



## FITTLEWORTH PARISH COUNCIL

### **DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16<sup>th</sup> MARCH 2009 at 7.30pm in the Pavilion Building.**

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

**In Attendance:** Mr J Butler and Mr P Henderson (Clerk)

**28/9. To Receive and Approve Apologies for Absence:** Apologies were received from Cllr. H Barkworth.

**29/9. Declaration of Personal or Prejudicial Interests:** There were none.

**30/9. Minutes of the Previous Meeting:**

The minutes of the previous meeting held on 16<sup>th</sup> February 2009, and previously circulated, were accepted as a true record and signed by the Chairman. (Proposed by PS and seconded by JM).

**31/9. Matters Arising from the Minutes:**

Re 24/9(7) – CDC had been informed that the PC did not wish to change any suggestions regarding the proposed dog control orders. Having reread the proposals, and found no reference to particular problems in individual parishes, the Clerk nevertheless informed CDC of the difficulties being experienced on the recreation ground and Alley Dick.

Re 24/9(d) – JB reported that he hoped to arrange a meeting with Mr Harris (CDC) in the near future.

**32/9. 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) and The Triangle (JM). The Chairman reminded the meeting of the importance of submitting reports at the designated time.

- JM reported that the work on the Pavilion windows had been completed.
- JM had submitted a report on the state of all benches with recommendations. (see item 13)
- No progress had been made with CDC concerning the broken/missing street signs.
- The fencing for the east ditch had been purchased by MA.
- The unauthorised swing on the common had not been removed owing to the height.

**33/9. Planning:**

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

a) Ongoing Applications

1. Pitts Garden Bedham Lane Fittleworth Pulborough  
Proposed amendment to extension permitted under FT/06/01328/LBC. **PERMIT.**
2. Tripp Hill House, Tripp Hill – Single storey ancillary building in garden of listed building. **PERMIT.**
3. Orchard Barn – building of 3 terraced cottages. **REFUSED BY CDC.**
4. Murray House – Remove existing conservatory which is beyond repair and replace with orangery with roof lantern. Installed on existing brickwork maintaining the same footprint. **PERMIT.**
5. Orchard House – Notification of intention to fell 1 no. Cypress, 1 no. Eucalyptus tree, 1 no. Variegated Lawson Cypress tree, 1no. Robinia Pseudoacacia 'Frisia tree, 1 no. Central Oak tree of 3 no... Also pollard (hard limb removal down to the first branching of the main stem on 1no. Ash tree. **No TPO to be prepared.**
6. Aldermore, School Lane – Prune 30% to line of previous pruning and reduce height to clear electric power cable to Fulling Mill Cottage on 1no. Mulberry tree subject to FT/93/00508/TPO. **PC has no objections. PERMIT.**
7. Crowsole Mill, Little Bognor – Reduce back to old wound points (as per permission – FT/00/01926/TPO) on 1 No. Durmast Oak (Quernus Petraea) (T1) subject to Ft/97/00510/TPO. **PC has no objections. PERMIT**

8. Hazels, Lower Street – Notification of intention to fell 3 no. Leyland Cypress trees and 1 no. Oak tree. Reduce height by a third on 5 no. Leyland Cypress trees. **PC has no objections. No TPO to be prepared.**

**b) New Applications**

- 1 & 2 St. Richards Cottages, Lower Street – Alterations to internal floor layout. Removal of portion of garden wall to provide rear access. **PC has no objections.**
- Fittleworth First School – Conversion of existing school library to provide new kitchen facilities. Construction of a new library extension (24.5m sq gross) to existing school building on the site of an existing covered area. **PC has no objections. CDC has NO OBJECTIONS.**
- Mants, Wakestone Lane, Bedham – Proposed store. **PC has No Objections.**
- Knoll Bungalow, Sandy Lane – Single storey side extension. **PC yet to consider the application.**

