



Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 19th December 2011 at 7.30pm in the Pavilion Building.

Present: Mike Allin (MA), John Barstow (JB), Sarah Barstow (SB), Lucia Dean Taylor (LDT), Pat Deeble (PD), Peter Stenning (PeS), Chris Welfare (CW) (Chairman),

In Attendance: Cllr Chris Duncton (WSCC), Gloria King (Clerk)

Members of public: 3 (John Butler, Ron Thatcher, Joyce Sperring)

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

Action by

1. Apologies for absence

Mark Saunders (MS), Glen Westmore (GW), Cllr Janet Duncton (CDC).

2. Minutes of the last meeting and matters arising

The minutes of the Finance meeting held on 21st November were approved as a correct record and signed by CW.

3. Public Questions

Ron Thatcher

1. Thanked Parish Council members for trying to sort out his flooding problem.
2. Objected to the erection of a youth shelter, believing it would cause more problems than it would solve. He was also opposed to the suggested siting of the shelter near the playground and did not accept the reasons why the site at the back of the Pavilion building had been rejected. He proposed instead a small activity site for the youths and requested that they be involved in its development. CW pointed out that nothing had been decided yet and that a public meeting to discuss the proposals will be organised in the New Year. LDT stressed that the council is keen for the youngsters to be involved.

4. District and County Councillors' Reports

Chris Duncton (WSCC)

- Lorries on Lower Street – photos received from LDT. TRO waiting list is a possibility but assessments still need to be carried out. Fiona Baker is looking into the matter but it is a long process. CD pointed out that lorries travelling through villages on unsuitable roads is a common problem in this area and the position of the hauliers and police also needs to be considered. LDT gave CD a list of registration numbers for the white, unmarked lorries which are at the route of the problem. CD to give to the police. CD invited councillors to attend the CLC meeting on 24th January at 7pm at St Catharine House, Midhurst to outline their concerns to WSCC in person.
- WSCC will be improving broadband service next year – the council was requested to inform CD of any areas in the village that have a particularly bad service.
- Meals on Wheels service operating out of Petworth – also provides healthchecks.
- Funding – the next grant we could apply for will be in March (24th February deadline).
- Winter Management – WSCC has purchased new gritters and has 10,000 tonnes of salt in readiness for any bad weather.

Traffic Group

CW

5. Declaration of personal or prejudicial interest

There were none.

- 6. Update on on-going matters not covered elsewhere**
- a) **Recreation Ground Contract Gardeners** - CW said that he would prepare a tender document and put together a shortlist of suppliers in the first week of January for discussion and approval at the January 16th Meeting. Clerk to then send out the tender documents. Site visits/questions by end of January. Quotes to be reviewed at the February Meeting and the supplier to be appointed at the beginning of March. **CW**
- b) **Diamond Jubilee Celebrations** – The date of the street party outside the Swan Inn has been changed to Monday 4th June.
- c) **Countryside Stewardship Scheme (Hesworth Common)- Annual Return**
Clerk has received a reminder for MA to confirm the missing answers to the questions on the annual return form. MA said he had responded to Natural England but not Jane Rugman. MA to contact them again. **MA**
- d) **Insurance repayments** - Paul Stanforth confirmed to the Clerk that the insurance contribution for the Sports Association is now incorporated into their rental agreement.
- e) **Website poster** - Clerk has designed a new poster for the notice board advertising our website. **Clerk**
- f) **County & District Councillors and Police** - Contact details are now on the notice board and will be in the January Magazine but still need to go on the website. **MS**
- g) **Insurance for Youth Club** - Clerk confirmed that our insurance will cover the running of a youth club in the sports building.
- h) **Dumping of waste** - Reply received from David Evans at Sandrocks re: dumping of waste on Hesworth Common – objecting to the tone of the letter. Clerk to respond. **Clerk**
- i) **Dug-outs** – The dug-outs have not yet been removed from the Rec.
- j) **Angie Townsend** - Request to prune the trees which are on parish council land and are obstructing the driveway. MS still to action. **MS**
- k) **Charities Commission** - Clerk still to remove herself as a Trustee and list the council members instead. **Clerk**
- l) **Photographic competition** – MS to update at next meeting. **MS**
- m) **Rifle club house painting** - Clerk to contact Mr Ide in the spring. **Clerk**
- 7. Items for discussion**
- a) **Budget**
A revised budget had been circulated by the clerk ahead of the meeting (Vs.4). A precept of £17,000 was agreed.
The following changes were approved:
- Clerk’s salary & expenses reduced to £6,000 with a review in May
 - Pavilion buildings maintenance £5,000
 - It was agreed to hold the Annual Parish Meeting as a separate, social evening event in May. Theme/speaker to be discussed in March. **Clerk**
 - A donation of £100 was approved for the school kitchen project. To be sent in January with the annual donations. **Clerk**
 - It was agreed to rejoin SALC but not to join AiRS – the subscription budget has therefore been reduced to £258. **Clerk**
 - The budget was approved, subject to these changes being made. **Clerk**
- b) **Grants**
It was agreed to put an application in to the WSCC Social Enterprise Fund (SEF) for the Youth Project – March decision point. Deadline 24th Feb. PD to talk to MS and GW and put together the application. **PD/MS/GW**
- c) **Village Shop**
PeS gave an update – 3 offers have been made by contractors/developers but these would all be opposed by the Southdowns National Park, Chichester as they would have to apply for change of use in order to sell it as a residential property only. The manager of the Graffham shop has also put in an offer, subject to contract. If successful, he would still need additional financing of £50-60K from the village.

