



FITTLEWORTH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 17th JANUARY 2011 at 7.30pm in the Pavilion Building.

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

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

07/11. To Receive and Approve Apologies for Absence:

Apologies were received and accepted from Mrs H Barkworth and Mr J Mills.

08/11. Declaration of Personal or Prejudicial Interests: There were none.

09/11. Minutes of the Previous Meeting:

The minutes of the previous meeting, held on 10th January 2011, and previously circulated, were accepted as a true record of the meeting and signed by the Chairman.

10/11. Matters Arising from the Minutes: There were none.

11/11. Health and Safety:

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

- The erosion of the path above the Rifle Club was still being monitored by JM.
- Three quotations for replacement boilers in the Pavilion had been obtained by JM.
- Since the resignation of Julie Hawkins, the responsibility for monitoring the Recreation Ground had not been allocated. JB agreed to take on the role.

12/11. Planning:

AB gave a brief resume of the present situation.

a) Ongoing Applications

1. The Old Rectory, Upper Street – Notification of intention to fell 1 no. Fir Tree, 3 nos. Apple trees, 1 no. Collapsed Fir hedge, 1 no. unknown, 1 no. Cherry tree, 1 no. (Cypress) Hedging plant, 1 no. large bush (Fir) and crown lift by (3.5m) on 1 no. Oak tree. **PC had No Objections. No TPO to be prepared.**

2. 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**

b) New Applications

1. Coates Manor, Notification of intention to crown raise 5m over private road on 1 no. Gleditsia tree (T1), reduce by 20% and reshape 1 no. Juclan regia (T2), reduce by 33% and reshape 2 no. Prunus nigra trees (T3,T4), 1 No. Betula spp tree (T5), 2 no. Malus spp (T7 & T8) and 1 no. Poplar tree (T9), reduce by 20% and thin by 10% 1 no. Liquidamber tree (T6). **PC had No Objections. No TPO to be prepared.**

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

3. Cygnets, Lower Street – Notification of intension to fell 1 no. Sycamore tree (T1). **PC had no objections. No TPO to be prepared.**

4. Coates Farmhouse – Summer Room side extension. **PC supported the proposals. CDC Permit**

5. 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.**

6. St Mary's Cottage, St. Mary's Drive – Demolition of conservatory and construction of new orangery. **PC had no objections.**
7. 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.**
8. The Barn, Wakestone Lane, Bedham – Barn conversion to form holiday let accommodation. **PC had no objection to the application.**
9. 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 considering the application.**
10. Old House Cottage, Tripp Hill – Single storey side extension and alterations. **PC considering the application.**

13/11. Finance:

a) It was resolved to pay the following invoices

1. P Henderson – Clerk's wages and expenses for January - £347.52

b) Income Received since the last meeting

There had been none

c) Budget v Expenditure

An updated version had previously been forwarded to members.

d) Repairs to Pavilion Boilers

Three estimates have been received;

1. RGA Booker – Shower Room - £2616.03 plus VAT (not including electrics) and Kitchen - £2093.45 + VAT
2. Paine Manwaring – Shower Room - £6897.33 + VAT and Kitchen - £2128.76 + VAT
3. K J Lammas – Shower Room – 2390.00 + VAT, Kitchen – 2143.00 + VAT

It was agreed that discussion on the replacement boilers should be delayed until the next meeting.

14/11. Correspondence:

1. From SALC – An invitation to members had been received to attend a meeting of South Downs National Park Representatives at Arundel Town Hall on 2nd February at 11.00am. **MA agreed to attend and represent the Parish Council.**
2. From WSCC – An Update on Minerals and Waste Core Strategy. The strategy had been suspended.
3. From CDC – Parish Elections 2011. CDC wished to know whether the PC would nominate a person to distribute Nomination Papers to potential candidates. If not then the Papers would need to be collected from East Pallant. **The Clerk agreed to fill the role.**
4. Thank you letters had been received from West Sussex Mobile Trust, Petworth Cottage Nursing Home, Burton & Coates PCC, Fittleworth PCC and Fittleworth Playgroup in response to the recent donations from the Parish Council.

15/11. Reports:

a) **Hesworth Common/Birchwalks Woods**

- MA reported that the next working day was planned for the end of February.
- The local scouts had been enlisted to clear some birch (blocking out light to native trees) from Birchwalks Woods.
- A letter had been received from Bruce Middleton of the South Downs Joint Committee explaining that duties were soon to be transferred to the South Downs National Park. The meeting was in full agreement that this should take place.

b) **Maintenance**

- MA reported that repairs to the broken down pipe were in hand.

c) **Village Hall & Outside Bodies**

- AP reported that a management meeting had taken place on 29th November. The next meeting had been postponed until February.

