



## FITTLEWORTH PARISH COUNCIL

### **MINUTES OF THE PARISH COUNCIL MEETING HELD ON 15<sup>th</sup> NOVEMBER 2010 at 7.30pm in the Pavilion Building.**

**Present:** Mr P Stanforth (Chairman), Mr M Allin, Mr J Barstow, Mr A Butcher, Mrs S Dipper, Mr J Mills and Mr N Plumridge.

**In Attendance:** Mr J Butler, Mr M Rapson, Mr R Thatcher, Cllr J Duncton (CDC), Cllr. C Duncton (WSSC), PCSO J Morley and Mr P Henderson (Clerk).

**156/10. To Receive and Approve Apologies for Absence:**

Apologies were received and accepted from Mrs H Barkworth and Mr A Poole.

**157/10. Declaration of Personal or Prejudicial Interests:** There were none.

**158/10. Minutes of the Previous Meeting:**

The minutes of the previous meeting, held on 18<sup>th</sup> October 2010, and previously circulated, were accepted as a true record of the meeting and signed by the Chairman. (Proposed by JM and seconded by SD).

**159/10. Matters Arising from the Minutes:**

Re 144/10 – Missing ‘School Lane Sign’ The matter had been reported on two occasions to CDC

Re 152/10 – The Clerk was still attempting to contact Mr Bradley Williams.

Re 149/10(h) – JB reported that the Police had been contacted regarding the car parking on the pavement on Lower Street.

Re 141/10 – PS reported that Mrs H Barkworth had been persuaded to withdraw her resignation from the Parish Council and to review the situation in the Spring.

**160/10. Health and Safety:**

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

- Remedial electrical work required on the Pavilion building had been organised and paid for by The Sports Association.
- Quotations for the installation of new boilers in the Pavilion were being organised by JM.
- AP had reported that the leaves in the playground needed to be removed.
- The fence along the east ditch had been vandalised. However, it was established that this was not the responsibility of the Parish Council.
- MA was waiting for materials to repair the ‘goal post’ entry to the western car park.
- The missing steps to the Trig Point on Hesworth had been repaired by MA and volunteers.
- MA reported, in his capacity as Tree Warden, that trees along the A283 belonging to Mr R Gadd were in need of attention.

**161/10. Planning:**

a) Ongoing Applications

1. Fittleworth House, Bedham Lane – Proposed log and implements store. **PC has No Objections. PERMIT.**

2. Orchard Barn Annex, School Lane – Single storey front and rear extensions with pitched and tiled roof to porch. **PC objects to the application. REFUSED by CDC.**

3. Swan Hotel – Refurbishment to existing bar and restaurant areas of building including new back bar installation, create new opening to kitchen to create food pass area. **PC has No Objections. PERMIT by CDC.**

4. Orchard Barn, School Lane – new ensuite/porch and replacement garage with office/workshop above. **PC Objects to the application. PERMIT by CDC.**

#### b) New 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 has No Objections**
2. Malthouse Cottage, Little Bognor – Construction of an en-suite in first floor bedroom and new foul drainage by internal stack pipe. **PC considering the application.**

#### **162/10. Finance:**

- a) It was resolved to pay the following invoices (proposed by JM and seconded by AB).
  1. Peter Evans – Internal Audit Services - £22.50
  2. Howards Garden & Leisure – October grass contract - £472.94
  3. Blue Cedar Tree Surgeons – Tree work on B2138 and Recreation Ground (August) – £3466.25 (gross). Net totals £180.00 (as agreed) and £2770 (as agreed).
  4. Mike Allin – Materials for Notice Board - £29.64
  5. P Henderson – Wages and expenses for November - £347.52
- b) Income received since the last meeting
  1. Sports Association Quarterly Rent - £750.00
  2. Transfer of funds from Hesworth Common to Current Account - £2000.00
  3. Rural Payment Agency – Countryside Stewardship Scheme - £1081.50
- c) Permission to transfer funds

It was agreed that the Clerk should transfer £1081.50 from the current account to the Bonus Saver account.

#### **Clerk to Action.**

- d) Budget v Expenditure

Copies of the present situation had been distributed to members. The Clerk commented on adjustments that had been made because of the transfer of funds to and from the Hesworth Common Account. It was also pointed out that the anticipated expenditure until March 31<sup>st</sup> was slightly more than was at present in the current account. To safeguard cash flow the Clerk had requested a VAT repayment from Revenue & Customs totalling £1437.05.

