



FITTLEWORTH PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 20th APRIL 2009 at 7.30pm in the Pavilion Building.

Present: Dr. A Poole (Chairman), Mr M Allin, Mrs H Barkworth, Mr J Barstow (from 8.30pm), Mr A Butcher, Mr J Mills and Mr P Stanforth.

In Attendance: Mr J Butler, Miss Alex Jenkins (County Times), Mrs J Duncton (District Cllr.), Mr C Duncton (County Cllr.) and Mr P Henderson (Clerk).

47/9. To Receive and Approve Apologies for Absence: Apologies were received and accepted from Cllr. Dipper and Cllr. Hawkins.

48/9. Declaration of Personal or Prejudicial Interests: There were none.

49/9. Minutes of the Previous Meeting:

The minutes of the previous meeting held on 16th March 2009, and previously circulated, were accepted as a true record and signed by the Chairman following an alteration to item 35/9(1). (Proposed by PS and seconded by AB).

50/9. Matters Arising from the Minutes:

Re 36/9b) – Action in Rural Sussex and SALC had confirmed that, at the moment, it was not compulsory to upgrade existing buildings to facilitate the use by disabled people. PS suggested that, in future, arrangements could be made to use the facilities in the Village Hall.

Re 37/9 – The application to CDC, under the Community Action Chest, for the alterations to the notice board had not progressed.

Re 40/9 – Three benches had been ordered from Britannic Garden Furniture @ £430.00 each. The Clerk was awaiting confirmation of delivery. Mrs V Smith had been informed of the situation and that a refund of £40.00 would be made in due course.

Re 43/9 – Liz Nicholson had been informed of the Council's positive decision regarding the use of the Scout H.Q. by the Playgroup.

Re 39/9 – Fittleworth Parish Council's Quality Council portfolio had been submitted to NALC for consideration on 24th March. The Clerk had not been informed of the outcome.

Re 35/9(1) – The minutes were altered to record that it was PS 'to action' and not AP. PS reported that the organisation for the Open Evening was progressing well.

51/9. Health and Safety:

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

- JM reported that the drain outside the Pavilion had been cleared.
- The broken street signs had been replaced by CDC. However, remnants and rubble had been left at the corner of School Lane. CDC is to be informed. **Clerk to Action.**
- MA, JM and AB had erected the new fencing alongside the eastern ditch.
- It was reported that rubbish had been dumped in the ditch and had been temporarily removed during the fence installation. **AP to Action.**
- JM reported that quotations for the cleaning of benches were still being sought. It was suggested that an advert be placed on the website (**PS to Action**) and in the Parish Magazine (**AP to Action**).
- MA reported that he had still not managed to remove the unauthorised swing on the Common.

52/9. Planning:

AB updated the meeting on the progress of applications currently being considered.

a) Ongoing Applications

1. 1 & 2 St. Richards Cottages, Lower Street – Alterations to internal floor layout. Removal of portion of garden wall to provide rear access. **PC has no objections. PERMIT by CDC.**
2. Fittleworth First School – Conversion of existing school library to provide new kitchen facilities. Construction of a new library extension (24.5m sq gross) to existing school building on the site of an existing covered area. **PC has no objections. CDC has NO OBJECTIONS.**
3. Mants, Wakestone Lane, Bedham – Proposed store. **PC has No Objections.**
4. Knoll Bungalow, Sandy Lane – Single storey side extension. **PC Objected to the application and it has since been WITHDRAWN.**

b) New Applications

1. Cotford, Wakestone Lane, Bedham – Construction of Orangery to rear of cottage plus alterations plus new terrace. **PC has no objections.**
2. Application from WSCC - Fittleworth First School – Demolition of existing Pre-School Playgroup Pavilion and replace with a single storey building with a covered play area. **PC has No Objections.**
3. Orchard Barn (FT/08/05205/FUL) - An appeal has been lodged regarding the refusal of planning permission.

53/9. Finance:

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

1. SALC – Annual Subscription - £238.43 (gross).
2. Anderson, Longmore & Higham – Interim Bill for the registration of the Recreation Ground - £337.51(gross).
3. Howards – Grass maintenance contract for March - £462.88 (gross).
4. P Henderson – Clerk’s wages and expenses for April - £332.75.

b) **Budget 2009/2010.**

1. **It was resolved** that £350.00 be transferred from the Hesworth Common Reserve Account to the Current Account to cover any expenditure in the near future. (Proposed by MA and seconded by HB).
2. **It was resolved** that £800.00 be transferred from the Maintenance Reserve Fund to the Current Account to offset the overspend during 2008/2009. (Proposed by PS and seconded by JM).
3. **It was resolved** that an extra £100.00 be added to the Community Working Group’s allowance and £200.00 to that of the Communications Working Group. (Proposed by AP and seconded by PS).

c) **VAT Claim**

The Clerk reported that he had submitted a 2008/2009 claim to Customs and Excise for £1602.93.

d) **Parish Council Accounts 2008/2009**

The Clerk distributed copies of the budget v expenditure figures for March 2009, the completed bank reconciliation for 2008/2009 and the completed income and expenditure print out for 2008/2009.

