



## FITTLEWORTH PARISH COUNCIL

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 21st FEBRUARY 2011 at 7.30pm in the Pavilion Building.**

**Present:** Mr P Stanforth (Chairman), Mr M Allin, Mr J Barstow, Mr A Butcher and Mr J Mills.

**In Attendance:** Mr J Butler, Mrs V Smith, Mrs S Moseley, Mr P Scott, Mr L Wilcox, Cllr. J Duncton (CDC), Cllr. C Duncton (WSSC) and Mr P Henderson (Clerk).

#### **25/11. To Receive and Approve Apologies for Absence:**

Apologies were received and accepted from Mrs H Barkworth, Mrs S Dipper, Dr Anthony Poole and Mr Neil Plumridge.

**26/11. Declaration of Personal or Prejudicial Interest:** There were none.

#### **27/11. Minutes of the Previous Meeting:**

The minutes of the previous meeting, held on 17<sup>th</sup> January, and previously circulated, were accepted as a true record of the meeting and signed by the Chairman.

#### **28/11. Matters Arising from the Minutes:**

Re 14.11(3) – CDC had been informed that the Clerk would distribute Nomination Papers to potential candidates prior to the May elections.

Re 16/11 – WSSC had been notified of the extra salt bag needed for Coates Lane, also that the Hesworth Common bag did not need to be replaced. The Clerk had confirmed with WSSC that the designated farmer for road clearance was Mr B J Dallyn of Strood Farm. Mr Dallyn and WSSC have agreed to our request that the roads suggested by AP should be cleared when necessary.

Cllr. C Duncton informed the meeting that a change of policy meant that Parish Councils would now be responsible for removing all bags and any remaining sand/salt.

Re 17/11 – Jenn Morley had been contacted regarding the problems associated with parking opposite St Richard's Terrace. Her response had been emailed to members on 21/01/2011. Further, she informed the Clerk that the car was not parking illegally as there were no parking restrictions.

Re 20/11 – The revised Horncroft submission was sent off to WSSC on 19/01/2011 and 11/02/2011.

Re 19/11 – Since the last meeting Howards had cleared leaves and silt from the west side of Alley Dick and leaves from the ditch to the east side. Also, the East ditch alongside the football pitch had been cleared of leaves. The work was inspected on completion by JM and the Clerk and found to be satisfactory.

#### **29/11. Health and Safety:**

The Clerk had previously circulated details of the current situation. Since the meeting in January, inspection reports had been received for the Children's Playground (AP) and the Triangle (JM).

- The erosion of the path above the Rifle Club continues to be monitored by JM.
- MA reported that the repair to the 'goal post' entry to the western car park was to be carried out on May 15<sup>th</sup>.

#### **30/11. Planning:**

AB gave a brief resume of the present situation.

##### a) Ongoing Applications

1. Malthouse Cottage, Little Bognor – Construction of an en-suite in first floor bedroom and new foul drainage by internal stack pipe. **PC had No Objections**

2. Land Adjacent to Orchard Barn, School Lane – Variation of Condition 2 for conservatories. **PC Objected to the application. CDC Permit.**

3. The Grange, Hesworth Common – Notification of intention to lateral prune back to fence line on 1no. Western Red Cedar tree (G1), lateral prune lowest group of branches heading east by 3-4 metres back to suitable points on 1 no. Cedar of Lebanon tree (T1). **PC had no objections.**

4. St Mary's Cottage, St. Mary's Drive – Demolition of conservatory and construction of new orangery.

**Application Withdrawn.**

5. Warren Barn, Bedham Lane – Change of use and alterations to existing outbuildings to form leisure facilities to be used solely incidental to the enjoyment of the dwelling house 'Warren Barn'. **PC had no objections.**

6. The Barn, Wakestone Lane, Bedham – Barn conversion to form holiday let accommodation. **Application Withdrawn.**

7. Cygnets, Lower Street – Replacement window to south elevation. New window opening, enlargement of existing window opening and replacement door to west elevation. Two roof lights to west elevation. Internal alterations. **PC had no objections to the application.**

8. Old House Cottage, Tripp Hill – Single storey side extension and alterations. **PC had no objections to the application. CDC Permit.**

**b) New Applications**

1. Swan Hotel, Lower Street – Replace existing signage with new, including 1 no. new projection sign, 1 no. new history board, 1 no. new individual letters on rails, 1 no. new brass menu case, 1 no. new hanging sign above courtyard entrance and 2 no. entrance sign. **PC considering the application.**

2. Swan Hotel, Lower Street – Internal alterations of existing hotel staff areas into three further guest rooms. – **PC considering the application.**

**31/11. Finance:**

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

1. Chichester District Council – annual invoice for the emptying of litter bins - £195.33

2. Anderson, Longmore & Higham – final invoice for the work carried out on the Pavilion Licence since July 2010 - £364.25

3. Neil Plumridge – Annual renewal of website fees - £40.88

4. P Henderson – Clerk's wages and expenses for February - £347.52

5. Howards – Clearing of leaves to east side of Alley Dick - £72.00

6. A Poole – Purchase of stationery for the 'Welcome Packs' - £7.18.

**b) Income Received since the last meeting**

1. Sports Association – Quarterly Rent - £750.00.

2. The Clerk was asked to contact the Sports Association regarding the unpaid rent for 2010/2011. This was necessary due to the rent increase agreed in the new Licence agreement. **Clerk to Action.**

**c) Budget v Expenditure**

Copies of the up to date figures were distributed to members at the meeting.

