**LAVANT PARISH COUNCIL**

**MINUTES OF THE PARISH COUCIL**

**TUESDAY 8th September 2020 AT 7.00pm, ZOOM VIRTUAL MEETING**

In accordance with the provisions of The Local Authorities and Police and Crime Panels (Corona virus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**In attendance:**

Councillors Aldridge, Ings, Goldsmith, Mallett, Newman, Quest, Pickford, Reynolds, Tucker.

Clerk Dawn Salter, County Councillor Hunt, District Councillor David Palmer

Public Present – 6

**Agenda Item 1: Apologies from Members. –** None

**Agenda Item 2: Declarations of Interest and Dispensation Requests -**

1. To receive declarations of interest from councillors on items on the agenda

Councillor Newman & Councillor Mallett declared an interest in items on payments list and will not vote in agenda 11.1a.

1. To receive written requests for dispensations for disclosable pecuniary interests (if any)

None received

1. To grant any requests for dispensation as appropriate

None received.

**Agenda Item 3: Public Sessions.**

Chairman James Pickford announced an alteration of the order of business to change agenda item 3 for Public session will be moved before Item 8- Chairman’s Report to allow expedience of business.

6 members of the public were present.

**Agenda Item 4::To receive and approve the Minutes of the Council meeting held on 14th July 2020 and EO Meeting 28th July 2020**

On a **proposal** by Councillor Newman and **seconded** by Councillor Aldridge

It was **RESOLVED** that the Minutes of the meeting held on 14th July 2020 and Extraordinary Meeting 28th July 2020 be accepted as a true record of proceedings. The minutes were signed accordingly.

**Agenda Item 5: Update on matters carried forward from previous meeting:**

* + 1. Footpath Village Green

Councillor Aldridge updated the project needs the footpath to continue across the river to progress bridge consent. To summarise:- Councillor Aldridge advised that the farmer has now given his consent for the footpath which is a positive step forward for this project. Next step for discussion with Environmental Agency and design of bridges.

**Action : Cllr Aldridge**

b)Winter Plan

Councillors Aldridge and Newman sent a draft Winter plan to councillors. A revised to the plan will be circulated before next meeting.

**Action: Cllr Aldridge / Clerk.**

**Agenda Item 6: Report from County Councillor Jeremy Hunt**

**West Sussex COVID Update – as at 2nd September 2020**

**Recorded Cases**

In the 14 days between 17th to 30th August, 105 people in West Sussex tested positive for the coronavirus. This has increased over the last month, 51 people tested positive over the 14 day period 4th to 17th August. In terms of a rate per 100,000 population over the latest 14 day period (17th to 30th August) the rate in West Sussex was 12 per 100,000, this is approximately half the national rate. The rate in Mid Sussex is similar to the national rate.

The level of Pillar 2 (community) testing being undertaken in the county is now decreasing, and this may impact the number of positive cases being identified.

The figures are momitored daily and continue to remind residents of the key messages to prevent the spread of the virus in our [Keep West Sussex Safe](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTMsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA5MDIuMjY0NTUzNTEiLCJ1cmwiOiJodHRwczovL3d3dy53ZXN0c3Vzc2V4Lmdvdi51ay9maXJlLWVtZXJnZW5jaWVzLWFuZC1jcmltZS9jb3JvbmF2aXJ1cy1jb3ZpZC0xOS1hZHZpY2UtYW5kLWluZm9ybWF0aW9uLyJ9.FGLDLPxjDHqmGsJXYWomaKZTLpbOJfFGvS9zmSP48ac/s/842003496/br/83116506159-l) campaign. Members and partners are encoruaged to signpost residents to the [West Sussex County Council webpages](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTQsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA5MDIuMjY0NTUzNTEiLCJ1cmwiOiJodHRwczovL3d3dy53ZXN0c3Vzc2V4Lmdvdi51ay9maXJlLWVtZXJnZW5jaWVzLWFuZC1jcmltZS9jb3JvbmF2aXJ1cy1jb3ZpZC0xOS1hZHZpY2UtYW5kLWluZm9ybWF0aW9uL3dlc3Qtc3Vzc2V4LWNvdmlkLTE5LWxvY2FsLW91dGJyZWFrLWNvbnRyb2wtcGxhbi8ifQ.Xvm-prpNhqNxwif_l1MDXbCeh0JCmzOBHG7o3j-PACE/s/842003496/br/83116506159-l) with all the latest information.

