



FITTLEWORTH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 19th JANUARY 2009 at 7.30pm in the Pavilion Building.

Present: Dr. A Poole (Chairman), Mr M Allin, Mrs H Barkworth, Mr J Barstow, Mr A Butcher, Mrs S Dipper, Miss J Hawkins and Mr J Mills.

In Attendance: Mr J Butler, District Cllr. J Duncton, County Cllr. C Duncton (until 7.45pm) and Mr P Henderson (Clerk).

01/9. To Receive and Approve Apologies for Absence: Apologies were received and accepted from Cllr. Stanforth.

02/9. Declaration of Personal or Prejudicial Interests: There were none.

03/9. Minutes of the Previous Meeting:

The minutes of the meeting held on 15th December 2008, and previously circulated, were accepted as a true record and signed by the Chairman. (Proposed by JM and seconded by JH).

04/9. Matters Arising from the Minutes:

Re 102/8 – AP reported that observations re the Code of Conduct had been sent off.

Re 105/8 – AB reported that that the idea of an extra notice board at the shop had been declined.

Re 104/8 – The Clerk reported that requests for quotations for the ground maintenance contract had been sent to Kent County Council, K Ball and D Flynn. Only Kent had replied.

05/9. Health and Safety:

The Clerk had previously circulated details of the current situation. Since the last meeting, inspection reports had been received for the Playground (AP), The Triangle (JM) and Hesworth Common and Birchwalks Woods (MA).

AP requested that, in future, the Clerk should email those members concerning overdue reports.

- JM reported that the broken drain pipe at the rear of the Pavilion had been fixed.
- AP reported that N and V Smith were willing to fund the purchase of two new benches from their trust fund. One bench would be in memory of Reg Bushby.
- The condition of all benches was still under review.
- The broken street signs had again been reported to CDC by the Clerk.
- The eastern ditch had been cleared of leaves by a working party on 6th December.
- MA reported that he intended to purchase 4 metres of fencing to be erected along the ditch.
- MA reported that the unauthorised swing on Hesworth Common had been found difficult to remove.

06/9. Planning:

AB updated the meeting on the progress of applications being considered.

a) Ongoing Applications

1. White Eaves, Lower Street – Notification of intention to fell 2 no. Beech Trees. **The PC had no objections. CDC not to prepare a TPO.**
2. Fittleworth First School – The relocation of an existing temporary classroom building to the northwest corner of the playground at Fittleworth School. Also the construction of a single storey extension to the existing school building to provide 2 new classrooms and toilet facilities. **The PC had no objections. PERMIT.**
3. River Lodge, Hesworth Common Lane – Notification of intention to crown thin by 10% and crown clean 1 no. Walnut tree. Fell 1 no. Cherry Tree. **PC had no objections. CDC not to prepare a TPO.**
4. 9 The Gardens – Remove existing driveway and replace with new brick/block driveway. **The PC had no objections. REFUSED by CDC.**
5. Little Poynes Lower Street Fittleworth Pulborough

Notification of intention to crown lift up to 3m and thin by 10% 1 no. Goat Willow (1). Fell 1 no. Willow (2) and 1 no. Silver Birch tree (12). Remove dead branches and reduce over hanging branches by 2-3m on 1 no. Apple tree (3). Crown raise up to 4m 1 no. Willow and 1 no. Magnolia tree (4). Reduce height down to 2m and sides by 0.5m on 1 no. Beech hedge (7). Crown lift by 2m on 1 no Apple tree (9). Reduce height and trim sides (back to previous points) of Leyland Cypress and Holly Hedge (11). **PC had no objections.**

b) New Applications

1. Pitts Garden Bedham Lane Fittleworth Pulborough

Proposed amendment to extension permitted under FT/06/01328/LBC. **PC has no objections. CDC not to prepare a TPO.**

2. As above – amendment to extension permitted under FT/06/01326LBC. **PC had no objections,**

3. Tripp Hill House, Tripp hill – Single storey ancillary building in garden of listed building. **PC still considering the application.**

07/9. Finance:

a) **It was resolved that the following invoice be paid.** (Proposed by AB and seconded by HB).

1. P Henderson – Clerk's wages and expenses for January - £332.75

b) **It was resolved that the following donations be made.** (Proposed by MA and seconded by JB).

1. West Sussex Rural Mobile Youth Trust - £50.00 (agreed budget for 2008/2009)

2. Fittleworth PCC - £235.00

3. Community Mini Bus - £150.00

4. Burton & Coates PCC - £100.00

5. Fittleworth Play Group - £50.00

6. Fittleworth Over 60's - £50.00

7. Petworth Nursing Home - £50.00

8. Fittleworth Parish Magazine - £50.00

c) **No income had been received since the last meeting.**

d) **Updated copies of the Budget v Expenditure figures were distributed to members.**

e) **Quotations for the grounds maintenance contract received from Howards and Kent were distributed.**

08/9. Correspondence:

a) Sent by email

1. From Trevor Leggo at SALC – giving notice of the half yearly meeting with the chief constable (22/12/08)

2. From West Sussex Police - January newsletter (06/01/09)

3. From SALC – Re Rural Services Network (06/01/09)

4. From CDC – notice of a meeting re St Richards Hospital on 16th January. (10/01/09).

5. From SALC – Information concerning a 'Rural Health Workshop'.

6. From CDC – Details of the Annual Parishes Meeting on 3rd February. AP and PS are to attend. (Reserve SD).

b) Other Correspondence

1. From NALC – January edition of the magazine.

2. From WSCC – Minerals and Waste development Framework – Update. The scheme 2008-2012 is now on their website. Comments welcomed by 30th January.