**34/9. Finance:**

**a) It was resolved to pay the following invoices.** (Proposed by AB and seconded by JB).

1. Fittleworth PCC – COIF Dividends (Allotment for Burial Grounds) - £50.24
2. P Henderson – Clerk’s Wages and Expenses for March - £332.75
3. Revenue & Customs – Tax deducted from the Clerk’s wages for January, February & March 2009 - £225.57.
4. Public Works Loan Board – six monthly payment of Village Hall Grant - £618.97. (Due by direct debit on 20<sup>th</sup> March).
5. National Association of Local Councils – Quality Council accreditation fee - £57.50.
6. Neil Plumridge – Website expenses - £34.99
7. Wizard Windows – Installation of Pavilion Windows (Balance due) - £2012.00
8. A & AT Payne – Fencing and posts necessary for the east ditch of the recreation ground - £50.00.
9. M Allin – Reimbursement of gratuitous payment to Mr A Whitwell for professional services rendered - £18.87.
10. Worthing Volunteers – payment for work carried out on Hesworth Common between July 2008 and March 2009 - £30.00.

**b) Income received since the last meeting**

1. COIF Dividend – £15.12
2. COIF Dividend - £5.92

**c) Budget v Expenditure**

An update was distributed to members.

In response to a request from JH and PS, **it was resolved that any overspend during 2009/2010 from the Community and Communications budgets** be absorbed by the Contingencies allocation.

**35/9. Correspondence:**

1. From Fittleworth Village Hall – Asked whether the PC were interested in taking part in the Village Hall Open Evening and would a stand be required. – Friday April 24<sup>th</sup> between 7.00 & 8.30pm. **It was agreed to participate. AP to Action.**
2. From CDC – Confirmation that the precept would be paid on 17<sup>th</sup> April and 18<sup>th</sup> September by BACS.
3. From Sussex Heritage Trust – Entry form and details of award criteria and categories for 2009. Taken by SD.
4. Details of a mobile skate park called ‘The Drop’. An invitation to see the skate park in use and hear a short presentation on Wed. April 1<sup>st</sup> at The Grange, Midhurst. RSVP if interested. Taken by SD.
5. From Gina Barnfield – Account of injury sustained on the footpath outside Glebe House. **It was agreed that AP should contact Gina** to determine whether she had contacted WSCC. Also he **agreed to write to WSCC and request that a covered gulley be created across the path** to lead the water onto the road. **AP to Action.**

**36/9. Reports:**

**a) Hesworth Common/Birchwalks Woods**

- MA reported that a successful working day had taken place on 8<sup>th</sup> March.
- The next Management Meeting was to be arranged.
- The South Downs Joint Committee had announced that Dan Cornell had been appointed to replace Rob Free.
- The next working day was planned for 12<sup>th</sup> July.

- b) Sports Clubs Association
- JH reported that the Association was waiting to be contacted regarding a meeting to discuss a review of both the rent and the lease.
  - It was also reported that problems had been experienced regarding wheel chair access to the toilets in the Pavilion. **It was agreed that the Clerk should contact Action in Rural Sussex to seek advice. Clerk to Action.**
- c) Maintenance
- JM reported that the windows had been satisfactorily installed apart from two pieces of plastic.
  - MA reported that a quotation of £325.00 had been received to extend the notice board. He agreed to obtain a further quote. **MA to Action.**
- d) Village Hall and Outside Bodies
- AP reported that the Committee was to meet on 26<sup>th</sup> March.
  - A CDALC meeting had taken place on 25<sup>th</sup> February. AP highlighted the new legislation regarding 'Power of Well-being'.
  - A North east Parishes Forum had taken place on 5<sup>th</sup> March. AP highlighted the following
1. The proposed improvements to the A27 had been deferred, thus affecting the ability to build homes in the corridor.
  2. Portsmouth Water cannot increase the amount of treated sewage going into Chichester harbour thus limiting the number of homes planned for Manhood.
  3. Funds that had originally been aimed at farmers were now being diverted to rural communities and diversification of agriculture. Grants of up to £15000 are available.
  4. Tania Murphy has taken over from Louise Gibbons as CDC Senior Policy Officer and Forum Co-ordinator. The Local Development Framework (covering housing provision in Fittleworth) has now been delayed for up to a year.
  5. The next meeting of the Forum is to be hosted by Fittleworth Parish Council on 11<sup>th</sup> June.
- e) Communications
- PS reported that a meeting had taken place on 25<sup>th</sup> February. The items discussed were the Parish magazine and the website.
  - . AP informed the meeting that John Gauvin and Helen McTeer would be editing the magazine for the foreseeable future.
- f) Community Involvement
- JH reported that no meeting had been arranged.
  - However, a Fete Meeting had taken place on 23<sup>rd</sup> February. It had been decided that the theme for the Fete should be 'Country and Western'.
  - The next fete meeting had been organised for 6<sup>th</sup> April.
  - AP informed the meeting that he was in possession of the 'Newcomers Pack'.
- g) Youth
- SD reported that the group were in the process of putting together a programme of events for the summer.
- h) Traffic
- AP reported that the next meeting was planned for mid summer.
  - There had been no developments on the issues highlighted at the last meeting with Steve Johnson (WSCC).
  - AP was to again contact WSCC regarding the widening of the pathway on Lower Street. **AP to Action.**
- i) Planning
- PS reported that Sebastian Anstruther was to attend a meeting on 19<sup>th</sup> March.
  - The working party had met with Sam Irving (CDC) on 18<sup>th</sup> February.