d) **Youth Project**

Public meeting to be organised as soon as possible in January.

MS and GW

8. Planning – Status of recent applications

Application Reference	Application Details and Status
(P) Fittleworth FT/11/03897/TPANP NEW	Mr Peter Charman, Silver Birches, 13 The Gardens, Fittleworth, Pulborough Reduce height by 0.5m on Cypress hedge (approx 6 trees) within Area, A1 subject to FT/71/00495/TPO. <i>PC: No objections CDC: Permit</i>
(P) Fittleworth FT/11/05032/DOMNP NEW	Mr David Whitfield Baddow Cottage, Lower Street, Fittleworth Rear extension. <i>PC: Awaiting decision CDC: Awaiting decision</i>
(P) Fittleworth FT/11/05033/LBCNP NEW	Mr David Whitfield Baddow Cottage Lower Street, Fittleworth Rear extension and works associated with cottage refurbishment i.e. opening fireplace, cellar upgrade, floor repairs, window re-installment, guttering etc. <i>PC: Awaiting decision CDC: Awaiting decision</i>
() Fittleworth FT/11/04413/TPANP CDC DECISION	Ms Vicki Harper Bankywood, Lower Street, Fittleworth, Pulborough Reduce overhanging branches and remove small branch on lower stem on 1x Oak tree and fell 1x Goat Willow tree. Both trees within Area, A1 subject to FT/60/00494/TPO. <i>PC: No objections CDC: Permit</i>
(P) Fittleworth FT/11/03508/DOMNP CDC DECISION	Mr Ian Chalk Rascalls Cottage Upper Street Fittleworth Pulborough Replacement garage. <i>PC: No objections CDC: Withdrawn</i>
(P) Fittleworth FT/11/04562/FULNP IN PROGRESS	A G Gadd And Sons Fitzleroi Farm, Fitzleroi Lane, Fittleworth, Pulborough Installation of solar panels to south elevation of grain store roof which was permitted under FT/10/00320/FUL. <i>PC: No objections CDC: Awaiting decision</i>
(P) Fittleworth FT/11/04710/TPANP IN PROGRESS	Mrs Janet Hester, Crowsole Mill, Little Bognor Road, Fittleworth, Pulborough Fell 1 no. Oak tree (T1) subject to FT/97/00510/TPO. <i>PC: Object CDC: Awaiting decision</i>

9. Correspondence

A list of correspondence was circulated to members. Points arising:

- **Request from Peter Twiggs to plant a tree on Hesworth Common in memory of his mother** – MA made contact and is waiting to hear back from him as regards location.
- **Invitation to meet with Nick Scott, our Access Ranger** - CW had a useful meeting with him and will try to accompany him on his next visit to Fittleworth. NS has also sent us a large scale map showing all footpaths.
- **Diamond Jubilee/CDC** – there are no objections to the change of date for the Diamond Jubilee celebration outside the Swan Inn. Clerk to confirm with CDC
- **Purple Bus** - Approval was given for the Purple Bus to again be parked outside the school on Monday evenings, starting 9th January. Clerk to confirm.
- **Sam Irving** - Clerk to arrange for Sam Irving from the Housing department at CDC to give a presentation to the Council in February.

Clerk

Clerk

Clerk

10. Finance

a) *Payment of invoices*

Clerk

The following invoices/expenses were approved for payment:

WSCC	Clerk's payment + WSCC admin costs November	£392.63
Clerk	Expenses for November/December	£113.79
SLS	Grass maintenance for October*	£292.18
G Wielding	Hesworth Common volunteers expenses	£80.00
Village Hall	Donation towards toilet refurbishment project	£500.00
A&TA Payne	Triangle repairs	£85.00
		Total: £1,463.60

* Formerly Howards Garden & Leisure, now Sussex Land Services. This invoice was disputed pending receipt of £120 compensation for the damage caused to the Recreation Ground. Nigel Howard did not respond therefore CW decided we should pay the invoice less the £120.

b) *Income and expenditure*

- The Clerk reported a current account balance of £4,747.13 @ 19.12.11, with £15,879.88 in the reserve account and £5,280.05 in the Birchwalks Wood account. The Clerk also circulated a budget v expenditure spreadsheet for 2011-2012.

c) *Other financial issues*

- Clerk to reimburse the Sports Association for £120 for damage to the Recreation Ground caused by Howards.

Clerk

11. Health & Safety Issues

New

- Flooding on School Lane* – PeS reported that Highways has agreed to do some work on this but that part of the problem lies with a drain under the Recreation Ground which is the Council's responsibility. PeS/MA to put together a spec for what needs to be done and to obtain 3 written quotes.
- Blocked culvert near High Trees* - Working group met to clear the culvert of leaves on 11th December.

PeS/MA

On-going

- Playground repairs* – MA said that Fred Goddard would be quoting for repairs to the damaged table. PeS said all the playground equipment falls within European safety guidelines.
- Tree overhanging school* – It is unclear who owns the land on which the oak tree behind the school is sited. It needs to be pruned. Clerk to write to the school and Mike Elliott (Village Hall) explaining the situation and offer to obtain 3 quotes from tree surgeons with a view to splitting the cost 3 ways.
- Damaged drain cover culvert, Lower Street* - Has had bollards and a warning sign around it for several weeks. Adam Bazley chasing.
- Bus stop – A283, The Fleet, opposite the Recreation Ground for Worthing bound buses* – Narrow strip between the kerb and the wall is overgrown and uneven. Clerk has contacted Highways (15.09.11) to level the site and tarmac the surface which Highways thinks is unnecessary. Clerk spoke to Adam Bazley 19.12.11 – he will review on Friday when he visits Fittleworth.
- Chestnut fencing over bowling green* – Done

MA

Clerk

12. Working Group Reports

a) *Communications/Community/Youth (CCY)* - Nothing to report

b) *Crime Prevention* – Nothing to report

c) *Hesworth Common/Birchwalks Wood*

Management meeting planned for January. Fridge found on Hesworth Common now reported.

- d) **Maintenance**
- PeS to look at the steps from Alley Dick to the estate and tidy up the old wire. **PeS**
 - Alley Dick needs to be swept and tidied. Also the ditch is blocked and needs clearing. Clerk to contact Highways to report. **Clerk**
- e) **Traffic** - Nothing further to report
- f) **Village Hall & Outside Bodies** – Nothing to report

13. Items for inclusion on the next Agenda

- Grounds maintenance contract

15. Date of next meeting

Monday 16th January 2012 at 7.30pm in the Pavilion Building.

The chairman thanked everyone for attending and the meeting was closed at 10.20pm.