A [weekly update report](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9..N9led2RI5yOaz9hplMo6LF5MJx3cGwOPY44A2Ee4j_8/s/842003496/br/83116506159-l) with local data is available on our website.

**Public Health Update**

**We are seeing a spike in West Sussex so far this month cases have increased from 60 to 600 which is being monitored. Community Hub is still running.**

**Testing Capacity**

West Sussex have been notified that the laboratory capacity to test for Covid-19 has been reached. This has resulted in a decrease in the availability of Covid-19 Pillar 2 (community) testing in areas of the country with a low incidence of Covid-19. The South East region has the lowest incidence of the virus at present, therefore we are a low priority for Pillar 2 testing.

West Sussex County Council has raised the issue with the Government but has been informed that this will possibly take some time to resolve (four to six weeks). The Government has been urged to take action as a matter of urgency. At the moment however, with a relatively low incidence of Covid-19 in West Sussex and no outbreaks, things are stable. However, the situation is being monitored carefully.

Please note: Pillar 1 testing (those with a clinical need and health and care workers) continue as normal as these tests are analysed in hospitals.

**Tangmere Testing Centre**

As part of the Government’s UK-wide drive to increase accessibility to testing, the Department of Health and Social Care is to begin work this week on a new drive-in Covid-19 testing centre at Tangmere airfield.

West Sussex County Council owns the land where the testing centre will be located and has worked closely with the Department of Health and Social Care in making the site available.

The new facility will provide regional testing capacity for the Government’s Test and Trace scheme. Testing will also continue to be conducted at the Gatwick regional testing centre, as well as at mobile testing units and through home delivery kits. The new testing centre is expected to open on Friday 4th September.

**Care homes**

There are 235 care homes for older people in West Sussex. The care homes provide around 8,608 beds. A third of these are commissioned by the County Council with the remainder commissioned through other local authorities, health or funded directly by residents.

The number of older people’s care homes with a confirmed case of Covid-19 remains at 20. Learning disability and mental health services with confirmed cases remains the same as the last two reports with 14 services affected.

Local data on care homes reports admissions are currently restricted in:

* 10 care homes for older people,
* 13 extra care settings,
* 29 care homes for mental health/learning disability,
* 0 domiciliary care providers, and
* 2 supported living settings.

**Hospital capacity**

There is adequate acute hospital and community bed capacity in West Sussex. Hospital discharge hubs and a combined placement team continue to operate, as well as working with the CCG to secure appropriate levels of domiciliary care, care/nursing home beds and voluntary services to support effective discharge.

**Community Hub**

The Community Hub remains in operation providing support seven days a week from 8am to 8pm. The function of the Community Hub remains the same with the additional brief to address any financial hardship suffered as a result of the pandemic, using funding from DEFRA. Following partnership discussions, a model has been implemented to maximise efficiency and ensure support reaches those who need it most. Funds will be administered through existing structures and a newly established referral mechanism managed by the Community Hub. The Community Hub function also links into the existing food and supplies contractual arrangements.

**Criteria for accessing hardship fund support**

* Statutory sick pay claimant (no other benefits)
* New applicant for Universal Credit
* Move to Temporary Accommodation (including Refuge)
* Bereavement (restricting access to funds)
* Professional referral following assessment of need

The website continues to be updated with additional frequently asked questions so that residents can access information and guidance online. Access to the Community Hub website and other information can be found at <https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/>

**Library Service**

All 36 libraries have reopened for browsing and are offering a limited IT service. Library customers wishing to use a public computer are asked to contact the library in advance to make a booking. Spaces are limited to ensure safe social distancing in our computer areas. More information is available on [the library pages on our website](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMTYsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA5MDIuMjY0NTUzNTEiLCJ1cmwiOiJodHRwczovL2FyZW5hLndlc3RzdXNzZXguZ292LnVrL3dlYi9hcmVuYS9jdXJyZW50b2ZmZXIvbGlicmFyeS1yZWNvdmVyeSJ9.WvwTJYtcGtzxg9Ail0fDAQiuSSnHre3zfSSciGxwJ6w/s/842003496/br/83116506159-l)

**Local Issues.**

* I have chased Balfour Beatty (our contactor) on the implementation of the speed limit reduction on the Lavant Road A286. They have applied for road space to do 4days to carry out the work commencing 22nd September in process.
* The Pop-up cycle lanes in Chichester have been causing some serious traffic congestion. There has been some misinformation around about how and why these happened, so I just wanted to put the record straight from the County Council’s perspective. These lanes were part of an emergency response proposed by the government in order to create safe space for active travel and encourage people to cycle rather than use the car. The government initiative was of course in response to the huge drop off of traffic during the months of lock down, when travel by car was reduced greatly and people enjoyed cycling and walking safely on many of our roads. Following this period there was a call by the public to do more encourage everyone to cycle more and for highway authorities particularly to provide more safe space for cyclists. In order to achieve this the Government, on May 9th, launched a £250m package as an emergency response to create a new era for cycling and walking as part of their recovery plan from COVID-19. This money was to come in two tranches, the first of which was to provide temporary pop-up cycle lanes and some possible road closures, which may or may not become permanent. The tranche one funding for each authority was not announced until 1st June, and WSCC was awarded £784k. However, in order to receive this funding – which was specific to these pop-up cycle lanes - we were given about two weeks to design and plan around seven or eight schemes across the County, which then had to be installed within three months. These schemes also had to be approved by the Department for Transport (DfT) before the funding was released. WSCC collaborated closely during the design phase with our Chichester District Council colleagues, as well as consulting with key partners including, emergency services, bus operators and cycle groups. In normal times schemes of this nature could take many months, if not years, to develop and be subject to various stages of public consultation. This was obviously not possible given the timescale limitations set by the DfT.

Having explained the thinking behind these schemes you may understand that WSCC, in close collaboration with CDC and others, planned these schemes with the best of intentions. Unfortunately they are clearly not working as intended. The traffic queues have become intolerable at times and these queues are having a serious impact on air quality for people living on these routes. To add to that, the amount of use by cyclists would appear to be negligible. I am also very concerned about a serious impact on businesses in the City centre. It seems obvious that people will vote with their feet (no pun intended) and if they can’t drive into their local market town – after all, Chichester is a rural area - then they will go elsewhere. Whilst in full support the principle of more designated cycle roots these are clearly not right, and will be continuing to press for their removal as a matter of urgency. Be assured that the situation is monitored , but there is some pressure to let the trial run a little longer.This scheme was implemented with the best of intentions, but we should now accept that a large part, particularly around Northgate, is not working and it needs to be removed as a matter of urgency. I fully accept, as I am sure you and many others do, that we need to do more to try and encourage ‘safe’ cycling around the City. We now need to go back to the drawing board and, using the knowledge we have gained from this scheme, start again. Unfortunately, this is a city designed by the Romans who didn’t take account of cyclists, so this is not an easy task!

* The County Council continues to work hard to understand the long-term financial implications of Covid 19 – which I’m sure you can imagine are going to be immensely challenging. Currently we are working on our budget for 2021/22 and our MTFS from 2022 to 2025. This is complicated by not yet knowing the level of government funding beyond the end of the current financial year and we are not likely to know this until the Autumn budget, or even as late as the Local Government Finance settlement in early December. Obviously, budgeting is currently a real challenge, not only because we don’t know the funding we will receive, but because of all the uncertainties around the economy, unemployment levels and of course whether or not we get a second wave of Covid-19.
* We webcast all our public meetings – which are still being held virtually – and you can find a list of September’s meetings, including our next full County Council meeting on 18th September, on our website @ <https://westsussex.moderngov.co.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>
* Lastly, we are also continuing to issue our Town and Parish News, as well as regular press releases (<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/> ). Please check these sites regularly, particularly both our Coronavirus website and the CDC coronavirus website, for regular updates.

**Questions**

1. Cllr Newman -Winter Plan Salt Distribution– WSCC are maintaining the same routes as last year. Through East Lavant and past the pub. All roads are on the schedule.
2. Cllr Reynolds - Chichester Needs Better Cycle Routes **–** With the limited time they had to design and implement around the county and consulted with of Emergency services chi cycle and Chichester District Council**.** on paper it looked good plus we were in lockdown with hardly any cars its totally different now we are in the New Normal with more traffic. Serious work needs to be done on it as more traffic is around. Very few cyclists are using them. Discussed at Cabinet today as so difficult to get around in the daytime move before clocks change.
3. Cllr Newman – Energy Supplier sold to Centrica-We are assure everything is secure and will be a painless swop over. WSCC will not lose any money.

**Agenda Item 7 : District Councillors Report**

This month, District Councillor concentrated on the District Council’s finances, post the Covid-19 lockdown.

I sit on various committees and groups exploring the issue:  With the decline of the retail sector, what is the future for Chichester City Centre?

A number of short term initiatives are already in place.

Longer term, I am arguing that Chichester needs to become a Place where people of all ages and classes want and can afford to live.

In particular, Chichester needs to become the home for young working couples who have found attractive job opportunities.

We are looking at Financial Services (eg Rathbones) where Chichester could offer both the location and the environment to build a critical mass of businesses.

There is also a view that out Covid-19, Chichester should promote City Centre markets to bring people into the /City.

People living in our City will generate Restaurants and cafes and shops to serve them and the tourists that we need to bring to our City in increasing numbers.”

**Questions:-**

1. Councillor Pickford - CDC local plan transitional arrangements.

* There is a wide spread view that the NEW planning outlines is not acceptable giving a housing target that there is no room for. MP for Arundel - Andrew Griffiths lead a debate to gain support of West Sussex MPs agree it is not acceptable.

David was tasked to enquire for an update to whether the completing of the plan by Spring2021 is still going forward. He will find out an update and bring this back to the next meeting.

1. Councillor Pickford – Update on redevelopment of Bus Station Area / Novium

* There is no development agreement signed as yet. Looking at the ‘project wish list’ to financial affordability due to the pandemic the Hotel is not desirable / needed at the present time.
* David gave his view that Chichester deserves a better museum. It could do with a total revamp to encourage visitors.

1. Councillor Reynold– Museum is an example to encourage really good planning when looking at design of important quality buildings in the future. She requested David to find out about if there is no Local Plan on what basis are applications being determined at present. This is not is his area he was asked to find out the Interium policy statement for Housing.
2. Councillor Newman – Concern over Outstanding Planning Applications

* X3 Applications as an observer Councillors Newman & Mallett are concerned that the planning applications on the portal are not showing the latest information. Application 18/03494/FUL Case Officer Joanna Bell. According to the planning portal nothing is moving and the documentation is not being kept up to date last report shows 2019.

**Action: District Cllr Palmer**

**Agenda Item 3 Public Session moved and included within Agenda Item 8: Chairman’s Report**

**Jon Lambert – Director of Planning Berkeley Homes – Raughmere Farm**

Jon Lambert gave a presentation to the councillors and public members to introduce the proposal of 140 homes of mixed house types. sizes and tenure. His company has produced a brochure that sets out the proposal to Lavant and Summersdale residents. Initial proposals offering a 25 acres undeveloped land for a new country park on the northern site at edge of the Village to offer public recreation. Berkeley homes wish to engage with the wider community and Parish Council as a public consultation will be sent out newxt week to secure their views on the controversial site which was proposed to development previously.Berkeley Homes intend to will submit their application later in the year coming forward with a design that is sensitively landscaped and respects the character of the area. He requested all feedback to be direct to Berkeley Homes and took questions from the councillors and public.

**Questions Taken**

Chairman James Pickford asked on behalf of the public read out from Zoom.

1. Has Berkeley homes read the Lavant Neighbourhood Plan (LNDP)and the Inspectors report from the failed Taylor Wimpey planning application?