3. From Communities & Local Government – A consultation document entitled 'Code of recommended practice on local authority publicity'. The Clerk reported that it seemed to have very little relevance to Fittleworth PC and therefore no response was necessary. Details taken by JB.

4. From WSCC – Details of the annual 'Bus Shelter Grants Scheme'. Taken by AP.

5. From ROSPA – invitation to apply for an annual inspection of the play ground. The meeting requested the Clerk to apply.

6. From Clerks and Councils Direct – January magazine.

7. From CDC – Minutes of the Standards Board.

8. From John Barstow – Advance notice of a CDALC meeting on 25th February at Northchapel.

09/9. Reports:

a) **Hesworth Common/Birchwalks Woods**

- The next management meeting has been planned for 17th February at 4.00pm.
- The next working day will be provisionally 1st March.

b) Sports Clubs Association

- Copies of plans showing the proposed position of the floodlight were distributed to the meeting.
- Discussion took place regarding the height of the pole, intensity of the light and the opportunity for the public to comment on the proposals.
- The Parish Council were still, however, in favour of the proposals.
- **It was agreed that the Sports Association should apply for planning permission and not the Parish Council.** Costs involved would be paid for by the PC if insufficient resources were available from the 'Reg Bushby fund'. This information was to be passed to B Stokes by the Clerk.
Clerk to Action.
- A meeting between the PC and the Sports Association to discuss the Pavilion lease was to go ahead as soon as possible.

c) Maintenance

- JM reported that the 'dog signs' had been erected.
- Also, the 'Arundel sign' had been adjusted.
- It was reported that the roof of the bus shelter needed repair.
- The condition of benches around the village was being monitored.

d) Village Hall & Outside Bodies

- AP reported that the V H Committee were now to meet on 22nd January.
- The Hall doors had been repaired.
- A workshop to assist with Quality Council applications on 23rd January is to be attended by AP and the Clerk.
- A meeting of CDALC scheduled for 25th February.
- A meeting of the North East Forum is planned for 5th March.

e) Communications

- The working party meeting on 14th would now take place on 21st January.

f) Community Involvement

- The meeting on 21st January had been postponed.
- Another village fete was planned for August 8th.
- A Village Pantomime was planned for October.

g) Youth

- SD reported that the visits of the Purple Bus had finished.
- A leader for the Cubs had still not been found. There was a possibility that the Cubs would close at Easter.
- An open meeting of the Youth Forum was planned in the next 2 weeks at the school.
- The Beavers would like to reserve a stand at the next fete.

h) Traffic

- The working party is due to meet on 2nd February.
- A visit to the village by Steve Johnson was planned for 21st January to meet with AP and MA.

i) Planning

- A meeting of the working party had taken place on 14th January.
- The meeting was attended by Sebastian Anstruther and Andrew Kinnear in order to explore some ideas for a number of small developments within Fittleworth.
- It was agreed that the working party would consider the ideas at their meeting in February.
- Also discussed was a letter from Sam Irvine (CDC Enabling Officer) requesting a further meeting with the working party. It was agreed that he should attend the February meeting.

10/9. Decision Making Process at Parish Council Meetings:

JM referred to his letter sent to members before Christmas, in which he expressed concern over the time taken by the Council to finalise decisions. He proposed that the following procedure be adopted in future.

- Proposals are tabled in the first instance with supporting information for preliminary discussion.
- Any additional information or figures to be provided at the next meeting for consideration.
- At the third meeting further discussion to take place and a decision taken.

The proposal of the three stage process was seconded by AB and carried unanimously.

11/9. Grounds Maintenance Contract 2009:

- Quotations from Kent County Council and Howards had been presented to members for comparison.
- No quotations had been received from K Ball or D Flynn although the latter had promised them for the following day.
- The Clerk was requested to ring Mr Ball and ask for a decision by the end of the week. **Clerk to Action.**
- **It was unanimously agreed that all further quotations be emailed to AB and JM by the Clerk. They in turn would make a recommendation to members for consideration and action.**

12/9. Community Action Chest:

- A draft application for grant funding, prepared by PS and AP, was presented to the meeting for consideration.
- Funding was requested for 'A' frames, a notice board in the village shop and a new quarterly Parish Magazine.
- Following discussion, **it was decided that the Council could go no further with the document and that it be returned to the working party for further consideration.**

13/9. Replacement windows in The Pavilion:

- As requested, JM had obtained 3 quotations for the work involved.
- D & D Double Glazing quoted £3535.00 including VAT.
- Window Solutions quoted £3330.00 including VAT.
- Wizard Windows quoted £2685.00 including VAT.
- JM had carried out extensive research into the quality of installation and production of all three companies. This was greatly appreciated by members. All products carried a ten year guarantee.
- **JM recommended that the quotation from Wizard Windows be accepted.**
- **AB proposed that the recommendation be accepted (seconded by MA). It was unanimously agreed.**
- It was agreed that JM should contact Wizard Windows and liaise with the Clerk concerning the details.

14/9. To Agree the Organisation of the Annual Meeting of the Parish Council and the Annual Parish Meeting:

- It was unanimously agreed that both meetings should take place on the 18th May 2009.
- The Annual Parish Meeting would take place first followed by the Annual Meeting of the Parish Council.

15/9. Items for Inclusion on the Next Agenda:

- a) Community Action Chest Grant Application.

16/9. It was agreed that the next meeting would take place at 7.30pm on 16th February 2009 in the Pavilion Building.

The meeting closed at 9.55pm.

P Henderson
20/01/09