



# Fittleworth Parish Council

## Minutes of the Parish Council Meeting held on 17<sup>th</sup> October 2011 at 7.30pm in the Pavilion Building.

- Present:** Mike Allin (MA), John Barstow (JB), Sarah Barstow (SB), Lucia Dean Taylor (LDT), Pat Deeble (PD), Mark Saunders (MS), Peter Stenning (PS), Chris Welfare (CW) (Chairman)
- In Attendance:** Cllr Janet Duncton (CDC), Gloria King (Clerk)
- Apologies:** None
- Members of public:** 11 (Tony Poole, Glen Westmore, John Butler, Julie Stenning, Patrick Scott, Mark Packman, Zac Ingram, Jamie Dunstan, Joyce Sperring, Carl Janes, Lee Jones)

The Chairman opened the meeting at 7.30pm and welcomed all in attendance.

- Action by**
- 1. Apologies for absence**  
None.
  - 2. Minutes of the last meeting and matters arising**  
The minutes of the meeting held on 19<sup>th</sup> September were approved as a correct record and signed by CW.
  - 3. Public Questions**  
Tony Poole  
Asked whether the Council's insurance would cover a 10-15 minute procession from the Swan Inn on the 2<sup>nd</sup> June (Queen's Diamond Jubilee). Clerk to action. **Clerk**  
Patrick Scott
    - Asked whether it would be possible to have the speed limit painted on the road in School Lane and the main road to deter speeding in School Lane. Traffic Group to discuss with Highways. **Traffic Group**
    - Reported that the ditch by the side of the school (Alley Dick extension) needs clearing and asked who was responsible for doing it. CW to find out. **CW**
    - Reported that the owners of the successful Graffham village shop are interested in buying the Fittleworth shop but require a further £60K investment. They are wondering whether anyone in the village would be keen to invest or provide financial expertise. LDT suggested that they hold a public meeting in the village hall to outline their proposals. MA thought that the Parish Council could investigate taking out a loan to help. CW explained that the Parish Council could not take on the organising of fundraising for such a project but would support it. MS stated the council can't be seen to be supporting one prospective buyer over another.Peter Stenning/Jamie Dunstan  
PS had invited some youngsters to the meeting who support his proposal for a youth shelter at the rear of the village hall, 120ft away from High Trees. Jamie Dunstan, 17, spoke on behalf of the group and requested that something be provided for older children, as hanging around the swings is not a suitable area for them. He said they would like an open seating area (not a hut or a skateboard park) with some cover and that they would be willing to work on the project. The question of lighting was discussed and it was felt that subdued lighting would be best. Mark Packman (Treasurer of the Sports Association) said the Sports Association could control the lighting and it would be switched off at 11pm when the Sports Pavilion closes. It was agreed that PS would obtain 3 quotes for a suitable seating area with canopy and subdued lighting. (See 8b Youth Proposals for further comments on this issue.) **PS**

#### 4. District and County Councillors' Reports

**Chris Duncton (WSCC)** – Read out by Janet Duncton

- CD sent his apologies but he was unable to attend the meeting.
- Salt for gritting can now be ordered if there is somewhere to store it. If not, it will be delivered ahead of bad weather. PD confirmed that we had opted to have salt delivered to specified locations when bad weather was expected.
- Meals on Wheels is being promoted throughout the area
- There are no plans to cut mobile or permanent libraries
- WSCC is investing in improving broadband services
- LDT requested that CW contact CD with regard to the proposed weight limit restriction in Lower Street. **CW**

**Janet Duncton (CDC)**

- JD again stressed her links with Hyde Martlett and her willingness to be involved in the youth project regarding funding.
- Localism bill still expected to become law in December.
- Chichester District Council's CEO will retire at the end of the year and discussions regarding his replacement are taking place.
- Central government is providing funds to ensure that the Council Tax will not be increased next year but it will eventually have to rise, and when it does it is likely to be in excess of 2.5%.
- JD will be on holiday for a month from 19<sup>th</sup> October. Any questions should be referred to Eileen Lintell at CDC.
- JD requested that the contact details of District and County Councillors be included in the village magazine. CW to action. MS offered to put them on the website as well. **CW/MS**
- CW asked whether it was possible to do anything about the No. 1 bus service on Sundays which has now been cut. JD advised that it would be unlikely as the bus companies are private.

