

**The Minutes of the Ordinary Council Meeting of Lavant Parish Council held on
Tuesday 13th February 2024 commencing 7:00pm held at the Lavant Memorial Hall, Pook
Lane, Lavant.**

In attendance: Cllrs. Aldridge, Goldsmith, Mayhead, Quest, Tucker, Turner and Whincop.

Also Present: CDC Cllr Brookes-Harmer and the locum Clerk.

Public present: None.

25. Apologies for absence – Cllr Kuchanny and WSCC Cllr Hunt.

26. Declarations of Interest and Dispensation Requests.

- i) None
- ii) None
- iii) None.

27. Public Session – no Members of the public were present.

28. Minutes of the extraordinary meeting of 30th January 2024.

Cllr Tucker proposed and Cllr. Quest seconded the approval of the draft Minutes. It was unanimously **AGREED** that the minutes of the previous meeting be signed by the Chairman as a true record.

29. Update on outstanding actions brought forward from previous meeting.

- a) **Land Acquisition** – the Chairman advised that the relevant transfer document had been signed but referred to the land transfer only but not the car park. A separate transfer document will be drafted for the car park in due course.
- b) **Electric Vehicle** – Cllr Quest and the Chairman agreed to progress this matter. Cllr Quest will also contact WSCC for project information.
- c) **River Bridge project** – The Chairman will contact SDNPA to progress the CIL funding.

30. Brief Q&A from County Councillor on his report affecting this Parish.

WSCC Cllr. Hunt's report had been circulated and is attached at Appendix A.

31. Brief Q&A from District Councillor on his report affecting this Parish.

CDC Cllr. Brookes-Harmer's report had been circulated and is attached at Appendix B.

He drew attention to:

- **Surgeries** – his future Surgery dates have been published and the Chairman agreed to post the notices on the parish noticeboards;
- **Adopt a Tree** – following the success of Community Orchards, the Adopt a Tree scheme is now available from CDC; and
- **Phone box** – no update but he will progress this.

32. Chairman's Report.

- **Great Elms footpath** – following reports of trespass and abuse, discussions with local residents were unproductive and have not resolved the issue of creating a safe pathway. The adjacent hedge at the location identified will need cutting back and some groundworks may be necessary to create a safe path. A boundary review may also be required;
- **Football pitch and Green** – the Chairman and Mr Blades have now completed their groundsman courses. Their qualifications will now allow the parish council to request a maintenance grant from the Football Association. A formal agreement with the local football club will be sought and it was **AGREED** that the pro-forma agreement be completed by the Chairman; and

- **Bank mandate** – the Chairman had completed his personal eligibility check leaving Cllr Tucker and Paul Richards (Locum Clerk) to complete their checks. The Chairman will ring the bank to check on progress.
- 33. **School car park** – no update.
- 34. **Great Elms Open Space** – as discussed at item 29.
- 35. **Eastmead development.**
Cllr Quest reported on the rapid development of the site. The sales office is now open however issues remain regarding the Gaston Way boundary and access. The Chairman suggested that LPC might need to refer the matter to SDNPA.
- 36. **Village maintenance.**
 - Cllr Turner reported that he and the Chairman had met with AiRS to review the Neighbourhood Plan options. AiRS will provide costed proposals which Cllr Turner will circulate;
 - Cllr Turner referred to a recent meeting between the Arun and Rother River Trust, Cllr Quest, Cllr Goldsmith, and himself. The councillors had been trained by the Trust on local water quality sampling and testing in the River Lavant following complaints of sewage being pumped into the river. The Trust is keen to assist, and it was suggested that, as the river flows through other parishes, others might wish to be involved. Cllr Maynard agreed to forward a contact with East Dean PC. CDC Cllr Brookes-Harmer added that he had requested Southern Water to provide their sample test data for the river. Members noted that the Southern Water samples were analysed in their own laboratories whilst the Trust samples would be assessed by an independent laboratory; and
 - The Chairman advised that repairs to the bus shelter would take place once the weather improves.
- 37. **Finance.**
The Chairman asked the Clerk to explain the current financial position and the payment commitments that were due. Members reviewed the list and noted several omissions. Members agreed to forward to the Clerk any payment details that had not been allocated for payment. Members **AGREED** to approve the schedule of payments that is attached at Appendix C.
- 38. **To comment on and review planning applications and decisions.**
 - **SDNP/23/03739/FUL - Rooks Hill, A286 Oldwick Meadows to Sheepwash Lane, Lavant** - Ground floor rear extension.
After review and discussion, Members voted unanimously, to the **SUPPORT** the application.
 - **SDNP/23/00348/TCA - The Byre, Pook Lane, Lavant** - Notification of intention to fell 1 no. Conifer tree.
After review and discussion, Members voted unanimously, to the **SUPPORT** the application.
 - **SDNP/19/03263 - Peacock Lodge West Lavant Road Lavant** - Demolition of outbuilding and erection of single storey outbuilding for use as annexe. (Variation of condition 2).
After review and discussion, Members voted unanimously, to the **SUPPORT** the application.
- 39. **Item for inclusion on the next agenda – none.**

