



FITTLEWORTH PARISH COUNCIL

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

Present: Mr P Stanforth (Chairman), Mr J Barstow, Mrs S Dipper, Mr N Plumridge and Dr. A Poole.

In Attendance: Mr M Packman, Mr P Stenning, Mr J Butler, Mr M Elliott, Mr R Thatcher, Mr I Much, PCSO J Morley, Cllr J Duncton (CDC), Cllr. C Duncton (WSSC) and Mr P Henderson (Clerk).

41/11. To Receive and Approve Apologies for Absence:

Apologies were received and accepted from Mrs H Barkworth, Mr M Allin, Mr A Butcher and Mr J Mills.

42/11. Declaration of Person or Prejudicial Interest: There were none.

43/11. Minutes of the Previous Meeting:

The minutes of the previous meeting, held on 21st February, and previously circulated, were accepted as a true record of the meeting (following a minor correction to item 37/11) and signed by the Chairman.

44/11. Matters Arising from the Minutes:

Re 31/11(b) – The Sports Association were contacted regarding the unpaid rent arrears for 2010/2011.

Re 32/11(1) – Mrs Nicholson was informed of the Council's decision regarding the proposed sign in Church Lane and the pruning of overhanging branches.

Re 32/11(3) – Fittleworth Flyers were informed of the Council's approval of the Fun Run on 4th September.

Re 32/11(4) – Contact details had been sent to SDNPA and cheque for £20.00 was to be sent off to join South Downs Management Group when signed at the meeting.

Re 35/11- Details of the boiler size and make were sent on to MA and AB as requested.

Re 35/11 – The contract for the replacement boilers had been awarded to K.J. Lammas of Billingshurst at the quoted price of £4533.00 + VAT. Work was scheduled to start in June.

Re 34/11 – Nothing had been reported by MA re his contact with Mr Dummer.

Re 34/11 – No contact had been made with Kenrick Garraway (CDC) by PS.

45/11. Health and Safety:

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

- JM reported that the signpost near the Scout HQ had been removed. It was agreed that this was the responsibility of WSSC. **Clerk to Action.**
- An order for new boilers in the Pavilion had been placed with L.K. Lammas.
- Broken paving stones at the Pavilion entrance had been reported by JM
- JB reported that a bar was missing from the back of one of the recreation ground benches.
- The repair of the western car park arch was scheduled for May 15th.

46/11. Planning:

In the absence of AB, the Clerk gave a brief resume of the applications received since the last 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**

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.**

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.**

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.**

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**

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

b) New Applications

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

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

3. 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.**

47/11. Finance:

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

1. South Downs Land Management Group – Annual Subscription - £20.00

2. Mike Allin – Bow Saw and 2 blades for Hesworth Common use- £23.88

3. Public Works Loan Board – Half yearly loan repayment by direct debit - £618.97

4. P Henderson – Clerk’s wages and expenses for March - £347.52

5. Revenue & Customs – PAYE deducted for months of January, February and March 2011 - £242.64

6. Fittleworth PCC – Annual income from COIF Investment (Allotment for Burying Ground) - £53.35

7. Village Hall – Hire of Hall from April 2010 to March 2011 - £72.00

8. Village Hall – Half share of Security Light costs (2010/2011) - £36.30

9. Kerrytype – A5 Election Leaflets - £49.00

b) Income Received since the last meeting

1. Sports Association – Unpaid Pavilion rent for 2010/2011 - £600.00

2. COIF Dividend - £18.23

3. COIF Dividend - £7.14

c) Budget v Expenditure

Updated copies were distributed to members prior to the meeting. The Clerk reported that a balance of £3330.75 was likely to be carried forward to 2011/2012.

48/11. Correspondence:

1. From CDC – Community Buildings and Facilities Audit – Annual Update – to be completed by 15th April. AP agreed to complete the audit. **AP to Action.**

2. From CDC – Notification that as from April this year the glass banks would be removed from all locations. Where recycling banks were still necessary they would be replaced by containers able to take glass, paper, plastic and cans.