54/9. Correspondence:

1. From West Sussex Highways Department – a reply to the Clerk’s letter concerning the problem of drainage outside Glebe House.
2. From WSCC – A copy of The West Sussex Rights of Way Improvement Plan 2007-2017. This was taken by AP.
3. From Fittleworth Flyers – A request to use the Recreation Ground for the annual fun run on Sunday 6th September. **This was approved in principle**, on condition that the Sports Association was agreeable and that no litter was left. – **Clerk to Action.**

55/9. Reports:

a) Hesworth Common/ Birchwalks Woods

- MA reported that Sussex Downs Conservation Group was not returning his calls concerning the new ranger, Dan Cornell.
- The date of the next management meeting had not yet been arranged.
- The next working day was scheduled for 12th July at 10.00am.

b) Sports Clubs Association

- In the absence of JH there was nothing to report.

c) Maintenance

- JM reported that the fencing along the eastern ditch had been erected.
- Quotations for the renovation of the benches were in hand.
- JM also reported that damage to the Pavilion by youths was occurring again. Such vandalism would have cost the Council a great deal of money had not materials and labour been provided by MA and JM.
- MA had obtained a verbal quotation for the notice board work of £325.00 from Olleyswood Joinery, a written quotation from Fineline Joinery for £425.00 and was waiting for a quotation from Robin Hill of Tillington. It was proposed by MA and seconded by PS that when all quotes were received in writing, the lowest be accepted. **This was agreed. Clerk to Action.**

d) Village Hall & Outside Bodies

- The Village Hall Committee had met on 26th February.
- Bollards are to be erected in front of the main doors and sleeping policemen are to be constructed enroute to the rear car park.
- The security lights are to be replaced.
- £1500 had been spent on electrical upgrades.
- £10,000 had been received from bookings.
- The School had been given permission to use the Hall during alterations.
- A web page had been requested on the Parish Website.

e) Communications

- PS reported that the website was up and running with more contributions coming in.
- The Parish Magazine was progressing well under the new team of volunteers.

f) Community Involvement

- A meeting has been organised for 22nd April in the School at 7.30pm in connection with the fete.

g) Youth

- In the absence of SD there was nothing to report.

h) Traffic

- The next meeting was planned for June when the monitoring of HGVs through the village would be organised.
- AP reported that he had received an email concerning dangerous driving by a van driver passing through the village. It was agreed that AP should draft a letter of complaint to the employer of the driver. **AP and the Clerk to Action.**

i) Planning

- A preliminary meeting had taken place on 19th April with a local landowner concerning possible future development.
- PS had heard nothing more concerning the development of 'Hawkins Field' or Sue Hellier's field.

j) Crime Prevention

- JB had been in touch with Lloyd Harris at CDC with a view to arranging a meeting. He is to be invited to a future meeting of the Parish Council.

56/9. Double Glazing in the Pavilion:

- JM reported that Wizard Windows would be on site on 21st April to put up the new sign and finish off some windows and repair locks that were sticking.
- Quotations for the double glazing in the kitchen area had been received. D & D Windows had quoted £2320.00 and Wizard Windows £1920.00.

It was agreed by the meeting that the Financial Regulations should be relaxed and no further quotes be obtained on this occasion. JM was satisfied with the workmanship and quality of previous work and was confident that standards would be maintained. The contract was therefore awarded to Wizard Windows. (Proposed by PS and seconded by AP).

57/9. Boundary between the Village Hall and Pavilion.

The Clerk reported that he and AB had met with the solicitor on 15th April. The two leases relating to the boundary, dated 15th August 1970 and 21st July 1988 had been found. The solicitor had agreed to go ahead therefore with the registration of the Recreation Ground and submit all available documentation to the Land Registry.

58/9. Review of the Sports Clubs Association annual rent and lease.

In view of the fact that a review of the rent was due this month and that the lease expired in March 2010, MA, PS and AB had been scrutinising the present lease.

- A meeting with representatives of the Sports Association is to be arranged.
- No accounts for 2008/2009 were available as yet.
- MA, PS and AB are to meet again.
- The Clerk was asked to inform the Sports Association that the Council had decided not to increase the rent for the period April 2009 to March 2010. It would remain at £750.00 per quarter. If the Association wished to discuss the decision then they should contact PS. JB pointed out that by not increasing the rent, the Council recognised the value of the Association to the local community.
- Barry Stokes had suggested that JM be given a set of keys to the Pavilion. **This was agreed by the meeting.** (Proposed by AP and seconded by HB).

59/9. To Approve the Parish Council Accounts for 2008/2009:

Having received the necessary information from the Clerk, **it was resolved that the Parish Council approve the accounts for the period 2008/2009.**

The Chairman complimented the Clerk for his efforts over the last financial year.

60/9. Annual Village Clean Up:

- Litter picking by members of the Council was scheduled for the week preceding the Open Gardens weekend of 3rd and 4th May. AP was to pick up the necessary equipment on 23rd April from CDC.
- JM expressed concern that the Parish Council was expected to clean up the village when other residents were responsible for the problem. He asked whether it was the role of a Parish Councillor to pick up litter?
- HB suggested that each householder should be responsible for picking up litter outside their own property.
- The meeting agreed the areas to be allocated to each councillor.
- HB expressed her disgust at the amount of dog dirt around the village.

61/9. Items for Inclusion on the Next Agenda:

- a) Chestnut fencing along Alley Dick.
- b) Vandalism and Rubbish Dumping in the Village.

62/9. It was agreed that the Annual Meeting of the Parish Council should follow the Annual Parish Meeting on 18th May 2009 (starting at 7.00pm) in the Pavilion Building.

The meeting closed at 9.50pm

P Henderson
21-04-09.