**32/11. Correspondence:**

1. Mrs L Nicholson had contacted the Clerk regarding a 'Children Crossing' sign in Church Lane and also about the pruning of branches overhanging the Scout and Guide HQ. The meeting instructed the Clerk to inform Mrs Nicholson that her request for a sign should be directed to WSCC and that the pruning would be done by MA and the Scouts on 6<sup>th</sup> March. **Clerk to Action.**

2. The signed copy of the new Licence had been returned by the Sports Association. This had been lodged with Anderson, Longmore & Higham for safekeeping.

3. A request had been received from Fittleworth Flyers to use the recreation ground on 4<sup>th</sup> September for their Fun Run. Approval was unanimously given. **Clerk to Action.**

4. A request had been received from the SDNPA for contact details and also a request that the PC join the South Downs management Group at the initial fee of £20.00. Both requests were approved. **Clerk to Action.**

**33/11. Reports:**

**a) Hesworth Common/Birchwalks Woods**

- MA reported that the next Management Meeting was scheduled for 28<sup>th</sup> February and that the next working day in Birchwalks Woods with the Scouts would be on 6<sup>th</sup> March.

- A further working day was planned for 15<sup>th</sup> May.

**b) Maintenance**

- JM reported that one additional bracket was required for a down pipe on the Pavilion.
- Two paving slabs were broken and needed to be replaced at the entrance to the Pavilion and a coping stone had been broken on the north side of the building. **JB to include in his H & S report to the next meeting.**

**c) Village Hall and Outside Bodies**

- PS had attended a meeting of the North Chichester County Local Committee. £75 million savings to be made over the next two years.
- There was to be no increase in Council Tax.
- AP and SD had attended a meeting with the SDNPA in Arundel on 2<sup>nd</sup> February. Notes on the meeting had been previously circulated to members

**d) Communications Working Party**

- PS reported that there had been one meeting. It had been agreed to supply information regarding the May election in the next Village Magazine.
- Nine submissions had been received for the photographic competition.

**e) Community Involvement and Youth**

- There was no report due to the absence of SD.

**f) Traffic**

- AP had circulated his report and details of his meeting with Steve Johnson prior to the meeting.

**g) Planning**

- PS reported that no meetings had taken place.

**h) Crime Prevention**

- JB had nothing to report.

**34/11. Village Shop:**

The Village Shop had now closed and with it the last retail outlet. Concern had been expressed by parishioners before the beginning of the Council meeting that something needed to be done to try and preserve the very valuable service that had previously been provided.

- PS advised that there was little that could be done until the legatees of Keith Jonas' will decided what they wished to do, whether to sell the property as a business or as a private house. The latter would require planning permission. No plans could be made until this decision had been taken.
- MA wished to support the idea that a village shop should continue to exist in the village and that a shop should be constructed on School Lane near the playground.
- PS supported the idea that a working party should be established.
- The meeting was asked by Sue Moseley about the idea of the 'newspaper' idea. MA to contact Mr Dummer and PS to place an article in the Village Magazine. **MA & PS to Action**
- PS also to contact Kenrick Garraway at CDC for advice on the way forward. **PS to Action**

**35/11. Pavilion Boilers:**

- Three quotations for the replacement of the boilers had been obtained by JM and presented to the January meeting.
- The Clerk was asked to forward the make and size of the boilers included in each quotation to MA and AB. **Clerk to Action.**
- It was unanimously agreed that a total of £4800.00 + VAT should be spent on replacing the boilers in the next financial year.
- JM to liaise with MA and recommend to the Clerk which quotation should be accepted. An order would then be placed for installation in June.

**36/11. Elections 2011:**

- An article was to be placed in the Village Magazine informing readers of the forthcoming elections in May.
- Mr J Butler agreed to mention the event in his newspaper article.

- The Clerk already knew of one prospective candidate.

**37/11. Financial Contribution to Bury PC:**

Following discussion, no vote was taken, and it was agreed that the meeting did not wish to proceed with the subject.

**38/11. Horncroft Update:**

In the absence of SD and AP, no first hand account was available. However, it had been established that WSCC would not be considering the application in the month of March. In April the responsibility would then fall to the SDNPA to make the decision.

**39/11. Items for Inclusion on the next Agenda:**

1. Village Shop/Newspaper Service

**40/11. It was agreed that the next meeting of the Parish Council would take place at 7.30pm on 21<sup>st</sup> March in the Pavilion.**

The meeting closed at 9.30pm

P Henderson  
21/02/2011