



## FITTLEWORTH PARISH COUNCIL

### **Draft MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15<sup>th</sup> MARCH 2010 at 7.30pm in the Pavilion Building.**

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

**In Attendance:** Mr J Butler, Cllr. J Duncton (CDC), Mrs M Staveley-Wadham, Mrs S Gulland and Mr M Elliott.

**35/10. To Receive and Approve Apologies for Absence:** Apologies were received and accepted from Mr J Barstow and Mr A Butcher.

**36/10. Declaration of Personal or Prejudicial Interest:** There were none.

**37/10. Minutes of the Previous Meeting:** The minutes of the previous meeting, held on 15<sup>th</sup> February 2010, and previously circulated, were accepted as a true record of the meeting and were signed by the Chairman. (proposed by PS and seconded by JM).

**38/10. Matters Arising from the Minutes:**

Re 25/10 – The Clerk had contacted Petworth Children & Family Centre informing them that JB would attend the opening on 12<sup>th</sup> March.

Re 26/10 – The residents of High Trees had been informed that the ditch had been cleared by Howards.

Re 29/10 – Cllr. Chris Duncton had been contacted regarding snow clearance by local farmers.

Re 31/10 – Cllr. Chris Duncton had been contacted regarding the consultation period for Horncroft Quarry.

Re 26/10(c) – The contract for the felling of the pine tree in Church Lane had been awarded to Beechdown.

This decision was approved by AB and JM at the reduced price of £730.00 including VAT following approval by CDC. The work was scheduled to be carried out on Friday 19<sup>th</sup> March

**39/10. Health and Safety:**

The Clerk had previously circulated details of the current situation. Since the last meeting inspection reports had been received from The Playground (AP), The Triangle (JM and AB) and Hesworth Common/Birchwalks Woods (MA).

- MA reported that quotations for the removal of the fallen birch tree on the Rifle Club roof and work on Beech, Oak and Ash trees in Hesworth Common car park had been received from Storrington Sawmills and Kevin Jones. Following discussion it was agreed that the work be awarded to Storrington Sawmills on condition the work could be carried out in the next 2 weeks. (proposed by AP and seconded by SD). **Clerk to Action.**
- The missing dome from the small slide complex in the playground had been replaced by JM.
- It was agreed that further efforts to communicate with WSCC regarding the drain across the recreation ground should be suspended.

**40/10. Planning:**

In the absence of AB, the Clerk gave a very brief summary of the current planning situation.

**a) Ongoing Applications**

1. 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. **PERMIT**

2. 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. **PERMIT**

3. 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 has no objections.**

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

5. Fitzleroi Farm – New Grain Storage building and access track. **PC has no objections.**

6. The Barlavington Estate – Tripp Hill Farm Offices – Double sided hanging directional sign with black bracket and wooden post. – **PC has no objections.**

#### **b) New Applications**

1. Crowsole Mill, Little Bognor – New wooden building for the storage of equipment and electrical fencing for sheep and shelter for sheep. **PC considering the application.**

2. Woodfield, Limbourne Lane – Extension of 04/044452/DOM – extensions and alterations. **PC considering the application.**

3. Knoll Bungalow, Sandy Lane – Single storey side extension. – **PC considering the application.**

#### **41/10 Finance:**

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

1. Fittleworth PCC – Annual proceeds from Allotment for Burying Ground investment - £51.80

2. Howards – Clearing the eastern ditch - £540 gross. (This was as per quotation received in 2009).

3. Chichester District Council – Weekly emptying of litter bins 2009/2010 - £188.98 (gross).

4. Public Works Loan Board – Loan repayment due on 22<sup>nd</sup> March by Direct Debit - £618.97.

5. H.M. Revenue & Customs – Tax deducted from Clerk's wages for January, February & March 2010 - £235.47.

6. Village Hall – Share of security light costs – 27<sup>th</sup> March 2009 to 26<sup>th</sup> March 2010 - £36.24

7. Village Hall – Hire of Hall – 2<sup>nd</sup> November 2009 to 1<sup>st</sup> March 2010 - £32.50

8. P Henderson – Clerk's wages & expenses for March - £345.98

9. M Allin – Pipe and hopper for the outside of the Pavilion - £28.96

10. Wizard Windows had replaced 3 windows in the Pavilion for a total of £600.00 gross.

Unfortunately the invoice had not arrived. It was proposed by HB and seconded by SD that the Clerk should be given permission to pay the invoice, on arrival, rather than wait for the April meeting. This was approved.

b) Income received since the last meeting

1. Bowling Club – Annual ground rent for 2009/2010 - £25.00.

2. Rifle Club – Annual Ground rent for 2009/2010 - £25.00.

3. Scouts and Guides – Annual Ground rent for 2009/2010 - £10.00

4. COIF Dividend - £16.68

5. COIF Dividend - £6.53

c) Budget v Expenditure

An updated version was distributed at the meeting.

#### **42/10. Correspondence:**

The Clerk had forwarded a total of 10 emails to members since the last meeting and received only 2 items by post. There was no further discussion.

#### **43/10. Reports:**

a) **Hesworth Common/Birchwalks Woods**

- The next management meeting was planned for 25<sup>th</sup> March at 3.30pm.

- It had been arranged that representatives from Sussex Downs should walk the Common on the next working day of 28<sup>th</sup> March.

b) **Sports Clubs Association** – There was nothing to report.

c) **Maintenance**

- JM reported that 3 new windows had been fitted in the Pavilion by Wizard Windows on 10<sup>th</sup> March.

- Work on guttering was necessary on the northwest corner of the Pavilion.

- The eastern ditch was rapidly filling up with debris thrown in by children.

