



LAVANT PARISH COUNCIL

MINUTES OF THE PARISH MEETING

TUESDAY 10TH March AT 7.00pm, THE LAVANT ROOM, ST MARY'S CHURCH

In attendance: Cllr Aldridge, Cllr Ings, Cllr Reynolds, Cllr Tucker, Cllr Pickford, Cllr Mallett, Cllr Goldsmith
Dawn Salter (Clerk), , County Cllr Hunt
Public Present – x2

Agenda Item 1: Apologies for Absence District Cllr Palmer

Agenda Item 2: Code of Conduct

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

Agenda Item 3 – Public Session –Kerry Simmons - Smith Simmons & Partners

Kerry came to discuss the appraising of an unusual property site Old Stables, Lavant. The planning team wish to be seen as a collaborative council and suggested that her proposal was outside the settlement boundary of LNP however would be happy to receive communications in the planning process.

Agenda Item 4: Approval of Minutes of meeting held on 11th February 2020

On a **proposal** by Cllr Aldridge and **seconded** by Cllr Goldsmith

It was **RESOLVED** that the Minutes of the meeting held on 11th February 2020 be accepted as a true record of proceedings. The minutes were signed accordingly.

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

- a) Footpath Village Green

Cllr Aldridge progresses bridge consent. Cllr Aldridge has 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 required a decision has been received.

Cllr
Aldridge

<p>b) Opening of new expenses accounts –Clerk reported that a complaint has been raised with Natwest to expedite the change of mandate as this is holding up this project as Cllr Newman is awaiting the Bank to change the address on the statements.</p> <p>c) Environmental Report Discussion between councillors to plan for 125mtr Village Green Western Fence replacement with an alternative native mixed plants hedge. The council agreed to support a proposal to plant either side of the existing wooden fence in 3 blocks. The new hedge would comprise of mixed native plants with minimum blackthorn plus stiles to recover lost play items in designated spaces .The hedge is to be planted in Autumn. A budget of £1500 has been agreed in the next financial year. The Woodland trust will be approached to source free sapling packs. A further report covering the village will be ready for the Electors meeting.</p> <p>d) Memorial Draft Proposal policy. Cllr Blades has made a request for the policy to be amended to reflect the needs for Lavant Memorial Requests such as Trees, picnic benches as well as Benches. Cllr Tucker will now to take on the amendment to the policy since Cllr Blades resignation. 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</p> <p>Agenda Item 6: Report from County Councillor Jeremy Hunt</p> <ul style="list-style-type: none"> Cllr Jeremy Hunt confirmed that the budget was approved at full council on 14th February. This confirms per previous minutes that an increase to council increase of just over £55 for a band D tax payer. This means that next year WSCC will be putting additional funding into a number of our frontline services - including: <ul style="list-style-type: none"> an additional gross amount into Children’s services of £32m, for adults the funding growth is £10.3m: for the F&RS the growth is £2.6m. And for the highways the growth is £2.5m <p>All the budget papers are available on our website and of course, as with all our meetings in public, the webcast is available for up to six months.</p> <ul style="list-style-type: none"> Update on Children’s services Lucy Butler, an experienced Director of Children’s Services, has been appointed by WS to lead our Children’s services and will be starting in April. She will be picking up the good work that has already been started around the Children’s services improvement plan and taking that forward. I will update you over the coming months. Update on Fire & Rescue Services Her Majesty’s Inspectorate of Constabulary and Fire and Rescue Services revisited the service last month, and has reported that the service has made ‘tangible improvements’ in a number of areas, especially in prevention and protection activities. The inspectors noted ‘a clear commitment’ by the fire service and West Sussex County Council to make improvements. The 	<p>Cllr Newman</p> <p>Cllr Tucker/ Cllr Goldsmith</p> <p>Cllr Tucker</p>
---	---

