



a Fittleworth Parish Council

PARISH COUNCIL MEETING

Minutes of the Parish Council Meeting held on
20th May 2024 at 7.00pm in Sports Pavilion.

Present: Parish Councillors: Jane Claxton (Chair), Mike Allin, Wade Houlden, Lee Scott, Kevin MacKenzie, and Clive Murray.

In attendance: County Councillor: Janet Duncton, District Councillor: John Cross

Also Present: Rachel Gorvin (Clerk),

Members of public: 0

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

24-001	To Elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office Cllr Jane Claxton indicated that she was prepared to continue as Chair. Cllr Scott Proposed that Cllr Claxton be re-elected as Chair of Fittleworth Parish Council – this was seconded by Cllr Mackenzie and unanimously agreed by the meeting. Cllr Claxton signed the Declaration of Acceptance of Office in the presence of the Clerk
24-002	To Elect the Vice-chair of the Council and to receive the Vice Chair's Declaration of Acceptance of Office Cllr Lee Scott indicated that he was prepared to continue as Vice Chair. Cllr Claxton Proposed that Cllr. Scott be re-elected as Vice Chair of Fittleworth Parish Council – this was seconded by Cllr Murray and unanimously agreed. Cllr Scott signed the Declaration of Acceptance of Office in the presence of the Clerk.
24-003	Apologies for absence Apologies for absence were received and accepted from Tony Broughton, Robin Dunstan and Sally Tanner.
24-004	Minutes of the last meeting The minutes of the meeting held on 15 th April 2024 were agreed as a true record and were signed by the Chair. Proposed: Cllr Scott seconded Cllr Mackenzie and agreed by the meeting.
24-005	Public question – A resident has contacted the Clerk regarding the repair of railings in Lower Street between Walnut Tree Yard and Orchard House. Cllr Allin reported that the contractors had been on site but didn't have the right equipment. Hopefully they will return soon to complete the works. The organisers of the Garden Trail have asked if they can use the Recreation Ground for parking – Clerk to ask Sports Club if this is ok.
24-006	County Councillor and District Councillor reports Cllr Duncton circulated a report prior to the meeting. In addition, she has reported potholes on Wincombe Hill, but apparently, they are not bad enough – only one has white lines around it. Cllr Duncton was asked when resurfacing of Lower Street, School Lane to junction of A283 is scheduled for - She will try and find out. Cllr Allin asked for it to be recorded again, that School Lane needs resurfacing. When will someone come and inspect it? Cllr Duncton asked for an email, and she will forward. Cllr Allin reported that the triangle of grass at the entrance to Bedham Lane been damaged again by an articulated lorry, what can be done. Cllr Claxton suggested if a

name from the lorry can be recorded the parish council can write to the company, otherwise difficult to enforce.
 Cllr Duncton has been looking at Lancing college all estate plan, which has been time consuming.
 Cllr Duncton sits on the AMandS committee which is recruiting a new Chief exec for the SDNP. She also sits on the SDNP Trust. Cllr Duncton left at 19:24

Cllr Cross submitted a report prior to the meeting. He reported there is a new local plan for SDNP – he and Cllr Duncton are on the SDNP Committee and commit a day a week to this.
 He has been contacted by Alex MacDonald from Hyde Martlet about installing double yellow lines in Greatpin Croft where there are parking issues. He has suggested Hyde contact Cllr Tim Richardson.
 Cllr Cross has been contacted by Bury PC about the Arun River conference. Have we heard anything? FPC not received any correspondence.
 Arun and Rother River Trust – changing name to Western Sussex Rivers Trust (WSRT). A29 realignment scheme - slowing traffic through landscape led design.
 Yew Tree Cottage – Cllr Cross asked his contact details passed onto resident who wants to see the delegated report for a recent Planning application (Cllr Scott).
 Cllr Allin asked what was happening at the Sandy Meadow Farm site – Cllr Cross reported not decided but the applicant planning to go to appeal if refused. Cllr Cross left at 19:36

24-007 **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 Scott and Mackenzie with regard to Planning Applications at The Swan Inn being near neighbours.

24-008 Finance

a) Year End Financial Report – the Clerk had prepared the 2023-24 Year End Financial Report. The Financial Performance was reviewed, and it was resolved to accept the Receipts and Payments accounts summary. Proposed Cllr Scott and seconded by Cllr Houlden and agreed by meeting.

b) The results of the internal audit were reviewed, and it was resolved to approve Section 1 of the AGAR, The Annual Governance Statement. Proposed Cllr MecKenzie and seconded Cllr Murray and agreed by meeting.

c) The results of the internal audit having been reviewed, it was resolved to approve Section 2 of the AGAR, The Annual Accounting Statement. Proposed Cllr Mackenzie and seconded by Cllr Houlden and agreed by meeting.

d) Payments – details of outstanding invoices were reviewed and the list of payments totalling £5331.77 were agreed in accordance with Financial Regulations.

