

**LAVANT PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL
TUESDAY 12th July 2022
@ 7pm Lavant Memorial Hall, Main Hall.**

In attendance:

Councillors Aldridge, Goldsmith, Kuchanny, Newman, Quest, Pickford, Reynolds, Tucker.
Clerk Dawn Salter, County Councillor Hunt District Councillor Palmer
Public Present – x4

1. Apologies from Members – None

2. Declarations of Interest and Dispensation Requests

- i. To receive declarations of interest from councillors on items on the agenda finance –
Councillor Aldridge owing to his claim for expenses claim
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- iii. To grant any requests for dispensation as appropriate

Chairman moved to bring forward Item 8 of the Agenda – Fete Committee

3.Fete Committee

- i. **Chairman of Fete Committee – Sara Pickford (*Appendix A*)**
Chairman of Fete gave a presentation to Lavant Parish Council a copy attached.
- ii. **Finance Chairman of Fete Committee – Sarah Newman (*Appendix B*)**
Chairman of Finance of Fete Committee presented the Finance report to the Lavant Parish Council a copy attached.

4.Public Session –

A concerned residents approached Council made comment regarding ‘Electric Scooters’ being witnessed scouting along the footpath. Council gave the Statement ‘NO Electric scooter is allowed to use the public footpath and in fact it is illegal in West Sussex and if caught the scooter will be confiscated and the user would be fined £150.00. It was be agreed that Council would look into purchasing official signage to prohibit scooters along a footpath.

Action: Cllr Aldridge

5.To receive and approve the minutes of the Annual Electors & Annual Parish Council meetings held 14th June 2022.

On a **proposal** by Councillor Reynolds and **seconded** by Councillor Pickford
Annual Parish Meetings were amended to ensure the correct pronoun was used when mentioning Cllr Aldridge. All amendments were duly made and initialled accordingly.
It was **RESOLVED** that all the Minutes of the meetings held on 14th June 2022 to be accepted as a true record of proceedings. The minutes were signed accordingly.

6. Matters arising from the previous minutes *(this is for information sharing purposes only)*

Updates on outstanding actions brought forward from previous meeting: -

a) River Bridge Project – Cllr Aldridge

Councillor Aldridge reported to council that the formal planning application has been submitted allocated ref SDNP/22/03047/FUL which immediately requires submission of; an Eco Systems Services Statement a Landscape appraisal / study and assessment, a flood risk assessment and biodiversity study and report.

These were completed and submitted after advice taken from guidance on the website. Cllr Aldridge also mentioned he now has received the draft *permissive path agreement / approval from the Chichester Diocese board finance office (Incorporated) and Lavant Parish Council*

They will need to submit two forms to WSCC total cost £812 approval from council to submit this to the solicitor Highways Act 1980 section 31(6) lodgement of license.

Robert Newman proposes and Louise Tucker Seconded to allow the budget of £812 towards costs.

7. Brief Q & A from County Councillor Hunt Report *(previously circulated Appendix C)*

County Councillor Hunt report is attached.

Emphasis on: -

- Highlighted EV charge
Bring back September 2022 Agenda – Environmental Team to approach Lavant Memorial Hall.
- Design Drawings for Lavant School
A controlled one set of crossing lights will be discussed further with Cllr Kuchanny to improve the safety. Positive move to slow the traffic down.

8. Brief Q & A from District Councillor Palmer Report

District Councillor Palmer reported unable to assist with Planning representative to CDC.

9. Chairmans Report

• Sewage

River Lavant waste water treatment plant and the Sewer System.

Meetings are going forward with a professor at Portsmouth University. Nominated two councillors will assist as 'Water dippers' and will be provided PPE and full-length waders to help gather the scientific data. We will be raising the matter with SDNP in reference to Eastmead Planning and a couple of comments have been passed and he doesn't not consider that any of the conditions 17 sewage no development allowed until these conditions have been met and it is quite clear on the HM Inspector of Planning report before construction commences. They should be addressed as part of the conditions before site clearance. The information should be provided quote NO DEVELOPMENT OF EASTMEAD BEFORE CONDITIONS CLEARED.

• Transfer of Land from Sunley/Lavant Parish Council

Sports field – Transfer of land awaiting land searching and completion should be shortly.

Working for arrangement for equipment to be purchased. Sub group will discuss this and a plan to be brought forward to the next meeting
pitch in place

Action: Lavant Volunteers , Chairman

• Operation Watershed

Operation Watershed to be progressed with Contractor awarded through the Grant process.