- JM reported that garden waste had been dumped on the recreation ground behind the tennis courts.
- It was also mentioned that old fencing needed to be removed and a general tidy up was necessary on the western boundary of the recreation ground. The Clerk was asked to contact Howards for a quotation for the work. The Clerk was unanimously given permission to sanction the work should it be less than £100.00. **Clerk to Action.**

**d) Village Hall & Outside Bodies:**

- The next meeting of the Village Hall Committee was scheduled for 25<sup>th</sup> March.
- The next North Chichester Local Community Committee was scheduled for March 30<sup>th</sup>.
- JB attended the opening of the Petworth Family Centre on 12<sup>th</sup> March.
- AP attended a meeting of the North East Parishes Forum on 4<sup>th</sup> March. Superintendent Stephen Barry spoke about road accidents in Sussex, 'Operation Crackdown', education as an alternative to giving a ticket for speeding and 'Operation Ride'.
- A meeting of Petworth and Bury Neighbourhood Panel was attended by AP where statistics for speeding in Fittleworth and other motoring offences were revealed.
- MA requested that a letter should be sent from the Parish Council to WSCC regarding the increasing number of potholes appearing on Limbourne Lane, the B2183 and A283. **Clerk to Action.**

e) **Communications:** PS reported that no meetings had been held.

**f) Community Involvement and Youth:**

- SD reported that a request for financial help could be expected from the Crusaders.
- The Cubs and Scouts were enjoying continued success but were concerned about speeding cars in Church Lane.
- The new school classrooms were now finished and funding for outside activities was being sought.
- The school bus from Midhurst College was still dropping pupils off on The Fleet.
- In the allocation of secondary school places, most of year 6 had indicated The Weald as first choice. However, all were allocated places at Midhurst.

**g) Traffic:**

- AP reported that the next meeting of the working group was planned for 12<sup>th</sup> April when preparation for the exhibition on 8<sup>th</sup> May would take place. The exhibition would be organised in conjunction with the Village Hall between 6.00 and 8.00pm.
- Volunteers wishing to participate in the Speed Indicator Device had been chosen and sites on Lower Street outside Little Poynes and The Terrace had been allocated.

h) **Planning:** PS reported that no meeting had taken place.

**i) Crime Prevention:**

- The first meeting was planned for 22<sup>nd</sup> March when 'Keeping the Village Tidy' would be the main topic together with 'Finger Post Restoration'.

**44/10. Sports Association Lease:**

- PS reported that a meeting had taken place on 5<sup>th</sup> March, attended by AB, JM, PH and PS, in order to review the input from members of the PC. With the exception of boiler and electrical maintenance all other points previously discussed by PS with the Sports Association were broadly acceptable.
- JM had been informed that the boilers ought to be serviced annually and a certificate of worthiness issued.
- He had obtained a quotation of £162.00 + VAT for such a service, and had been informed that one boiler could be installed to replace the existing three.
- A charge of between £250.00 and £300.00 would be made to check the electrics.
- PS proposed that a meeting be organised with the solicitor as soon as possible to start the process of formulating the new lease. PS, AB and PH to attend. **Clerk to Action.**

**45/10. Village Hall/Pavilion Boundary:**

JM reported that progress should have been made in time for the next meeting.

**46/10. Snow Clearance Fund:**

No clarification had been received from WSCC regarding insurance for such a scheme.

**47/10. Horncroft Quarry:**

- AP informed the meeting that the application to quarry had been submitted but, as yet it was not valid. Once valid, the time for consultation would be only 21 days and it was important to obtain the views of the villagers during this period.
- He proposed that, as soon as the application was valid, a public meeting of villagers should be organised. This was unanimously approved.
- AP agreed to contact the Village Hall for a suitable Friday evening between 8.00 and 9.00 pm.
- It would also be necessary to have someone to speak for and someone against the quarrying. (ten minutes each). The remainder of the time would be allocated to the public.
- AP agreed to chair the meeting.
- The meeting would be asked whether they wished the Parish Council to support or oppose the application to quarry at Horncroft.
- As soon as a date for the meeting had been set the Parish Council would organise a letter drop to every household to inform them of the meeting and also provide an opportunity to make their voice heard if attendance at the meeting was not possible.
- Details of the procedure to be followed were to be published in the April edition of the Village Magazine and on the Parish Council Website.
- A CDC councillor who is opposed to the development had asked to be kept informed of developments. The meeting agreed to the request.

**48/10. Format and dates for the Annual Parish Meeting and the Annual Meeting of the Parish Council:**

- It was agreed that both meetings should take place on 17<sup>th</sup> May 2010 in the Pavilion Building.
- It was agreed that the Annual Parish Meeting should start at 7.00pm followed immediately by the Annual Meeting of the Parish Council.

**49/10. Emergency Response Appeal:**

- CDC had requested information from the Parish Council in case of a future emergency in the area.
- A first and second contact person was requested. It was agreed that this should be the Clerk and then the Chairman.
- Also requested were details of any temporary accommodation that could be used. AP agreed to approach the Village Hall in the first instance and then the Village School. **AP to Action.**
- It was requested by the meeting that the Clerk contact CDC to inform them that their requests were in hand. **Clerk to Action.**

**50/10. Items for inclusion on the next agenda:**

1. PC participation in the exhibition of 8<sup>th</sup> May.
2. Snow Clearance Fund.
3. Horncroft Sand Quarry
4. Tidiness of the Village.
5. Village Hall/Pavilion Boundary.

**51/10.** It was agreed that the next meeting of the Parish Council would take place on 19<sup>th</sup> April 2010 at 7.30pm in the Pavilion Building.

The meeting closed at 9.47pm

P Henderson  
16-03-10.