A – Certainly seen the LNDP and the previous inspectors report.

1. What timetable are Berkeley Homes working towards?
2. Comments will be reviewed on the proposal over 2 weeks. An amended proposals as far as possible will follow. Submission of the best proposal put forward to a planning application to Chichester District council later in the autumn before the end of the year.
3. Was Berkeley homes aware that without a proposal LPC can not comment?

A – LPC position is understood.

iv Has Berkeley Homes had a response to your challenge to the Chichester Local Plan to the exclusion of the Strategic Gap.

A - No response in the positive from Chichester District to suggestion that this site should be allocated in the local plan.

Berkeley Homes had a response to the objection they have lodged to the local plan in the past about Strategy for growth and allocation of sites for development in the district, This site was put forward through the local plan for consideration by the District Council. It is **not** allocated in the draft plan and as we heard earlier the local plan has been some delay making process.

v Consultant WYG – 31st July written to District informing Berkeley Home will submit an application for outline planning permission but before we need an understanding we need an EIA. Describe a bit more fully, what detail is given?

A – Seeking approval for the number of homes proposed – potential 140 homes

Seeking approval of distribution of land usages of where open spaces are, where the homes would go

Seeking means of access to the site from Lavant Road.

S106 agreement details of contributions towards infrastructure both financial and physical contributions within the site

vi When the application is submitted will they outline the policies that are included in the LNDP?

A – Yes the application will be accompanied by a design and access statement and supporting planning statement to address the proposal put forward meets the LDNP policies and current local plan policies and meets the requirements interim policy statement.

vii Are Residents in Summersdale to be canvassed?

1. Yes, over last couple of days 2,000 homes and businesses in Lavant and Summersdale and District Council Members North Chichester and Summersdale Residents Association have had 2000 leaflets.

viii Are you consulting with Goodwood?Prospective clients would be interested in the Noise.

A – Not as yet. Last couple of months Noise Survey work to properly understand the implications of noise from Goodwood with facts and data.

Councillor James Pickford informed that this site was an Emergency landing zone for Runway 24.

Ix Technical Question ‘Once only plan with no changes’ So isn’t that a FULL application?

A – Technically it is a FULL application. In the scheme Berkeley Homes is looking forward to be granted outline planning permission. Berkeley homes would submit ‘RESERVED’ Matters application of the agreement of details application.

Details such a how any Country Park would be protected in perpetuity on the development

**Chairmans Report Cont.d**

***Good News* –** Michael Burton Gates - Portsmouth Water contractors are going to erect the Michael Burton Gate. There is a meeting the foreman from Cappagh and they have insurance to work on the roadside. Very satisfactory to complete the project.

* Pook Lane water main is close to completion and have a lot to do with cleaning the pipes taking samples at 3 days intervals.
* PCC Meeting – Wild flower in St Nicholas Churchyard a request to control the height the flowers grew this year and would like the Environmental team to consider proposal for other areas of the Churchyard.
* Footpath – A real positive step forward and to deal with a request from a couple objecting residents to talk in more detail about the footpath and bridge to accommodate his fears to progress the project further.

Councillor Quest and Mallett commented on the Football Club – All quiet on the Sports club and Cricket Club. Football will just play friendly games, no West Sussex league matches. Will wait and see how ‘Sunley’ plan the way forward

* Southern Water – No progress as yet to look at the Hydraulic lock problem which caused the back up and sewers from last winter.

**Agenda Item 9:-Clerk Report / Summary of any correspondence received**

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

35+emails circulated to councillors from CDC;WSCC local MP; Press Office covering important messages regarding Coronavirus information to disseminate to local networks In particular:-