Action: James Pickford

- **EASTMEAD**

Chairman is unsure of the developers have started. Portsmouth Water have been noted to be onsite. He will compose another letter. There will be a problem connecting Southern Water to the new development at Eastmead. There must be clear instructions to show what work will be done to mitigate the issues before connection. It will be down to SDNP local authority to enforce the conditions before commencement of the development on site. Our consultant is dealing with enforcement message to public to email clerk@lavantparishcouncil.co.uk. With photographs

10. Damage to HUB

Councillor Aldridge comment Wednesday morning the HUB was broken into. The report mentioned an angle grinder being used. Communication from the police and insisted CCTV to be installed. Councillor Aldridge will write to Chief executive Katy Bourne and to copy Jo Shiner. **PCSO** has yet to contact in Lavant. The existing locks and security and worked at the first hurdle which triggered the alarm.

A list of requirements was presented to the council to approve the spend to repair and make the HUB more secure.

Padlock.
Reinforce with steel bars.
CCTV to be installed.

Approval for £525.00 on additional security measures for the HUB.
Proposer Tim Aldridge and Seconded Robert Newman. Unanimous approval.

There is a lot of travellers moving around the County.

County Councillor Jeremy Hunt left the meeting 8pm

11. Clerks Report

a) Village Green User Agreement.

There were 2 User Agreements given approval 24th & 31st August 2022
Contribution to the Village Green.

b) Consultations

The consultations were previously circulated for councillors to take part

- Charity Commission Change to Annual Return – Jenny Goldsmith & Jenny Quest
- South Downs National Park Local Plan review by August 2022

Express an Interest Neighbourhood Development Plan review by 30th September 2022
Bring back to council 13th September to redesignate the Strategic Planning Sites with emphasis on NO BUILD.

To ensure that Chichester District Council absence of Local Plan and the question to be asked is CDC approving any Neighbourhood Plans as Lavant Parish Council has to go to both authorities.

**ACTION: Cllr Aldridge/Newman
DC David Palmer**

- c) Any Training requirements from WSALC
- d) WSALC Chairman Forum – Cllr R Newman – Monday 19th September 17.30 on Zoom.
- e) Continuation with DPO insurance – Re-engage Maureen Chaffe review annually
Approval to £150.00 to re-engage DPO officer
- f) Out of Office to cover during the Clerks Absence to forward emails to Chairman James Pickford.
- g) Lavant News £500 To be paid.

12. Finance Accounts

- i. To receive accounts for period ending 26th July 2022

The accounts for the periods 26th JUL 2022 were presented to the Parish Councillors and approved by the councillors.
It was RESOLVED: To approve the accounts for this period.

- ii. To note and approve payments for consideration July 2022 (*previously circulated*)

To note receipts and approve July monthly payments – **Appendix E**

It was RESOLVED that attached copy of the payment report including payments to be agreed on 12th July 2022 payments amounting to £27,408.61(of which £4074.25 VAT)

- iii. To approve Bank reconciliation 26th JUL 2022 **Appendix D**

A copy of the bank statements and bank reconciliation as of 26th July 2022 were made available to Council members at the meeting for monitoring and reconciliation purposes.

It was RESOLVED to be agree the accounts.

- iv. To note the Clerk and the Finance Chairman / Chairman of Council will verify the

The Bank Reconciliations from the 26thJULY 2022 with the financial regulations to satisfy the RFO/Clerk records are balanced.

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

- v. To readopt the Temporary Scheme of Delegation for the Council for summer recess

Following consideration of the report circulated by the Clerk,

IT WAS RESOLVED to readopt the Temporary Scheme of Delegation for summer recess.

13. Planning Applications and delegated decisions

The following applications were presented to council to Ratify Planning: applications and delegated decisions: -

SDNP

EASTMEAD – Discharge of Conditions – 22/02735 - 02738/DCOND – CALLED IN.

Refer: SDNP/22/02735/dcond

Condition 10 Archaeological Watching Brief

LPC -NO COMMENT

Refer: SDNP/22/02736/dcond

Condition 11 ENERGY AND SUSTAINABILITY STATEMENT

LPC -NO COMMENT

Refer: SDNP/22/02737/dcond

Condition 15 Decommissioning of redundant Groundwater Monitoring Boreholes

LPC -NO COMMENT

Refer: SDNP/22/02738/dcond

Condition 27 Environmental Noise Assessment.