<p>inspectors went to five stations and they noted that staff told them they felt supported and included in the improvement work. In her conclusion, the lead HMI Inspector of Fire and Rescue Services, said: “During this revisit we found a clear commitment from the F&RS and WSCC to make the improvements the service needs. You recognise that more action is necessary, but we have seen tangible improvements”.</p> <p>This inspection report clearly demonstrates the councils commitment to improving our F&RS with the aim of making one of the best in the country.</p> <p>Moving on</p> <ul style="list-style-type: none"> • Applying for Operation. Watershed money Op. W’shed now only applies to capital projects and not revenue projects .However, if there was an application that looks to improve and increase capacity, with perhaps additional new assets, then that might be considered. The officer concerned would be more than happy to chat with the PC. Lavant would like to apply for maintenance to clear the ditches along Marsh Lane , However, the relevant officer is away this week, he will pursue this further • Coronavirus outbreak and where that is going is a concern to us all. West Sussex are busy readying our ‘business continuity’ plans - particularly plans for staff to be able to work from home - but of course the biggest challenge could be around the availability of both social and care workers, who obviously can’t work from home. The CC will be contacting PC’s in due course with an update, particularly around your resilience plans and what you might be able to do to support your ‘at risk’ residents if the situation becomes critical. Hopefully it won’t. In the meantime, more details can be found on the following website: https://www.westsussex.gov.uk/campaigns/covid-19-coronavirus/#1 or just type in WSCC Coronavirus. <p><i>Good News</i> - a very successful initiative that your County Council promotes, and that is the Age UK West Sussex Money Advice Service. Between April and the end of December last year, just over £2.5m of additional benefits were received by county residents aged over 50, after they received the help through this initiative. The Service offers advice in a range of areas, including pensions, benefits, managing debt and budgeting. It is being promoted in conjunction with the Council’s Age Well campaign, which aims to help people stay well, healthy and independent as we all sadly grow older. The Money Advice Service is part of the Carewise care funding advice scheme – a partnership between West Sussex County Council, Age UK West Sussex, the Society of Later Life Advisers and West Sussex Partners in Care. So, please spread the word, particularly to your older residents, and encourage them to take advantage of the <u>free</u> service, which can help them manage their finances, as well as find out if they are eligible for any extra income that they might not be claiming. To find out more about the Age UK West Sussex Money Advice Service contact information@ageukwestsussex.org.uk or call 0800 019 1310 between 10am and 2pm, Monday to Friday. You can also visit the Age Well campaign page at www.westsussex.gov.uk/agewell for more advice, events and tips.</p> <p>County Councillor leaves the meeting 7.50</p> <p>Agenda Item 7 : Chairmans Report</p> <p>7.1 Resignation Of Cllr Blades – Notification of Cllr Blades decision to resign was given to council. This has been accepted and the legal notification of the Vacancy will be sent to the Elector Office at Chichester District Council. Officially after 14 days if no By Election is called by electors to fill the vacancy , the Lavant Parish Council can co-opt a new member.</p>	<p>Cllr Pickford</p>
--	--------------------------

<p>7.2 Eastmeads Planning Application SDNP/18/03162/FUL SDNPA Planning Committee met on 13 February 2020 Cllr Pickford confirmed he attended to encourage the SDNPA planning committee to object to Eastmead Planning Application Ref SDNP/18/03162/FUL The proposed plan was rejected as per officers' recommendations. Additional points about sewage and parking were made and although the committee could only vote on the proposal before them, not what was added re parking and employment. Communication between the Planning Authority and Lavant Parish Council subsequently adds further comments to reinforce our LNP can be reviewed updating on sustainability, electric car power points, affordable homes and broadband infrastructure. To reinforce our LNP with planning authority forethought to employment locations -working from home via high speed broadband is as important as commercial units.</p> <p>7.3 Lower Road Application – No Update</p> <p>7.4 Sewage at Lavant Memorial Hall A very frustrating situation building a case regarding the sewage overflow at the Memorial Hall car park. To summarise it is affecting the bookings with long term disruption as winter bookings are being cancelled. Southern Water to accept their responsibility. They are extremely difficult to escalate issues higher to Management to get issues addressed. The problem is defined as hydraulic overload, which is also occurring up the valley at West Dean and Charlton. Basically it is surface water or river water leaking into the pipes which exceeds the capacity of the pipe. We have had a series of visits from Cappagh Brown (CB) who have pressure jetted the system between the hall and the sewage farm, pumped out the drain and hosed down the car park on several occasions. The problem re-occurs when we get more rain. The problem is downstream from the hall and the pipe work is not fit for purpose. On the technical inspection Floyd Cooper County lead on hydraulic overload will be addressing the issue further. Continued communication with the Memorial Hall and emails will be sent up the political scale to CDC public health and WSCC with a copy to our MP until a long term solution is found. This is a very big concern as it needs to be addressed before the new housing development goes ahead to add to the system.</p>	<p>Cllr Pickford</p> <p>Cllr Pickford</p>
<p>Agenda Item 8: Five Year Planning Policy Cllr Pickford met with sub-committee on 17th February. The five year draft plan, which is strong on environment, was circulated to the council members. Cllr Mallett wished to debate the Design of Road statement within the plan. Historically there was work carried out by Hamilton-Baillie, the report which is still valid. After attending the South Downs National Park Community Workshop the council has guidance on the planning the road structure. She confirmed other councils have done tremendous road analysis to be effective and the council deliberated giving merit however, the council agreed that the enormity of such a project and cost implications to the council that the 5 year plan should be revisited annually to allow the council to budget for each recommendation. The proposal to adopt the Five Year Planning policy was approved by council to be the Lavant Parish Council commitment until 2025.</p> <p>Cllr Newman presented the CIL document to Council. It was resolved to approve the CIL document. The clerk will send a copy to CDC and SDNP. Several items which are covered by our CIL proposal to either CDC or SDNP are not included in our 5yr plan as they are included elsewhere to look at the future.</p>	<p>Cllr Pickford</p> <p>Cllr Newman</p>

