

**LAVANT PARISH COUNCIL ADVISORY GROUP**  
**Notes of the Lavant Parish Council Advisory Group**  
**TUESDAY 13<sup>th</sup> July 2021 AT 7.00pm, Via Zoom**

**In attendance:**

Councillors Aldridge, Ings, Kuchanny, Goldsmith, Mallett, Newman, Quest, Reynolds, Tucker.  
Clerk Dawn Salter, County Councillor Hunt, District Councillor David Palmer  
Public Present – x1

**Agenda Item 1: Apologies from Members. –**

**Agenda Item 2: Public Sessions**

**Agenda Item 3: To receive and approve the Notes of the Advisory Group meeting held on 8th June 2021 and Minutes of Extra Ordinary Meeting 18<sup>th</sup> June 2021**

On a **proposal** by Councillor Tim Aldridge and **seconded** by Jenny Goldsmith

It was **Recommended** that the Advisory Group notes of the meeting held on 8<sup>th</sup> June and minutes of the Extra Ordinary Meeting 18<sup>th</sup> June 2021 be accepted as a true record of proceedings. The papers were signed accordingly.

**Agenda Item 4: Update on matters carried forward from previous meeting:**

- a) Footpath Village Green

Councillor Aldridge unable to progress bridge consent. To summarise: -

Cllr Aldridge gave a report that the Parish project has reached design stages. There has been an offer come forward to contribute some money towards the bridge.

West Sussex PROW officer for our area has requested a meeting regarding the Footpath in Marsh Lane

**Action: Councillor Aldridge**

**Agenda Item 5: -Report from County Councillor Jeremy Hunt**

Brief verbal report as all things quiet at present in Lavant Parish

- Draft Transport plan review is available from 16<sup>th</sup> July – 8<sup>th</sup> October for public consultation. He advised the Chairman a had forwarded an email concerning traffic problems around Lavant and the Future management. He would like to minute his apologies as he had not acknowledged this late Friday. He will follow this up with Highways team and is awaiting response.
- Pook Lane Border – An Email from Councillor Tucker to clarify Parish Council responsibilities on the boundary hedge on West side of Pook Lane. He will be chasing Area Highways Manager. An important piece of work and will get back to us.
- Town and Parish News to keep you up to date with County projects.
- Full County Council meeting on 16<sup>th</sup> July 2021. – last virtual meeting webcast.
- Public cabinet will update further- County Councillor explained that there were NO plans to bring staff back until September and probably 2-3 days a week moving forward working within Covid regulations. For some moving people get back into the office is a critical time Working from home had some challenges. It's essential for young people to make their connections and is key to their future.
- A new Council Plan is recommended and is available from the website showing a new set of performance indicators.

## **Agenda Item 6: District Councillors Report**

District Councillor David Palmer gave a verbal report

- Support the Grant Funding for the Playground with his contact Jane at Funtington with years of fund-raising knowledge. Trying to co-ordinate dates.
- A27 route Northern Bypass - a Council member for North Mundham and Tangmere supporting the South Peninsula is trying to reintroduce the Northern Route back on the table and this will be fought against from those representing the North. The surrounding network of roads has contributed such as A286 the discussion should be had with WSCC Highways to make Lavant safer

**Councillor Pickford joined the Advisory Group Zoom Meeting after IT issues @ 7.15am. Thanks given to Vice chair for progressing the meeting up to this point.**

## **Agenda Item 7: Chairman's Report**

A verbal report covering: -

- **Transport Management Plan for Lavant**

Chairman has booked on the webinar 8<sup>th</sup> September 2-3.30 as part of the consultation to introduce the Draft Transport Plan where officers will also be available to respond to question.

Referring back to the Transport Plan review will have no mention of small villages and using the Neighbourhood plan as a constant reference document to move forward in a pre-planned given direction. Speed watch team are recording live data 400 cars per hour in North /South direction down Midhurst Road the main trunk road A286 and 400 cars per hour going East / West collecting data to show traffic volumes. A crossing at Lavant memorial hall to sports field the decision not to put this in makes no reference to the traffic volume data on these roads.