LPC -NO COMMENT

13.2 SDNP

Application SDNP/22/02733&4 HOUS&LIS

Location Raughmere Lavant Road PO18 0BG

RESOLUTION to APPROVE:

Agenda Item 14: Any requests for items for the Agenda for the Lavant Parish next meeting.

- Eastmead
- Fete Finance decisions
- LPRT sign quotes for signage
- Confirmation of land transfer
- Sewage
- Village Green Review of contributions figure to be made.
- Neighbourhood Plan Review
- Back up for Planning Representative
- EV Charge points for Lavant Memorial Hall

Agenda Item 14: DATE OF THE LAVANT PARISH COUNCIL MEETING 13th September 2022

The next meeting of the Parish meeting will be held on Tuesday 13th September 19.00

Meeting Finished at 20.25pm

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

REPORT to LAVANT PARISH COUNCIL

From: Sub committee - Lavant Village Fete 2022 Committee.
July 11th 2022

Lavant Fete June 18th 2022, Lavant Village Green. 2-4.30pm

Lavant Fete returned in 2022 following a 2 year gap, due to the Pandemic and the restrictions on gatherings of people. There was an almost totally new committee, generously supported by past organisers, specifically Sheila Simm.

Overall, the Committee considers that the Fete was a success – the atmosphere was happy, with good attendance. Feedback has been positive with many people saying how much they enjoyed the afternoon

Hazel and Tony Bleach opened the Fete and raised the Union Jack on the Jubilee flag pole, recognizing their contribution to the Lavant community.

Summary

Without access to the old Football pitch, or the new Playing Field for overflow car parking, cars were parked on the Green in a roped off area adjacent to Sheepwash Lane. Entrance onto the Green near the War Memorial from Pook Lane proved to be very successful, offering safe access onto the busy road, with better visibility than the gated access point adjacent to the Memorial Hall. In addition, this arrangement reduced the space available for the Fete stalls, concentrating the Fete activities into a smaller area, which created a better atmosphere.

The Stalls and games were largely repeated from previous years, with the addition of a Craft Tent, Toddler area and Decorate a Cup Cake.

Fire Service and Police attended with their vehicles, much to the delight of children of all ages.

The Fun Dog Show went well, although entries were less than previous years possibly due to the very hot weather on previous days.

The Friends of Lavant C of E Primary School ran a large stall and the School put on a good display of Maypole dancing which was greatly enjoyed.

6 x Bishop Luffa students who attend Lavant Academy plus their teachers, volunteered to help set up the Fete, carrying tables and chairs to stalls and generally helping where ever they were needed. This was greatly appreciated by all. The Lavant Volunteer Task Force worked tirelessly to prepare the Green and surrounding area, erect tents and gazebos, manage the Car Parking and rubbish disposal as well as run the BBQ. This help was greatly appreciated by all the Committee and contributed to the success of the Fete.

Card readers (purchased by LPC) were used in the BBQ, Beer and Pimms, Raffle and Plant Stalls. Overall, this was a success, although intermittent connectivity proved frustrating on occasions.

Financial report.

1. Gross income is £4941.15 to date
2. The card readers delivered £473.50 or 9.6% of the total gross income from 71 transactions
3. £462.37 came from donations e.g Craft tent
4. The Raffle and Teas for the public brought about the same contribution as in 2019; the Book stall and Bar were up; all others, where we have a direct comparison, were down.

- Total costs were up 82% vs 2019
- The key cost challenges are on the Bar, BBQ and Bouncy castle where costs were all up over 200%
- The current estimate of £2942.63 to contribute to the community, is well down on 2019 (funds distributed £4400). This will be finalised once the bank reconciliation and P&L are complete as funds need to be withheld for float etc in 2023.

Recommendations for 2023.

Review stalls and games, aiming to introduce some new entertainments.
 Repeat the Craft Tent, asking local artists and crafts people well in advance.
 Reintroduce Bric-a-Brac in some form.
 Introduce a Tug of War competition
 Manage overheads more closely.
 Raffle to have a significant large prize, to help the publicity
 Emphasis the “ fun” aspect of the Dog Show on social media.
 Repeat the Car Parking arrangements, and general organization of the stalls.
 Review the use of Partner advertising boards

Distribution of funds.

The Committee has submitted a resolution to Lavant Parish Council for their agreement to the proposed process of distribution of the funds to Lavant Clubs and Societies. Subject to approval, the Fete Committee will then review all requests against the agreed criteria.
 In September, the Committee will present the LPC with the proposed allocation of funds - for their approval prior to distribution.

Sara Pickford
 Chair of Lavant Fete Committee 2022.

