024</td> <td>5,425.52</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Description	Amount	Parish Clerk	Printer Ink and SLCC sub	208.00	Eagle Digital Print Ltd	8 x A0 printed boards	652.80	Property House Marketing	Design and Artwork	283.50	WSALC	WSALC and NALC Subs	333.75	Mill Farm Plants Ltd	Trees and planting accessories	523.44	Rialtus Business Solutions Ltd	2024/25 Annual Support and Maintenance	230.40	Wilbar Associates	SID movement Q4	1,008.00	WSCC	Payroll Admin fee	53.42	WSCC	Payroll March 2024	1,432.29	CDC	Litter bins 2023-24	699.92					Total Approved for payment 15/04/2024	5,425.52			
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23-219	<p>Planning Cllr Scott circulated a report prior to the meeting, the contents of which were noted. a) <u>Planning Committee Minutes</u></p>																																										

	<p>The minutes for the planning committee held on 7th March 2024 and 4th April 2024 were received and noted.</p> <p><u>b) Planning Committee Recommendations</u></p> <p>Swan Discharge of conditions application only refers to the back of pub, not the tiles on the main roof. Chimney redesigned without prior permission. Planning Officers meeting owners on site this week to discuss.</p> <p>Community hub – Cllr Scott has submitted a pre-application for advice – 20 working days target for response. (will start when we submit site plan requested).</p>
<p>23-220</p>	<p>Working Groups</p> <p>a) Community Hub Working Group. – comments from High Trees residents noted. Next meeting 30th April.</p> <p>b) Communications Working Group – Steve Peterson is currently reviewing some information on the website and will update old information.</p> <p>c) Save The Swan Working Group – Opening date now August. Progress being made inside, the paintings are being restored and going back on the walls, speaking to historic England about that. Residents will be invited in for another tour. Floors have been done, they have samples for the bar which is being rebuilt, slightly shorter to allow access to the disabled toilet. The swan sign – hopefully to be restored.</p> <p>d) Maintenance Working Group – The village hall have repaired the area in front of the noticeboard which was on our repairs list.</p> <p>e) Highways & Traffic Working Group – Cllrs Claxton and Scott have met with WSCC Highway engineer about the CHS for The Fleet – delivery expected from April 2025. Serpent Trail Improvements – design ideas being investigated. Cllr Allin asked about the footpath at Hawkins Field that goes to Limbourne Lane. SDNP didn't make a condition that the path has to be a public right of way. No enforcement is available unfortunately, now down to goodwill of residents.</p> <p>f)</p> <p>Hesworth Common Management Committee</p> <p>Cllr Murray advised that Cllr MacKenzie is vice chair of HCMC. 2 volunteers for the working party on April 14th, so the bench at the Trig point didn't get repaired, it needs resiting. Cllr MacKenzie has collated the answers from the survey and circulated to Cllrs. 20 questionnaires returned, 1 email and 3 responses from HCMC Cllrs. 87.5% of the responses had no concerns about the HCMC plans, only 3 responses not in support. Although the level of participation was disappointing, the meeting agreed that this represented a mandate from the village to continue with Heathland restoration. Cllr Broughton asked if the HCMC are worried that people will complain once work starts – Cllr MacKenzie agreed it was a valid point, and part of the HCMC responsibility is to educate the public as works commence. Cllr Scott raised the need to communicate the results of the survey, in the Parish magazine etc. Cllr Murray has prepared a narrative version of proposed works as discussed at the meeting of Cllrs, the capital works come to just under £7k. The work will not be in all areas in the first year as they try to spread the impact on the site over the 3 years.</p> <p>The HCMC have asked for a resolution to suspend Standing Order 18c,</p> <p>A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.</p>

	<p>in relation to the awarding of a Contract for Heathland restoration and maintenance on Hesworth Common, on the grounds that Financial Regulation 11.1 ii applies, for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;</p> <p>The resolution to suspend Standing Order 18c was proposed by Cllr Murray and seconded by Cllr Houlden and agreed by the meeting.</p> <p>The resolution to accept the recommendation of HCMC's management plan and budget for 2024 was Proposed by Cllr Mackenzie and Seconded by Cllr Scott, and agreed by the meeting. Cllr Murray will draft a contract for the preferred quote for the Clerk to send.</p> <p>HCMC to let the Clerk know what area we are applying for RPA revenue grant for this year, this needs to be done by 15th May.</p> <p>The next meeting 26th April so the Agenda needs to be published by 22nd April. Cllr Allin to let HCMC have the key to the noticeboard in the Lower Street Car Park so that information about Heathland extension can be published there.</p> <p>g) Birchwood Walks – 135 saplings planted this year. £1500 of CIL funding agreed by SDNP and a new bid submitted for 2024-26. Cllr Murray asked that trees should have local provenance as foreign grown saplings puts the local trees at risk with hygiene. Cllr Allin to check with supplier. Cllr Allin to get Worthing volunteers to BWW in May and then hand details over to HCMC.</p> <p>h) Tree Warden – Tree survey early June. Ben Tavener to do some work at Sandy Lane.</p> <p>i) Footpaths – nothing to report.</p> <p>j) Village Hall & Outside Bodies – nothing reported.</p> <p>k) Flood Resilience Working Group – Cllr Allin is monitoring.</p>
23-221	Sports Pavilion – nothing reported.
23-222	Correspondence – WSCC email on response to Highway enquiries noted.
23-223	Chair's Announcements None
23-224	Matters Raised by Councillors –
23-225	Date of next meetings: 20th May – Annual Meeting of the Parish Council

There being no other business the meeting concluded at 21:30

Signed:

Date: