



Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 20th June 2011 at 7.30pm in the Pavilion Building.

- Present:** Mike Allin (MA), John Barstow (JB), Sarah Barstow (SB), Lucia Dean Taylor (LDT), Mark Saunders (MS), Paul Stanforth (PaS), Peter Stenning (PeS), Chris Welfare (CW)(Chairman).
- In Attendance:** Cllr Janet Duncton (CDC), Gloria King (Clerk)
- Apologies:** Pat Deeble (PD)
- Members of public:** 7 (Alan Booker, John Butler, Susanne Dipper, Ian Newsom, Mark Packman, Mark Rapson, Veronica Smith)

The Chairman opened the meeting at 7.30pm and welcomed all in attendance.

Action by

1. Public Questions

- Veronica Smith reported that the village shop will have vacant possession by mid-July and appealed to the Council to write to the executors to ensure that the property is kept as a shop and not sold on to developers. Cllr Duncton stated that planning approval must be sought for change of use and that the executors must prove that they have tried to sell it as a shop.
- Alan Booker referred to the Youth article in June's village magazine and expressed his concern about plans to possibly use the recreation ground for other activities that could damage the surface, stressing that the cricket club is a major user of the ground and uses much more of the area than football.

CW thanked both for raising these issues and explained that these items were already on the agenda and would be discussed later in the meeting.

2. District and County Councillors' Reports

Cllr Duncton apologised on behalf of Cllr Chris Duncton for his absence but unfortunately he had to attend another meeting.

Cllr Duncton reported that the broken stile at Fittleworth was being looked at but they need to establish who owns the land then it will be rectified. The name Bromhead was put forward as the likely owner.

Cllr Duncton is the cabinet member for Housing & Planning and requested that she be kept informed of any housing development issues, as well as Youth.

She also mentioned that a Rural Housing Policy is being introduced which would give preference to people living in the community already when properties become available.

3. Apologies for absence

Apologies were received from Pat Deeble.

4. Declaration of personal or prejudicial interest

CW stated that he would stand down as Chair for 7b) Planning Applications as two of the cases involved his neighbours.

5. Minutes of the last meeting

The Clerk explained that the Minutes of the meeting held on Monday 16th May 2011 had been slightly amended to make it clear which 'PS' was being referred to – Paul Stanforth (now referred to as PaS) and Peter Stenning (now referred to as PeS) . The amended minutes were then approved as a correct record and signed by CW.

6. Matters Arising

- a) Update on state of collapsed footpath sign near the Scout HQ – MA and PeS to attend to action. MA / PeS
- b) Update on painting of the rifle club club house – Clerk to contact Mr Ide for a progress report. Clerk
- c) Clerk's Report on on-going matters
Boilers – Keith Lammas is due to start on Monday 27th June at 8.00am. The Clerk to: Clerk
- confirm timings this week
 - try to obtain an estimate of how long the job is expected to last.
 - establish whether there will be a hot water supply available for the evening
 - ensure that PeS is notified whenever the workmen have to leave in order to lock up and set the alarm.
 - PeS has the keys and will let them in but will be on holiday from 5th July. The Clerk to retain the keys in his absence if the job continues into that week.
 - The Clerk to keep Mark Rapson informed.

Training – CW, PD, MS, LDT and PeS all attended the New Councillor Introduction Sessions. The Clerk is to attend a New Clerk's Briefing day on 28th June. No invoices have been received from SALC as yet – total spent on training £325 excl. VAT.

7. Planning

- a) The following is a list of new and outstanding applications:

<i>Application No</i>	<i>Application and Reason</i>
FT/11/01654/DOMNP	Mrs Ann Mitton Lark Cottage, 7 The Old School, School Lane Conversion of integral garage. Fitting of kitchen back door in place of window and minor extension of existing boundary fence. PC: No objections CDC: Awaiting decision
FT/11/01534/DOMNP	Mrs Julie Jillians Clarefield House, Tripp Hill New vehicle access. Replace wall with fencing and replace existing vehicular access with pedestrian gated access. PC: No objections CDC: Awaiting decision
FT/11/01938/DOMNP NEW	Mr And Mrs Nordin, St Marys Cottage St Marys Drive Single storey extension to replace existing conservatory PC: Object
FT/11/02143/DOMNP NEW	Mr & Mrs Luke Staveley-Wadham Hesworth Lodge, St Marys Drive Proposed single storey extension to rear and side to replace earlier extension and renovation of existing building. PC: Object
FT/11/02103/PLDNP NEW	Ms S J McDonald Cullum, Lower Street Replace existing concrete roof tiles with natural slate. PC: No objections – work already done

