



LAVANT PARISH COUNCIL
MINUTES OF THE PARISH MEETING
TUESDAY 14TH JANUARY AT 7.00pm, THE LAVANT ROOM, ST MARY'S CHURCH

	ACTION
<p>In attendance: Cllr Aldridge, Cllr Blades, Cllr Ings, Cllr Reynolds, Cllr Tucker, Cllr Pickford, Cllr Mallett, PCSO Jason Lemm Dawn Salter (Clerk), District Cllr Palmer, County Cllr Hunt NO Public Present</p> <p>Agenda Item 1: Apologies for Absence Cllr Newman, Cllr Goldsmith</p> <p>Agenda Item 2: Code of Conduct</p> <p>a) Declaration of Members' Personal Interests on items included in the Agenda and Dispensation Requests – None</p> <p>Agenda Item 3: Approval of Minutes of meeting held on 10 December 2019</p> <p>On a proposal by Cllr Reynolds and seconded by Cllr Tucker it was RESOLVED that the Minutes of the meeting held on 10th December 2019 be accepted as a true record of proceedings. The minutes were signed accordingly.</p> <p>Agenda Item 4: Report from County Councillor Jeremy Hunt</p> <p>Two items from the January edition of Town and Parish News.</p> <ul style="list-style-type: none">• West Sussex County Council and the South Downs National Park Authority are asking for views on a revised soft sand strategy for the Joint Minerals Local Plan. New soft sand quarry at Ham Farm near Steyning, and two proposed extensions to existing soft sand quarries within the South Downs National Park at Chantry Lane (near Storrington) and West Heath (near Rogate). Neither obviously impact directly on Lavant, Any response to the consultation. End Date until 2nd March 2020 and the documents can be found at: https://haveyoursay.westsussex.gov.uk/strategic-planning-and-place/proposed-submission-draft-soft-sand-rep-period/• Secondly, 'Winter Ready' website www.westsussex.gov.uk/campaigns/winter-ready. IT has lots of useful hints, from driving, keeping your home safe and your personal health.	

- **Good news.** The recent speed data on the Lavant Road, between Chichester and Lavant including past Summersdale Garage, does meet the CC's criteria for a reduced speed limit of 40mph. I understand that we are therefore moving forward on that basis and we will hopefully shortly be going out to consultation with a view, subject to no serious objections, to implementing it this summer. I stress that is the present plan, but nothing is set in stone at the moment, so timings could well change.
- Questions taken from :Councillors Blades, Mallett, Reynolds, Pickford
 - I. Discussion regarding the termination of contract CEO Nathan Elvery.
As a commercial decision we now share a chief executive with East Sussex in a bid to improve services. Moving forward 2020 a new start.
 - II. Discussion regarding confidence in future Employment Contracts.
 - III. Discussion regarding confidence in Cabinet Members to do a good job
 - IV. Discussion regarding WSCC Highways Maintenance of Pot Holes to manage the budget with the challenges it faces. Advice to report via website
love.westsussex.gov.uk/reports/home

County Councillor left the meeting 19.40

Agenda Item 5: Report from District Councillor David Palmer

- Southern Gateway
Chichester District Council has selected its preferred development partner to deliver the Southern Gateway regeneration project. Henry Boot Developments will work to transform the southern area of Chichester into a vibrant and attractive new quarter, as proposed in the Southern Gateway Masterplan. High level of consultation for the redevelopment of Chichester. We are confident that Henry Boot Developments is the best choice to take the visions and aims of the Southern Gateway Masterplan and make these a reality for the benefit of the community. This is an 8 year Project.
Confirmation we will be down to x1 crossing to be discussed in the future meetings. No underpass democratic process. He will keep us informed.
 - Future of Chichester Centre
Footfall is down 7% this year - there is real concern for the future of shopping in Chichester.
"The Vision "group is a joint group with WSCC to get new terms of reference. Would like feedback from councillors regarding the future of the Novium Centre Museum due to lack of visitors.
"Visit Chichester" operation and website site as a component of the Future of Chichester is a project to be worked on
 - Traveller Sites
_West Ashling – Funtington is being overwhelmed. A sensitive issue shown around the site and it is out of control. The issue has got to be tackled.
 - Pig Farm
The group of three companies running the site are determined to work together to combat this issue.
- CLlr Pickford asked for CLlr David Palmer continued support regarding the planning application for a house on Lower Road. The councils intervention with meetings are

continuing to press Goodwood to negotiate.