40. Resolution, in accordance with Standing Order 3(d), to exclude the press and public to allow the Councillors to discuss HR and staffing matters.

Cllr Tucker proposed that the press and public be excluded to allow the Councillors to discuss HR and staffing matters. This was seconded by Cllr Quest. It was **RESOLVED** unanimously that, in accordance with Standing Order 3(d), the press and public be excluded.

Councillors reviewed steps taken to remedy the identified financial irregularities. They also considered the applications for the vacant Clerk position and that WSALC were able to offer a mentoring programme to support a newly appointed Clerk.

41. Date of next meeting – Tuesday 12th March 2024.

There being no further business the meeting closed at 8.04pm.

Signed:

Date:

APPENDIX A – WSCC REPORT

The revised council plan and the proposed budget will now go before a meeting of the [Full Council](#) on Friday 16 February for final approval. At Full Council, the proposals and any amendments put forward will be debated, followed by a vote.

The budget proposals set out how the County Council is expected to spend £2 billion during 2024/25 on day-to-day services and £131.6m through capital investment into areas such as schools, highways, and the environment. After taking account of grants, fees and charges and other contributions, net revenue expenditure of £761.4m is expected.

Part of the budget proposes to include an extra £81.9m in revenue spending on vital services including:

- an additional £31.2m for vulnerable children and young people,
- £18.3m more for adults' social care,
- an extra £4m to maintain the county's 4,000km of roads
- and £27.8m to manage increased costs as inflation levels remains high

Finally, in order to balance our budget we are regrettably having to propose an increase in the west Sussex share of the council tax of 2.99% for core services, plus an additional adult social care precept of 2%. This represents an increase to an average Band D tax payer of £81.54 per year, or £1.57 per week. You can find the agenda and the full budget papers for the meeting by clicking on [Full Council](#). You can also watch a live webcast of the meeting, or watch a recording at a later date, via our website www.westsussex.gov.uk.

Experience West Sussex is a piece of work we have undertaken over the last couple of years to promote our county, mainly to promote it as a tourist area to enhance our local economy. However, the website will be of equal interest to residents as it is packed with a lot of useful information on what this county has to offer. Not only do we promote many business right across the county, we also support those business as can be seen one the 'Business Hub' section of the website. If any tourist/hospitality business owners want to know more, then please drop me a line and I will pass on your details. Alternatively there are contact details on the website, which can be found at : www.experiencewestsussex.com

Proposed Transport Improvements - A259 Chichester to Bognor Regis. We are asking for views on the proposals for transport improvements along the A259 between Chichester and Bognor Regis. The proposals being developed are part of the CC's Transport Plan, which includes making walking, cycling and public transport more attractive options for short trips.

The proposed improvements are part of a wider strategy that also includes improving the performance of the A27. The proposed improvements being considered include bus priority measures, junction improvements, the creation of additional space for cycling and walking, and new crossing points. We are asking for views on options to improve the A259 corridor at and between the following locations:

- A259 / A27 Bognor Road Roundabout
- A259 / Drayton Lane Roundabout
- A259 / B2259 North Bersted Bypass Roundabout
- A259 North Bersted Bypass / Rowan Way Roundabout
- A259 Rowan Way / A29 Shripney Road Roundabout
- A259/A29 Felpham Relief Road junction.

The schemes are at an early stage of development and will depend on securing Government grant funding, therefore it is likely to be several years before any construction could commence. You can find out more about these suggested improvements, have your say by completing a questionnaire and comment on an interactive map by visiting: yourvoice.westsussex.gov.uk/A259-chichester-bognorregis The consultation will close on 10 March 2024.