- b) CW stood down as Chair for this part of the meeting and PaS took his place. There was much discussion regarding the two applications in St Mary's Drive which is an area of outstanding natural beauty within the National Park. Clerk to write to CDC stating the council's concerns. Clerk

- c) CW announced that Pat Deeble would be joining the Planning Committee.
- d) PeS requested that ID badges be worn by the Planning Committee when conducting property visits.
Cllr Dunction stated that councillors must not speak to the applicants or give them any indication as to the views of the Parish Council and that she didn't know of any other parish councils who enter houses/property.
It was agreed that badges were not necessary at this stage – possession of the official plans should be enough to identify members of the council.

8. New Items for Discussion

a) *Representation*

It was agreed that Pat Deeble will join the Planning Committee.
Paul Stanforth is part of the Housing Development Working Group (not Maintenance)
Peter Stenning is part of the Maintenance Working Group (not Housing Development).
Chris Welfare is the back-up for the Pavilion and Playground Health & Safety checks.
Mike Allin is back-up for Centenary Garden & Arch Health & Safety checks.

Clerk

PaS asked whether it was necessary to have the Housing Development group as there are currently no major development plans for Fittleworth. It was agreed to take it off the list and reinstate when necessary.
PaS also stressed that the working groups should also be seen as an opportunity for non-council members to get involved and should be encouraged to join.

Clerk

ALL

b) *Parish Council update for Village Magazine*

It was agreed that the Parish Council would submit articles to the magazine regularly – possibly quarterly. CW to write the articles, the Communications working group to look at updating copy for the website.

**CW
Comms WG**

c) *Photos*

MS offered to take photos of everyone at the next meeting or for members to supply him with a photo to put up on the website and then appear in the magazine.

MS

d) *Response to Village Magazine article on Youth*

Jon Edgar's article in the Village Magazine on the lack of facilities for older children in the village had stimulated debate on the topic. Villagers are concerned about the persistent level of vandalism occurring because children are bored and have nowhere to go. Ideas put forward:

- Invite a group of children to a meeting to put forward ideas on what they would like – important to include their views.
- Build a canopy for shelter (using the probationary service)
- Find out why they don't use the Rec, where they hang out and why
- Raise the fence that is currently being used as a goal
- Look at arranging a regular football activity
- Work with the parents of the children who don't want to conform
- Liaise with the Village Hall Committee

Susanne Dipper pointed out that children have in the past been asked for their ideas and that the vandalism is being done by a small group of children who probably wouldn't join in with anything provided for the youngsters.

The Communications, Community & Youth Working Group to consider all these ideas and come back with recommendations at the July meeting.

**CCY Group
Clerk**

e) *Bad weather plan*

JB reported that Parish Councils have been asked to provide locations where sacks of grit can be delivered by CDC and stored locally until needed, to avoid some of the shortage issues we had last year. Local farmers would then be asked to move it when required. Thought needs to be given to where these sites might be. The matter will be discussed in detail at the July meeting.

**ALL
Clerk**

- f) *Condition of stiles throughout the Parish*
 It was noted that CDC do carry out checks on the state of footpaths and stiles but that it is the responsibility of the landowner to make the repairs. Two stiles - at Fitzleroi Farm, Bedham Lane and Park Field - and owned by Richard Gadd are currently broken. Clerk to send a letter to Mr Gadd bringing them to his attention and requesting that he carries out the repairs as soon as possible as we have received complaints about their condition. **Clerk**
- g) *White lines on School Lane*
 Traffic Working Group to look into. **Traffic WG**
- h) *Use of Lower Street by lorries*
 LDT reported that a large number of lorries are still using Lower Street at night and in the early hours of the morning causing a disturbance. She presented photos of a white truck, thought to belong to Dairy Crest. PaS said he understood that the problem had been reduced. Traffic Working Group to look into. **Traffic WG**
- i) *Repair of benches*
 This is an ongoing issue and one on the Recreation Ground has been smashed up (broken concrete). PeS to make safe as it is dangerous. **PeS**
- j) *Update on the Village Shop*
 PaS reported that his last communication with Mick Saunders from the Executors was 3 months ago, and that he understood they wanted to wait for vacant possession before offering the property for sale as a shop. The new landlord of the Swan Inn has expressed an interest in setting something up to compensate for a lack of facilities, should it arise. CW agreed to contact Mick Saunders for an update and to express the villagers' concern about potentially losing their shop. **CW**

9. Correspondence

The Clerk presented a list of correspondence received since the last meeting.