### **37/9. Community Action Chest:**

- **It was agreed that an application to CDC for a grant to help with the Magazine** should be deferred until the committee was more established.
- However, **it was unanimously agreed that an application for the alterations to the notice board** should take place as soon as two quotations had been obtained. **MA and the Clerk to Action.**

**38/9. The Parish Council Website:**

- PS informed the meeting that it was unlikely that CDC would have the site up and running before July.
- In order to speed things up and to help with the Quality Council application, Neil Plumridge had been requested to set up an alternative site. This had been done. The website address is www.Fittleworth.Info
- A vote of thanks was expressed to Neil for his help and speedy response.

**39/9. Quality Council Application:**

- AP informed the meeting that with the website up and running, the final obstacle to application had been removed.
- AP recommended that the portfolio be submitted before the end of the month. The recommendation **was unanimously approved.** (Proposed by AP and seconded by JH)
- The Clerk was thanked for his contribution.

**40/9. New Benches for the Village:**

- JM and AB had carried out a survey of the condition of all 16 benches around the village. This had previously been circulated to members.
- Three benches had been identified as irreparable and in need of replacement.
- The estimated cost of carrying out repairs and repainting to the remainder was £360.00.
- The quality and design of the replacement benches had been chosen by Mrs V Smith.
- **The Clerk was requested to order three benches** as soon as details were passed on by AP. Two benches are to be purchased with the Wyncombe Trust donation.
- JM is to obtain a quotation for the repair of the remaining benches.

**41/9. New Sign for the Pavilion:**

- JM reported that a new sign could be purchased from Wizard Windows for £200.00. **It was agreed that the purchase should go ahead. JM to Action.**
- A quotation had also been obtained for a replacement door, fanlight and cladding on the Pavilion at a cost of £1920.00. **It was agreed that this should be discussed at the next meeting.**

**42/9. Clarification of Boundary between Hall and Pavilion:**

- The Clerk explained to the meeting that the exact boundary was unclear and needed to be established beyond doubt before registration of the recreation ground could proceed.
- **It was agreed that a new plan showing the agreed boundary** be drawn up to the satisfaction of both the Village Hall Committee and the Parish Council.
- **It was agreed that Mr A Etherington should be asked to draw up the plan. MA to Action.**

**43/9. Use of the Scout H.Q. by the Playgroup:**

- A request had been received from Liz Nicholson (Chair of the Scout & Guide Executive Committee) for permission to use the H.Q. by the Playgroup during the building work at the school. This would be subject to an Ofsted inspection and suitable insurance cover.
- **It was unanimously agreed that permission should be given.** (Proposed by AP and seconded by SD). **Clerk to Action.**

**44/9. Fittleworth Celebration:**

- It was agreed that the Parish Council should participate and have a stand. **PS to Action.**

**45/9. Items for Inclusion on the Next Agenda:**

1. Double glazing in the Pavilion
2. Boundary between Village Hall and the Pavilion.
3. Sports Clubs Association Lease/Rent.

**46/9. It was agreed that the next meeting would take place at 7.30pm on 20th April 2009 in the Pavilion Building.**