* CDC - Media Release – dispose of litter properly.
* CDC – Media Release - Residents in Chichester District asked to comment on the Local List for planning applications
  + Closes 10th August 2020. Responded Councillor L Tucker Delegated Authority 28/07/2020
* CDC– Media Release - Residents encouraged to have their say on dog control rules.
  + Closes 14th August 2020
* Sussex Police - Monthly Crime figures.
* WSCC - Town & Parish Council August News
* Action Fraud - Beware of shopping online fraud advice.
* CDC – District leader x4weekly messages.
* CDC – Media Release - Council boosts tourism sector with £150,000 investment
* CDC – Retirement of Dog Warden
* CDC – Media Release -Key Priorities Recovery Covid – 19 Plan for District Council
* CDC – Novium Museum National Award
* CDC – Project re Short Term Homeless Accommodation.
* WSCC – Together Keep Safe
* Neighbourhood Watch - Introducing Our New Safety In Neighbours Burglary Campaign
* CDC – Leaders Dispatch from Roy Biscoe Member for Culture & Community Services.
* CDC – Chichester Parking Management Plan a phased implementation.
* Police Officer Recruitment Day 05/08/2020.
* Neighbourhood Watch - August News
* Neighbourhood Watch – Please Save Water
* CDC – Novium Art Fund Grant
* CDC – Covid Recover Grants
* WSALC – Value for Money Communique
* CPRE – Summer Newsletter
* Sussex Police – Monthly crime figures
* CDC – Latest News
* WSCC – Town & Parish News September News
* Charity Commission Annual Virtual Meeting 1st October – 11am
* WSCC – Covid 19 Testing centre being built in Tangmere.
* X2Raughmere Residents Association regarding Berkeley Homes Planning Offering Objection reasons
* X7Resident Letter regarding Berkeley Homes Planning offering objection
* Update Government Procurement Card Application

The Clerk/RFO provided an update to Council on the application for a Government Procurement Card with Barclaycard. At present this is awaiting approval with Barclaycard Business. A Zoom meeting with a Business Development Executive Chris Gill held on Thursday 27th August secured the application process in triplicate more forms to complete and sign.Chairman

**Action Clerk / Chairman**

* Confirmation of Village Green Requests for Use.

The councillors agreed for the following to have use of the Green subject to the conditions and Byelaws applicable to the Village Green. – NONE received

* All Parishes Meeting Wednesday 16th September 17.30

Councillor Newman and Reynolds are attending virtual meeting via zoom covering the agenda will set by the District Council.  The meeting has been brought forward so that officers can provide a briefing on the new permitted development rights coming in to force on 31 August 2020, including extensions to dwelling to increase by up to a further two storeys in height.  The session will also provide a brief overview of other Government announced changes to the Planning System, as far a possible at that time.  There will also be an item on Covid 19 and the Council’s recovery plan, as well information about the test and trace scheme.

* Training Courses

The Clerk provided the Training course dates offered to councillors from SSALC for the next three months. They are delighted to be working in partnership with [Breakthrough Communications](https://www.breakthroughcomms.co.uk/) to provide remotely accessed training events. Topics include Chairing a Virtual Meeting, Essential and Advanced Social Media, Public Speaking for Councillors and Data Protection Essentials & Refresher. The cost per delegate for each online training session is £30 + VAT. There is still a training budget unspent at this present time.

Courses Requested:-.

Louise Tucker Planning Introduction 25th September 2020 – 10.00 – 12.00

Clerk - Budget and Precept Training 15th September 2020.

An agreement for spend from the training budget: £30 +VAT each. Both courses duly authorised.

* Clerks Salary NJC Pay Scales 20/21

Clerk informed the council of the new employment briefing issues by NALC an increase in national salary pay to be applied to clerks spinal column point 24 raising the hourly rate to applied and backdated to 1st April 2020. The salary increase will be applied to October payroll run allowing the system to be updated.

Approval was given by all councillors.

**10.Playground Public Consultation & Lavolunteers August 2020 Report.**

Cllr Mallett arranged a Public Consultation on x4 designs for the Playground Regeneration is to be held on Sunday 13th Septembers.

In a Marquee Tent with all councillors agreeing to assist.Some posters for local advertising, flyers for school, social media are to be created. Cllr Quest and Cllr Mallett handed out flyers to Parents from the school to advertise the consultation.

Positive response. Weather hopeful.

Cllr Newman circulated the Lavant Volunteers August 2020 report to councillors which was duly noted. Statement to be recorded .Thanks was offered for all the hard work the volunteers gave as the playground and to the upkeep of the village.