A meeting with the local school has raised concern on the traffic volumes coming through plus parents parking picking up and dropping off. Maintain traffic flows and safety was highlighted to West Sussex Highways seem to be making decisions with disjointed ideas with no central plan.

Yarbrook on A286 problem with where the cars park there.

The time has come to have an overall traffic management plan for the whole of the Village of Lavant. However, this is a skill that is not available on the parish council at present so the council will have to obtain a consultant for a solution but first it is important to ask the Highways team to do a joint venture. We are awaiting a response from them as Lavant seems to be collateral damage from no A27 upgrade.

County Councillor Jeremy Hunt referred to Other Villages such as Boxgrove, Halnaker as example who have prepared a 'Communities Highways Scheme' and have put forward plans for improvements to the roads. He will look into plans to see what can be achieved and offer advice to assist with contacts, use of CIL monies etc.

Chairman gave a compliment to CDC -the road cleaning team who assisted in the clean up after the heavy rains a fortnight ago as Lower Road flooded as mud and stones had flowed down the road and all 22 drains in the vicinity of Lower Road and Pook Lane are full and blocked and 4 Gullies are full and blocked. A resident got flooded.

After 3 days – CDC the road cleaning team x2 large road sweepers and followed by x3 large road sweepers the next day. Fordwater road is still to be cleaned. Outstanding action with West Sussex to clear out the Gullies.

- **Byelaws Update**

With reference to the new Sports Field and existing Village Green– Dog Fouling is a big concern, and the Clerk has found the wording to make an amendment to the Byelaws. This will be circulated when completed.

- **Light Air- craft Accident report at Goodwood.**

The parish council offers its condolences on this tragic accident to the families affected. Councillor Tim Aldridge has drafted of an objection and submitted on behalf of the Parish Council .to the Planning Authority to add extreme weight to the response to object to the planning application Raughmere Application Ref: Impact Assessment SDNP/20/02675/OUTEIA.

### **Agenda Item 8: Playground Update**

Councillor Jenny Quest gave a report that there are concerns over the whole cost of the project and customer service dealings with the preferred supplier has been problematic. Therefore, costs and seeking different suppliers used by other councils has taken place. Various funding organisations have been contacted and grant applications have been prepared for submissions. Meeting for the parents at the end of this month has been organised.

Councillor Newman informed the council that the monies left over from last financial year could be allocated to assist this project. The reserves could have a possibility to look at where this should be spent. The playground project will review its situation and consolidate views as looking further into the preferred supplier quote in details prices are exorbitant. The advisory group gave its recommendation to act on due diligence.

### **Agenda Item 9: Police Report**

Councillor Jenny Goldsmith circulated the report below: -

#### **POLICE REPORT**

On 22<sup>nd</sup> June I met with PCSO Jason Lemm to discuss matters of concern raised by Councillors and any issues that PCSO Lemm wished to draw to Council's attention.

The following matters were discussed: -

Width restriction – Fordwater and New Road.

A replacement sign had been ordered and would be installed shortly. PCSO Lemm noted that Highways Dept had been very helpful in providing relevant information and processing the request for a replacement sign.

Motorcycle groups travelling through the village

Concerns had been expressed about large groups of motorcycles. PCSO Lemm reported that motorcycles were becoming more popular, and groups of motorcyclists were an increasing issue in parishes. In order to take effective action, it was necessary for the parish to collect data on days, times and locations so that patterns of behaviour could be established, it would then be possible for police to more effectively target activities.

Speeding – East Lavant & traffic going up Sheepwash Lane

For both these issues action needed was similar to above, i.e., collection to data which would enable police to target their action. Registration numbers would also be helpful, ditto for motorcycle groups.

#### Speed watch

The Speed watch Team had received further training and were operating well. All procedures had been put in place for speed watch to begin on the new 40mph section of the A286 and this would happen as soon as it was legally permissible.

