



LAVANT PARISH COUNCIL
MINUTES OF THE PARISH MEETING
TUESDAY 11TH FEBRUARY AT 7.00pm, THE LAVANT ROOM, ST MARY'S CHURCH

In attendance: Cllr Aldridge, Cllr Blades, 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

Cllr Newman, 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 – x2Members of public in attendance.

Agenda Item 4: Approval of Minutes of meeting held on 14th January 2020

On a **proposal** by Cllr E Mallett and **seconded** by Cllr S Ings
It was **RESOLVED** that the Minutes of the meeting held on 14th January 2020 be accepted as a true record of proceedings. The minutes were signed accordingly.

Agenda Item 5: Report from County Councillor Jeremy Hunt

Items from the February edition of Town and Parish News.

- Reminder that the funding window for applications for grant funding, for CIF funding support via our crowd funding platform, closes on Thursday. A reminder that there is also now a micro fund for applications direct to the County Council for grants under £750. Contact details are Tel:- 033 022 25075 or email talkwithus@westsussex.gov.uk

- An article about free digital online safety sessions for parents and carers - learn how to keep children safe online. Today was Safer Internet Day.

Other things to note:

- A reminder that our next County Local Committee meeting is on Tuesday March 3rd at 7pm, at County Hall in the normal committee room.
- WSCC went out to public consultation on the speed along Lavant Road to proposal last week. I am sure you have received notice of that.
- The Chichester Road Space Audit that was carried out last year. Although not directly affecting Lavant it will impact on parking around the City for many of Lavant residents. The formal public consultation on this starts this Thursday, 13th and goes through to 5th March. Details can be found at a new webpage : www.westsussex.gov.uk/chiparkingplantro . Displays will also be at Chichester Library and DC offices in East Pallant House. 500 on street notices.
- Jeremy Hunt has been very busy on preparing WSCC budget for 2020/21 and our Medium Term Financial Strategy (MTFS) through to 2023/24. This current year has been a real challenge, with a lot of additional funding going into our Children's services and Fire and Rescue Service, so we shall be dipping into our budget management reserve to the tune of around £8m to balance this years figures. However, WSCC now have a balanced budget for 2020/21, without the use of reserves. Obviously the Government Finance Settlement did have some good news on additional funding for next year, but it is not enough to meet the ever increasing demands WSCC face. So WSCC are again proposing to increase council tax for core services by 1.99%, and an additional 2% specifically for adult social care, giving a total increase of 3.99% (an increase of just over £50 per year for a band D tax payer). The full budget, the MTFS (next 4 years) and the five year capital programme are being presented for approval at our full County Council meeting on Friday 14th February. This meeting is also webcast.
- Lastly, a piece of local history, WSCC have finally completed the Halnaker windmill restoration with the installation of some railings around the base. Jeremy added that last summer that Halnaker windmill restoration project was one of 8 winners of a Public and Community Award presented by the Sussex Heritage Trust. Also an employee Frank Sayers of **Fowlers**, the main contractor, won a separate '*Judges Special Commendation*' award for his workmanship on the tile hanging. This is a great result for this project and despite the length of time it has taken, a really great outcome for all those involved.

Questions Taken:-

- I. Cllr Blades – Clarification on Capital Budget & Litter on Approach Roads to Lavant. County Councillor will happily bring the details to the next meeting. WSCC County councillor believes it is both affordable and prudent budget. Cost of borrowing is about 4.99% of total revenue budget rising to 5.1-5.2% over 5 year period. Big investment in Childrens Homes; Adult social care, Day care centres and residential homes, Roads number of projects across the county. West Sussex County Councillor suggested this be put to Chichester District as they are responsible for a drive on litter. A suggestion from the councillors to put an article in the West Sussex News Magazine about the environment delivered to the residents. Keep Britain tidy 30th March 2020 – 13th April 2020
- II. Cllr Reynolds – Clarification of A27 Costs to date - . Any closer to finding a solution County Councillor is unable to clarify the actual cost .He will assist where he can should we need any information upon request.

Agenda Item 6: Update on matters carried forward from previous meeting:

a) Footpath Village Green

Cllr Aldridge progresses bridge consent. Hyde Group deny ownership of land for access path. Cllr Newman has a land registry map that shows it does. He has chased up church commissioners albeit this evening. . Cllr Aldridge has sent an email to Jessie Clay to arrange a meeting. Cllr Mallett informed that CDC gave permissions for access to the playground. The project needs the footpath to continue across the river. We await the Church Commissioners approval. Further investigation on the project will continue before the environmental agency process is restarted for design and location of bridges.

**Cllr
Aldridge**

b) Environment – pollinator corridors

LPC project to plant up three areas with native plants.

