

# LAVANT PARISH COUNCIL

**Lavant Memorial Hall, Pook Lane, East Lavant PO18 0AH**

E-mail: Clerk@lavantparishcouncil.co.uk

## **Annual Meeting of the Parish Council**

To all members of the Council – you are hereby summoned to attend  
to be held on Tuesday 16<sup>th</sup> May 2023  
Members of the Public and Press are welcome and encouraged to attend

### **AGENDA**

- 1. To accept the signed declarations of acceptance of office for all councillors**
- 2. To elect the Parish Council Chairman for 2023/2024 and to receive a declaration of Acceptance of Office.**
- 3. To elect the Vice Chairman for 2023/2024 and receive a declaration of Acceptance of Office.**
- 4. Apologies from Members**
- 5. Co-option of candidates**
  - Tim Aldridge
  - David Kuchanny
- 6. To accept the signed declarations of acceptance of office**
- 7. Declarations of Interest and Dispensation Requests**
  - i. To receive declarations of interest from councillors on items on the agenda
  - ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - iii. To grant any requests for dispensation as appropriate
- 8. To accept the Register of Interests for all councillors**
- 9. Councillors to agree the acceptance of the Lavant Parish Council Code of Conduct and Declaration of acceptance to receive information by electronic mail**
- 10. To confirm receipt of the new councillor pack by all councillors which includes The Good Councillors' Guide and the seven documents listed in Item 11.**
- 11. To approve by resolution the following documents:**
  - i. Lavant Parish Council Financial Regulations
  - ii. Lavant Parish Council Standing Orders
  - iii. Lavant Parish Council Document Email Usage
  - iv. Lavant Parish Council Risk Assessment
  - v. Lavant Parish Council Grievance and Disciplinary/Appeal Policies
  - vi. Lavant Data Protection Policy
  - vii. Lavant Register of Assets
- 12. To receive and approve the minutes of the Council meeting held 14<sup>th</sup> March 2023**
- 13. To Confirm of Committee Representatives & Outside Bodies Appointments**
  - i. Memorial Hall

- ii. Fete Committee
- iii. Allotment Association
- iv. Goodwood Motor Circuit
- v. Goodwood Aerodrome
- vi. West Sussex Association Local Councils (WSALC)
- vii. Chichester District Association Local Councils (CDALC)
- viii. South Chichester County Local Committee (SCCLC)
- ix. Eastmead
- x. Planning
- xi. Environment
- xii. Heritage
- xiii. Communications
- xiv. Playground
- xv. Lavant Volunteers
- xvi. Police liaison
- xvii. Footpaths
- xviii. Traffic (to include Community Speedwatch)

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

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

**16. Update on urgent matters only brought forward from previous meeting: -**

- To discuss the appointment of James Pickford to continue his research and provide guidance relating to the ongoing Eastmead discussions working alongside the nominated councillor for Eastmead.

**17. Clerks Update and Summary of Correspondence Received**

**18. Finance**

- a) To note receipts and recommend approval of April/May payments (Appendix B)
- b) To approve the Bank reconciliation (Attachment)
- c) To agree full access to the Fete committee bank account for Mrs Sara Pickford
- d) To acknowledge receipt and to note the findings of the Internal Audit Report 2022-2023 (Attachment)
- e) To approve the Annual Governance Statement 2022/2023 (Attachment)
- f) To approve the Annual Accounting Statement 2022/2023 (Attachment)
- g) To set the commencement date for the period of public rights 5<sup>th</sup> June – 14<sup>th</sup> July 2023 (Attachment)

**19. To comment on and review planning applications and delegated decisions**

New Applications for Comment:

**Case Number: SDNP/23/00751/CND (Appendix A)**

**Location:** Raughmere Barn Raughmere Drive Lavant West Sussex PO18 0AB

**Proposal:** Single storey rear extension, conversion of roof space into habitable accommodation, demolition of conservatory and associated works – (variation of Condition 2 of Planning Consent SDNP/20/03045/LIS to replace modern cladding and high level window on the south west elevation with a door and side screen and remove a section of modern brickwork to create a gated access between the drive and the proposed entrance.)

**Comments: Due by 17<sup>th</sup> May**

**Case Number: SDNP/23/01593/FUL**

**Location:** Lavant House West Lavant Road Lavant

**Proposal:** Repairs and refurbishment to the central core of the building. Works to various

windows and doors and reinstatement of historic access onto balcony. Removal of existing verandah structure. New balcony at 1<sup>st</sup> floor. Removal of modern render to southern elevation. New paving to outside terrace.

