



## FITTLEWORTH PARISH COUNCIL

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21<sup>st</sup> JUNE 2010 at 7.30pm in the Pavilion Building.**

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

**In Attendance:** Cllr. J Duncton (CDC), Mr J Butler and Mr P Henderson (Clerk).

**86/10. To Receive and Approve Apologies for Absence:** Apologies were received and accepted from Mrs H Barkworth and PCSO J Morley.

**86/11. Declaration of Personal or Prejudicial Interests:** There were none.

**87/10. Minutes of the Previous Meeting:** The minutes of the previous meeting, held on 17<sup>th</sup> May 2010, and previously circulated, were accepted as a true record of the meeting and were signed by the Chairman.

#### **88/10. Matters Arising from the Minutes:**

Re 75/10 – The Football Club were contacted and thanked for their efforts in clearing up litter on the recreation ground.

Re 75/10 – Mr C Stiling was thanked for the construction of the ramps for the entrance to the Pavilion.

Re 81/10 – Mr M Elliott (Village Hall) was asked for ideas concerning the future of the telephone box.

Re 85/10 – CDC were contacted and informed of the vacancy on the Parish Council resulting from the resignation of J Hawkins. The relevant notice was posted on the board on 21<sup>st</sup> May. As no request for an election was received by CDC within the time scale allowed, the PC was instructed to go ahead and co-opt.

Re 81/10 – JM reported that the management of the Swan Inn had expressed an interest in purchasing the telephone box.

#### **89/10. 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).

- JM reported that some erosion was taking place to the path above the Rifle Club where a tree had been removed.
- A quotation for the repair of the surface of the playground had been received by AP for £2345.00. The Clerk was asked to obtain further quotes from J Alfrey and 3 others. **Clerk to Action.**
- AP reported that he had been contacted by the residents of High Trees regarding the removal, by children, of the grating in the east ditch and the removal of the protective fencing. The matter had been reported to the Police.
- A survey of the trees along the B 2138 adjacent to Hesworth Common had been carried out by MA.

#### **90/10. Planning:**

AB gave a brief summary of the current planning situation.

##### a) Ongoing Applications

1. The Stone House, Upper Street - Notification of intention to lateral prune lowest limb over fence to source on no. Douglas Fir. Reduce height by 2-3 m (to match adjacent ivy section) on 1 no. Monterey Cypress tree. Lateral prune – reduce east, south and south west sectors by 3m, reduce height by 2m, crown clean and remove lower epicormic growth back to main branch fork on 1 no. Oak tree. Reduce by 1 no, limb heading west (back to source), lateral prune 2 no. Sections heading south west and back lateral prune 1 no. Section heading north-west both by 1.5 m. Trim back to previous pruning point on Yew and Holly hedge. **NO TPO to be Prepared.**

2. The Knoll House, Sandy Lane – Alterations to first floor, two new dormers to front elevation and enlarge dormer to rear. **PC has no objections. PERMIT.**

##### b) New Applications

1. 12 High Trees – Dormer to south east elevation. **PC objected to the application.**

2. Sayers House, School Lane, - Notification of intention to crown reduce by 33% 1 no. Willow tree. **PC has No Objections. No TPO to be prepared.**

3. Pitts Garden, Bedham Lane, - Notification of intention to reduce height by 2-2.5m and lateral prune to shape on 1no. Bay tree. **PC has NO OBJECTIONS. No TPO to be prepared.**
4. Land Adjacent to Orchard Barn, School Lane – Erection of 3 dwellings – revision to planning permission FT/08/05205/FUL. **PC considering the application.**
5. Coates Farmhouse, Coates Lane – Summer room extension to side of existing building. **PC considering the application.**
6. Old House Cottage, Coates Lane – Detached Garage with garden store. **PC considering the application.**

#### 91/10. Finance:

- a) It was resolved to pay the following invoices (Proposed by JM and seconded by JB).
  - b) Wizard Windows – supply & fitting 2 French doors, 2 single doors plus cladding - £2520 as per quotation.
  - c) Howards grass maintenance contract for May – £472.94
  - d) P Henderson – Clerk’s wages & expenses for June - £347.52
  - e) Revenue & Customs – PAYE for April, May & June - £237.86

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

1. COIF Dividend - £10.56 and £4.14.
2. Fittleworth Bowling Club – Annual Buildings Insurance - £91.89

#### c) Budget v Expenditure

The Clerk distributed up to date figures to members.