As yet Summersdale area and West Dean Parish Council had not introduced speed watch. Any encouragement Cllrs could give to people in those areas to introduce speed watch would be helpful as the road from Summersdale to West Dean would then form a stretch hostile to speeders.

#### Sirens – emergency vehicles

PCSO Lemm reported that sirens were normally only sounded when there was an obstruction in the road.

#### Parking Sheepwash Lane

PCSO Lemm stated that to introduce 'no overnight parking' restriction notices would require a traffic regulation order and public consultation and as such would be a long process.

#### Yamaha scooter – Lavant Memorial Hall

PCSO Lemm had checked on the vehicle and it had not been reported stolen. He did have the name of the registered owner and would endeavour to contact him.

Note: as the scooter has not been stolen the Memorial Hall Committee, or possibly the Parish Council, should check the correct procedure for dealing with an abandoned vehicle.

Update today that a letter has been sent to the Owner which gives them 15 days to remove, or it will be Removed.

PCSO Lemm visited Lavant CE School on 23<sup>rd</sup> June and hoped to attend a parish council meeting when this was possible.

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#### **Agenda Item 10: - History Project Update – Embankment Maintenance Management Scheme**

Councillor Reynolds advised there has been good progress on the maintenance management scheme for the embankment. Dialogue between Crayfern and SDNP with councillor Reynolds the monument very positive care in perpetuity. Environment teams are looking at hedging public open space around the pond to identify the boundaries of people's properties.

**County Councillor left the meeting 8pm**

#### **Agenda Item 11: -Clerk Report / Summary of any correspondence received**

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

- **Consultations**
  - **Salt Bins** preparation for Winter to come back to the clerk with Lavants requirement - **Cllr Newman / Cllr Aldridge**
  - **Drought Consultation** seminar attended online **Cllr Aldridge**
- **Village Green User Agreements** x2 requests 17<sup>th</sup> July & 21<sup>st</sup> July. – Approved.
- **VAAC AGM 21 July 2021**– **Cllr Newman** booked on
- **Any Training required Mulberry & Co email June/July** – No requirements
- **Parish On line Webinar 22 June 11-12am**

- **All Parish Meeting 9<sup>th</sup> Sept 17.30 (rsvp 30/7/21) – Cllr James Pickford**
- **Public Rights Of Way Inspection Area Contact for Lavant - meeting confirmed Cllr Aldridge**
- **Road Closure and Speed Changes advance warning Goodwood Racing & Festival of Speed .**

### **Data Protection Officer**

- The clerk advised the parish council that it was time to renew the Data Protection Officer contract. Cost of £150 yearly.

It covers the UK General Data Protection Regulation (UK GDPR), tailored by the Data Protection Act 2018. The role of a Data Protection Officer must be appointed to a public body. The UK GDPR says that experience and expert knowledge of data protection law.

The council advisory group was split in recommendation 6 for 2 against 1 to abstain. Therefore, will back this insurance and will continue with this contract yearly.

### **12: FINANCE Accounts**

The accounts for the period ending 26<sup>th</sup> June 2021 were presented to the delegates of authority and ratified by the councillors

It was **Recommended** to approve the accounts for this period.

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

It was **Recommended** to approve unanimously that the attached copy of the payment report including payments to be ratified and agreed on 13<sup>th</sup> July amounting to £2266.61 (of which £ 53.31 VAT)

- b) To Recommend Approval of June 2021 Bank reconciliation

A copy of the bank statements and bank reconciliation 26<sup>th</sup> June 2021 was made available to council members at the meeting for monitoring and reconciliation purposes.

It was **Recommended** to approve the accounts.

- c) To record the Clerk and the Chairman of Council has verified the Bank Reconciliations 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 13: -Planning Applications and Delegated Decisions.**

Councillors Ings and Tucker informed the Council of planning applications and / or decisions received since the last meeting.

Outstanding Planning applications Update-

Eastmeads Application Ref SDNP/18/03162/FUL: APPEAL :APP/Y9507/W/20/3257831

Raughmere Application Ref: Impact Assessment SDNP/20/02675/OUTEIA

An extra objection reason was added to the planning reference regarding the Goodwood Light Aircraft Crash.