Introduction From PCSO Jason Lemm – Community Police Officer

Jason gave a presentation to the councillors. He informs more resource is now becoming available increasing Police numbers and PCSO. He presently covers North Division Chichester which includes Lavant. Looking to the future increasing to x2 PCSO to cover North Division Chichester.

He advises to report crimes Emergency Police Number remains 999

All Non Urgent Calls direct to 101.

Alternatively the police online website report system works.

Community trend of crimes can be emailed to chichester@sussex.pnn.police.uk for attention Jason Lemm. The team will reply.

PCSO Colin Booker is in charge of Rural crime.

This hot issue at present is 'SCAMS & FRAUDS' a common theme. He is happy to attend local groups to give a presentation to support the community.

Speed watch falls under his remit – he is pleased to hear the speed limit is being reduced locally.

- I. Questions taken from Councillors Blades, Reynolds, Tucker
Nighthawking on Roman Site -Advice given is to report it online and Colin is very passionate on this topic and heritage crime.
- II. Enquiry into the Van on bricks A286 – photo provided registration to be investigated.
- III. Enquiry regarding councils powers to restrict large HGV vehicle travelling along Pook Lane / Fordwater Road. Confirms there is a restriction in place 6'6". Responsibility is with the police. Recommended to report the unsuitable vehicles to <http://www.operationcrackdown.org/>. The driver will be sent a warning letter.
Educational signs can be provided under West Sussex Highways. Parish Councils can chase to have signs implemented as they were promised to PCSO after his report .

PCSO left the meeting 20.10

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. He will continue to check land registry and has chased up church commissioners who informs that the person is on annual leave and will update on his return. Cllr Blade advises Cllr Newman has a land registry map and will be able to advise on his return from annual leave. Cllr Aldridge will need to get into Jessie Clay and requested if anyone has any contact details unfortunately no one was able to assist.
- b) Environment – pollinator corridors – No Report
- c) CDC local plan – No Report

**Cllr
Aldridge**

**Cllr
Goldsmith**

**Cllr
Newman**

d) Opening of new expenses accounts – No Report

Cllr
Newman

Agenda Item 7: Chairmans Report

- **Settling in Of New Clerk Dawn Salter into Memorial Hall Drop in Office**

Cllr Pickford and Dawn Salter met at the Memorial Hall with a very positive outlook to where the set up office will be. There will be purchase of some equipment e.g. a Cross Cut Shredder and authorised its purchase by the Clerk. In due course. New cabinet purchased and positioned in the Committee Room to house the records and printer. Certain paperwork will need to be recovered after the move from St Nicholas Church Office – Assistance from Cllr Newman on his return will be appreciated and from Cllr Pickford .BT Phone line to be diverted by connecting a handset as cannot be done remotely.

CLERK

Cllr
Newman/
Cllr
Pickford

- **Michael Burton Gates**

Cllr Pickford summarised the progress so far reiterating December minutes. There is a possibility that the contractors due to work on the new water main project may assist - this avenue will be investigated. Alternatively ,Cllr Pickford will try to approach Phil and M&H.

Cllr Blades informed he has a meeting with Portsmouth Water and the Hall Committee on Monday regarding this project.

Cllr
Pickford

- **Amendment to LAVVOLES request for payment on Memorial Bench Work**

Due to tax implications on Local Parish Councils any work undertaken for residents, it is recommended that the work should not be invoiced. However, it is possible for a donation to be made to cover the expenses and ongoing maintenance.

A discussion was had between the councillors. Cllr Blades explained the current process. The Clerk introduced an idea of 'Memorial Bench Policy' to the parish councillors. An explanation was offered similar to a contract between the resident and the parish council for a bench cost of maintenance and to identify where the bench has been placed possibly promoting an ecological stance should a low maintenance reusable plastic product be chosen. A copy of an example policy can be forwarded to the councillors for consideration with a time scale to adopt it for 25 years.

CLERK

- **Sewage**

During the Christmas period it was a cause of concern. Cllr Blades made a comment and was supported by the councillors to make a supplementary Comment on Eastmead Planning application to highlight the inadequate issue of the sewage system at present. It was requested by Cllr Blades that a summary of the residents comments on this issue attached to and brought to the attention of the planning officer at CDC .Documents attached to this application show comments. He requests that this be monitored for the future to. be presented to the council at the next meeting

Cllr Tucker
Cllr Ings

- **Maddoxwood**

The new Centurion Way link is soon to be completed and Cllr Pickford has accepted the invitation to attend the opening as our current Chairman.

Cllr Mallett posed a question of concern regarding the safety of the entrance of the footpath to ensure there were any bollards or such like to prevent quad bikes charging out onto the road?

