



FITTLEWORTH PARISH COUNCIL

DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15th JUNE 2009 at 7.30pm in the Pavilion Building.

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

In Attendance: Cllr. Janet Duncton (CDC), Cllr. Chris Duncton (WSCC), John Butler, Chris Polden and Peter Henderson (Clerk).

80/9. To Receive and Approve Apologies for Absence: Apologies were received from M Allin.

81/9. Declaration of Personal or Prejudicial Interest: There were none.

82/9. Minutes of the Previous Meeting:

The minutes of the previous meeting held on 18th May 2009, and previously circulated, were accepted as a true record of the meeting and were signed by the Chairman.

83/9. Matters Arising from the Minutes:

Re 69/9 (re 55/9(c) – Grant Application – The application for financial assistance with the notice board extension had been sent off to CDC.

Re 74/9 – An explanation of the 3 year binding agreement with Norwich Union was explained as follows – ‘The whole purpose of a long term agreement is so that the PC know that for the period of the agreement that the premiums will only increase slightly because the property sums insured are indexed linked. The rates applied by Norwich Union at the start of the agreement will be maintained at the same level throughout the period. So, the annual premium will increase slightly, but not because of a rate increase’.

Re 74/9 - External Audit – The Annual return had been sent to Mazars.

Re 75/9 – Training Course at Wisborough Green – The Clerk had sent the thanks of the PC but explained that there was no interest.

Re 76/9 – Alley Dick – Hyde Martlet had been contacted and a site meeting arranged for 27th May. While not accepting responsibility for the fencing, Mr Jonathan Keeling (Estate Works Manager) did agree to have the problem section removed as a gesture of good will. The missing hand rail at the steps, he suggested, was the responsibility of WSCC.

84/9. Health and Safety:

The Clerk had previously circulated details of the current situation. Since the meeting in April inspection reports had been received for the Playground (AP), The Triangle (JM), The Centenary Garden (PS) and Hesworth Common (MA).

- JM reported that the broken hopper on the Pavilion would be replaced after the double glazing work had been completed.
- PS noted that the trees in the Centenary garden required some pruning back.
- JM reported that the vandalised fencing on the recreation ground had been repaired.
- Les Mann of 2 Devon Cottages had volunteered to clean up one of the benches in the Centenary Garden.
- The reported overhanging tree in Birchwalks Woods was to be looked at during the next working day.

85/9. Planning:

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

a) Ongoing Applications

1. 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.**

PERMIT.

3. Orchard Barn (FT/08/05205/FUL) - **An appeal has been lodged** regarding the refusal of planning permission.

4. Church End, Upper Street – Notification to fell 1 no. apple tree. **PC has no objections. No TPO to be prepared.**

b) New Applications

1. Frayles – School Lane – Alteration of garage to playroom. **PC has no objections.**

86/9. Sand Quarrying in Horncroft:

It had been observed by SD that surveying work had been carried out in the area. She wished to have the feelings of the Council should an application for removing sand be lodged.

Chris Duncton offered to investigate the possibility of quarrying at County level

AP stated that a report published in 1998 stated that no sand should be extracted from the area.

Mike Allin was to be asked to contact Bury PC in order to determine whether they had heard anything. **AP to Action.**

87/9. Finance:

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

1. P Henderson – Clerk's wages and expenses for June - £332.43
2. Revenue and Customs – Tax deducted for April, May and June 2009 - £225.57
3. Britannic Garden Furniture – 3 Benches - £1483.50 (1290.00 net).
4. Veronica Smith – Refund of £40.00 from £900 donation.
5. Howards – Maintenance contract for May – £462.88

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

1. Sports Association - 75% of buildings insurance for the Pavilion Building - £554.28
2. Bowling Club – Buildings insurance for the Bowls Pavilion – £89.21
3. COIF Dividends - £10.56 and £4.14

c) **Budget v Expenditure**

Up to date copies were given out at the meeting.

d) **External Audit**

The Clerk explained that due to a change in regulations concerning long term investments (i.e. COIF Investments); details to be shown on the Annual Return had altered. Information had been correctly recorded for 2008/2009 but unfortunately not for the previous year, even though the annual Return for 2007/2008 had been approved. The Clerk had agreed the amended figures with Mazars who had asked that the Return be altered accordingly, signed by the Chairman and Clerk and returned. **The meeting agreed that this should be done.**

88/9. Correspondence:

1. An email on the website from Richard Greengrass suggested that the PC should deliver notes to houses in the vicinity of School Lane/The Fleet requesting that the dumping of garden rubbish should cease.
2. CDC had announced that new Dog Control Orders would come into being on 29th June. It was agreed that the subject be considered at the next meeting.
3. The annual Community Buildings and Facilities Audit from CDC was taken by JM.
4. The end of project report and questionnaire on the Purple Bus, issued by WSCC Youth Office, was taken by SD.
5. A request by the Brownies to tidy up the Centenary Garden on 25th June was approved by the Council. V Smith and J Flexman were to be informed by the Clerk and HB respectively. The Brownies were to be informed by the Clerk.
6. Information had been received concerning the Mobile Skate Park. Petworth had agreed to hire the facility for 8th and 9th August and had asked whether Fittleworth would like to book a slot. No payment was necessary but numbers participating were required. **SD to Action.**

89/9. Reports;

a) **Hesworth Common/Birchwalks Woods**

- HB distributed copies of the minutes of the Management Committee Meeting of June 11th.
- The next working day was planned for July 12th with the Worthing Volunteers, 10.00am in the main car park.