<p>Agenda Item 9 – Heritage Report</p> <p>The Lavant History Project (LHP) have received very generous support from Goodwood for the Interpretation Boards Project ; they have match funded SDNPA’s £5000. The primary focus for the Goodwood funding is the Renovation of the Telephone Box. Unfortunately BT have let us down. Disconnection was promised ‘ by the end of February 2020’ , the phone has not been disconnected and BT now just say‘ we are awaiting a date’ . This is very frustrating as everything else is in place and ready to go. Richard Whincop has been commissioned to do the design and he has made a start. A meeting with Justin Jones from CDC to approve the positioning of the Board on Centurion Way .</p> <p>VE Day 8th May 2020. The LHP have applied and have been successful for a grant from CDC of £205 . This will be used for the gathering and sharing of, in particular, Lavant focused memorabilia, add to the archive and memories of WWII. This will begin with LHP members, visits will be made to the WSCC Records Office and A1 posters / A4 leaflets will be created distributed at the Fete. Lavants’ memories will go on a Road Show and contact is being made with the various organisers of a range of Lavant Groups.</p>	<p>Cllr Reynolds</p>
<p>Agenda Item 10 – Recreation Playground Report</p> <p>Cllr Mallett has met with Cllr Newman and Cllr Aldridge at the recreation ground to review the play inspection report. There are x3 pieces of equipment that are in Amber warning. Quotes will be obtained to replace these items to ensure we are maintaining our assets appropriately. Cllr Mallett is working towards the new playground project obtaining layouts and quotes from play companies to offer the best value for money.</p>	<p>Cllr Mallett</p>
<p>Agenda Item 11- Fete Committee Report – 28th June 2020</p> <p>Cllr Goldsmith gave a report to the council detailing the displays that dry laminated materials are going to be able to showcase the parish council. The aim will be an informal opportunity to meet councillors and express their views. The equipment required to meet the needs of the Parish Council display such as display boards; tables and chairs. It was decided the Lavant Heritage Group and Council will share a tent that is provided. The Clerk will try to source X3 display boards for the event.</p> <p>The Fete Committee requested the Parish Council contribute towards the purchase of a tent presenting the quotations detailing the cost. This was in budget20/21 and therefore The Council agreed to contribute £140. The Fete Committee have asked for support from the communication budget 20/21 and will present quotes in accordance with financial standing orders.</p>	<p>Cllr Goldsmith /Cllr Ings</p>

Agenda Item 12 Clerk Report / Summary of any correspondence received

Council acknowledged the receipt of the following correspondences as sent by the Clerk:

- a) *WSSC Budget Announcement – email 17/2/2020*
- b) *West Sussex Fire Service News Release – email 19/02/2020*
- c) *Local Plan Review Update – email 21/02/2020*
- d) *CDC Media Release Local Plan Time table – email 21/02/2020*
- e) *Media Release St James Industrial Estate Develop- email 28/02/2020*
- f) *WSSC Permit Fee Consultation Report –email 28/02/2020*
- g) *Voluntary Action – Funding Streams – email 03/03/2020*
- h) *Media Release – Roman Week 2020 – email 03/03/2020*
- i) *Media Release – Grant Funding For Affordable Housing – email 04/03/2020*
- j) *CDC Public Space Protection Order –Dog Control – email 04/03/2020*
- k) *WSSC Town & Country Monthly News – email 05/03/2020*
- l) *Neighbourhood Watch – Advice on Coronavirus – CORVID19- email 06/03/2020*
- m) *Campaign to Stop Dog Fouling - email 10/03/2020*
- n) *Medial Release – CDC Council Tax increase – email 10/03/2020*

CLERK

12.1 Website Review in line with Accessibility Compliance

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. 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.

**Cllr
Mallett/
CLERK**

12.2 Licence To Sunley Homes

Clerk requested agreement from Council to instruct Irwin Mitchell LLP to act for Lavant Parish Council to Grant a temporary licence to Sunley Homes Limited to occupy part of the Car Park At Lavant Memorial Hall owned by Lavant Parish Council whilst they develop the land adjacent to Pook Lane.