Cllr Pickford to draft an email to the contractor Seaward properties.

Cllr
Pickford

Agenda Item 8: Five Year Planning - Ongoing

**Cllr
Pickford**

Agenda Item 9: Summary of any correspondence received

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

- a) Waste Protection Team Introduction email – email sent 12/12/19
- b) Community Resilience Christmas Update – email sent 23/12/19
- c) Media Release regarding changes of Car Park Fees – email sent 07/01/2020
- d) Concerned resident re SDNP Eastmead Planning Application - email sent 08/01/2020
- e) New Centurion Way opening –Email Sent 10/01/2020

Cllr Aldridge requested he would like a duplicate copy of item b
'Community Resilience Christmas Update ' - . Clerk to resend

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:

CDC

Application: LV/19/03196/FUL - Minor Dev - All Others

Closing Date 28.01.20

Map Ref: (E) 484977 / (N) 107400

Proposal: New access to the highway.

Address: Land North Of 91 Hunters Race, Lavant, Chichester, West Sussex, PO19 5UD

Resolution: LPC supports this application.

Council Voted :**UNANIMOUSLY**

SDNP

Application:SDNP/19/05750/LDP Closing Date 15.1.2020

Location: Lavant Gate A286 Sheepwash Lane To West Stoke Road Mid Lavant Chichester
PO180BB

Proposal: Conversion of existing conservatory to flat roof extension. 2no. roof windows to utility room.

Resolution: LPC supports this application.

Council Voted :**UNANIMOUSLY**

Application: SDNP/19/05564/HOUS Closing Date 27.01.2020

Location: 2 April Gardens Lavant PO18 0FD

Proposal: Conversion of garage into annexe.

Resolution: LPC objects to this application. This application still offers insufficient residential off road parking.

Council Voted :**UNANIMOUSLY**

Application:SDNP/19/06105/LIS Closing Date 03.2020

Location: North Cottage Raughmere Drive Lavant Chichester West Sussex PO18 0AB

Proposal: Enlargement Of Existing Garage Door Opening Including A New Garage Door.
New Photovoltaic Panels To Be Installed On Existing Garage Roof.

Resolution: LPC supports this application.

Council Voted :**UNANIMOUSLY**

Application: SDNP/19/05598/TCA Closing Date 10.01.2020

Location: Meade House Pook Lane Lavant PO18 0AH

Proposal: Notification of intention to remove 1 no. bough from the west stem at approx. 5m and reduce 7 no. lateral limbs on the west side of the east stem by 2.5m on 1 no. Holm Oak tree (T1)

Resolution: LPC supports this application.

Council Voted :**UNANIMOUSLY**

Planning number	Detail	Closing date

Agenda Item 11: FINANCE

a) Approval and setting of Precept 2020 – 2021

Council voted **UNANIMOUSLY** to set the Precept for 2020-21 at £29,638.00

b) Appoint internal auditor

The Clerk has called Ellie O’Flanagan and she is happy to oblige.

Council voted **UNANIMOUSLY** to appoint as the internal auditor for 2019-2020

c) To note receipts and approve monthly payments – **Appendix A**

A copy of the financial report including payments to be agreed on 14th January 2020 was circulated

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

A copy of the bank statements and bank reconciliation as of 6th January 2020 was made available to Council members at the meeting for monitoring and reconciliation purposes.

Agenda Items 13c & d were accepted and approved by Councillors. Cllr Mallett **PROPOSED** the motion which was **SECONDED** by Cllr Reynolds.

The clerk proposed that following the review of the accounts x3 bank reconciliations covering MAY19/JUNE19/JUL19 will be put forward to show a rework of receipts and payments balance to Bank statements. The council voted to accept these and offered Thanks to the new clerk Dawn Salter for working to reconcile accounts and cashbook together during the Christmas break on her appointment of the position to RFO.

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

Agenda Item 12: Any other business

Agenda Item 13: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Tuesday 11th February 2020

Meeting finished at 20.45

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Meeting of 14th January 2020			
Bank Reconciliation as of 6th January 2020			
Current Account	10-Dec-19		£74,146.75
		total	£ 74,146.75
			- 3,405.76
opening balance 1st April 19			£ 13,373.33
Add Receipts in the year			£ 84,102.43
Less Payments in the year			£ 26,734.77
	as of 24 Dec 2019	Balance	£ 70,740.99
Less			
Reserve @ 50% of Annual Precept of £29637			£ 14,819.00
		Total	£ 14,819.00
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)			£ 8,081.20