Inv Date	Payee	Description	Amount
	FPC		
09/05/202	FVH	Planning and HCMC	50.40
30/04/2024	Grasstex	Grass cutting/Hedge/Leaf	1,144.02
09/05/2024	Mulberry LAS Ltd	Internal audit	209.94
30/04/2024	Scott Planning	Planning and maps Fee	177.64
26/04/2024	WSCC	April Payroll	1,420.74
01/04/2024	CloudyIT	April/May fee	215.04
20/05/2024	Mike Allin	Printing ink for HC exhibition	52.99
	HCMC		
20/05/2024	The Way Design	Information sign design	1,104.00
	BWW		
21/04/2024	Cornell Countryside Services	Clearing, felling trees,	432.00

			planting	
	14/05/2024	Ben Tavener	Tree works	525.00
			Total Approved for payment	5,331.77
	Cllr Claxton thanked the Clerk for the work involved in completing the Year-end return and clean report from the internal auditor.			
24-009	The Report of Councillor Meeting attendance 01/05/2023-31/04/2024 was noted.			
24-010	Delegation arrangements to Committees, Sub Committees, Working Groups, Staff, other Local Authorities and bodies were reviewed and will be updated on the website. It was agreed to change the name of The Save The Swan Working Group to The Swan Inn Working Group.			
24-011	Terms of Reference for Committees and working groups were reviewed. It was noted that HCMC and BWWG have recently been amended so no further review required. The Community Hub Working Group proposed terms of reference were deferred to the June meeting. It was agreed to continue to use the SALC Planning Protocol for the Planning Committee.			
24-012	Appointment of members to existing Committees. There remains a vacancy on the Planning Committee due to commitments from other groups. Cllr Dunstan replaced Cllr Broughton as Maintenance Co-Ordinator. Otherwise, there were no changes – details to be published on the website and noticeboard.			
24-013	Appointment of any new Committee – It was suggested that the Planning Committee and the Highways and Traffic Working Group could potentially be combined. This was deferred to the June meeting in the absence of Cllr Tanner.			
24-014	Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses. CDC litter bin emptying arrangement. Pavilion Fire Alarm – KBO Grounds Maintenance – Grasstex – to be kept under review IT System, Support and Licences - CloudyIT Finance System Licence and support - Rialtus Internal auditor – Mulberry & Co Playground inspections and repairs - SC landscaping Annual ROSPA playground inspection - Play Inspection Company			
24-015	Review of representation on or work with external bodies and arrangements for reporting back CDALC – Cllrs Claxton and Tanner CDC All Parish meetings – ad hoc depending on content CDC – Traveller First point of contact – Cllr Murray SDNPA Pathwatch – the Clerk to investigate whether this group still exists SDNP South Downs Land Manager Group - Cllr Murray North Chichester County Local Committee – ad hoc depending on contact SDNPA Workshops – Cllrs Scott and Murray WSALC AGM – Cllr Claxton Fittleworth Village Hall Committee – Cllrs Houlden and Tanner Bowls Club – Cllr Broughton Sports and Social Club – Cllr Dunstan Police Forum Group and Police All Parishes Meetings – Cllr Mackenzie			
24-016	The inventory of land and assets including buildings and office equipment was reviewed. The Clerk reported that in 2023/24, 1 x Centenary Bench removed and SID posts and Sockets, Village Gateways, Whirligig Plinth and new Centenary Bench added. A review of benches is required as 3 listed but there are more than this. It was suggested that as benches are refurbished, they could be added. The Clerk to check whether the Fittleworth sign on the Centenary Gardens is included under Street Furniture. The Swan pub sign is not owned by the Parish Council.			
24-017	Confirmation of arrangements for insurance cover in respect of all insured risks			

	Current arrangement with Gallagher agreed until Oct 2024. To be reviewed summer 2024.
24-018	The council's and/or staff subscriptions to other bodies were reviewed and no changes were made. NALC, WSALC, SLCC, CAGNE. The Clerk to circulate information on training available to Councillors.
24-019	The Council's expenditure under s.137 of the Local Government Act 1972 or the general power of competence was noted. The following donations were made in 2023/24. Breast Cancer Support £300 4Sightvision £100 Samaritans £200 St Marys Church £250 Fittleworth Magazine £50.
24-020	The time and place of ordinary meetings of the full council up to and including the next annual meeting of the Council were agreed. Full Council meetings to be held on the 3 rd Monday of the month, except for August and December. Planning Committee meetings to be held on the 1 st Thursday of the month. Hesworth Common Management Meetings – as agreed. All dates, times and locations of meetings will be published on the website and noticeboard.
24-021	Clerks Report – a report was circulated prior to the meeting. The Clerk was asked to contact the resident who requested permission for an inflatable on the recreation ground to say not permissible due to insurance exclusion. The Clerk was asked to contact the shop management about risk assessment of customers using the picnic tables during cricket matches.
24-022	Planning Committee a) the draft minutes of the planning committee meeting held on 2nd May 2024 were noted. b) Planning Committee Recommendations – recommendations from the planning committee, including SDNP/24/00820/FUL and SDNP/24/00821/LIS amended plans. – no comment required. Cllr Scott reported numerous applications outstanding at The Swan Inn and still awaiting clarity about the roof tiles. Land north of Waltham Park Road - Campsite appeal dismissed. Amen Yard - appeal dismissed.
24-023	Confidential Item – Renewal of leases.
24-024	Community Hub Project – the document submitted by High Trees residents has been noted by Councillors. Pre-application advice from SDNP expected in the next few weeks. Cllr Claxton has addressed the concerns of High Trees residents in her Parish Council news for the June magazine and once published, the Clerk will publish on the website and provide a link from Nextdoor.
24-025	Correspondence – letter from Andrew Griffith noted. The Clerk will contact the Cyber Protection Officer to book a session for villagers.
24-026	Matters Raised by Councillors for next meeting - none
24-027	Date of next meetings: 17th June 2024.

There being no other business the meeting concluded at 21:46

Signed:

Date:

