



Fittleworth Parish Council

Minutes of the Parish Council Meeting held on 18th July 2011 at 7.30pm in the Pavilion Building.

- Present:** Mike Allin (MA), John Barstow (JB), Sarah Barstow (SB), Pat Deeble (PD), Mark Saunders (MS), Peter Stenning (PeS), Chris Welfare (CW)(Chairman).
- In Attendance:** Cllr Janet Duncton (CDC), Cllr Chris Duncton (WSCC), Gloria King (Clerk)
- Apologies:** Lucia Dean Taylor (LDT), Paul Stanforth (PaS)
- Members of public:** 3 (John Butler, Mike Stanbridge, Julie Stenning)

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

Action by

1. Public Questions

None

2. District and County Councillors' Reports

Janet Duncton (CDC)

- The Rural Allocations policy, which would give preference to people living in the community already when properties become available, has been accepted and the consultation period runs from 26th Aug-23rd Sep – online comments encouraged.
- The public will now have to bear the cost of replacement rubbish bins.
- The Localism Bill will hopefully be signed off by Christmas.
- MA asked whether the houses being built now would count against an overall number set in an earlier development plan. Janet confirmed that they would count against any number set since 2006.

Chris Duncton (WSCC) [*who arrived late and left after he spoke due to having to attend other meetings*]

- There is a proposed merger of the Fire & Rescue Services in East and West Sussex in order to make administrative cost savings – it should not affect the number of fire stations. Consultation period 14th Jul-mid Oct.
- Increase in the number of fatalities on the road – 13 in June in W Sussex.
- Reduction on funding for bus routes – over 5,000 responses. Details will be released on Friday. It is thought that routes will have reduced services rather than be cut altogether.
- Civil parking enforcement is very active in Petworth – beware of getting parking tickets
- Winter management plan – important to get plans in asap.
- B2138 to Bury Gate – major repair works due to take place. Date tbc.
- Community Initiative Funding available to help provide funds for small community projects such as lunch clubs.

3. Apologies for absence

Apologies were received from Lucia Dean Taylor and Paul Stanforth.

4. Declaration of personal or prejudicial interest

CW stated that as the two properties in his road were being discussed again he would abstain from any debate.

5. Minutes of the last meeting

The minutes of the meeting held on 20th June were approved as a correct record and signed by CW.

6. Matters Arising

There were none not covered elsewhere in the agenda.

7. Items for discussion

a) *Response to Village Magazine article on Youth*

An email to the Council from Jon Edgar was read out by the Clerk. It raised concerns about the fact that the Youth Group has not been able to meet since the last meeting due to pressure of work and that something must be done about the problem soon.

MS said that this is a long-term problem and cannot be solved quickly. Any actions are likely to involve cost which will need to be budgeted for. MS assured the Council that the Communications, Community and Youth Group will meet before the next meeting in September and report back with ideas for discussion with a view to providing a final plan of action at the Budget meeting to be held in November. MS and Suzanne Dipper intend to meet with a selection of children and some parents to get their views on what should be done. MA suggested that a letter to parents could be written. Cllr J Dunton mentioned that Hyde Martlett may be able to help financially to counteract the problem of antisocial behaviour in villages. MS to investigate.

CCY Group

MS/S Dipper

MS

SB commented that the seat in the bus shelter, repaired by PeS, seems to be lasting and as yet has not been damaged. There was also little rubbish.

b) *Bad Weather Plan*

Deadline for response is 1st October. PD and JB went to a meeting on this back in May. Points to consider:

- How many bags we need – is 4 enough?
- Where we want them stored (Last year the bags were in School Close, Sandy Lane and two other sites.)
- Advanced planning option: ie WSCC delivering the bags to a central place and using local farmers to deliver at the appropriate time – if so a location needs to be found. The bags have a lifespan of 6 months if kept dry.
- Or delivery as needed to specific areas or to a central area?
- Proposed sites for the bags are the top end of Bedham Lane / top of Sandy Lane / top and bottom of School Lane / The Gardens / Limbourne Lane / the grass area at Greatpin croft. Traffic Working Group to review.
- Local farmers who would be willing to help deliver and spread the sand need to be found. MS suggested Richard Gadd at Fitzleroi Farm – PD to contact
- There was much discussion about the dangerous conditions last year in School Lane. MA advised that it is an A and B trunk link and as such should be treated by the Council. PD to investigate with the WSCC.

Traffic

PD

PD

Traffic

The Traffic Working Group will present proposals in September.

c) *Diamond Jubilee Celebrations*

There are currently three groups who have expressed an interest in organising events:

- *Guy Watkins/Swan Inn* – A street party on Sunday 3rd June is planned in front of the Swan Inn, using the triangle normally used for parking. 120 people. Probably no small children. Ticket entry only. CW advised Guy to apply to CDC for permission for this and sent him the application pack obtained from the website.
- *Carolann Townsend and Julie Hawkins* – A Village Fete on the Recreation Ground is planned for that weekend. CW waiting for confirmation of date.
- Roz Denny also has ideas to be published in the next Village Magazine.

It was agreed that the Parish Council's role is to act as a channel of communication and ensure that events don't duplicate or overlap. Events should be inclusive and accessible to everyone. Road closures should be avoided as they will lead to parking problems. CW to discuss the date of the Fete with Carolann and inform her that the cricket club should also be contacted as matches may be scheduled for that day. CW to also contact Guy Watkins to ensure that the Council is kept in the loop. MA suggested that a Council member be included on any organising committees.

CW

CW

d) **RoSPA safety report**

The Annual safety report carried out by RoSPA has been received and passed to CW. The only problem area is the climbing wall which can cause entrapment of fingers. MA advised that the company who put the climbing wall in is no longer in business. It was noted that this has never come up before as an issue and was certified as safe when it was installed. The Clerk to find other playground suppliers to see what can be done.

Clerk

e) **Running of the Planning Committee**

- The Clerk advised the Council that planning applications should be reviewed in public, with advanced notice being given as it is for Council Meetings. It was agreed that most applications can be dealt with at the Council Meeting with extensions being obtained by the Clerk where necessary. If there are too many applications in one month or where there is no Council meeting for that month then a separate meeting will be convened by the Clerk and notice duly given. The Clerk agreed to call a meeting in August if necessary.
- MA advised PeS that he is eligible to be reimbursed for telephone calls and petrol with regard to planning applications.
- PeS to email all new planning applications to the rest of the Planning Committee when he receives them.

Clerk

PeS

8. Planning – Status of applications in progress

<i>Application No</i>	<i>Application and Reason</i>
FT/11/02561/DOMNP NEW	Mr and Mrs Paul Billingham Hoghurst, Wakestone Lane, Bedham, Fittleworth. Demolition of existing outbuilding and erection of extension to dwelling. PC: Object
FT/11/01941/LBCNP NEW	Mr and Mrs Nordin St Marys Cottage, St Marys Drive, Fittleworth, Single storey extension to replace existing conservatory to south-west elevation. This is the listed building application to go with FT/11/01938/DOMNP, currently in progress. PC: No objections
FT/11/02143/DOMNP REVISION	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. Substitute plan. PC: Object
FT/11/01938/DOMNP IN PROGRESS	Mr And Mrs Nordin, St Marys Cottage St Marys Drive Single storey extension to replace existing conservatory PC: Object CDC: Decision pending
FT/11/02143/DOMNP IN PROGRESS	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 CDC: Decision pending
FT/11/02103/PLDNP IN PROGRESS	Ms S J McDonald Cullum, Lower Street Replace existing concrete roof tiles with natural slate. PC: No objections CDC: Decision pending
FT/11/01654/DOMNP CDC DECISION	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: Permit 06.07.11
FT/11/01534/DOMNP CDC DECISION	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: Permit 13.07.11

9. Clerk's update on on-going matters

- a) **Boilers**
The boilers have successfully been replaced. The invoice was as quoted but with an additional £87.83 for a remote timer for the Andrews water heater.
- b) **Village shop**
CW spoke with Mick Saunders, the executor, who said the shop is now vacant and will be put on the market next week. After some discussion it was agreed that CW would write to the executors stressing that villagers are really anxious to see the return of this important village asset and to encourage them to sell it as a shop/post office as quickly as possible. MA proposed that a petition could be drawn up but it was agreed not to pursue this at this point in time. **CW**
- c) **Collapsed footpath near sign by Scout HQ**
It was confirmed that it was the footpath sign, not the footpath itself that had collapsed. PeS/MA to repair. **PeS/MA**
- d) **Rifle club house painting**
The Clerk tried contacting Mr Ide to check on status of painting but the number given was not his! MA to call the Clerk with the correct number. **MA**
- e) **Training**
Training all complete. Two invoices received from SALC so far – total spent on training £325 excl. VAT. One invoice still outstanding.
- f) **Condition of stiles**
Letter sent (15.07.11) to Mr Gadd at Fitzleroi Farm, requesting that the two broken stiles on his land be repaired at his earliest convenience.
- g) **White lines on school Lane and Lorries on Lower Street**
Covered in Traffic Working Group report.
- h) **Damaged bench on Recreation Ground**
PeS confirmed that the bench must be demolished and the area made safe. PeS to action. **PeS**
- i) **CDC – changes to bus services**
CW sent an email to WSCC on 21.0.6.11 objecting to the proposals to cut bus routes.
- j) **Dumping of waste**
JB, who was dealing with this issue, left the meeting early and was not therefore able to give an update. The waste is still there. Clerk to write to the householders causing the problem instructing them not to dump garden waste. **Clerk**
- k) **Beaver camp in the woods**
Letter granting permission sent to Lynette Farrelly 15.07.11

10. Correspondence

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

Actions to be taken:

- *Parish Online* – the Clerk has sent the log-in details to councillors and requested that they test out the service (free trial runs out on 12th August) and to report back in September with their comments. **ALL Clerk**
- *Neighbourhood planning letter from Janet Duncton* – Clerk to ask Janet to email it to her so that it can be circulated to all.
- *Sally Standing* rang the Clerk to report that a branch from a tree on the Recreation Ground is obstructing her satellite signal and wanted to know if the Council would remove it. Clerk to respond that it is our policy (and that of CDC and WSCC) that branches/trees are only removed if they are damaged or overgrown, not to improve reception. **Clerk**

11. Finance

a) *Payment of invoices*

The following invoices were approved for payment:

<i>KJ Lammas Plumbing & Heating</i>	
Replacement boilers	£5,544.99
<i>Sussex Association of Local Councils</i>	
New Councillor introduction courses x3	£174.00
<i>Howards Garden & Leisure</i>	
Grass maintenance for June	£494.62
<i>Playsafety Ltd</i>	
RoSPA - annual safety inspection	£90.00
<i>Chichester District Council</i>	
Election fee	£201.23
<i>Sussex Association of Local Councils</i>	
Clerk's introduction course	£85.00
<i>Julie Hawkins</i>	
Reimbursement for Royal Wedding Tea Party	£50.00
<i>Paul Stanforth</i>	
Reimbursement for Photo competition frame	£22.80
<i>Clerk's expenses</i>	
June and July expenses	£139.48
<i>Mark Packman</i>	
Repair of drain cover	£30.00
Total expenditure	£6,832.12

b) *Income and expenditure*

The Clerk circulated a current account statement for the last month and reported a balance of £9,655.87 @ 30th June. The Clerk also circulated a budget v expenditure spreadsheet for 2011-2012 and explained that income figures are estimated due to no actual figures having been handed over by the previous clerk. MA confirmed that the Council had intended to use additional money from the reserve account in order to cover the cost of the replacement boilers.

c) *Other financial issues*

The Clerk stated that the current account has enough money in it to cover this month's expenditure together with the Clerk's salary for June and July but that funds will then be low. Approval was given to transfer £2K out of the reserve fund to the current account. Clerk to action.

Clerk

12. Health & Safety Issues

On-going

- *Grille behind the bench on the Recreation Ground* – It was agreed that this is now safer than it was but cannot be covered permanently as there is a water tap underneath which the cricket club need to be able to access. No further action required.
- *Collapsed drain cover outside the changing rooms* – Done.
- *Overflowing bins in the children's play area* – These are now being emptied regularly.

New

- *Chestnut fencing over bowling green* – It was agreed that the chestnut fencing over the bowling green needed attention to ensure safety. MA/PeS to action. **MA/PeS**
- *Drain cover, Lower Street* – PD reported that the drain cover over the culvert South of Sandy Lane between the footpath and verge of the road has been damaged by heavy lorries and is now dangerous and in urgent need of repair. Clerk to contact the Highways. **Clerk**
- *Drains on Lower Street* – PD also reported a blocked drain which runs down the far side of Lower Street. Clerk to contact the Highways. **Clerk**

13. Working Group Reports

- a) *Communications/Community/Youth (CCY)* – MS took photos of the councillors present which will be put up on the website shortly. A full report from the CCY group will be given in September.
- b) *Crime Prevention* – JB has reported the recent vandalism of benches to Jennavive Morley, Neighbourhood Police officer. Next meeting in October.
- c) *Hesworth Common/Birchwalks Wood* – There is a management meeting on 21st July at which the next working party date will be set.
- d) *Maintenance* – PeS reported a number of small problems with the exterior of the Sports Pavilion that need addressing before the autumn. It was agreed that a local builder, Jonathan Wilkinson Property Services, should be contacted. Clerk to make initial contact and PeS/MA to meet with him to discuss our requirements.
- e) *Traffic* – PD reported that LDT is looking into Traffic contacts and that there are three main areas of focus: 1) Winter Plan 2) Speeding in Lower Street and 3) the white lines/lorries in School Lane. The group will meet in August to progress these points and report back in September.
- f) *Village Hall & Outside Bodies* – The Village Hall AGM is in September.

**MS
CCY**

**Clerk/
MA/PeS**

Traffic Group

14. Items for inclusion on the next Agenda

- Youth proposals for discussion
- Winter Plan

15. Date of next meeting

Monday 19th September 2011 at 7.30pm in the Pavilion Building.
(Please note that the Council does not meeting in August.)

The chairman thanked everyone for attending and the meeting was closed at 10.10pm