3. From NALC – Spring edition of the magazine. This was passed on to JB.

4. From South Downs Joint Committee – publication celebrating 20 years of achievement. This was passed to AP.

49/11. Reports:

a) Hesworth Common/ Birchwalks Woods

• Minutes of the management Meeting held on July 8th 2010 had previously been circulated to members by HB.

• SD reported that work had been carried out in Birchwalks Woods assisted by the Scouts.

• The annual grant from Natural England now seemed in doubt.

b) Maintenance

There was nothing further to report.

c) Village Hall & Outside Bodies

- AP had attended a meeting of Parish Councillors at CDC on 14th March where the process of the new LDF was outlined. Notes on the meeting had been circulated to members. The following points were highlighted.

- The DTZ report (the company doing the preliminary work for CDC) would be ready late June for the CDC committee to consider on 5th July, and the public consultation on this report would be **26th August to 23rd September 2011**
- The Draft Core Strategy would then be created by CDC to be ready by 6th December and out for consultation **13th January to 10th February 2012**
- The Final version would be prepared by **October 2012 to be introduced in May 2013.**
- AP also reported that development of housing along the coast was being limited by lack of work on the A27 and also the problem of sewage.

d) Communications Working Party

- NP reported that the photographic competition had now closed and all entries had been passed to the judges.
- A meeting to discuss the next steps had been arranged for 24th March.
- The election flyer had been printed and was ready for distribution with the Village Magazine and by councillors.

e) Community Involvement & Youth

- AP reported that he had completed the 'Welcome Packs' for new residents. He invited councillors to look over the work and check for errors. Copies of the pack were taken by PS, SD, NP and JB.

f) Traffic

- It was reported that speed checks had recently been carried out by the Police in the Village.

g) Planning

- There was nothing to report.

h) Crime Prevention

- There was nothing to report.

50/11. Village Shop/Newspaper Service:

- PS gave a resume of the discussion that had taken place at the last meeting. He emphasised that should an application be made to change the use of the premises, then the Parish Council would oppose such a move.
- He felt that the best solution would be for the shop to be sold as a going concern together with the Post Office.
- It was suggested that the Parish Council should approach the executors of the estate of Mr K.Jonas to establish the present state of affairs and request that the Council be kept up to date with developments. Mr M Rapson agreed to do so, on behalf of the Council, and pass any information regarding the future of the shop to PS.
- AP informed the meeting that he had heard that two groups were thinking of taking over the shop. Also, two individuals were willing to manage the shop if it were purchased by the community.
- It was agreed that PS should approach the management of The Swan to sound out their attitude to selling daily papers from the premises.

51/11. Salt/Grit Bags:

WSCC had recently decided that they were now unwilling to collect old grit and salt bags from their locations around the Village. This was now to be the responsibility of the Parish Council. AP suggested that a trailer would be necessary to complete the task. SD volunteered to supply a trailer with PS and AP to help. **SD to Action.**

52/11. Contribution to Bury Clerk:

- PS read out statements from AB and JM (in their absence) in which they itemised their objections to any financial contribution being made by the Parish Council.
- SD stated that contributions had been set out as an idea and that Bury were not expecting a contribution.

- AP and NP stated that they felt that some gesture should be made.
- It was agreed that no vote should be taken and that the subject should be carried over to the next meeting.

53/11. Contribution to Over 60's Party:

- Mrs C.Townsend had suggested that the Parish Council should make a financial contribution towards the cost of an over 60's tea party on May 8th to be organised to celebrate the royal wedding. A figure of £150.00 had been suggested.
- NP requested information on how the money was to be spent.
- AP recommended that up to £50.00 should be donated and that purchases should be itemised for the benefit of the Council.
- It was unanimously agreed that the money should be taken from the Community Working Group's budgeted funds.

54/11. Items for Inclusion on the next agenda:

1. Village Shop
2. Bus Shelter
3. Benches on the Recreation Ground
4. Bury Clerk's Expenses
5. Election

55/11. It was agreed that the next meeting of the Parish Council would take place at 7.30pm on 18th April 2011 in the Pavilion.

P Henderson (22/03/2011)