Actions to be taken:

- Changes to supported bus services - CW agreed to write a letter of complaint by the deadline of 24th June. **CW**
- CDC Chichester in Partnership Event – All Together Now. CW to attend. **CW**
- Email from Jon Edgar regarding dumping of waste. JB to action. Clerk to forward email. **JB/Clerk**

10. Finance

- a) *Payment of invoices*
 There were no invoices to pay and no income received other than COIF account dividends.
- b) *Income and expenditure*
 The Clerk circulated a financial statement for the last month and reported a current account balance of £8,906.42. The Clerk explained that a budget v expenditure spreadsheet for 2011-2012 was not in the files that were handed over to her but that one would be set up by next month. **Clerk**
- c) *Other financial issues*
Clerk's payment
 The Clerk requested approval to change the method of payment of the Clerk from monthly cheques to being on the WSCC payroll. The reasons being:
- Internal control - it is not ideal for the clerk to be dealing with her own payroll.
 - Security – using WSCC payroll removes the risk of fraud/Clerk's errors and is more secure.
 - Time – using the current PAYE is very time-consuming and the Clerk's time can be better utilised elsewhere.
 - Parish Councils are being encouraged to use this system and our internal auditor recommends it.

The cost for a 3 year contract running from 01.06.11-31.03.14 is £25.40 for a one-off set up charge and £5.43 per monthly payslip invoiced half yearly, ie £65.16 (two payments of £32.58). All charges are exclusive of VAT and the service includes the handling of Employer's NI contributions and producing the end of year employers return.

It was unanimously agreed to change to this system. Clerk to action. Note: The Clerk has not been paid for June but will receive two payments in July. There were no Clerk's expenses this month.

Clerk

Cheque signatories update

Mandates have been completed for Chris Welfare, Pat Deeble and the Clerk (administration purposes only). Currently waiting for the bank to authorise the new signatories. Clerk to continue to chase progress.

Clerk

Date of Finance Meeting

CW approved the suggestion by the Clerk that the Finance Meeting be brought forward to November in order to avoid having to set the budget in Christmas Week. The council unanimously agreed to move the date. The meeting in December will be a normal Parish Council meeting. The Clerk informed members that although precept figures need to be in by 14th January 2012, extensions are usually given to councils meeting the week after this deadline. This will allow more time to agree a budget and set the precept for 2012.

Clerk

11. Health & Safety Issues

- Grille behind the bench on the Recreation Ground needs filling. Sports Club to look at once the bench has been removed. PeS to follow up.
- Collapsed drain cover outside the changing rooms now dangerous and needs replacing. Mark Packman offered to do the job for £30. PeS to action and ensure that the quote also covers the cost of a new drain cover.
- Bins in the children's play area are over-flowing and need emptying. Clerk to contact the council to arrange disposal.

PeS

**PeS
Clerk**

12. Working Group Reports

- a) *Communications/Community/Youth (CCY)* – Has not yet had a chance to meet. MS requested log-in details to the Fittleworth website so that amendments can be made. Clerk to provide.
CW to hand over to MS the components of the Welcome Pack for new homeowners prepared by Tony Poole.
MS said they were considering setting up a network of volunteers to look out for the more vulnerable members of the community.
- b) *Crime Prevention* – nothing to report
- c) *Hesworth Common/Birchwalks Wood* – MA reported a successful day at the last working party on 15th May when the arch of the western car park was repaired and bracken and saplings were cleared from other parts of the common. Date of the next working party to be advised.
- d) *Maintenance* - nothing to report
- e) *Traffic* - nothing to report
- f) *Village Hall & Outside Bodies* – Sarah Barstow is the contact and will attend the next meeting in September.

**Clerk
CW**

CCY Group

13. Items for inclusion on the next Agenda

- Youth
- Bad weather plan
- Diamond Jubilee Celebrations

Clerk

14. Date of next meeting

Monday 18th July 2011 at 7.30pm in the Pavilion Building.

The chairman thanked everyone for attending and the meeting closed at 10.00pm.