



LAVANT PARISH COUNCIL
MINUTES OF THE PARISH MEETING
TUESDAY 14th April AT 7.00pm, Zoom Virtual meeting Ref 138590916.

In attendance Via Virtual Zoom Meeting Room: Cllr Aldridge, Cllr Ings, Cllr Reynolds, Cllr Tucker, Cllr Pickford, Cllr Mallett, Cllr Goldsmith, Cllr Newman
Dawn Salter (Clerk), District Cllr Palmer , County Cllr Hunt
Public Present – x1

Agenda Item 1: Apologies for Absence All Present

Agenda Item 2 : Adopt an amendment to Standing Orders Section 5xxi

Circulated to the Councillors an amended copy of the Standing Orders to reflect 4th April COVID-19 legislation - 2020 regulations:-

5xxi

Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. Legislation Amended 4th April 2020 :-*The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”)* come in to force on 4 April. Broadly speaking, the 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May next year.

This will allow council meetings to held virtually enabling Lavant Parish council to hold our council meetings via the Application Zoom until May next year or until normality resumes. It was RESOLVED that the Lavant Parish Council meetings can be held remotely via Zoom as our preferred chosen application.

Agenda Item 3: Code of Conduct

- a) Declaration of Members’ Personal Interests on items included in the Agenda and Dispensation Requests – None

CLERK

Agenda Item 4: Approval of Minutes of meeting held on 10th March 2020

On a **proposal** by Cllr Mallett and **seconded** by Cllr Tucker
It was **RESOLVED** that the Minutes of the meeting held on 10th March 2020 be accepted as a true record of proceedings. The minutes were signed accordingly.

Cllr Aldridge

Agenda Item 5: Update on matters carried forward from previous meeting:

a) Footpath Village Green

Cllr Aldridge unable progresses bridge consent. To summarise Cllr Aldridge had met with the landowner regarding the route of footpath project. In principle this is not seen as a problem His boundary fence is agreed with Natural England to protect the animals from the riverbank getting into the watercourse and the landowner is investigating what financial implications this may have to his business. The project needs the footpath to continue across the river. The Church Commissioners are taking the matter to the Diocese asset committee meeting on 10th June. No further action taken until a decision has been received.

Cllr Newman

b) Opening of new expenses accounts –Clerk summarised that a complaint has been raised with Natwest as a change of mandate has been actioned on two out of three of the Councils bank account. The Clerk informed Council that the change of address has finally been processed today and a copy of the Bank Statement can be forwarded to Cllr Newman from May .

Cllr Tucker

c) Memorial Draft Proposal policy.

Cllr Tucker has circulated the draft policy to reflect the needs for Lavant Memorial requests such as trees, picnic benches as well as benches. The Policy can be tested against the future vision for planting native trees around the village green. The aim is to identify the best type of trees or ornamental fruit trees to be specified by the Parish Council within this Policy to avoid detrimental overgrowing effect along Pook Lane. The councillors thought this was a great start and offered suggested amendments to the draft policy to amalgamate trees and benches into one policy also to alter the wording to reflect the fact that any payments received for installing memorials are donations, and supply the Memorial . It was agreed that further consideration be given of a suggested donation amount towards the future maintenance. Cllr Tucker will present the amended Policy at the next meeting

Agenda Item 6: County Councillors Report

There is a huge amount of cross county work going on to ensure the safety of our residents, particularly the elderly, the vulnerable and of course all those children in our care. The County Council is working closely with all the District and Boroughs across the county and together we have put in place many emergency plans to try and minimise the impact of this outbreak of Covid 19. This is a very fast changing scenario, so plans are often updated very quickly as the government give us new directives. Locally, both the County Council and CDC are working very closely together and staff from both councils are working extremely hard to support all our

residents and businesses. Thanks all the Parish Councils, RA's and the many local support networks that have been organised, for the work they are all doing in trying to support their communities at this time. Our central hub is trying to coordinate as many of the larger groups as possible, to try and avoid any unnecessary duplication of work.

WSSC Community Hub

The Community Hub is a joint effort with our district and borough partners, the voluntary sector and the business community and is a tailored service at each district and borough level. The service operates seven days a week, from 8.00am to 8.00pm, with a dedicated [web page](https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/) (<https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/>) and a telephone helpline: 033 022 27980. This helpline also operates from 8am to 8pm, 7 days a week. Our community hub site also has links where individuals, as well as organisations, can register to volunteer. As we are working closely with CDC all registrations, whether for help or to volunteer, will be directed to the relevant area.

We continue to prioritise resources for our most vulnerable residents and are making good progress regarding the logistics needed to distribute the food and medicine supplies to those in need.

We are appealing to businesses for support with delivery and equipment, and are asking them to get in touch via the website if they can help. We would also like any food producing companies to come forward as we may be requested by government to support their food delivery programme for the most vulnerable/shielded cohort.

Please also remember that there are a number of local businesses that are now offering deliveries of essentials. For example:

Munneries are offering free deliveries of fruit and vegetables (01243 672121)

Goodwood Farm Shop has re-opened and you can pre-order (for collection) meat, cheese, milk - and Goodwood beer! (contact farmshop@goodwood.com or call 01243 755153)

Good News, 5 St Martin's Street, Chichester – Newspaper deliveries and will deliver milk I believe (01243 778877)

A list of businesses offering delivery services in and around Chichester and Bognor can be found at <https://www.chichester.co.uk/business/chichester-and-bognor-businesses-offering-deliveries-and-takeaways-during-coronavirus-outbreak-2505310>

WSSC Coronavirus Webpage

We have a dedicated webpage which covers virtually all aspects in relation to Coronavirus. It also contains many links to other websites where you can find additional information, including a link to the CDC hub. This page can be found at <https://www.westsussex.gov.uk/campaigns/coronavirus-covid-19/> and it is updated daily. At the moment we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>). Please check these sites regularly, particularly both our Coronavirus website and the CDC Coronavirus website, for regular updates.

Other Updates

As of 1st April the new highways contracts are in place. Obviously a lot of our normal highways work has had to be curtailed, due to both shortage of labour and shortage of being able to source materials. However, we are continuing to repair potholes, but last week we were down to about five teams from the normal twelve. A number of our office staff have been reassigned to support many of our pressing frontline duties, so progress on such things as TRO's, community highways schemes, whilst still progressing, could well be impacted. It changes by the day, so please bear with us during these challenging times.

- Also, as of 1st April there has been a reorganisation of the highways team. There will be three area highway teams each one aligned to two Districts and Boroughs. Chris Dye is now the Highways Operational Manager for Western and Central areas. Under him is Chris Stark who is the Area Highway Manager for Chichester and Arun. Each Highway manager will be supported by an assistant area manager, a traffic officer and a team of stewards, as well as a technician to provide further support. Whilst many of the responsibilities will be as they currently are, more reliance will be placed upon the delivery team to support Traffic Regulation Order (TRO) and Community Highway Scheme (CHS) delivery. Routine inspections have been separated from the local teams and consolidated into a dedicated team with separate management. A dedicated resource is being employed to lead on supporting liaison with towns and parishes and the Improving Local Places and Spaces offer. It is obviously very early days, and of course we have the current Coronavirus challenges as well, so please be patient until the new team is bedded in. Our new man on the ground, Chris Stark, is an experienced office and previous to this post he was doing the equivalent job in the Horsham area, so I'm sure everything will run smoothly.
- There has been a lot of concern about the closure of our amenity waste sites. Our original decision was not taken lightly, but after there were a number of issues around Viridor staff being abused, and in one case spat at, whilst trying to ensure that everyone kept their social space, as well as traffic chaos at some sites, Viridor took the decision, supported by us, to close the sites. As it happened, this was closely followed by the closure of all such sites across the country. I am pleased to say that many staff have been moved to support the local D's and B's to maintain, as far as possible, the normal waste collections. He congratulated CDC on, so far, managing to maintain most of their normal collections.

Finally - Stay at home reminders

With this warm weather forecast to continue after a couple of cooler days, we will continue to issue communications to urge residents to stay at home. It certainly seems that this message was generally adhered to over the Easter break which is excellent news, so thanks to everyone for their understanding of the need for these measures. Unfortunately, it looks as if the need for these measures is likely to continue for a while, but if it means that lives are saved, then it has to be right.

Questions from Cllr Reynolds and Cllr Newman –

1. Vulnerable Children / Shielding Adults

Positive Collaborative efforts with Children Services to ensure ‘looked after children’ and key worker children are in school. There are efforts to ensure additional food parcels are topped up.

The Hub is contactable 8am – 8pm and if there are any Adults that need assistance it is best to direct them to the Government Hub details.

These efforts and connections should be built on going forward to support these groups.

2. Assistance from Highways Regarding Sheepwash Lane Lay-by Signage

A request for No overnight stay sign be put forward to Highways to prevent Vehicles using the lay-by overnight. An email has been sent by the Clerk to request this and County Councillor will investigate further.

Agenda Item 7 : District Councillors Report – Any Questions

District councillor informed councillors that the lockdown meant that District Council business went into spasm for a while. But it is beginning to collect itself.

He has been pursuing the matter of uncontrolled growth of Gypsy and Traveller pitches in Funtington, and especially West Ashling. It is going to be a long haul to bring the situation under control.

When things get back to near-normal, He shall re-engage with the Southern Gateway design, and the need to define a future for Chichester City Centre as retail declines.”

He will find out more regarding the Local Plan deferral. He is not part of that working group but has been informed that there has been a request for a 12 month extension to the existing plan. The County Councillor Jeremy Hunt surmised that the plan needed to demonstrate enough housing in its plan to meet its target set by the government during this time. It may be possible for developers to submit further plans on land outside the strategic plan and could get these through.

The Chairman Cllr Pickford would like to discuss this further with District Councillor due to his concerns over the Stockbridge Road Link.

Agenda Item 8 Chairmans Report

What a difference an invisible virus can make! .

We are housebound but the Council has been busy thinking about the parish and how we can help. We are trying to communicate with everyone, which takes time and patience, and the need to network is as true as ever. We have established a joint initiative with the church to try and reach out to everyone and offer help and support. This has generated a group of volunteers who are on call to shop or talk. Details can be found in the Lavant News. Reassuring all village groups are talking to their members to ensure no one is missing.. We have talked about this challenge amongst ourselves, and will continue to do so in the foreseeable future. There is a possibility it will be the end of May before we can think of coming out of this winter hibernation.

8.1 Lower Road Application – No Update

Cllr
Pickford

<p>8.2 Sewage at Lavant Memorial Hall</p>	<p>Clerk</p>
<p>A summary of the work so far On the technical inspection Floyd Cooper County lead on hydraulic overload and will be addressing the issue further. The sewage problem at the Memorial Hall is partially resolved. There are two problems, which have been cleared, but the longer engineering fix will be investigated in the summer, a time of lower rainfall and reduced flow levels in the pipes. This is a very big concern as it needs to be addresses before the new housing development goes ahead to add to the system.</p> <p>We have the challenge of selecting a new councillor using virtual interviewing techniques. I imagine this is a first for the Council but the art of a Zoom meeting. is being mastered. Our Clerk will organise a chart of three available dates for the candidates to pick a mutually acceptable date. We will hold a zoom interview and ballot the result.</p> <p>I wish you all good health.</p>	
<p>Agenda Item 9 Recreational Report</p>	
<p>Cllr Mallett reported that the site visits had been made prior to Lockdown due to Covid-19. She has received 3 out 4 proposals from the suppliers. She will build a comparison report for the next meeting.</p> <p>In accordance to Government advice the Council took steps to put up signage at the top of the Playground and taped areas to close the playground. Photos were taken of the efforts made. However some residents have still taken children into the park to have a picnic and use the facilities.</p>	<p>Cllr Mallett</p>
<p>Agenda Item 10:-Clerk Report / Summary of any correspondence received</p>	
<p>Council acknowledged the receipt of the following correspondences as sent by the Clerk: X24 emails circulated to councillors from CDC;WSCC local MP; Press Office covering important messages regarding Coronavirus information to disseminate to local networks</p> <p>Residents Query -A concerned Resident regarding Logs on the Verge at 6 St Nicholas Road causing difficulty reversing have been passed to West Sussex Highways who have now removed them . Communication to the residents that the resolution acted on - Query has been closed</p>	<p>Clerk</p>
<p>10.1 Website Review in line with Accessibility Compliance</p>	<p>Cllr Mallett</p>
<p>Clerk & Cllr Mallett gave a report to confirm a meeting with CDC and subsequent teleconference with company TEEC confirmed a new website is required to be built as the current website will not meet the accessibility government standards coming into effect September 2020. The Council have approached companies for competitive quotes. Cllr Mallett has been progressing the technical accessibility rules to our documents currently held on our website. There is still research to be done before the final decision will be presented to Council to ensure the new website design, support provider gives quality control and security in accordance to government compliance regulations.</p>	

Appendix A

LAVANT PARISH COUNCIL					
FINANCIAL REPORT PREPARED ON 8th April 2020					
RECEIPTS: Period: 11th Mar 2020 - 14th April 2020					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
14/04/2020		TF from Fete Committee	Cover E Mallett Fete	130.20	
PAYMENTS: Apr-20					
DATE APPROVED	VOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
14/04/2020	FO001	Hitachi DD	Lavant Parish HP Tractor	229.00	
14/04/2020	FO002	BT DD	Telephone	54.36	9.06
14/04/2020	FO003	Lavant Parochial Church Co	Hire of Lavant Room x6	182.00	
14/04/2020	FO004	DSalter	Council Running Expenses APR	47.19	
14/04/2020	FO005	RNewman	Reimburse For Covid19 Community HelpLeaflets	87.00	
14/04/2020	FO006	Glasdon	New Litter Bin-Pook Lane	370.62	61.77
14/04/2020	FO007	CDC	Litter Bin/Dog Bins Invoice in arrears 19/20	1,062.04	177.00
14/04/2020	FO008	E Mallett	Fete Expenses	130.20	18.20
14/04/2020	FO009	AiRS	Subscription 2020-2021	144.00	24.00
14/04/2020	FO010	WSCC	National Insurance Correction	4.83	
14/04/2020	FO011	WSALC	WSALC / NALC Subscription 20/21	535.04	
14/04/2020	FO012	WSCC	Clerks Salary	758.82	
14/04/2020	FO013	Adrian Blades	Parish Maintenance	15.00	2.50
14/04/2020	FO014	Adrian Blades	Tractor Fuel	43.91	7.32
Total Payable				3,664.01	299.85

Meeting of 14th April 2020			
Bank Reconciliation as of 26th March 2020			
Current Account	26 March 2020		£64,462.06
		total	£ 64,462.06
opening balance 1st April 19			£ 13,373.33
Add Receipts in the year			£ 85,076.96
Less Payments in the year			£ 33,988.23
	as of 24 March 2020	Balance	£ 64,462.06
Less			
Reserve @ 33% of Annual Precept of £29637			£ 9,780.00
		Total	£ 9,780.00
Ring-fenced funds			
Lawoles			£ 1,035.57
Let's walk (Footpaths)			£ 1,338.03
Youth project			£ 1,440.38
watershed grant			£ 48.22
CIL SDNP			£ 47,584.35
		Total	£ 51,446.55
Total available funds (less ring fenced and reserve)			£ 3,235.51