Recycling Centres. Just a reminder that from 12 February residents will need to book a slot before they visit any Recycling Centre in West Sussex, now including Westhampnett. Slots can be booked up to 14 days in advance or, once the system expands on 12 February, residents will also be able to book appointments for the same day where available. The booking system is up and running now for bookings from 12th February and bookings can be made by

visiting www.westsussex.gov.uk/BookToRecycle or importantly, for those who do not use the internet, by calling the booking line on **01243 642106**. Residents can continue to visit the Westhampnett Recycling Centre without an appointment until 12 February.

Smoke Alarms - Advice from West Sussex Fire & Rescue Service. Firefighters are urging residents to have working smoke alarms in their properties following a large house fire that broke out on Tuesday 30th January. Six fire engines Chichester, Midhurst, Petworth and Hampshire & Isle of Wight Fire & Rescue Service responded to a fire in East Harting Street. Upon arrival firefighters were confronted with a well-developed fire that was rapidly spreading to a neighbouring property. Fortunately, the occupier was alerted to the fire by his smoke alarm and evacuated to a place of safety.

A representative of the F&RS highlighted how important working smoke alarms are; “in this case, the smoke alarm undoubtedly saved the occupier’s life. You are 10 times more likely to die in a fire in the home if there is no working smoke alarm, so we would urge everyone reading this to check they have smoke alarms on each floor of their property. Also, smoke alarms should also be tested weekly and replaced every 10 years to ensure they’re working and fit for purpose”.

Local Issues

Trees - Lavant Down Roads - I have update Jenny on the situation regarding the dead trees in LDR. Unfortunately we have missed the deadline for replacing in the current season, but the team have agreed to look at possible replacement next winter. With regard to your request to plant a new walnut tree on the highways verge, also in LDR, I have sent Jenny the application details.

Summersdale garage - Community TRO to introduce parking restrictions. As far as I am aware it is still on schedule for later this month, but I will chase this up and update you if anything changes.

School Car Park - Still waiting to hear as to whether the team intend to go direct to Highways planners for an informal consultation, as recommended by your consultant/designer, or if they want me to try and set up an appointment with a highways steward.

Broken Fence by the Allotments - This has now been inspected and a repair put in hand - but I have no time scale at the moment - but at least it's in the system.

Finally, please 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

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APPENDIX B – CDC REPORT

Parish council ward report

Report author: Joseph Brookes-Harmer

District Councillor for Lavant, Funtington, West Stoke, East & West Ashling and Asdean

Email: jbrookes-harmer@chichester.gov.uk

Telephone: 07368 410696

February 2024

Welcome to the February report.

Ward matters:

Upcoming surgeries: Saturday 16th March

The Horse and Groom, East Ashling: 11.00-11.45am

The Earl of March, Lavant: 12.00-1.00pm

District council matters:

January has already been a busy month preparing and planning for the months ahead. At the end of January, councillors agreed the council's corporate plan at Full Council, which identifies the key projects for this year.

Projects include creating more short-stay accommodation for people facing homelessness; refurbishing several children's play areas; the introduction of food waste recycling collections – and even bringing a festive ice-skating rink to Chichester in December. Other projects include reviewing the leisure management contract, which is due to come to an end, and replacing CCTV at the council's depot site.

The introduction of food waste recycling is a particularly major project and will include procuring vehicles and associated equipment; looking at how the new service will be accommodated on the depot site; waste transfer and processing points; designing efficient rounds; recruiting staff; and rolling out the service. The Government requires all council's that collect waste to be delivering this service by March 2026. This is something that I will be keeping you closely informed about as the project progresses, as it will be something that all our residents will be affected by and interested in.

I'm pleased to let you know that we have secured £12,000 to increase tree cover and enhance community wellbeing through the creation of new community orchards in the district. This is thanks to a share of the government's £2.5 million Coronation Living Heritage Fund, which has been developed to promote green spaces and connect communities with nature to mark the coronation of His Majesty King Charles III. We will be issuing grants to parish councils and community groups to support the development of community orchards within their local area. This is part of our successful 'Tree Chichester District' scheme, which has already supported the planting of seven community orchards in Selsey, Chichester,

Fishbourne and Goodwood over the past year. If you are interested in starting a community orchard planting project, please get in touch with our Tree Project Officer by emailing treescheme@chichester.gov.uk or by calling 01243 521161.

I also want to highlight an event for your diaries - we will be holding two laser light show events in February on Friday 16 and Saturday 17 September between 6pm and 7.30pm at the Canal Basin in Chichester. We held one of these events for the first-time last year and it was a huge success. We're able to deliver this for free thanks to funding from the UK Shared Prosperity Fund. Each show will last for around 15 minutes and will be choreographed to music. We're also hoping to bring the laser light show to a different area of the district next year and some exciting discussions are already underway about this.