#### d) Parish Council Elections 5<sup>th</sup> May 2011

The Clerk explained that CDC had forecast that the likely estimated cost of the Parish Council Elections will be – 1) Contested election – no poll cards - £1400, Contested election – with poll cards - £1800. Therefore the Parish Council should be mindful of such costs in future precept calculations.

#### 92/10. Approval of Accounts and the Annual Governance Statement for 2009/2010:

The accounting statements and the annual governance statement were both approved by the Council and signed by the Chairman. (Proposed by AB and seconded by AP).

#### 93/10. Vacancy on the Parish Council:

The Clerk reported that no request for an election had been received by CDC. The Parish Council were therefore able to co-opt someone to fill the vacancy left by the resignation of J Hawkins.

It was agreed that

- The vacancy should be advertised on the website, in the village magazine and on the notice board.
- Candidates should contact the Clerk and be invited to submit a short CV.
- A job specification should be given to all candidates.
- Candidates should be informed that they would be co-opted only until May 2011 when elections for the whole Council would take place.
- The Chairman and Clerk should devise a suitable advertisement for the position. **PS & Clerk to Action.**

#### 94/10. Correspondence:

1. The invitation from SALC to comment on the planning process within the National Park had been completed by PS. The decision of the PC was to leave decisions with the Councils.
2. It was agreed that the consultation offer by West Sussex Fire Service ought to be published in the Village Magazine. **AP to Action.**
3. The Community Buildings & Facilities Audit had been updated by the Clerk and sent off to CDC.
4. It was agreed that the request from a trustee of The Grange to support the proposed development ought to suggest instead that the PC supported the maintenance of a social amenity centre on the site. **Clerk to Action.**
5. Reports and Accounts received from the West Sussex Mobile Trust were passed to SD.
6. A consultation document on the new grants and concessions policy, received from CDC, was passed to PS.

#### 95/10. Reports:

- a) **Hesworth Common/Birchwalks Woods**

- MA reported that the next management meeting would take place on 8<sup>th</sup> July at Woodside Cottage.
- The next Working Day would take place on either 15<sup>th</sup> or 22<sup>nd</sup> August. This would be combined with a get together and lunch with the Worthing Volunteers.
- A new Stewardship Agreement was to be submitted to Defra.
- b) **Sports Clubs Association** – There was nothing to report.
- c) **Maintenance**
  - JM reported that the broken downpipe had been repaired.
  - He was concerned about metal objects being stored on the roof of the storage sheds.
- d) **Village Hall & Outside Bodies**
  - AP reported that the date of the Village Hall AGM had been changed from 29<sup>th</sup> June to 27<sup>th</sup> July.
  - The next meeting of the Police Panel was scheduled for 6<sup>th</sup> September.
  - The next meeting of the North East Parishes Forum had been arranged for 16<sup>th</sup> September.
  - Notes from the North East Parishes Forum attended by PS and AP on 10<sup>th</sup> June had been distributed to the meeting.
  - AP had attended the Police Panel meeting on 7<sup>th</sup> June. His notes had been circulated.
- e) **Communications**
  - A meeting had taken place on 7<sup>th</sup> June attended by Neil Plumridge, PS and the Clerk. Minutes of the meeting were read by PS.
  - The idea of a photographic competition was approved by the Council.
  - The question of whether a cash prize could be offered was raised. **Clerk to Action.**
  - If allowed, a maximum of £50 was approved. (Proposed by AB and seconded by SD).
  - The competition is to be advertised in the Village Magazine.
- f) **Community Involvement & Youth**
  - SD reported that a pantomime party had taken place last week for those involved in the production. It had been agreed to put on another production next year.
  - Midhurst Rother College had contacted the Village School regarding the induction of new pupils.
  - The College is intending to go ahead with the new buildings.
  - Cubs, Brownies, Scouts and Guides are fully subscribed.
  - Pupil entry to the Village School in September is oversubscribed.
  - The playgroup is also expanding under new management and summer activities are planned.
- g) **Traffic**

AP had walked the village with Steve Johnson the Deputy Divisional Manager from WSCC on 11<sup>th</sup> June. Notes from this meeting had also been circulated.