- The next Management Meeting was scheduled for 8th October at 2pm at Woodside Cottage.
- On October 11th a further working day was planned with the Worthing Volunteers.
- HB requested that these dates be posted on the website. **Clerk to Action.**
- The tree found to be leaning in Birchwalks would be dealt with on July 12th.

b) Sports Clubs Association

There was nothing to report.

c) Maintenance

JM reported that work on the replacement windows in the Pavilion would begin on 17th June. He would be on hand to open the building. The Sports Association were to be invoiced for the cost of the extra 10 keys that they requested. **Clerk to Action.**

d) Village Hall & Outside Bodies

- The Village Hall AGM was planned for 30th June at 7.30pm. Everyone in the village was welcome to attend. The meeting would be followed by a Committee meeting.
- The date of the next CDALC meeting had not yet been finalised. Midhurst have been invited to attend.
- The North East Parishes Forum met on 11th June in the Village Hall. AP noted that the Council had not received copies of the CDC Strategy. Talks were given by West Sussex Highways Dept. and CDC on waste collection. Details of the Skate Park were provided.
- Fittleworth & District Association are to hold their Annual Meeting on 18th June at 7.30pm followed by a talk entitled 'Two Years in Antarctica'.

e) Communications

- A meeting was planned in the next two weeks.
- A Magazine Committee meeting was planned for 2nd July
- A copy of the Chairman's Annual Report was to be included as an insert in the next Parish Magazine.

f) Community Involvement

- There had been no meetings of the working group lately.
- A fete meeting had been organised for 24th June at 7.30pm in the Village School.

g) Youth

- There was nothing to report.

h) Traffic

- A meeting with Steve Johnson from WSCCC was planned for 24th June.
- This will be followed (date to be decided) by a working party meeting to discuss the outcomes.
- AP reported that numerous emails had been sent between himself, the Chairman of Governors of the Village School and WSCC concerning the School Safety Zone. The outcome had been a confirmation by WSCC that there were to be no flashing lights on School Lane. Nothing had been agreed on a speed limit of 20 mph.

i) Planning

- There was nothing to report.

j) Crime Prevention

- JB reported that he hoped to advertise the setting up of an anti-crime committee on the website.
- Graham Nunns had taken over from Lloyd Harris at CDC as the point of contact.
- As it was necessary to hear what CDC had to say, Mr Nunns was to be invited to a future meeting. **JB to Action.**

90/9. Youth Shelter and Youth Provision Generally:

1. Youth Shelter

SD provided the meeting with notes from the Youth Forum on a proposed youth shelter.

- The shelter would be located at the junction of Greatpin Croft and School Lane
- The shelter would provide shelter from rain for scholars in the morning and also as a social focal point.
- The number using the shelter at any one time was estimated to be up to five.
- The design of the shelter would be considered in the context of the village environment.

- It was possible that it could be constructed by teenagers, under supervision.

Following a discussion, it was agreed that SD should determine who owned the land on which the proposed shelter was to be constructed and also that the youths involved should talk to all residents in the vicinity in order to gather their opinions concerning the proposal.

2. Youth Provision Generally.

AP described the two options available. The first involved a proposed activity area in the school playground and the second an already considered activity area at the rear of the Village Hall. The feeling of the meeting was that the school option was the preferred choice.

91/9. Vandalism and Rubbish Dumping:

During a general discussion of the problems the following were highlighted.

- a) JM and MA were using their own materials and labour to repair damage done by vandals. In April this had cost £100, in May £30 and in June £15. This had not been charged to the Council.
- b) JM reported that 7 lights had been broken around the Pavilion and needed to be replaced.
- c) He felt that villagers should be aware of the situation as an increase in the precept was the eventual consequence.
- d) AP reported that some of the offenders were to be visited by the police.
- e) The dumping of waste opposite School Lane on The Fleet was continuing.
- f) PS suggested that CCTV cameras be installed around the Village Hall area.
- g) JH proposed more police patrols.
- h) AB reported that the wire netting around the play ground was being pulled down.

It was agreed that;

- a) JM should continue to keep a record of the cost of repairing damage and compare the figures with potential professional charges. **JM to Action.**
- b) To publish the information in the parish magazine.
- c) Notices concerning the dumping of rubbish to be prepared by AP and delivered by JM to the residents in the vicinity of School Lane and The Fleet. **AP to Action.**
- d) At the next Community Meeting in July, an article be prepared for publication in the parish magazine concerning the problem of vandalism and rubbish together with an explanation of the actions being taken by the Parish Council. **JH to Action.**

92/9. Items for Inclusion on the Next Agenda:

1. Vandalism and Rubbish Dumping.
2. Youth Shelter and Youth Provision.
3. New Dog Control Orders.

93/9. It was agreed that the next meeting would take place at 7.30pm on 20th July 2009 in the Pavilion Building.

The meeting closed at 9.33pm.

P Henderson
16-06-09.