



FITTLEWORTH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 18th APRIL 2011 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: Mr M Stanbridge (FSA), Mrs V Smith, Mr C Welfare, Mr J Butler, Cllr. J Dunton (CDC), Cllr. C Dunton (WSCC) and Mr P Henderson (Clerk).

56/11. T o Receive and Approve apologies for Absence:

Apologies were received and accepted from Mr N Plumridge and Mrs H Barkworth.

57/11. Declaration of Personal or Prejudicial Interest: There were none.

58/11. Minutes of the Previous Meeting:

The minutes of the previous meeting, held on 21st March, and previously circulated, were accepted as a true record of the meeting and signed by the Chairman. (Proposed by AP and seconded by SD).

59/11. Matters Arising from the Minutes:

Re 45/11 – WSCC had been contacted by the Clerk regarding the missing finger post. The situation has been placed on file and will be dealt with in due course.

Re 48/11(2) – The Annual Update of the Community and Facilities Audit for CDC had been completed by AP and sent off.

Re 51/11 – All salt/grit bags had been collected by SD and disposed of.

60/11. Health and Safety:

The Clerk had previously circulated details of the current situation. Since the last meeting in March inspection reports had been received for the Children's Playground, (AP), The Triangle (JM & AB) and the Centenary Garden and Millennium Arch (PS).

- AP reported that further lifting of the playground surface was occurring opposite the area previously repaired. **New Council to Action.**
- PS reported that the metal work around the sign would need to be painted within the next two years. The owners of The Swan have responsibility for the sign.
- JM reported that a second footpath sign had collapsed near the entrance of the Scout H.Q. **Clerk to Action.**

61/11. Planning:

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

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. CDC Permit**

2. 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. No TPO to be imposed.**

3. 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. CDC Permit**

4. 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. CDC Permit.**

5. 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 had no objection to the application.**

Application Withdrawn

6. Swan Hotel, Lower Street – Internal alterations of existing hotel staff areas into three further guest rooms. – **PC had no objection to the application. CDC PERMIT**

7. Old Station, Tripp Hill – Proposed construction of a new detached garage and garden storage building. **PC had no objection to the application. CDC Permit**

8. Daymens, Wakestone Lane, Bedham – Extension to existing studio to form annexe accommodation. **PC had no objections to the application.**

9. 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.**

b) New applications

1. Mants, Wakestone Lane, Bedham – Proposed single storey lean-to side extension to provide new bathroom, and revisions to approved internal alterations and extensions. **PC considering the application.**

62/11. Finance:

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

1. SALC – Annual Subscription - £262.17

2. Howards – March contract – 494.62

3. P Henderson – Clerk’s wages and expenses for April - £347.52

a) Income received since the last meeting

1. First instalment of the Precept – £8250.00

b) Cheque Signing

The Clerk explained that following the elections on May 5th, none of the present Council would be eligible to sign Parish Council Cheques. May 16th would be the earliest opportunity to complete a new bank mandate by the new Council and then a further delay would be experienced while this was being processed. Meanwhile all invoices received from April 19th would remain unpaid. To alleviate the situation, AP suggested that any invoices received before May 6th should be paid using cheques signed by the existing Council. Any invoices received after May 6th would have to remain unpaid until the new bank mandate had cleared the system and then dealt with by the new council. It was unanimously resolved to follow this course of action.

63/11. Correspondence:

The Clerk reported that a total of seven emails had been forwarded to Councillors and that the only other correspondence had concerned the forthcoming elections and details had been posted on the notice board as requested by CDC.

AP noted one email concerning the Winter Management Plan. WSCC had arranged a meeting at Lurgashall on 18th May to discuss the effectiveness of the present arrangements. AP volunteered to attend the meeting accompanied by a member of the new Council and report back. **AP to Action.**

64/11. Reports:

a) **Hesworth Common/Birchwalks Woods**

- MA reported that a successful working day had been held with the Scouts in Birchwalks Woods on March 6th.

- The next Hesworth working day was scheduled for 15th May when a new arch would be constructed in the western car park and new steps constructed.

b) **Maintenance**

- While JM stated that there was nothing to report, he was very willing to meet with any of the new councillors and explain the areas of responsibility.

c) **Village Hall and Outside Bodies**

- AP reported that the AGM would take place on 25th May.

d) **Communications Working Party**

- PS reported that that the winner of the photographic completion was Candie Aitken. All the entries received were to be found on the Parish Council website.

- PS to arrange a presentation with the judges when Candie will be given a framed copy of her winning photograph.