Finally, you may be interested to know that this year marks 50 years since the council was formed, along with all other district councils in the country. This provides us with the chance to reflect on the advancements made by the council over successive decades, in partnership with you, previous councillors and our communities. You only have to look at how we have adapted and transformed to meet the technological advancements over this time and the financial challenges we have had to face. Not to mention how we dealt with the coronavirus pandemic – which was something that none of us had ever had to deal with before.

The Novium Museum Shippam's Grant We're thrilled to announce that we've been awarded a grant of £44,593 from Arts Council England to unlock the advertising archive of the former local family-run business, Shippam's, in an exciting new project which will culminate in an exhibition in 2025. Established in 1786, Shippam's was a beloved employer in Chichester, whose success and popularity spread worldwide. The project will explore how family and community shaped one of the best loved brands of the 20th century. We'll be working together with the local community to explore themes of community, family, sustainability, and identity within the company, and members of the public will also have the opportunity to be a part of the Shippam's project.

We'll be recruiting and working with local volunteers to catalogue, re-pack and digitise the Shippam's collection, which consists of over 700 items from the company's iconic advertising archive, hundreds of photographs, ephemera and objects relating to life in the factory, and archaeology recovered from an excavation of the old factory site in 2005. A volunteer recruitment event will take place on Thursday, 29 February from 10am to 12pm at The Novium Museum. This event is for anyone who wishes to find out more about the project and volunteering opportunities. To register your interest, please book a place at the recruitment event here:

<https://chichesterboxoffice.ticketsolve.com/ticketbooth/shows/873642742> For more information, email thenovium@chichester.gov.uk or call 01243 775888. More information about the history of Shippam's can be read on our website: www.thenovium.org/shippams

As always, please do not hesitate to contact me if I can help in any way.

Best wishes
Joseph

APPENDIX C – PAYMENTS

Payments 13th February 2024		
Income since last meeting	Amount	
None	£ -	
TOTAL INCOME	£ -	
BALANCES ON ACCOUNT		
Current Account (Treasurers)	£ 108,119.50	25/01/2024
EARMARKED RESERVES		
EMR - various	£ 7,752.08	
CIL - variousz	£ 81,896.04	
AVAILABLE RESERVES	£ 18,471.38	
PAID SINCE LAST MEETING - TO APPROVE		
Invoiced Services	Payment	
Scanstation - direct debit (Jan 2024)	Microsoft and Exchange	£ 43.68
AllStar	Petrol	£ 10.61
NEW PAYMENTS TO APPROVE		
Invoiced Services	VALUE	
Paul Basham Associates	50% park layout	£ 804.00
Paul Basham Associates	100% park layout	£ 660.00
Moore	External audit	£ 756.00
WSCC	Clerk salary - Nov 2023	£ 1,284.71
WSCC	Clerk salary - DEc 2023	£ 1,284.71
Goodrowes	Picco micro cha	£ 23.00
Goodrowes	Screw and clamp	£ 27.65
Goodrowes	Repalce pot and piston	£ 160.00
Goodrowes	Service 2 x Stihl	£ 153.82
Goodrowes	Service Stihl	£ 76.91
Lavant Memorial Hall	2024 dates	£ 128.00
Lavant Memorial Hall	Meeting 10/01/24	£ 7.50
Lavant Memorial Hall	Meeting 30/1	£ 16.00
TEEC	Web hosting	£ 28.80
CDC	Election costs	£ 333.50
WSCC	Clerk salary Jan 24	£ 1,284.71
Adrian Blades	Soil kit - £23.33	£ 23.33
Adrian Blades	Stihl repair - £219	£ 219.00
Adrian Blades	Various	£ 273.06
Paul Richards	Locum Clerk services	£ 1,462.95
Valley Diary	Advert for Clerk	£ 29.00
Funtingdon PCC	Advert for Clerk	£ 15.00
PAYMENTS TO APPROVE		£ 9,051.65
Position at bank on 25/01/24	£ 108,119.50	
New payments to approve	£ 9,051.65	
CASHFLOW POSITION AS AT 25/01/24	£ 99,067.85	
Earmarked reserves	£ 89,648.12	
RESERVE/BUDGET POSITION AS AT 25/01/24	£ 9,419.73	