



FITTLEWORTH PARISH COUNCIL

DRAFT MINUTES OF THE ANNUAL MEETING of the PARISH COUNCIL HELD ON 18th MAY 2009 at 7.45pm in the Pavilion Building.

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

In Attendance: Mr J Butler and Mr P Henderson (Clerk).

63/9. Election of Chairman for 2009/2010:

The Clerk requested nominations for the position of Chairman of the Parish Council for 2009/2010. Anthony Poole was proposed by JB and seconded by HB. There being no other nominations, AP was unanimously elected and took over the Chair.

64/9. Declaration of Acceptance of Office:

The relevant form was completed and signed by the Chairman and counter signed by the Clerk.

65/9. Declaration of Interest Forms:

All members completed the relevant forms which were collected by the Clerk.

66/9. To Receive and Approve Apologies for Absence:

Apologies were received from Janet and Chris Duncton.

67/9. Declaration of Personal or prejudicial Interest: There were none.

68/9. Minutes of the Previous Meeting:

The minutes of the previous meeting held on 20th April 2009, had been previously circulated. MA pointed out that his support for the annual tidying up of the village by Parish Councillors had not been recorded under 60/9 of the minutes. The minutes were amended and signed by the Chairman. (Proposed by PS and seconded by JM).

69/9. Matters Arising from the Minutes:

Re 51/9 – The Clerk had received an assurance from Sarah Hobbs (CDC) that she would contact the contractors and have the rubble removed. (22-04-09). It was removed on 30-04-09 following a further phone call.

Re 54/9(3) – Fittleworth Flyers had been informed that the Parish Council had agreed to the request to use the recreation ground on 6th September. The Sports Association had been informed. The question of litter was mentioned.

Re 55/9(h) – Warburtons Ltd had been informed of the dangerous driving of one of their employees through the village. No reply or acknowledgement had been received.

Re 58/9 – The Sports Association had been informed of the Council's decision not to increase the rent for the remainder of the lease i.e. until March 2010.

Re 56/9 – The quotation from Wizard Windows for doors and windows in the Pavilion had been accepted.

Re 55/9(c) - A quotation for the materials for the new notice board had been received from Ollyswood Joinery for £219 + VAT. MA had agreed to fit the notice board for a total of £106.00 making the total job £325 + some VAT. No quotation had been received from Robin Hill. **It was agreed that the Clerk should submit the grant application to CDC. Clerk to Action.**

Re 35/9(1) – AP offered his thanks to PS, Neil Plumridge and Chris Polden for their work at the recent Open Evening. Thanks were also extended to the Village Hall Committee.

Re 51/9 - AP reported that the advert had been included in the Parish magazine and on the website.

Re 54/9(2) – A summary of The West Sussex Rights of Way Improvement Plan had been circulated to members by AP.

70/9. Election of Vice-Chair for 2009/2010:

PS was nominated for re-election by AP and seconded by AB. There were no other nominations and PS was unanimously elected.

71/9. Appointments to:

The following appointments were agreed;

- a) **Finance Committee** – All members of the Council.
- b) **Planning Committee** – AB (Chair), MA, JM and SD.
- c) **Hesworth Common Committee** – MA (Chair), HB and SD.
- d) **Maintenance Committee** – JM (Chair), MA and AB.
- e) **Communications Working Party** – PS (Chair jointly with Neil Plumridge), and AP.
- f) **Community Involvement Working Party** – JH (Chair), AP and JB
- g) **Youth Working Party** – SD (Chair).
- h) **Traffic Working Party** – AP (Chair), MA and HB.
- i) **Housing Development Working Party** – PS (Chair), AP and SD.
- j) **Crime Prevention** – JB (Chair).

72/9. Representatives for:

Representatives for the following were agreed;

- a) **The Village Hall Committee** – JH and AP.
- b) **CDALC** – AP, PS and MA.
- c) **The North East Parishes Forum** – AP and PS.
- d) **Fittleworth & District Association** – SD.
- e) **Sports Clubs Association** – PS, MA and AB.
- f) **Health & Safety Inspection Areas**
 1. **Hesworth Common** – MA and HB.
 2. **The Triangle** – JM and AB.
 3. **Recreation Ground** – JH.
 4. **Centenary Garden** – PS.
 5. **Pavilion** – MA, JM and JH.
 6. **Playground** – AP, JH and HB.