St Nicholas Church narrow path south side Grass area. Scarifying the grass has shown a distinct difference for swamping other species. An expert has visited reported increase as the number of species emerging as now not swamped with dead grass A286 wide verge up to Mulberry House , Lavant Road & Centurion Way - North Side of the Village cleared by the Lavant Volunteers.

Planting began late summer with primroses and cowslips – x2 are showing results and early in the year for progress on the Centurion Way Area.- To be Checked regularly .

Discussion regarding the observation for small mammals such as field mice amongst this work to encourage an ecological slant on the project. Cllrs thanked Cllr Goldsmith for her report and success on the project. Possibility of an information board to be available for the Village Fete 20th June 2020 was suggested.

Cllr Goldsmith to email County Councillor the details of the verge not to be mowed by Highways WSCC.

**Cllr
Goldsmith**

<ul style="list-style-type: none"> • Goodwood There is a meeting Thursday afternoon regarding the flow of traffic on Racing event days. The council gave a route to consider at the last meeting - One way up Lower Road. Top end of Lower Road to have a physical barrier to stop then turn up to the Royal Oak. The Goodwood team will present their proposal against our considerations. Goodwood proposal will be brought back to council. 	<p>Cllr Pickford</p>
<p>Agenda Item 8: Five Year Planning – Ongoing Cllr Pickford has arranged for a sub-committee meeting to look at the future. The meet planned 17th February to move forward with a policy to bring back to council at the next meeting.</p>	<p>Cllr Pickford</p>
<p>Agenda Item 9: Clerk Report / Summary of any correspondence received Council acknowledged the receipt of the following correspondences as sent by the Clerk:</p> <ul style="list-style-type: none"> a) <i>Neighbourhood Watch Weekly Bulletin – email 20/1/2020</i> b) <i>West Sussex Fire Service News Release – email 23/01/2020</i> c) <i>Police Commissioners Survey – email 24/01/2020</i> d) <i>CDC Media Release – Novium Museum Display – email 24/01/2020</i> e) <i>Police Survey Request – email 24/01/2020</i> f) <i>Aldingbourne Trust event day ‘Wacky Feet’ 1st April – email 24/01/2020</i> g) <i>CDC Media Released– pop up shops – email 27/01/2020</i> h) <i>Police Funding Survey to increase Council Tax – email 27/01/2020</i> i) <i>Town And Country News Planning– Email 29/01/2020</i> j) <i>CDC Media Release – New Underpass – Email 29/01/2020</i> k) <i>CDC Media Release – Tree Planting – Email 04/02/2020</i> l) <i>Fire Service – Use Kitchen Safety bulletin – Email 04/02/2020</i> m) <i>Fire Services – Mobile Charger Advice – Email 06/02/2020</i> 	<p>CLERK</p>
<p>9.1 Changes to Lavant Parish Bank Mandate – Change Of Signatories The Clerk /RFO wishes to make a changes to the Bank Account Mandates as follows:-</p> <ul style="list-style-type: none"> I. It was RESOLVED to instruct the clerk to remove that Mrs Imogen Whitaker from the Mandate on all x3 accounts; Lavant Parish Council ac no 96174757 / ITF The Lavant Parish Recreational Trust ac no 26943573/ SLA Lavant Parish Council Fete Committee ac no 21738491. II. It was RESOLVED that Mrs Dawn Salter be added as an Authorised Signatory to all x3 accounts; Lavant Parish Council ac no 96174757 / ITF The Lavant Parish Recreational Trust ac no 26943573/ SLA Lavant Parish Council Fete Committee ac no 21738491. and to propose that her address to be used until such time as the Online Banking Administration can be organised .The Online Administrator can change the Business Address to Lavant Parish Council, Pook Lane, East Lavant Chichester PO18 0AH. 	<p>CLERK</p> <p>CLERK</p>
<p>9.2 Website Review in line with Accessibility Compliance It was RESOLVED to commission a basic accessibility check on the councils website from CDC -.Clerk will draft an email to CDC investigate further for support and confirmation if a new website is required to be built or if it can be hosted on CDC server in its entirety to continue to get maintenance.</p>	<p>CLERK/Cllr Mallett</p>

Clerk to Address	Action	Proposed	
Nest Pension Mandate	Final Payment For IWhitaker Authorised Signatures required as D/D cancelled in error.	LPC Support x2 Authorised Signatories to sign Mandate.	CLERK
X2 Application Recreation Ground Usage	Ellie Chapman Caremark Sarah Lambert – School Yr6	LPC Support groups given permission.	CLERK
Removal of x2 Dog Bins – Memorial car park and Sheepwash lane	Replace with Refuse Bin at memorial hall in same place as dog bin to be emails to CDC	Cllr Newman / Clerk LPC Support	CLERK/Cllr Newman
VE Day Celebrations	Question to Cllrs - Village want to arrange anything for May 8 th – Grants Available towards the cost	No Plans	
Parish Online Fee	£30 fee taken advantage of heavily discounted membership on behalf of the council.Clerk to make payment.	LPC Support	CLERK
Citizens Advice request a Grant	Request for Grant £50	No charity budget in this year	CLERK
Gambling Licensing Fee registration renewal	Council to agree to renew. CLERK to change to be under new RFO/CLERK details.	LPC Support	CLERK