Cllr Mallett has written email to Caroline of Sunley Homes. Their solicitors requested to amend the proposal before Council can approve it. Cllr Newman agreed to chase the solicitors

**Cllr
Newman**

Clerk to Address	Action	Proposed
X4 Application Recreation Ground Usage	Mick Bleach-100 Anniversary 2021 Lyn Bethan – St Wilfrids Sam Moor – Tai Chi Saturday Mornings Tessa Denison – Think 18 x5 family days	LPC agreed to collate a user guidelines document to ensure that byelaws are adhered to for the hire of the Village Green .The Clerk will issue this to the applicants to given permission of use. No business can make commercial gain . No vehicles can be driven onto the green. No overnight stays. No restriction of entry or charge to enter the events.

CLERK

Agenda Item 13: Planning Updates

Cllrs Ings and Tucker updated the Council with the various planning applications and decisions received since the last meeting and asked for Council approval of the suggested resolutions:

SDNP

Application: SDNP/19/06104/HOUS Closing Date 23/03/2020 covering building works.
Location: North Cottage Raughmere Drive Lavant Chichester West Sussex PO18 0AB
Proposal: Enlargement Of Existing Garage Door Opening Including A New Garage Door. New Photovoltaic Panels To Be Installed On Existing Garage Roof

Resolved: LPC Support this application.

Cllr
Tucker/
Cllr Ings

Agenda Item 14: FINANCE

a) To note receipts and approve monthly payments – **Appendix A**

It was RESOLVED to approve that attached copy of the payment report including payments to be agreed on 10th March 2020 amounting to £1652.70 . (of which £ 85.28VAT)

b) Approval of Bank Reconciliation - **Appendix B**

A copy of the bank statements and bank reconciliation as of 24th February 2020 was made available to Council members at the meeting for monitoring and reconciliation purposes.

It was RESOLVED to approve the accounts

c) To record the Clerk and the Finance Chairman / Chairman of Council has verified the The Bank Reconciliations from the beginning of the financial year in line with the financial regulations to satisfy the new RFO/Clerk records are balanced.

In line with good practice, the Natwest Bank Statements were inspected and the corresponding balance initialled.

Agenda Item 15: Any requests for items for the Agenda next meeting. - None

Agenda Item 16: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Tuesday 14th April 2020 – Electors Meeting At St Nicholas Church.60 Midhurst Road, Mid Lavant PO18 0BP

Meeting Finished at 9.05pm

Signed.....Dated.....

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

LAVANT PARISH COUNCIL					
FINANCIAL REPORT PREPARED ON 3RD MARCH 2020					
RECEIPTS: Period: 12th February 2020 - 10th March 2020					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
06/02/2020	LAWVOLES	Lavant Parish Council	BWHITAKER DONATION	75.00	
14/02/2020	LAWVOLES	Lavant Parish Council	HAWKER DONATION	125.00	
PAYMENTS: Mar-20					
DATE APPROVED	VOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
10/03/2020	FO109	Hitachi DD	Tractor	229.00	
10/03/2020	FO110	BT DD	Telephone	54.36	9.06
10/03/2020	FO111-2947cq	NICK REYNOLDS	Land search	41.88	
10/03/2020	FO112	DSalter	Council Running Expenses MAR	36.20	
10/03/2020	FO113	GOODROWES	ANNUAL SERVICE X2STRIMMERS	118.47	19.75
10/03/2020	FO114	PLAYINSPECTION	OUTDOOR ANNUAL	78.00	13.00
10/03/2020	FO115	GOODROWES	LAWNMOWER SERVICE FS70&HS45	148.82	24.80
10/03/2020	FO116	GOODROWES	LAWNMOWER SERVICE KM94	63.43	10.57
10/03/2020	FO117	A BLADES	DIESEL FOR TRACTOR	48.58	8.10
10/03/2020	FO118	WSCC	CLERKS SALARY	753.99	
10/03/2020	FO119	NEST PENSIONS DD	IWHITAKER LAST PAYMENT	79.97	
Total Payable				1,652.70	85.28

Meeting of 10th March 2020					
Bank Reconciliation as of 24th February 2020					
Current Account	24 February 2020			£66,054.79	
			total	£ 66,054.79	
opening balance 1st April 19				£ 13,373.33	
Add Receipts in the year				£ 84,996.99	
Less Payments in the year				£ 32,315.53	
	as of 24 February 2020		Balance	£ 66,054.79	
Less					
Reserve @ 33% of Annual Precept of £29637				£ 9,879.00	
			Total	£ 9,879.00	
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)				£ 4,729.24	