



FITTLEWORTH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING of the PARISH COUNCIL HELD ON 17th MAY 2010 at 7.35pm in the Pavilion Building.

Present: Dr A Poole, Mr M Allin, Mr J Barstow, Mrs S Dipper, Miss J Hawkins and Mr P Stanforth.

In Attendance: Mr M Elliott, Mrs S Barstow, Mr J Butler, Cllr J Duncton (CDC), Cllr C Duncton (WSSC) and Mr P Henderson (Clerk)

69/10. Election of Chairman for 2010/2011:

The Clerk requested nominations for the post of Chairman following the earlier announcement by AP that he wished to stand down. PS was nominated by AP and seconded by MA. There being no other nominations, PS was duly elected.

70/10. Declaration of Acceptance of Office:

The Declaration was signed by PS and witnessed by the Clerk.

71/10. Declaration of Interest Forms:

These had been distributed earlier by the Clerk and completed forms were received from MA, JB, AP, HB and PS.

72/10. To Receive and Approve Apologies for Absence: Apologies were received and accepted from Mrs H Barkworth, Mr A Butcher and Mr J Mills.

73/10. Declaration of Personal or Prejudicial Interest: There were none.

74/10. Minutes of the Previous Meeting: The minutes of the previous meeting, held on 19th April 2010, and previously circulated, were accepted as a true record of the meeting and were signed by the Chairman. (Proposed by SD and seconded by JB).

75/10. Matters Arising from the Minutes:

Re 60/10(b) – The Sports Association had been informed of the bottles and cans located in the ditch behind the dugouts. The debris was cleared by the Football Club but responsibility was refuted. Instead the ‘rave’ at the Village Hall the previous Saturday was blamed. The Clerk was asked to contact the football club and express the thanks of the Council for clearing the litter. **Clerk to Action.**

Re 60/10(c) – JM had contacted Wizard Windows to arrange a suitable time for fitting the double glazing.

Re 60/10(i) – JB had contacted CDC regarding fly tipping. He also reported that there had been a series of robberies in stable yards in the area.

Re 64/10 – AP reported that the PC comments on the Horncroft quarry had been submitted to WSSC on 14th May. He also reported that a steering committee had been established comprising the Chairs of the interested councils.

Re 65/10 – AP thanked all those involved in the litter picking, especially MA, before the Open Gardens event.

Re 66/10 – Mr C Stiling had constructed a ramp for use at the entrance to the Pavilion. The ramp was already in use. The Council requested the Clerk to write to Mr Stiling and thank him for the work. **Clerk to Action.**

76/10. Election of Vice-Chair for 2010/2011:

Nominations for the post were requested by the Chairman. AP was proposed by PS and seconded by MA. There were no other nominations and AP was duly elected.

77/10. Appointments to:

The following appointments were agreed;

- a) **Finance Committee** – All members of the Council.
- b) **Planning Committee** – AB (Chair), MA, JM and SD.
- c) **Hesworth Common Committee** – MA (Chair), HB and SD.
- d) **Maintenance Committee** – JM (Chair), MA and AB.

- e) **Communications Working Party** – PS (Chair jointly with Neil Plumridge), and AP.
- f) **Community Involvement and Youth Working Party** – SD (Chair), AP and JB. (JH to remain involved)
- g) **Traffic Working Party** – AP (Chair), MA and HB.
- h) **Housing Development Working Party** – PS (Chair), AP and SD.
- i) **Crime Prevention** – JB (Chair) and AP.

Representatives for the following were agreed;

- a) **The Village Hall Committee** – AP and JH
- b) **CDALC** – AP, MA and JB.
- c) **The North East Parishes Forum** – AP and PS.
- d) **Fittleworth & District Association** – SD.
- e) **Sports Clubs Association** – PS, MA and AB.
- f) **Health & Safety Inspection Areas**
 - 1. **Hesworth Common** – MA and HB.
 - 2. **The Triangle** – JM and AB.
 - 3. **Recreation Ground** – JB.
 - 4. **Centenary Garden** – PS.
 - 5. **Pavilion** – MA, JM and AB.
 - 6. **Playground** – AP and HB.

