



FITTLEWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON 16th MAY 2011 at 7.40pm in the Pavilion Building.

Present: J Barstow, P Deeble, M Saunders, P Stenning and C Welfare.

In Attendance: M Allin, S Barstow, L Dean Taylor, N Plumridge, V Smith, Cllr J Duncton (CDC), J Butler, C Aitken, M Welfare, M Rapson, M Elliott, C Townsend, A Booker, A Poole, G King, C Duncton (WSCC), J Stenning, I Newson and P Henderson (Clerk).

74/11. Election of Chairman for 2011/2012:

The Clerk requested nominations from members for the post of Chairman of the Parish Council. Chris Welfare was nominated by JB and seconded by PD. There were no other nominations and CW was unanimously elected. He then took the chair.

75/11. Declaration of Acceptance of Office:

CW signed the Declaration of Acceptance which was countersigned by the Clerk.

76/11. Co-Option of Four Additional Members to the Parish Council:

The uncontested election on May 5th had resulted in six parishioners being elected to the Parish Council. Since then Mrs R Beddington had decided to withdraw. The Clerk had therefore been instructed by CDC to attempt to co-opt four additional members. Mr M Allin was proposed by PS and seconded by MS, Mrs L Dean Taylor was proposed by CW and seconded by PS, Mrs S Barstow was proposed by JB and seconded by PD and Mr P Stanforth was proposed by MS and seconded by PD. All were declared as co-opted members of the Parish Council. (P Stanforth, although not present, had indicated to the Clerk before the meeting that he was prepared to stand if there were no other nominations).

77/11. Declaration of Interests and Acceptance of Office Forms:

The Clerk requested that the forms be filled in and signed in his presence.

78/11. To Receive and Approve Apologies for Absence:

Apologies were received from P Stanforth.

79/11. Declaration of Personal or Prejudicial Interests: There were none.

80/11. Minutes of the Previous Meeting:

The minutes of the previous meeting, held on 18th April, and previously circulated, were accepted as a true record and signed by the Chairman.

81/11. Matters Arising from the Minutes:

Re 60/11 – WSCC had been advised by the Clerk of the collapsed footpath sign near the Scout HQ. He was given the assurance that repairs would be made as soon as possible.

Re 67/11 – A cheque for £100.00 had been sent off to Mr R Weatherely, Chairman of Bury PC, as a contribution towards the Clerk's expenses. No acknowledgement had been received.

Re 70/11 – The appointment of Gloria King as the new Clerk from June 1st 2011 had been confirmed.

Re 71/11 – The Rifle Club had been contacted regarding the painting of the Club House. The Clerk had been informed that painting would commence soon.

Re 63/11 – A Poole informed the meeting that he would be attending the Winter Management Plan meeting in Lurgashall on 18th May. JB agreed to accompany Mr Poole as the PC representative.

Re 66/11 – MA reported that a small hole in the bus shelter did not require repairing.

Re 68/11 – MA reported that the bench in the Playground had been removed to its proper location.

Re 68/11 – It was agreed that the repair of benches should be discussed at the next meeting.

Re 71/11 – Mr Poole reported that a clarification regarding the maintenance of the Bowls Club had been printed in the recent edition of the Village Magazine.

82/11. Election of the Vice- Chair for 2011/2012.

Nominations were requested by the Chairman. PD was proposed by MS and seconded by PS. As there were no other nominations PD was duly elected as Vice Chairman of the Parish Council

83/11. Appointments to Other Committees and Working Groups:

The following appointments were agreed;

- a) Finance Committee – All members of the Council
- b) Planning Committee – PS, MA and SB. MS to be involved with any applications involving trees.
- c) Hesworth Common Committee – MA, CW and PS
- d) Maintenance Working Party - MA and PS
- e) Communications / Community and Youth Working Party – MS, LDT and Susanne Dipper
- f) Traffic Working Party – CW, LDT, and PD
- g) Housing Development Working Party – PS and MA
- h) Crime Prevention – JB

84/11. Representatives

The following agreed to represent the Parish Council.