73/9 Planning:

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

a) Ongoing Applications

1. Mants, Wakestone Lane, Bedham – Proposed store. **PC had No Objections. Permitted by CDC.**
2. Cotford, Wakestone Lane, Bedham – Construction of Orangery to rear of cottage plus alterations plus new terrace. **PC had no objections. REFUSED BY CDC**
3. 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 had no objections.**
4. Orchard Barn (FT/08/05205/FUL) - **An appeal has been lodged** regarding the refusal of planning permission.

b) New Applications

1. Church End, Upper Street – Notification to fell 1 no. Apple Tree. **PC yet to consider the application.**

74/9. Finance:

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

1. P Henderson – Clerk's Wages and Expenses for May - £332.75.
2. Broker Network Ltd. – Annual Insurance Renewal, public liability etc. plus buildings insurance for the Pavilion and Bowls Club House - **£2221.44** compared with £2162.15 last year, an increase of only £59.29. This included a 5% no claims discount. The meeting declined the opportunity to enter into a binding 3 year contract. (Proposed by PS and seconded by HB). The Clerk was requested to obtain further details of such a contract for future years. **Clerk to Action.**
3. Howards – Grass maintenance contract for April - £462.88 (gross)
4. Peter Evans – Fee for the Internal Audit for 2008/2009 - £37.50.

5. A cheque for £480.00 has been sent off to Wizard Windows as a deposit for the forthcoming work. (The invoice needed to be checked and signed off by AP and PS).

b) Income received since the last meetings

1. From the Bowling Club – annual rent - £25.00
2. From the Sports Association – quarterly rent - £750.00
3. From CDC – 50% of annual precept - £7750.00
4. From the Rifle Club – annual rent - £25.00
5. From HM Revenue and Customs – A tax refund of £175.00 in recognition of filling in the tax return on line.
6. From The Scout & Guide Group – annual rent - £10.00
7. From HM Customs & Revenue – VAT repayment for 2008/2009 of £1602.93.

c) Budget v Expenditure

Details were distributed to the meeting

d) Transfer of money

As agreed at the last meeting, £1450 had been transferred from the Bonus Saver Account to the Current account to service expenses from Hesworth Common, Community Group and Communications Group and to fund the shortfall from Maintenance. This all had been shown on the budget v expenditure sheet.

a) Internal Audit 2008/2009

The Internal Audit had been completed and all documentation returned. A favourable report had been received and was available for scrutiny by members.

b) External Audit 2008/2009

The Clerk had completed the Annual Return for the year ending 31st March 2009 in readiness for submission to Mazars, the external auditors. **It was agreed that the Statement of Accounts and the Annual Governance Statement be signed by the Chairman in order that the documentation could be sent off.**

75/9. Correspondence:

1. The Clerk announced that a training course for new councillors was to be arranged on 22nd June at Wisborough Green. No interest was expressed by members. **Clerk to Action.**
2. The April newsletter from West Sussex Primary Care Trust was taken by HB.
3. The April newsletter from Action in Rural Sussex was taken by MA.

76/9. Chestnut Fencing along Alley Dick:

AP explained that the fencing between Alley Dick and Greatpin Croft had collapsed and represented an eyesore and a health and safety hazard. JM expressed the opinion that no money should be spent on the problem and questioned whether it was the Council's fence and did the Council have the right to remove it? PS suggested that HydeMartlets might be persuaded to claim ownership and might remove it themselves. The Clerk was asked to investigate. **Clerk to Action.**

77/9. Vandalism & Rubbish Dumping in the Village:

AP invited comments from the meeting.

- JM explained that repairs around the Pavilion due to vandalism had been affected with materials provided by him-self and MA. This had saved the Parish a great deal of money but could not continue. He also commented on goal posts being stored on the roof of the Pavilion, possibly damaging the felt covering. Also the recently constructed fence along the east ditch had been vandalised.
- In future, JM had decided to keep a list of the cost of materials and labour involved in future repairs. It was thought that parishioners should be informed of the cost of vandalism in the village.
- JM drew attention to the dumping of garden waste on the north side of the Fleet, opposite the junction with School Lane. AB pointed out that a similar situation existed at the end of Limbourne Lane.
- PS endorsed the feelings of HB at the last meeting, when it was thought that villagers should be encouraged to take responsibility for the upkeep and tidiness of the area outside their own property.
- JM believed that offenders ought to be named and shamed.

- AP gave the number of Richard Gill at CDC (01243 534548) who was responsible for picking up fly tipped rubbish.
- It was hoped that Lloyd Harris (CDC) would be at the next meeting to talk about crime prevention.
- It was agreed to include the subject on the next agenda.

78/9. Items for Inclusion on the Next Agenda.

1. Sand quarrying in Horncroft.
2. Youth Shelter.
3. Vandalism and Rubbish Dumping

79/9. It was agreed that the next meeting would take place at 7.30pm on 15th June 2009 in the Pavilion Building.

The meeting closed at 9.03pm

P Henderson
19-05-09.