Appendix B– Finance Report from Fete Committee

2022-2023										£1,535.17
May stmnt44										
07/04/2022			Jumping jacks		£	140.00				1395.17
06/04/2022	CQ NO 98		Raffle		£	114.00				1281.17
22/04/2022	CR		Henry Adams	Donation	£	30.00				£ 1,311.17
26/04/2022	CR		Henry Adams	Donation	£	30.00				1341.17
Jun stmnt45										
10/05/2022	CR		Chichester Vets	Donation	£	60.00				£ 1,401.17
July stmnt46/47										
09/06/2022	tf to parish		TF to Parish Cover St Johns Amb				£115.20			£ 1,285.97
14/06/2022	sumup		SumUp Credit		£	4.92				£ 1,290.89
15/06/2022	CR		TOD ANSTEE	Donation	£	30.00				£ 1,320.89
16/06/2022	CR600524			Donation	£	10.00				£ 1,330.89
16/06/2022			CREDIT IN BANK		£	320.30				£ 1,651.19
16/06/2022	sumup		SumUp Credit		£	17.22				£ 1,668.41
16/06/2022	CQ NO 99		FLOAT				£ 455.00			£ 1,213.41
20/06/2022	CR 000027		CASH FROM FETE		£	3,918.14				£ 5,131.55
21/06/2022	sumup		SumUp Credit		£	213.80				£ 5,345.35
21/06/2022			Clare Wilson				£ 512.33			£ 4,833.02
21/06/2022			N Stapleford				£ 170.00			£ 4,663.02
22/06/2022	sumup		SumUp Credit		£	220.24				£ 4,883.26
28/06/2022			R Newman Exp				£ 128.68			£ 4,754.58
28/06/2022			Goodwood Farm Foods				£ 335.00			£ 4,419.58
Aug Stmnt 48										
12/07/2022	CR000029				£	156.00				£ 4,575.58
13/07/2022			ZOE MANN				£ 60.00			£ 4,515.58
14/07/2022	CR		ZOE MANN		£	60.00				£ 4,575.58

Appendix C - County Councillor Report

Just a couple of CC happenings that might interest you:

- Firstly, the Government's Fire Reform White Paper 2022 is out for consultation until 26th July and we are currently preparing our response. The white paper has three themes:
 - **People** - proposals to modernise the workforce practices to deliver greater flexibility in service deployment and response, support partnership working and resilience and to promote talent and leadership skills.
 - **Professionalism** - proposals to improve the professionalism of the fire and rescue service to ensure recruitment and training are appropriate to deliver a modern fire and rescue service.
 - **Governance** - proposals to clarify accountability through the transfer of fire governance to a single elected individual. The white paper focuses on the aim to have the control of the F&RS transferred to the PCC. However, there are two further options. For large municipal areas or combined authorities, with a mayor, control can be transferred to the Mayor or, for services embedded within a CC area, such as WSCC, control can be designated by the Leader of an appointed Cabinet Member. In both these cases there is an expectation that this will be balanced by a dedicated scrutiny committee. This is virtually identical to the current model we already have in WS.

Our proposed response will be presented at Public Cabinet on Wednesday 20th July, which of course is open to the public, either personally or by webcast. For more details on the consultation, go to:

<https://www.gov.uk/government/consultations/reforming-our-fire-and-rescue-service>

- The Department for Environment, Food and Rural Affairs (DEFRA) has confirmed a case of avian influenza in a herring gull in the Arundel area. The UK Health Security Agency (UKHSA) advises that avian flu is primarily a disease of birds and the risk to the health of the general public is very low. As a precaution, however, it is important you do not touch or pick up any dead or visibly sick birds that you find. If you find any dead wild birds in any location, including swans, ducks, geese, gulls, or birds of prey, please report to the DEFRA helpline in the first instance. **Telephone: 03459 33 55 77**
- The largest-ever local authority roll-out of electric vehicle (EV) charging points in the UK was launched on Monday (20 June) in West Sussex. West Sussex County Council, Adur and Worthing Councils, Arun District Council, Crawley Borough Council, Horsham District Council and Mid Sussex District Council signed a contract last year with Connected Kerb, one of the country's leading providers of EV charging infrastructure solutions, to install and maintain thousands of charging points across the county. The ground-breaking project will deliver transformational improvements to EV provision in the region, providing better access to charging facilities, particularly to those without off-street parking. Residents will be consulted over where they want the charging points located. Chichester District Council decided not to join the scheme. However, this only applies to the council owned car parks and other organisations, such as PC's and village Hall Committees, as well as local residents in the district can apply for charging points in their areas. Applications should not be made to WSCC, but direct to