#### **163/10. Correspondence:**

- A total of 11 emails had been forwarded to members since the last meeting.
- A copy of the West Sussex Landscape Character Management Guidelines was taken by SD.
- The interim internal audit report for the year ending 31<sup>st</sup> March 2010 was taken by JB.

#### **164/10. Reports:**

- a) **Hesworth Common/Birchwalks Woods**
  - MA reported that a most successful working day had taken place on November 7<sup>th</sup>. 10 villagers had attended together with 3 Worthing Volunteers and a South Downs Ranger.
- b) **Maintenance** – There was nothing to report.
- c) **Village Hall and Outside Bodies**
  - PS reported that the Annual Meeting with Parishes on 17<sup>th</sup> November would be attended by AP and the Clerk.
- d) **Communications**
  - NP reported that he had updated the Parish Website.
  - Details of the photograph competition had been included on the website and also in the Village Magazine.
  - Details of Parish Councillors had been updated with missing photographs to follow.
- e) **Community Involvement and Youth**
  - SD reported that the Remembrance Service had been well attended by the youth of the village.
  - Preparations for the pantomime had begun. Two performances were planned for the end of January.
- f) **Traffic** – In the absence of AP there was nothing to report.
- g) **Planning** – There was nothing to report.
- h) **Crime Prevention**
  - The car parking problem in Lower Street had been brought to the attention of the Police by JB.

- JM reported that two piles of concrete had been dumped on the north side of Upper Street. **JB to Action.**

**165/10. The Pavilion Lease:**

- PS summarised the outcome of three meetings held since the last Parish Council meeting.
- The use of the term ‘Lease’ or ‘Licence’ was explained. Acting on advice from the solicitor it was agreed to use the term ‘Licence’.
- It was agreed that the names of the elected officers of the Sports Association, namely the Chairman, the Secretary and the Treasurer, should be specified in the Licence.
- The Clerk had obtained a plan showing access ways. This was to be included in the Licence.
- It was unanimously agreed that paragraph 3.14.2 should read as follows. *The Owner shall be responsible for the maintenance of the exterior of the Pavilion to include (but not be limited to) the walls, foundations and roof. The Owner will also contribute to the major costs of maintaining and repairing the electrical wiring, water heaters, central heating system and plumbing but excluding the maintenance and repair of the alarm system and the flood lights. The total costs relating to such work will be subject to the availability of Parish Council funds and the approved Financial Regulations and will normally be sourced out of the Licence Fees.*
- It was agreed that any regular or periodic hire of the Pavilion be first approved by the Parish Council.
- It was agreed that the licensee should adequately insure the contents of the Pavilion building.
- It was agreed that the index used to calculate future licence fee increases should be the RPIX.

Incorporating the above changes it was agreed that the new licence should be approved in principle. The following sequence of events was to be followed.

- Changes to the licence, as agreed, would be made.
- The amended licence would be presented to the solicitor.
- The amended licence would be approved by the Sports Association.
- The amended licence would be emailed to all members of the Parish Council.
- A cut off time of one week would be imposed for comments from members. A no reply would be taken as an acceptance of the licence.
- The Chairman and Vice Chairman of the Parish Council together with the officers of the Sports Association would be able to sign the licence.

**166/10. Extraordinary Expenditure Forecasts for 2011/2012:**

Following discussion, it was felt that the economic situation prevented any major capital projects. Instead major items would include the replacement of the pavilion boilers and a reserve to cope with any unplanned tree work. Details were to be discussed at the Finance meeting in December.

**167/10. Undergrowth on the West Side of Lower Street:**

It was agreed that the Clerk should continue to try and contact the owner. **Clerk to Action.**

**168/10. Leaf Problem in the Playground:**

SD volunteered to organise the removal of the leaves. **SD to Action.**

**169/10. Items for Inclusion on the Next Agenda:**

As the meeting was to be devoted exclusively to financial matters, other items were not appropriate.

**170/10. It was agreed that the Finance Meeting would take place at 7.30pm on 20<sup>th</sup> December 2010.**

The meeting closed at 9.18pm

P Henderson

16/11/10