#### 5. Community Policing/Vandalism

Our community police officer, Jenn Morley, had hoped to be present but regretted that due to unforeseen circumstances she was unable to attend. She sent the clerk a message stating that anti-social behaviour issues in Fittleworth was now a current priority for local officers and patrols would continue to be conducted. She stressed that members of the public must report issues they may have, either on the non-emergency number 0845 607 0999, or to dial 999 if it is an emergency and police need to attend immediately. It was agreed that these details would be put in the village magazine, on the website and on the village notice board. **CW/MS/Clerk**

#### 6. Declaration of personal or prejudicial interest

MS – regarding planning application FT/11/03742/LBCNP.

#### 7. Update on on-going matters not covered elsewhere

- a) Dug-outs** - CW has written to Mike Stanbridge requesting that the dug-outs be removed in the light of the vandalism that has occurred. Mark Packman reported that they will be removed and replaced with portable gazebos that can be taken down after each match. Timescale not known.
- b) Angie Townsend (trees)** - Request to prune the trees which are on parish council land and are obstructing the driveway. MS still to action. **MS PD**
- c) Winter Management Plan** - PD to circulate the plan to all.
- d) Diamond Jubilee Celebrations** - LDT represented the Parish Council at the 26<sup>th</sup> September meeting. She said that Tony Poole will liaise with the police and Highways. Clerk still to find out whether our insurance covers us for public liability for this event. CW said the next village magazine will include a notice from Guy Watkins giving further information about the street party near the Swan Inn. CW also referred to the letter from CDC regarding the lighting of beacons. Parish Council to consider. **Clerk ALL**
- e) RoSPA safety report** - PS reported that Playground Maintenance from Beckenham has been contacted with regard to equipment repairs.

- f) **Rifle club house painting** - MA said the telephone number for Mr Ide on the back of the village magazine is correct. Clerk to call again to check on status of painting. **Clerk**
- g) **Dumping of waste** - MA has drafted a letter to David Evans at Sandrocks re: dumping of waste on Hesworth Common. Clerk to send out. **Clerk**
- h) **Maintenance (Sports Pavilion)** - PS met with Jonathan Wilkinson of JW Property Services with a view to getting a quote for the repairs that need doing. Unfortunately the damage is more extensive than first thought. Luckin Brothers, Coldwaltham have now been contacted and will visit on 19<sup>th</sup> October. As the job is likely to cost more than £500, PS to obtain two other quotes for the council to consider. Mark Packman said that the Sports Association has members who are builders who could do the job more cheaply. MA to give PS the contact details of Wizard Windows who could look at the roof. The job may have to be done in stages. **PS**  
**MA**
- i) **Charities Commission** - The Clerk has submitted the annual return for the Recreation Ground. The Clerk expressed concern that she was listed as the sole Trustee. It was agreed that the council members should be listed instead. Also, as the charity does not have a bank account there is no reason for expenditure to be listed. Clerk to see if these amendments can be made. **Clerk**
- j) **Telephone Box** -The disused telephone box at the Village Hall which had been sold, has now been removed and the area satisfactorily grassed over.

## 8. Items for discussion

### a) **Parish Councillor Vacancy**

It was decided to bring this item forward to be discussed first. The Clerk has received one application, from Glen Westmore (GW), which has been circulated to the members. The Clerk has also received the letter from Chichester confirming that an election had not been requested and the council was therefore free to co-opt. GW was asked to leave the room while his application was discussed. It was unanimously agreed that GW be invited to join the council. GW then rejoined the meeting and was welcomed as a councillor.

### b) **Youth proposals**

- It was agreed that the two options being considered are a Youth Club within the Sports Building, and the provision of a Youth Shelter sited behind the village hall. It was agreed that GW would join the Youth Group. **Clerk**
- The council wants to work with the village as a whole on this project and will not implement anything without further consultation and communication, with the possibility of a public meeting. It is aware of the concerns of High Trees residents, who will be consulted. It was agreed that any lighting would be subdued and controlled by the Sports Association with a cut-off at 11pm.

#### Plan of Action – Youth Club

It was proposed that the Youth Club should be run independently but with the support of the Parish Council (eg the Council could help with training costs).

- Mark Packman confirmed that the Sports Pavilion is available for use on Monday and Sunday nights, but pointed out that it is used for committee meetings on two Mondays every month. The Sports Association is prepared to stock soft drinks, crisps, sweets and provide a float and is happy for the big screen can be used. Sep-Mar would be the best time. PD thanked the Sports Association for agreeing to host the youth club.
- Helpers must be CRB checked and a conditions of use/ code of conduct will need to be drawn up. 50p payment per session was suggested. **Youth Club**  
**MS**
- MS to contact Ines Garcia, Mark Rapson and Mark Woods who have expressed an interest in running a Youth Club.
- MS stressed that a person causing trouble would be prevented from attending but would not necessitate the closure of the whole youth club.
- The Youth Club organisers to confirm with the Sports Association whether their building insurance would cover a youth club on the premises. **Youth Club**

### Plan of Action / Time Frame – Youth Shelter

- 3 quotes for the equipment and installation work need to be obtained before November's budget meeting. PS to action. (NB 3 quotes are required for anything over £500.)
- MS to talk to High Trees residents.
- The Youth Group to double check that planning permission is not required.
- A clear definition of what is proposed to be put in January's village magazine (copy date 8<sup>th</sup> December). GW/MS to write.
- Youth Group to investigate whether building materials could be donated eg from Travis Perkins and others.
- Implementation planned for April/May 2012.
- Youth Group/Clerk to look into what insurance cover is required.

**PS**

**MS  
Youth Group**

**GW/MS  
Youth Group**

**Youth Group /  
Clerk**

#### c) ***Budget – initial discussions for 2012-13 expenditure/proposals***

- CW informed the council that the budget needs to be submitted to CDC by early Jan. He reported that CW/PD and the Clerk had met with Tony Poole to get an understanding of the budget process. The Clerk reported that some of the figures she needs to do her budget spreadsheet are missing. MA to give the clerk past budget/accounts papers for 2010-11 and 2011-12 (projected income is unknown).
- The Clerk to produce a draft budget, in advance, for discussion at the next meeting which will be the Finance Meeting.
- Members of the Council should be considering what projects they would like the council to finance during the coming year and to obtain quotes if necessary ahead of the meeting.

**MA**

**Clerk**

**ALL**

#### d) ***Recreation Ground – damage and maintenance contract***

- The 3 year maintenance contract with Howards ends this month. We have been using Howards for 15 years so will put the work out to tender this time. The clerk has identified several possible suppliers.
- CW/MS, with input from representatives from the Football and Cricket Clubs, to review the current contract which lists the work that is carried out. A short-list to then be drawn up.
- LDT said there should be a system to check that the work is being done correctly.
- CW has written to Nigel Smith of Howards requesting that they pay the £120 compensation to the Sports Association for the damage to the Recreation Ground caused by mowing when the ground was too wet. So far he has not had a reply.

**CW/MS**

**ALL**

#### e) ***Photographic Competition***

This has been postponed until the December meeting.

**MS/Clerk**

### **9. Planning – Status of recent applications**

MA expressed his annoyance that neither he nor SB were consulted on the recent applications handled by PD while PS was on holiday. He queried why MS was involved when neither application involved trees. PD apologised. It was confirmed that MS only deals with planning applications involving trees.

The clerk reiterated that all planning applications should be reviewed in public and was concerned that this was not happening. The clerk explained that extensions are obtained, when possible, to allow those applications with a response deadline just before our meeting to still be discussed at the parish council meetings. The clerk stressed that this does not delay the planning application process. PS, having recently attended a South Downs National Park meeting, stated that this might change once planning applications move to Midhurst and come under the National Park.

Application Reference	Application Details and Status
<b>(P) Fittleworth</b> <b>FT/11/03653/DOMNP</b> <b>NEW</b>	Mr & Mrs Richard Nicholls Fortrie, Tripp Hill, Fittleworth Pulborough Replacement garage. <i>PC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/03744/COUNP <b>NEW</b>	Mr Robert De Wesselow Old Orchard, Wakestone Lane, Bedham, Fittleworth Change of use of barn to form 1no. holiday let. <i>PC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/03743/LBCNP (Listed building) <b>NEW</b>	Mr Robert De Wesselow Old Orchard, Wakestone Lane, Bedham, Fittleworth Change of use of barn to form 1no. holiday let. <i>PC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/03742/LBCNP (Listed building) <b>NEW</b>	Mr & Mrs Edward Braham Fittleworth House, Bedham Lane, Fittleworth Proposed internal alterations to second floor bedroom accommodation to provide en-suite shower rooms and bathroom, with installation of conservation style rooflight to bedroom. <i>PC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/03983/TPANP (Tree) <b>NEW</b>	Nancy Allen Three Chimneys, School Lane, Fittleworth Removal of the lowest branch (extending over the Holly hedge and lawn) and remove deadwood (over the road and footpath) on 1 Oak tree (T1) subject to FT/84/00501/TPO. <i>PC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/04261/TCANP (Tree) <b>NEW</b>	Nancy Allen Three Chimneys, School Lane, Fittleworth Notification of intention to reduce crown by 40% on 1 Balsam Poplar tree. <i>PC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/02986/FULNP <b>IN PROGRESS</b>	Mr Adam Fuss Mants, Wakestone Lane, Bedham, Fittleworth Re-siting of approved single storey oak framed building for use as studio (previous consent FT/09/02547/DOM). <i>PC: No objections CDC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/03504/LBCNP (Listed building) <b>IN PROGRESS</b>	Mrs T Arden Daymens, Wakestone Lane, Bedham, Fittleworth Proposed oak frame glazed extension to existing studio. <i>PC: No objections CDC: Decision pending</i>
<b>(P) Fittleworth</b> FT/11/03849/TPANP (Tree) <b>IN PROGRESS</b>	Mr Tony Riley Bramblings, 9A The Gardens, Fittleworth Reduce height by between 0.5m-1m on 8 no. Lawson Cypress trees (in two clumps of 3 no. and 5 no.). Reduce heights by 2m and width by 0.25-0.50m on 7 no. Leyland Cypress trees (in two clumps of 2 no. and 5 no.). All 15 no. trees are within Area, A1 subject to FT/71/00495/TPO. <i>PC: No objections CDC: Decision pending</i>
<b>(M) Fittleworth</b> FT/11/03435/TCANP (Tree) <b>CDC DECISION</b>	Mr T Grant Fulling Mill Cottage, School Lane, Fittleworth. Notification of intention to fell 30 no. Western Red Cedar trees (T88, T90-T104, T106 - T117, T119 and T120, as shown on attached plan.) <i>PC: No objections CDC: <b>Not to prepare a preservation order</b></i>
<b>(P) Fittleworth</b> FT/11/03381/DOMNP <b>CDC DECISION</b>	Mrs A Crossley (Cowle??) Copse Cottage, Tripp Hill, Fittleworth, Pulborough Conservatory to south elevation. <i>PC: No objections CDC: <b>Permit</b></i>
<b>(P) Fittleworth</b> FT/11/03505/DOMNP <b>CDC DECISION</b>	Mrs T Arden Daymens, Wakestone Lane, Bedham, Fittleworth Proposed oak frame glazed extension to existing studio. <i>PC: No objections CDC: <b>Refuse</b></i>

## 10. Correspondence

The Clerk has received the following correspondence:

- Email from Tony Pettman pointing out that the hedgerow, pavements and walls on both sides Lower Street from the Village Shop down to the Pub and very overgrown and looks unsightly. Clerk passed to Traffic group.
- Highways update received from Fiona Baker following meeting with Traffic Group. Clerk circulated to Traffic group.
- Email from Philip Coleman (CDC) outlining proposals for lighting beacons on 4<sup>th</sup> June throughout West Sussex to celebrate the Queen's Diamond Jubilee. Forwarded to CW.
- 2013 Review of Parliamentary constituencies in England – letter encouraging feedback on proposals. Emailed details to CW
- Letter from HM Revenue & Customs requesting confirmation that we no longer require a PAYE scheme. Clerk has replied.
- Letter from Glen Westmore applying for the role of councillor. Clerk circulated to all.
- Letter from CDC giving the go-ahead for us to co-opt a person to fill the vacancy.

**Traffic group**

## 11. Finance

### a) *Payment of invoices*

The following invoices/expenses were approved for payment:

Howards Garden & Leisure	Grass maintenance for September	£494.62
WSCC	Clerk's payment June and July	£353.53
Clerk	Expenses for October	£92.97

**Clerk**

**Total: £941.12**

### b) *Income and expenditure*

- The Clerk reported a current account balance of £4,496.24 @ 30.09.11, with £15,879.88 in the reserve account and £5,280.05 in the Birchwalks Wood account. The Clerk also circulated a budget v expenditure spreadsheet for 2011-2012.
- The clerk pointed out that the figure in Sundries is skewed because £6K was transferred out of the current account into the reserve account, but it now looks like an expenditure that hasn't been budgeted for. The clerk to seek advice from the internal auditor on how to handle transfers.