78/10. Planning:

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

a) Ongoing Applications

- 1. The Barlavington Estate – Tripp Hill Farm Offices – Double sided hanging directional sign with black bracket and wooden post. – **PERMIT**
- 2. Crowsole Mill, Little Bognor – New wooden building for the storage of equipment and electrical fencing for sheep and shelter for sheep. **PERMIT**
- 3. Knoll Bungalow, Sandy Lane – Single storey side extension. – **PERMIT**
- 4. White Eaves, Lower Street – Notification of intention to fell 1 no. Beech tree. **NO TPO TO BE PREPARED.**
- 5. Hazels, Lower Street – Notification of intention to fell 1 no. Leyland Cypress tree. **NO TPO TO BE PREPARED.**

b) New 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. **PC has No Objections.**
- 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.**

79/10. Finance:

- a) It was resolved to pay the following invoices (proposed by AP and seconded by SD).
 - 1. Howards – Grass maintenance contract for March – £472.94.
 - 2. Howards – Grass maintenance contract for April - £472.94.
 - 3. Anderson, Longmore & Higham – Professional charges incurred in preparing draft Pavilion lease - £581.04(gross).
 - 4. Clerk's wages and expenses for May - £337.98.
 - 5. Broker Network Ltd – Parish Council Insurance (this included the Bowls Club and Sports Association) - £2141.86.
 - 6. Peter Evans – Internal audit fees - £30.00
 - 7. Wizard Windows – deposit for the forthcoming work on the Pavilion - £835.00.
- a) Income received since the last meeting
 - 1. First instalment of the precept - £8000.00
 - 2. HM Customs & Revenue – VAT Repayment - £1448.51
- b) Income v Expenditure

Updated copies were distributed to the meeting.

c) Clerk's Salary Scales

The Clerk had been advised by NALC that there would be no increase in the clerk's salary scales for 2010/2011. Salary scales issued for 2009/2010 would continue to be used. However, it was proposed by PS and seconded by SD that the Clerk should receive an annual increment as in previous years. This was unanimously agreed. In effect the Clerk's hourly rate would be increased from SPC 24 (£10.841p) to SCP 25 (£11.185p).

d) Internal Audit 2009/2010

The internal audit had been completed by Peter Evans and all documents returned. The Clerk was pleased to report that no concerns were raised. The auditor's report was available to members for information.

e) Crusaders Grant

A request from the Crusaders for financial help from the Parish Council was discussed. It was agreed that the Youth Working Party meet and discuss the request and report back to the next meeting, **SD to Action.**

f) Bury Parish Clerk

AP informed the meeting of the extra burden of work that had been placed on the Clerk at Bury since the Horncroft application had been made. Bury PC had suggested that other parishes involved in the steering group should contribute towards the extra remuneration involved. It was proposed that the topic should be discussed at the next meeting.

80/10. Correspondence:

Details of correspondence received since the last meeting had been distributed to members.

1. A letter had been received from CDC announcing that a change in its executive governance arrangements was required by law. The views of the PC were requested by 6th August. It was agreed to place the item on the agenda of the next meeting for discussion.
2. The report from the internal auditor was circulated to members.

81/10. The Future of the Telephone Box:

AP explained the current situation.

- The Box had been purchased by the Parish Council for the sum of £1.00.
- CDC had expressed the view that the box should remain insitu and an alternative use found.
- On considering the purchase in the first place the Parish Council had agreed that it ought to be sold.
- There had been no interest from villagers regarding the purchase and removal.
- AP suggested that the Village Hall be consulted and ideas requested together with suggestions from AB. **Clerk to Action.**

82/10. The Pavilion Lease:

PS informed the meeting that a draft copy of the list had been received from the solicitor and some amendments made by members. A further meeting with the solicitor had been arranged for 27th May. It was hoped to be able to circulate the final document to members before the next meeting.

83/10. Boundary Between the Village Hall & the Pavilion:

In the absence of JM, the Clerk informed the meeting that revised measurements had been passed on to a Village Hall representative some five weeks ago. Nothing had been heard since. As the map showing the boundary was also to be included in the new Pavilion lease, further delay would also delay the finalisation of the lease. Mr Elliott stated that he had no knowledge of the situation but would make enquiries.

84/10. Items for Inclusion on the Next Agenda:

1. Horncroft Remuneration.
2. CDC Change of Executive Arrangements.
3. Pavilion Lease.
4. Boundary between Village Hall & Pavilion.
5. Sports Association Flood Lights.
6. Horncroft progress report.
7. Crusaders Grant
8. Report from the Tree Warden.

85/10. It was agreed that the next meeting of the Parish Council would take place on 21st June 2010 at 7.30pm in the Pavilion Building.

It had been announced before the meeting that Julie Hawkins had tendered her resignation from the Parish Council to the outgoing Chairman. This had reluctantly been accepted. Julie was thanked by PS for her 5 years service to the community and her involvement in parish affairs during that time. The Clerk was asked to inform CDC and arrange for a new councillor to be elected.

The meeting closed at 8.58pm.

P Henderson
Clerk to the Parish Council
18/05/2010.