



FITTLEWORTH PARISH COUNCIL

Draft MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th FEBRUARY 2010 at 7.30pm in the Pavilion Building.

Present: Dr. A Poole (Chairman), Mr J Barstow, Mr A Butcher, Mr J Mills and Mr P Stanforth.

In Attendance: Mr J Butler, Cllr. J Duncton, (CDC), Cllr. C Duncton (WSCC), Mr D Jupp, Ms C Caudray, Mr M Miller and Mr P Henderson (Clerk).

18/10. To Receive and Approve Apologies for Absence: Apologies were received and accepted from Mr M Allin, Mrs H Barkworth, Mrs S Dipper and Miss J Hawkins.

19/10. Declaration of Personal or Prejudicial Interest: There were none.

20/10. Minutes of the Previous Meeting: The minutes of the previous meeting held on 18th January 2010, and previously circulated, were accepted as a true record of the meeting and were signed by the Chairman.

21/10. Matters Arising from the minutes:

Re 05/10 – Re the tree and branches in Church Lane. Blue Cedar Tree Surgeons completed the job on 20th January. Thanks to JM & AB. Further work possibly needs to be done on the remainder of the tree. The Clerk was waiting for a thorough survey and estimates before taking action.

Re 09/10 – A letter had been sent to the Head Teacher of the Village School regarding the traffic problems on the night of the Christmas production. A reply had been received (See Correspondence)

Re 13/10 – Re the ownership of the drainage pipe across the recreation ground. WSCC were contacted on 19th January and 5th February but no written reply had been received. A phone call on 15th February revealed that WSCC were still looking into the situation.

Re 09/10(d) – AP reported that he and PS had attended the Annual Parishes Meeting on 19th January.

Re 09/10(g) – AP reported that 2 days following his meeting with Steve Johnson (WSCC) on 12th January, the gullies down to the Swan had been cleared and also those on The Fleet. Upper Street had not been done.

22/10. 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 & AB).

- The fallen tree on the Rifle Club roof had not been removed. Quotes for the work were being collected by MA.
- WSCC had been informed by the Clerk that the Parish Council did not consider the maintenance of the drain to be their responsibility. Also the line of the drain did not correspond with the position shown on a map supplied by WSCC. WSCC were still looking into the matter.
- Action on the trees around Hesworth car park was still ongoing.

23/10. Planning:

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

a) Ongoing Applications

1. Ambersham House, Lower Street.

Notification of intention to lateral prune long limb (over drive) to shape, prune 1 no. low limb and 1 no. limb (into Birch), crown thin by 10% and crown clean 1 no. Weeping Willow (T1). Lateral prune 1 no. limb over house by 1.5m, crown clean and uplift over Medlar and other fruit trees 1 no. Scots Pine (T2). Fell 1 no. Conifer tree (T3) and 4 no. Cypress trees within Group (G3). Lateral prune by 1.5m over shed and off fence 1 no. Apple tree (T4). Lateral prune back to fence (over greenhouse). 1 no. Goat Willow (T5) and 1 no. Leyland Cypress (T6). Lateral prune back to fence line 1 no. Leyland Cypress (T7). Lateral prune away from phone cable and crown clean 3 no. Birch trees within Group (G1). Reduce by 50% 3 no. Leyland Cypress trees and 1 no. Elder tree within Group (G2). **PC had no objections to the application. No TPO to be prepared.**

2. Gingerbread Cottage, The Fleet – Retention of existing satellite antenna dish. **PC had No Objections. PERMIT.**

3. River Lodge, Hesworth Common Lane – Removal of slate roof. Removal of decayed roof structure and replacement of this with new/aged oak truss, plates, props and rafters of similar design to that removed. Replace double doors, new single door with over light. Provide new floor finish over breathable slab. New window in place of two decayed existing.

4. River Lodge, Hesworth Common Lane – Change of use of outbuilding (listed) to habitable room, extension to provide lean-to loggia connection, extension of kitchen to link with loggia. **The PC had No Objections.**

b) New Applications

1. Applejacks, The Fleet – Non-material amendment to planning permission 09/03819/DOM. **PERMIT.**

2. Yew Tree Cottage, Lower Street – Extension to existing permission FT/07/04283/LBC – demolition of existing pre fabricated garage building. Two storey extension to the southern end of the property. Single storey extension to northern end of property. Conservatory extension on the west elevation. Internal alterations. **PC considering the application.**

3. Rotherwood, Hesworth Common Lane – Oak framed pool house (this proposal will supersede the permission granted FT/07/01866/DOM. **PC has No Objections.**

4. Fitzleroi Farm – New Grain Storage building and access track. **PC considering the application.**

5. The Barlavington Estate – Tripp Hill Farm Offices – Double sided hanging directional sign with black bracket and wooden post. – **PC considering the application.**

24/10. Finance:

a) It was resolved to pay the following invoices. (Proposed by JM and seconded by PS).

1. P Henderson – Clerk's wages and expenses for February - £345.98

2. Neil Plumridge – Re registration of the website for a further 12 months. - £34.88

3. Anderson, Longmore & Higham – Interim invoice for the ongoing work on the registration of the Recreation Ground - £97.75 (gross).

4. Blue Cedar Tree Surgeons (Southern Root Clearance) – Emergency tree work in Church Lane on 20th January - £322.50 (Gross).

b) Income received since the last meeting

1. Sports Association – Quarterly rent for the Pavilion - £750.00

c) Income v Expenditure

An updated version was made available to members at the meeting.

d) Request from JH for a cheque for £100 from money allocated to the community involvement working party to cover pantomime expenses. The request was approved (proposed by AB and seconded by JB). JH to provide the Clerk with a receipt as soon as possible. **JH to Action.**

25/10. Correspondence:

The Clerk had forwarded a total of 13 emails to members since the last meeting. Other correspondence included a reply from the head Teacher of the Village School (taken by AP) and an invitation from WSCC to the official opening of the Petworth Children and Family Centre on 12th March. JB expressed an interest and the Clerk agreed to forward his name to the organisers. **Clerk to Action.**

26/10. Reports:

a) **Hesworth Common/Birchwalks Woods**

- Quotes for the trees around the car park were in hand.

b) **Sports Clubs Association**

- There was nothing to report.

c) **Maintenance**

- JM reported that the three windows in the Pavilion would be replaced by Wizard Windows by the end of March.

- A down pipe for the Pavilion had been purchased.

- Two quotations for the felling of the tree in Church Lane had been received by the Clerk with a further one imminent. PS proposed that once all quotes had been received, then AB, JM and the Clerk should decide on the allocation of the contract, with a capped amount of £760 including VAT. This was seconded by JM and unanimously approved. It was agreed that the tree should be cut to ground level.

- Howards had cleared the eastern ditch of leaves and debris. The clerk was asked to inform the residents of High Trees. **Clerk to Action.**

d) Village Hall & Outside Bodies

- AP reported that the next meeting was planned for March.
- At the last meeting it was decided that any future bookings for teenage parties would be vetted by Mr Elliott.

e) Communications

- PS reported that no meeting had taken place.

f) Community Involvement & Youth

- No reports were available.

g) Traffic

- AP reported that the working group would like to organise a small exhibition to illustrate what had been achieved over recent years. This would take place in either May or June and would be combined with an open evening for the village.

h) Planning

- PS reported that an unofficial meeting between himself, the CDC Housing Enabler and a local landowner had identified certain difficulties.

i) Crime Prevention

- JB and AP had met recently to formulate an article for the Village Magazine.
- A support group is planned for those villagers wanting a tidier village
- The first meeting is to take place on 22nd March from 8.00pm to 9.00pm in the conference room of the Village Hall.

27/10. Sports Association Lease:

Following discussion it was agreed that,

- A further meeting should take place with AB, PS, AP and JM to discuss the points raised by members and to formulate a 'Heads of Agreement'. **AB to Action.**
- A further meeting would then be arranged with the Sports Association, if appropriate.
- The draft lease would then be presented to the solicitor for final writing.
- The final draft would then be presented to the Sports Association for agreement and then to the Parish Council to be signed off.

28/10. The Village Hall/Pavilion Boundary:

- A further drawing had been received from A Etherington showing revised measurements.
- The measurements were to be checked by JM, AB and MA and the findings brought to the next Council meeting on 15th March.

29/10. Snow Clearance Fund:

PS expressed his reservations concerning the legality of clearing the roads of snow by unauthorised members of the public, no matter how well meaning their actions were. The Clerk was asked to contact WSCC via Chris Duncton in order to determine whether local farmers would be allowed to clear local roads of snow. **Clerk to Action.**

30/10. Drainage from School Lane & the Recreation Ground:

- The Clerk had contacted WSCC regarding the responsibility of maintaining the drainage pipe from School Lane under the recreation ground.
- During recent flooding of gardens in Greatpin Croft the problem was found to be a blockage caused by tree roots. This was subsequently cleared by WSCC. However, it was suggested that future problems would be the responsibility of the Parish Council
- The line of the drainage pipe across the recreation ground shown on a WSCC map was also queried.
- WSCC explained that they were still considering the situation.

31/10. Horncroft Sand Quarry:

- A discussion took place as to whether a public meeting should be called by the Parish Council to gauge the feelings of the residents regarding the proposed quarry.
- It was agreed that the Parish Council should not make a final decision on whether to call such a meeting until the next Parish Council Meeting on 15th March.

- However, if the consultation period expired before the 15th March then alternative action would need to be taken. The Clerk was asked to contact Chris Duncton to determine when the consultation period started and ended. This information was to be passed on to members. **Clerk to Action**

32/10. Speed Indicator Device:

- AP explained that the equipment was available and that a team drawn from the traffic working party were willing to participate following police training.
- It would cost the village nothing.
- The device would be used on Lower Street and Upper Street and used for a two week period.
- The traffic working group was seeking the approval of the Parish Council before proceeding
- The Council members unanimously approved the initiative (proposed by JM and seconded by JB).

33/10. Items for Inclusion on the next Agenda:

1. Sports Association Lease
2. Village Hall/Pavilion Boundary
3. Snow Clearance Fund
4. Horncroft Sand Quarry
5. Format for Annual Parish Meeting and Annual Meeting of the Parish Council.

34/10. It was agreed that the next meeting of the Parish Council would take place on 15th March 2010 at 7.30pm in the Pavilion Building.

The meeting Closed at 9.22pm

P Henderson
16-02-10