- The winning photograph will shortly be available as a postcard from various locations.

e) **Community Involvement and Youth**

- SD reported that she had been contacted by Jon Edgar regarding youth activities. He had sent a letter to the Village Magazine expressing concern.
- The Village School still planned to go ahead with the activity area.

f) **Traffic**

- AP informed the meeting that Steve Johnson (WSCC) was retiring at the end of July.
- Nevertheless a meeting had been arranged to walk the village in June together with someone from the new Council.

g) **Planning**

- No meeting had taken place.

h) **Crime Prevention**

- JB reported that the theft of lead, copper and oil were becoming more frequent.
- Also on the rise was breaking into cars parked at beauty spots.
- Anti social behaviour in Petworth was on the increase.
- In preparation for the Open Gardens weekend, AP agreed to clear Lower Street of litter and PS agreed to do the same in Limbourne Lane.

65/11. Village Shop:

PS reported that he had met with the executor of the estate and had been informed that the property would have vacant possession by early to mid May. Also, that there were several interested parties willing to take over the shop. PS had also established that the owners of The Swan were prepared to help with the sale of newspapers should the requirement arise.

66/11. The Bus Shelter:

Mr P Stenning had reported that he had cleared out the shelter and returned a bench to its rightful position on the recreation ground. He had also cleared a great deal of litter from the hedge alongside The Fleet. He had stated that some repair work was necessary to the bus shelter. **MA and JM to Action.**

67/11. Contribution to Bury Clerk:

Arguments for and against the making of a financial contribution towards the Clerk's expenses involved in the Horncroft action was put forward by members. PS proposed that a contribution of £100.00 should be made. This was put to a vote with three members in favour and three against. PS cast his deciding vote in favour.

JM, AB and MA wished it to be recorded that they voted against the proposal. A cheque for £100.00 was to be forwarded to the Chairman of Bury Parish Council. **Clerk to Action.**

68/11. Benches on the Recreation Ground:

- AP reported that one bench was regularly to be found inside the children's playground.
- JB had reported that there was one damaged bench on the recreation ground although it was not a health and safety issue. **MA and JM to Action.**
- The 3 new benches needed to be treated with oil. **MA and JM to Action.**

69/11. Parish Council Elections:

The Clerk announced that John Barstow, Rose Beddington, Pat Deeble, Mark Saunders, Peter Stenning and Christopher Welfare had been successful in an uncontested election. Although the number was lower than the number of vacancies to be filled, nevertheless a quorum had been achieved.

Legislation now required that the Parish Council should co-opt qualified people to fill the remaining seats. This should normally be done at the first meeting of the Parish Council on May 16th but **must** be done within 7 weeks of 9th May 2011. If the vacancies were not filled within that 7 week period then it would be necessary to set a date for a further election, the cost of which would be borne by the Parish Council.

Following discussion, AP announced that it was probable that three members of the present Parish Council would be willing to be co-opted for a limited period.

70/11. Appointment of a New Parish Clerk

Peter Henderson, the present Clerk, had previously announced that he would be standing down from the position on May 31st 2011. PS formally thanked him for his contribution and hard work over an eight year period.

The post had been advertised on the SALC website and this had resulted in three very good applicants being invited to interview on 12th March. Following the interviews, carried out by PS and PH, the position had been offered to Gloria King subject to the approval of the Parish Council. A starting wage of £10.198p (SCP 22) per hour had been agreed with a review after 6 months. Gloria was free to take up the appointment from June 1st 2011. It was unanimously agreed that the appointment should be ratified. **Clerk to Action.**

71/11. Bowls Club:

JM reported that the Bowls Club had been trying to persuade the Rifle Club to paint the Rifle Club building, but without success. It was agreed that a letter should be sent to the Rifle Club to ask that the painting should be carried out as soon as possible. They were to be reminded of the very low rent paid to the Parish Council and of the expense incurred by the Council in removing the fallen tree from the roof. **Clerk to Action.**

It had been mentioned in the April edition of the Village Magazine that the maintenance of the bowls clubhouse and rifle range were the responsibility of the Parish Council. It was agreed that a clarification should be printed in the next edition stating that no repairs are carried out by the Council. **AP to Action.**

72/11. Items for Inclusion on the next agenda:

It was agreed that the agenda should be kept short for the benefit of the new Council and therefore no items should be carried forward.

73/11. It was agreed that the Annual Meeting of the Parish Council and the Annual Parish Meeting should take place on 16th May 2011 at 7.30pm and 7.00pm respectively.

The meeting closed at 9.00pm

P Henderson
19/04/2011