- In a financial update it was reported that funds were up about £2000 on last year, due mainly to the booking of private events. The increased revenue was to be used to refurbish the toilets.

d) Communications Working Party

- NP reported that the Photographic Competition was progressing and that an article was to appear in the next Village Magazine. Some time had been spent with the children at the Village School to encourage participation.
- PS suggested that some early entry photographs could be displayed in the Village Hall.
- AP reported that the Magazine Committee had met on 6th December and were to meet again on 10th March. The price of the Magazine was now 50p and 45p for subscribers.

e) Community Involvement and Youth

- SD reported that the 'Purple Bus' was back and was being well supported.
- She reminded members that the pantomime tickets were still on sale.
- AP mentioned that the 'welcome pack' should be ready by the end of March and requested that he be allowed to spend some of the £50.00 allocated to the venture. This was unanimously agreed.

f) Traffic

- AP reported that the passage of large white HGVs through the village had almost stopped.
- A meeting with Steve Johnson had been arranged for 18th January to walk the village.

g) Planning

- PS reported that no meeting had been held.

h) Crime Prevention

- JB reported that he had reported various acts of fly tipping to CDC.
- At a recent meeting with the Police it had been reported that thefts of metals and domestic heating oil had taken place in the district. The next meeting was scheduled for 4th April.

16/11. Winter Salt Bags:

AP reported that the Winter Management Plan had requested 6 bags of salt and 6 bags had been delivered to the requested locations. Comments from residents had been very positive and WSCC were to be congratulated on the initiative. There had been a request for a further bag to be delivered to Greatpin Croft and this had been forwarded to WSCC by the Clerk. Another bag was requested by SD for Coates Lane.

Clerk to Action. WSCC had agreed that all bags would be replaced with full ones if and when the next emergency occurred. The Clerk was asked to contact WSCC and request that all bags are replaced, when necessary, except the one at Hesworth Common which was still quite full. **Clerk to Action.** All bags are to be removed in March. There appeared to be some confusion as to which farmer had been designated by WSCC to clear the roads with a snow plough.

A brief report to WSCC outlining the effectiveness of the scheme was to be **submitted by the Clerk.**

17/11. Parking outside Fittleworth House and The Terrace:

- a) Fittleworth House. It was felt that there was no need for a response and that no action should be taken by the Parish Council.
- b) The Terrace. MA informed the meeting that cars were continuing to park on the path and grass verge opposite The Terrace forcing pedestrians to walk on the road to get by. It was suggested that bollards could be erected to prevent such parking. This was to be mentioned to Steve Johnson by AP when they met. **AP to Action.** The Clerk was asked to contact the Police to point out that the problem was multiplying and to request their support. **Clerk to Action.**

18/11. Elections 2011:

With the elections scheduled for May 5th, PS asked members whether they intended to stand for re-election or whether they intended to stand down. Their replies were candid and were noted. As some vacancies were likely to occur, PS suggested that it would be beneficial to have a representative from the Sports Association and that a profile of what the Parish Council was looking for in a prospective Councillor should be published in the Village Magazine in February and March. **Communications Working Party to Action.** PS suggested

that those members who intended to stand down should persuade someone else to stand for election in their place.

19/11. Maintenance Contract and Alley Dick:

The ditch on the west side of Alley Dick had become blocked with leaves causing water to overflow onto the pavement. A similar situation was occurring to the east side. The Clerk outlined the agreement with Howards that stated that the west side ditch should be cleared annually. No reply had been received from Howards as to when the work was to be done. Howards were also contracted to clear leaves from the ditch running alongside the recreation ground. This also had not been done. It was agreed that the Clerk should contact Howards to establish when the contracted work was to be carried out and, in addition, request that the east side of Alley Dick be cleared at the same time. **Clerk to Action.** It was agreed that the tree in Alley Dick should be dealt with in the new financial year.

20/11. Revised Horncroft Submission to WSCC:

AP informed the meeting that an extension for objections to the new submission for quarrying had been set at 11th February. The next steering group meeting was planned for 18th January and a petition, objecting to the development, is to be presented to WSCC on 28th January by Nick Herbert MP.

AP had been working on the new submission on behalf of the Parish Council in response to the revised application. He was congratulated for his hard work in achieving such a well presented submission. The meeting were unanimous in their approval. Once the final draft was complete it was agreed that it would be forwarded to the Clerk and then on to WSCC. **Clerk to Action.**

AP pointed out that a great deal of extra administration work had fallen on the Clerk at Bury during the course of the protest against the quarrying and that any financial contribution from Fittleworth would be gratefully received. He agreed to try and determine a figure so that the subject could be discussed at the next meeting. **AP to Action.**

21/11. Litter Around the Village:

PS had noted that recently the amount of litter along The Fleet and Limbourne Lane had greatly increased. NP suggested that this was probably due to full bins over Christmas combined with the bad weather. AP agreed to raise the topic with Steve Johnson and request that Rangers be employed to remove litter from the A 283 and B2138. **AP to Action.** Further ideas to limit litter are to be discussed. **Community Working Group to Action.**

22/11. Car Parking in Sandy Lane:

Following discussion, it was agreed that no action should be taken.

23/11. Items for Inclusion on the Next Agenda:

1. Pavilion Boilers
2. Financial Contribution to Bury Parish Council
3. Horncroft Update
4. Election 2011

24/11. It was agreed that the next meeting of the Parish Council would take place at 7.30pm on 21st February in the Pavilion.

The meeting closed at 9.35pm.

P Henderson
19- 01-2011