- While many problems had been identified, much of this year's budget had already been spent.
- MA commented on the dangerous state of the road surface at the junction of Upper Street with the A 283. The Clerk was asked to notify Mr Johnson. **Clerk to Action.**
- h) **Planning** – There was nothing to report.
- i) **Crime Prevention**
  - JB had nothing further to add to the report of the Police Panel Meeting circulated by AP.
  - JB had informed the Police that he had seen a youth with a ball bearing gun on the recreation ground.
  - He had made a visit to Petworth Police Station and found it was closed.

#### 96/10. Financial Contribution to Bury PC:

- AP explained that as a result of the extra work involved in the campaign against the Horncroft development, it had been suggested that some financial contribution be made to Bury PC in order to help in paying the Clerk for the extra hours.
- Bury had not come back with specific details.
- AB questioned whether it could be done legally, whether the work was strictly necessary and whether Fittleworth could afford a contribution.
- MA felt that Fittleworth had done enough and therefore should not contribute.

#### **97/10. Village Hall/Pavilion Boundary:**

- AB informed the meeting that the boundary drawing had now been agreed and signed by representatives of the Parish Council and the Village Hall. The drawing had been passed to the solicitor so that progress could be made with the registration of the recreation ground with the Land Registry. The same plan would be used with the new lease with the Sports Association.
- At this point AB produced plans, associated with the sale of land to the Parish Council in 1986, which clearly show that the land between the tennis courts and the High Trees fence, including the ditch, belong to the Village Hall. AP agreed to inform both the High Trees residents and the Village Hall. **AP to Action.**

#### **98/10. CDC Change in Executive Arrangements:**

A letter had been received from CDC in which it was explained that the Local Government and Public Involvement Act 2007 obliged the Council to change its executive arrangements to one of two models permitted by the Act. The two models were either a Mayor and Cabinet or a Leader and Cabinet. The views of the Parish Council were welcomed. The Clerk was instructed to inform CDC that the present system of an elected Leader ought to be continued. **Clerk to Action.**

#### **99/10. Horncroft Sand Quarry:**

- AP outlined the events and developments that had occurred recently together with the activities of the steering group, the press and media coverage and the support announced by other groups and politicians.
- As things stand, the WSCC Planning Committee is to meet on 27<sup>th</sup> July when a decision will be taken on the application to quarry the sand.
- However, James Neave of WSCC wrote to the applicant on 28<sup>th</sup> May requesting further information on several points before the application could be determined. Many of his questions relate to objections that had been made. Mr Neave requested that answers should be provided by 21<sup>st</sup> June.
- Following receipt of the letter, the applicant had requested an extension of the deadline of 21<sup>st</sup> June in order to reply to the request for further information.
- This delay will probably result in a planning application decision being put back until at least September.

#### **100/10. The Pavilion Lease:**

PS informed the meeting that a third draft of the new lease for the Sports Association continued occupancy of the Pavilion had been agreed by those members tasked to formulate the document. A copy of the lease would be made available to members at the end of the meeting. PS asked that members scrutinise the lease and return any comments to him by the end of the week. The lease would then be presented to the Sports Association.

#### **101/10. Financial Support for the Crusaders:**

SD had requested that suggestions concerning the amount of support necessary be forwarded to the Parish Council for consideration.

#### **102/10. Report from the Tree Warden:**

- MA reported that, with the assistance of Storrington Sawmills, a survey of those trees bordering the B 2138 road from the junction of Lower Street and the A283 to Church Lane had been carried out.
- The survey concluded that 27 trees were in need of some work in order to make them safe.
- Storrington Sawmills had quoted a figure of just under £3000 to undertake the work. This would involve four men working for four days and would include traffic lights to control the flow of traffic.
- MA suggested that 50% of the cost should be taken from Hesworth Common reserve funds.
- A schedule of work is to be obtained from Storrington Sawmills and passed to the Clerk in order to obtain two further like for like quotations. **Clerk to Action.**
- PS proposed that the item be included on the next agenda.

#### **103/10. Items for Inclusion on the Next Agenda:**

1. Horncroft Sand Quarry

2. The Pavilion Lease
3. Support for the Crusaders
4. Tree Work along B2138
5. Finger Posts

**104/10.** It was agreed that the next meeting of the Parish Council would take place at 7.30pm in the Pavilion on 19<sup>th</sup> July 2010.

The meeting closed at 9.40pm

P Henderson  
22-06-2010