**Clerk**

### c) *Other financial issues*

#### • Transfer of funds

As agreed at the last meeting, the clerk has transferred £6K into the reserve account.

#### • Cheque signatories update

Paul Stanforth is in the process of being removed from the list of signatories **Clerk**

#### • Internal Audit

The internal audit review for the first 6 months of this financial year is now due. Clerk to meet with Internal Auditor, Peter Evans, on 19<sup>th</sup> October to hand over the accounts. **Clerk**

#### • VAT Return – The clerk has submitted a VAT return for £1,528.45.

• Village Hall donation – It was agreed that £500 be given to the Village Hall as a contribution towards the toilet refurbishment project. Clerk to organise payment. LDT said it should be made clear to the council and the public, what donations are given and to whom. Clerk to investigate and set up an on-going system. **Clerk**

• Clerk's hours – The clerk informed the Chairman that this has to be done at a closed meeting at the end of the public meeting, with just the council present. **Clerk**

## 12. Health & Safety Issues

### On-going

- *Chestnut fencing over bowling green* – in hand. MA/PS to action. **MA/PS**
- *Damaged drain cover culvert, Lower Street* - Adam Bazley rang 27.09.11 and said the work is scheduled to be carried out in the next two weeks – still not done. Clerk to chase. **Clerk**
- *Bus stop – A283, The Fleet, opposite the Recreation Ground for Worthing bound buses* – The narrow strip between the kerb and the wall is overgrown and uneven where people stand. Clerk contacted Highways (15.09.11) to level the site and tarmac the surface. Clerk to chase. **Clerk SB/CW PS**
- *Damaged step on Alley Dick*. SB to show CW where it is.
- *Hole in path near school*. PS confirmed it is at the back of High Trees not the school. Not dangerous but will look at it.

### New

- *Tree overhanging school grounds* – Pat Deeble reported on 03.10.11 that an oak tree, on Parish Council land, behind the school has dangerous branches. Clerk has established that the tree is not on conservation land and has no tree preservation order on it. Clerk to ask Andrew Gale, tree surgeon, to look at it. **Clerk**
- *Iron table and seat in playground* – In a dangerous condition. PS has called out Playground Maintenance to inspect it and provide a quote. **PS**

## 13. Working Group Reports

- a) **Communications/Community/Youth (CCY)**  
LDT to work with GW on the youth project as MS will have less time in the next few months due to pressures of work. MS still updating the website. **LDT/GW MS**
- b) **Crime Prevention** – JB attended the October meeting and confirmed that Fittleworth has been listed as a priority. SB or GW to deputise for JB. **Clerk**
- c) **Hesworth Common/Birchwalks Wood**  
The next working party is on 6<sup>th</sup> November, 10am at the Main Car Park. The next management meeting is on 6<sup>th</sup> December. A reimbursement claim has been put through and should come through to the clerk.
- d) **Maintenance** – Nothing further to report.
- e) **Traffic**
  - The winter management plan has been submitted. Richard Gadd is unable to be named as our local farmer. Lee Dallyn has been put forward instead, who already has a contract with WSCC. Awaiting a list of roads that Lee Dallyn is covered by WSCC to clear. Unlikely that School Lane will be cleared by WSCC but it has been requested.
  - The Traffic Group had a very useful and productive meeting with Fiona Baker and Adam Bazley who are our contacts in the Highways Dept. On-going issues were progressed and future plans discussed. School Lane – a white line is not allowed but we can pursue a yellow line which requires a TRO (only 3 issued a year in this area). A TRO for next year is already in place to put a weight and width restriction on School Lane to stop heavy lorries. The help of Chris Duncton is being sought. **CW**
- f) **Village Hall & Outside Bodies** – The next meeting is in January.

## 14. Items for inclusion on the next Agenda

- Budget

## 15. Date of next meeting

Monday 21<sup>st</sup> November 2011 at 7.30pm in the Pavilion Building.  
Please note that this meeting is a finance meeting. Non-urgent matters will be postponed until December.

The chairman thanked everyone for attending and the meeting was closed at 10.35pm. A closed meeting then followed where the Council discussed the proposal to increase the Clerk's hours. Agreement could not be reached quickly, and in view of the late hour, it was decided to resume the discussion at a later date.