**Comments Due:** 2<sup>nd</sup> June

**20. Items for inclusion on next agenda**

**21. Any other matters**

**22. Date of next Lavant Parish Council meeting 13<sup>th</sup> June 2023**

**Appendix A**

**Planning applications: SDNP/20/03045/LIS and SDNP/20/03044/HOUS Proposed Amendments**

**Location:** Raughmere Barn, Raughmere Drive, Lavant, Chichester, West Sussex.

**Proposal:** Single storey rear extension, conversion of roof space into habitable accommodation, demolition of conservatory and associated works – variation of Condition 2 of Planning Consent SDNP/20/03045/LIS to replace modern cladding and high level window on the south west elevation with a door and side screen and remove a section of modern brickwork to create a gated access between the drive and the proposed entrance.

**Rationale:** The internal alterations are nearing completion and construction of the extension is scheduled for this year. Having lived with the revised internal layout for some time, the applicants would like to make a small change to improve access to the property and improve circulation between the internal and external spaces.

**Detail:** Specifically: to replace the modern cladding and high level window on the south west elevation with a door and side screen. It is understood that the cladding and high level window were inserted at the time of the original conversion replacing a stable door. The flint and brick dressings will be retained unchanged. Also to remove a section of modern brickwork to create a gated access between the drive and the proposed entrance. This brickwork was constructed at the time of the original conversion.  
(see attached plan for amendments)

**Comment:** The proposed alterations are small in nature, hidden behind an existing boundary fence and do not affect the original barn structure. The proposed door and side screen will match the existing front door and side screen in style, construction, frame section and finish.

**Resolution:** Lavant Parish Council supports this application for a variation of Condition 2.

**Appendix B**

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED 2/5/23						
<b>RECEIPTS:</b>						
DATE	REF	PAYER	DESCRIPTION	COST CENTRE	AMOUNT	VAT
21/04/2023	N00050	CDC	Precept Part 1	1076	£ 16,012.38	
					£ 16,012.38	
<b>PAYMENTS:</b>						
DATE OF REGULAR	PAYMENT METHOD	PAYEE	DESCRIPTION	COST CENTRE	AMOUNT	VAT
03/04/2023	DD	NEST	Clerk Pension	Clerk	£ 128.89	
03/04/23	DD	Scanstation	Microsoft License	IT	£ 43.68	7.28
11/04/23	DD	Allstar	Tractor Fuel	Fuel	£ 62.27	10.38
05/04/23	DD	Barclaycard	Monthly Payment - acc in credit	Ink	18.97	3.17
07/05/23	DD	Allstar	Tractor Fuel	Fuel	110.03	18.34
05/05/23	DD	Barclaycard	Monthly Payment, HP, Grass see	4220, 4250, 4335	563.34	
06/05/23	DD	Scanstation	Microsoft License	IT	43.68	7.28
09/05/23	DD	NEST	Clerk Pension	Clerk	128.89	
<b>PRE-AUTHORISED PAYMENTS</b>						
17/04/23	BACS	LMH	Bleaches Room	4170	£ 7.00	
17/04/23	BACS	Mulberry & Co	Locum RFO	4001	£ 168.00	28.00
17/04/23	BACS	WSCC	Clerk Salary	4000	£ 1,225.50	
17/04/23	BACS	Lavant Churches	Hire of St Nics	4170	£ 35.00	
17/04/23	BACS	TEEC	Website	4260	£ 28.80	4.80
17/04/23	BACS	WSALC	Subscriptions 2023/24	4220	£ 593.35	
19/04/23	BACS	Gallagher	Tractor Insurance	4200	£ 359.15	
19/04/23	BACS	CDC	Litter Bin emptying	4400	£ 584.04	97.32
<b>TO BE PAID</b>						
<b>APPROVAL DATE</b>						
16/05/23	BACS	Viking	Stationery	4100	£ 17.08	2.85
16/05/23	BACS	Zurich Insurance	Parish Council Insurance	4200	£ 865.25	
16/05/23	BACS	A Blades	Maintenance Costs	4330	£ 181.72	30.29
16/05/23	BACS	Play Inspections	Playground Inspection	4305	£ 87.54	14.59
16/05/23	BACS	WSCC	Clerk Salary	4000	£ 1,225.50	
16/05/23	BACS	Mulberry & Co	Locum RFO	4001	£ 168.00	28.00
16/05/23	BACS	Mulberry & Co	Internal Audit			
					£ 6,645.68	£ 252.30