Connected Kerb. However, please note that this is a long-term scheme and applications will be assessed against a set of criteria, so not all will be successful. For further detail, and information on how to apply, go to: <https://www.connectedkerb.com/west-sussex-chargepoint-network>

- Lavant Memorial Hall to be prompted by the Environmental Team from Lavant Parish Council.
- Just to confirm that the LTIP scheme for a fully controlled crossing point on the A286 is still progressing. I have recently given my support for a draft scheme, which will now be taken forward for further assessment. I note that in the email setting out the draft scheme they commented that the plans do not currently show any footway amendments by the school on West Stoke Road, as these are still under consideration for further discussions and verification. I would also be interested to know how the school plans to extend the car park are progressing. Once you have some detailed plans, I think it might be a good idea to set up a meeting with our Area Highways Manager to discuss the options further. Positive step forward with one set of lights to slow the traffic down. He will check with Cllr Kuchanny preliminary plans civil engineering plans and County Councillor would like to be kept involved.

Finally, don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news.

<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Jeremy Hunt – West Sussex County Council Member for Chichester North

c/o Cabinet Office, County Hall, West Street, Chichester, PO19 1RQ

E-mail: Jeremy.hunt@westsussex.gov.uk Tel: 0330222419536

LAVANT PARISH COUNCIL					
26/07/2022					
Lavant Parish Council	26 July 2022			£ 174,551.91	
			total	£ 174,551.91	
Bank Reconciliation as of	26/07/2022			£ 146,994.71	
Current Account				£126,478.31	
				£ 98,921.11	
as of	26/07/2022		Balance	£ 174,551.91	
opening balance 1st April 20					
Add Receipts in the year					
Less Payments in the year					
				£ 9,780.00	
			Total	£ 9,780.00	
Less					
Reserve @ 33% of Annual Precept of £29637					
Ring-fenced funds					
Lavvoles	Allocated Spreadsheet			£ 934.45	
Let's walk (Footpaths)	Allocated Spreadsheet			£ 363.63	
Youth project	Allocated Spreadsheet			£ 1,440.38	
Watershed grant				£ 36,791.02	
CIL SDNP	Unallocated.			£ 25,949.16	
Memorial Hall	Allocated			£ 17,939.75	
Playground	Allocated			£ 3,121.00	
Bridge	Allocated			£ 8,825.00	
School layby	Allocated			£ 65,000.00	
			Total	£ 160,364.39	
			General Reserve	£ 4,407.52	

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED JUL22					
RECEIPTS:	12TH JUNE 22 - 11TH JULY 22				
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
PAYMENTS: Jun-22					
DATE APPROVED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
12/07/22	FO048	DASALTER	CLERK EXPENSES JUN22	£ 16.00	
12/07/22	FO049	HITACHI / NOVUNA - DD	TRACTOR HP	£ 229.00	
12/07/22	FO050	ALLSTAR FUEL CARD - DD	TRACTOR FUEL	£ 171.73	28.62
12/07/22	FO051	BARCLAYCARD - DD	hp printer office /o2/ AMAZON ORDER	£ 189.51	5.06
12/07/22	FO052	SCANSTATION - DD	MICROSOFT LICENSE	£ 43.68	7.28
12/07/22	FO053	NEST - DD	CLERKS PENSION	£ 81.41	
12/07/22	FO054	WSCC	CLERKS SALARY	£ 773.25	
06/07/22	FO055 RATIFY	LILLEY ARCHITECT	RIVER BRIDGE PROJECT	£ 1,175.00	
07/07/22	FO056	NUTBOURNE CONSTRUCTION	MEMORIAL REFURB PROJECT	£ 14,472.30	2412.05
07/07/2022	FO057	NET WORLD SPORTS LTD	SPORTSFIELD KIT	£ 9,762.00	1627.00
12/07/22	FO058	RICHARD WHICOP	A5 FLYERS QUEEN JUBILEE	£ 250.00	
12/07/22	FO059	LAVANT MEMORIAL HALL	HIRE OF ROOMS JUL22/AUG22	£ 149.00	
12/07/22	FO060	CHRIS TURNER	LAVVOLES SAFETY BOOTS	£ 30.00	
12/07/22	FO061	CLLR ALDRIDGE	NEW LOCKS FOR HUB	£ 67.85	
			TOTAL	£ 27,410.73	£ 4,080.01