Agenda Item 10: 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/20/00101/TCA Closing Date 19.2.2020

Location: Drovers Pook Lane Lavant PO18 OAX

Proposal: Notification of intention to reduce height by upto 4m on 1 no. Holly tree (T1).

Resolved: LPC Support this application.

Application: SDNP/20/00102/TCA Closing Date 19.02.2020

Location: Broad Margin Pook Lane Lavant PO18 OAX

Proposal: Notification of intention to fell 7no. Leyland Cypress tree (T1, T3-T9) and 1 no. Monterey Cypress tree (T2).

Resolved: LPC support this application.

Application:SDNP/20/00124/TCA Closing Date 12.02.2020

Location: The Haven Shop Lane East Lavant Chichester PO18 0BA

Proposal: Notification of intention to fell 1 no. Spruce tree (T1).

Resolved: LPC support this application.

Cllr Ings

Agenda Item 11: FINANCE

The Clerk asked the councillors to note the target Reserve figure £14819 is set at 50% of our precept and there are areas of expenditure that have been un foreseen and therefore not budgeted for such as Land Registry which has been viewed as crucial expenditure this year. The level of a prudent reserve is normally set by councils at three months worth of expenditure. This council has committed to expenditure until the end of this financial year and will therefore need to reduce this reserve and release funds. Taking the known future commitments and required level of prudent reserve into account.

It was RESOLVED that RFO vire this reserve to reduce to 33% a figure of £9879.

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 11th February 2020 amounting to £ 3,704.97. (of which £332.29 was VAT)

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

A copy of the bank statements and bank reconciliation as of 24th January 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 12: Any requests for items for the Agenda next meeting.

- Heritage – Update
- Playground Audit
- Progress on Website

Agenda Item 13: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Tuesday 10th March 2020

Meeting Finished

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

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

LAVANT PARISH COUNCIL					
FINANCIAL REPORT PREPARED ON 27 JANUARY 2020					
RECEIPTS: Period: 7th January 2020 - 11th February 2020					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
15/01/2020	SSE	Lavant Parish Council	Contract Cancellation Refund	694.56	
PAYMENTS: Feb-20					
DATE APPROVED	VOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
11/02/2020	FO96	Hitachi DD	Tractor	229.00	
11/02/2020	FO97	BT DD	Telephone	54.36	9.06
11/02/2020	FO98 - cq	G Collas	Cost towards Protective Boots	30.00	
11/02/2020	FO99	DSalter	Council Running Expenses	36.30	
11/02/2020	FO100	SSALC	Parish On Line Fee	36.00	6.00
11/02/2020	FO101	DSalter	Salary x2 months DEC/JAN	1,293.91	
11/02/2020	FO102	Irwin Mitchell	First Registration Of LPC Land	468.60	73.10
			First Registration Of Allotment		
11/02/2020	FO103	Irwin Mitchell	Land	1,283.40	208.90
11/02/2020	FO104	Viking Stationers	Cross Shredder & Stationery	47.53	7.92
11/02/2020	FO105	Adrian Blades	Expenses for Village	27.39	4.57
11/02/2020	FO106	Adrian Blades	Fuels Expenses	136.47	22.74
			Rental Of Committee Room		
11/02/2020	FO107	Lavant Memorial Hall	JAN/FEB	42.00	
11/02/2020	FO108-cq	License CDC	Gambling Act Lottery Raffle	20.00	
Total Payable				3,704.96	332.29

Meeting of 11th February 2020			
Bank Reconciliation as of 24th January 2020			
Current Account	24-Jan-20		£69,539.75
		total	£ 69,539.75
opening balance 1st April 19			£ 13,373.33
Add Receipts in the year			£ 84,796.99
Less Payments in the year			£ 28,630.57
	as of 24 Jan 2020	Balance	£ 69,539.75
Less			
Reserve @ 33% of Annual Precept of £29637			£ 9,879.00
9879		Total	£ 9,879.00
Ring-fenced funds			
Lawoles			£ 835.57
Let's walk (Footpaths)			£ 1,338.03
Youth project			£ 1,440.38
watershed grant			£ 48.22
CIL SDNP			£ 47,584.35
		Total	£ 51,246.55
Total available funds (less ring fenced and reserve)			£ 8,414.20