- a) The Village Hall Committee – SB
- b) CDALC – MA and JB
- c) North East Parishes Forum – PS and CW

The following Health and Safety Inspection Areas were allocated.

- a) Hesworth Common / Birchwalks Woods – CW
- b) The Triangle – MA
- c) Recreation Ground – JB
- d) Centenary Garden and Arch – SB
- e) Pavilion - PS
- f) Playground – PS

The Clerk agreed to send out the relevant report forms to members. **Clerk to Action.**

85/11. Planning:

A list of applications currently being considered had been circulated to members prior to the meeting.

a) Ongoing Applications

1. Daymens, Wakestone Lane, Bedham – Extension to existing studio to form annexe accommodation. **PC had no objections to the application. Refused by CDC**
2. Orchard Barn Annexe, School Lane – Single storey side extension and front porch, each with pitched tiled roof as existing property. **PC had no objections to the application. CDC Permit.**
3. Mants, Wakestone Lane, Bedham – Proposed single storey lean-to side extension to provide new bathroom, and revisions to approved internal alterations and extensions. **PC had no objections to the application.**

b) New Applications

1. 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 considering the application.**

86/11. Finance:

- a) The following invoices had been paid since the last meeting on April 18th 2011 in accordance with minute 62/11b).
 1. Broker Network – Annual Insurance Premium covering all indemnities and buildings from 1st June 2011 - £2221.56
 2. P Henderson – Wages and expenses for May - £347.52
 3. Bexley Printers Ltd – printing expenses for photographic competition - £32.00
 4. Revenue and Customs – PAYE for April & May 2011 - £161.76
 5. Peter Evans – Internal Audit 2010/11 - £37.50
 6. Howards – Grass Maintenance Contract for April - £494.62
- b) Outstanding Invoices to pay

There were none.

- c) Income received since the last meeting
 - 1. Fittleworth Scouts and Guides – Annual ground rent - £10.00
 - 2. Sports Association – Quarterly rent - £750.00 (The outstanding £150.00 was paid by cheque by Mark Rapson at the meeting).
 - 3. CDC – First payment of annual precept - £8250.00
 - 4. Revenue & Customs – VAT repayment - £714.44
- d) Current Account balance at 11th May stood at £8552.67
- e) New Bank Mandate

Because the Clerk was leaving and Anthony Poole was no longer on the Council it would be necessary for other signatories to be chosen as replacements. The fact that MA and PS had been co-opted meant that two councillors would still be eligible to sign cheques at the June meeting. It was agreed that the new Clerk and Chairman should be included on the new mandate. **Gloria King to Action.**

87/11. Approval of the Accounts for 2010/2011 and the Annual Governance Statement:

Members had been supplied with a copy of the final bank reconciliation for 2010/2011 together with the satisfactory internal auditor's report prior to the meeting. In order to complete the Annual Return to be sent off to the external auditor, the Clerk requested that the Accounts for 2010/2011 should be approved and signed by the Chairman and that the Annual Governance Statement should also be approved and signed by the Chairman. This was unanimously agreed by members.

88/11. Training for New Councillors and Clerk:

Gloria King requested permission from members to attend a Clerk's Briefing organised by SALC on 28th June at a cost of £85.00. Permission was unanimously given.

Mrs King also urged new Councillors to attend one of the New Councillor Courses being organised in the near future. She agreed to circulate details of the courses to members. **GK to Action.**

89/11. Items for Inclusion on the next Agenda:

- 1. Condition of stiles throughout the Parish.
- 2. White lines on School Lane.
- 3. Use of Lower Street by Lorries.
- 4. Update on the Village Shop.
- 5. Condition of benches in the Parish.

90/11. It was agreed that the next meeting of the Parish Council should take place on 20th June 2011 at 7.30pm in the Pavilion.

As this was Peter Henderson's last meeting as Clerk, the Chairman thanked him for his contribution over the last eight years and wished him well in the future. Peter thanked the meeting for their good wishes and assured them that the Council would continue to progress in the capable hands of Gloria King.

The meeting closed at 9.05pm

P Henderson
17/05/2011.