Pook Lane (Sunley/Crayfern) SDNP /20/04550/NMA: SDNP/21/02414/DCOND | Discharge of Conditions

### **SDNP**

**Application** SDNP/21/02655 / HOUS

**Location:** 41 Lavant down road Mid Lavant Chichester PO18 0DJ

**Proposal:** Single Storey rear/side extension

**Decision:** Delegated Authority Recommended to Support.

**Application** SDNP/21 /02808 / HOUS

**Location:**2 Turnpike Cottages, Lavant PO18 0AA

**Proposal:** Side extension, replacing existing conservatory

**Decision:** Delegated Authority Recommended to Support

**Application:** SDNP/ 21/02953 /HOUS

**Location:** Fletchers West Lavant PO18 9AH

**Proposal:** Erection of single storey side extension and gable with associated internal works

**Decision:** Delegated Authority Recommended to Support

**Application:** SDNP/21/02519/HOUS – **date require 21<sup>st</sup> July 2021**

**Location:** 4 Yarbrook Lavant Chichester West Sussex PO18 0DF

**Proposal:** Construction of a dropped kerb and driveway to create parking for 2 no. cars.

**Decision:** Lavant Parish Council do not feel able to comment on this application because it does not involve the applicant’s property and other agencies will be involved.

**Agenda Item 14: Any requests for items for the agenda next meeting.**

**Agenda Item 15: DATE OF THE NEXT MEETING**

The next meeting will be Annual Electors Meeting held on WEDNESDAY 15<sup>th</sup> SEPTEMBER 2021

**Meeting Finished at 20.35pm**

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**Signed.....Dated.....**

## Appendices and Attachments

### Monthly Income and Expenditure Report

### Appendix A

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED JUL2021					
<b>RECEIPTS:</b>		Period: 8TH JUN 21 -13TH JULY 2021			
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
11/06/212	cr004	zurich ins	overpayment	£ 10.00	
<b>PAYMENTS:</b>		May-21			
DATE APPROVED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
14/06/21	FO043 - RATIFY	WSACL/NALC	YEARLY SUBSCRIPTION	£ 525.96	
13/07/21	FOO044	D A SALTER	CLERK EXPENSES	£ 16.00	
13/07/21	FO045	HITACHI - DD	HP TRACTOR	£ 229.00	
13/07/21	FO046	Allstar Fuel Card - DD	Tractor Fuel	£ 79.23	13.21
13/07/21	FO047a-e	Barclaycard - DD	Statement	£ 338.57	40.10
13/07/21	FO048	ScanStation-DD	365 microsoft license	£ 43.68	
13/07/21	FO049	WSCC	Clerks Salary	£ 758.37	
13/07/21	FO051 - RATIFY	South Easy Landbased	LANTRA tree survey training	£ 154.00	
13/07/21	FO052	RNEWMAN	Volunteer Expenses	£ 42.00	
13/07/21	FO053	NEST	Clerks Pension	£ 79.80	
			<b>TOTAL</b>	£ 2,266.61	£ 53.31

**APPENDIX B**

<b>Lavant Parish Council</b>						
<b>Bank Reconciliation as of 25/06/2021</b>						
Current Account		25 June 2021			£	79,082.85
				total	£	79,082.85
opening balance 1st April 20					£	67,813.23
Add Receipts in the year					£	17,995.30
Less Payments in the year					£	6,725.68
		as of 25 JUN 21		Balance	£	79,082.85
<b>Less</b>						
Reserve @ 33% of Annual Precept of £29637					£	9,780.00
				Total	£	9,780.00
<b>Ring-fenced funds</b>						
Lavvoles						£729.45
Let's walk (Footpaths)					£	1,338.03
Youth project					£	1,440.38
watershed grant					£	48.22
CIL SDNP					£	51,362.88
				Total	£	54,918.96
<b>Total available funds (less ring fenced and reserve)</b>					£	14,383.89