It does look wonderful. He reported that there has been a lot of damage to the Bus Shelters where each pane of toughened glass costs approx.£500-600.He will arrange for quotes and bring them to council to agree how many we can do under this years’ budget or use reserves.

**11. FINANCE -**

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**11.1 Accounts**

The accounts for the periods ending 26th July 2020 & 26th August 2020 were presented to the delegated authorised Finance Committee and ratified by the councillors.

It was RESOLVED: To approve the accounts for these periods.

* 1. To note receipts and approve monthly payments – **Appendix A**

It was RESOLVED to approve unanimously that attached copy of the payment report including payments ratified from summer recess to be agreed on 11th August 2020 amounting to £2,045.94. (of which £ 147.31VAT). and 8th September 2020 amounting to £ 1,315.85 ( of which £ 33.29 VAT)

* 1. Approval of July2020 & August 2020 Bank Reconciliation - **Appendix B**

A copy of the bank statements and bank reconciliation ratification of 26th July & 26th August 2020 was made available to Council members at the meeting for monitoring and reconciliation purposes. It was RESOLVED to approve the accounts

* 1. To record the Clerk and the Chairman of Council has verified the Bank Reconciliations from the beginning of the financial year 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

**11.2 Website Review in line with Accessibility Compliance**

Clerk & Councillor Mallett have continued work with TEEC. The Test Site had been released as the background Technical Engineering had made a few minor alterations on second viewing. All Councillors, PCSO, District Councillor and County Councillor have been requested to send a friendly head and shoulder picture with a neutral background to the Clerk. The councillors discussed the changeover to new email addresses in accordance to the new rules . Our email addresses will look:-:firstname.surname@lavantparishcouncil.co.uk

Website www.lavantparishcouncil.co.uk was chosen to adopt. Clerk and TEEC continue to work closely to go live 20th September 2020..

**Action… Clerk /. Cllr Mallett/ All Councillors**

**Agenda Item 12: Governance**

* **Email And Internet Usage Policy**

The Email and Internet Usage Policy is a document which says the Council recognises that email and internet are important information and communication systems which are used during the course of council business. This policy provides guidelines and procedures to protect users and the council. This policy applies to all staff members who have access to the internet and email facilities via council computers. The email policy applies to all councillors in their correspondence with staff members and/or other councillor show the public can access council documents. It says that the council only keeps this year and last year’s minutes/agenda on the website, which means less documents to look at for accessibility purposes. The council still keep the documents, we just don’t have them available on the website

It was RESOLVED to recommend adoption of the Email and Internet Usage to reflect the preferences of Lavant Parish Council. adopted 8th September 2020.

* + **Media and Communications Policy**

The Media and Communications Policy is a document that will protect the Lavant Parish Council against adverse publicity which could damage the council’s reputation. It is important that all councillors and officers understand the implications of this code which this policy explains within a local context. . It was RESOLVED to recommend adoption of the Media and Communications Policy to reflect the preferences of Lavant Parish Council. adopted 8th September 2020.

**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 and.

Ratified planning applications from Summer recess

1. **CDC Local List Consultation & SDNP**

Application: SDNP/20/02445/ HOUS– Grade 11 Listed

Name of Appellant(s) : Mrs P Coppin

Location: Robsons Orchard Lavant Road Lavant PO18 0BG

Proposal: Demolition of existing garage and erection of garage, store & workshop

**Comments Made 15th July 2020 :Resolved: LPC Support this application. Ratified 8th September 2020** Councillor Newman did not take part in the vote.

Application: SDNP/20/03045/LIS– Grade 11 Listed Decision Due: 18th September 2020

Name Of Appellant(s): Mrs J Haydon

Location: Raughmere Barn Raughmere Drive Lavant PO18 0AB

Proposal: Single storey rear extension, conversion of roof space into habitable accommodation, demolition of conservatory and associated works.

**Comments Made 6th August 2020 :Resolved: Delegated Authority.LPC Support this application. Ratified 8th September 2020.**

Application: SDNP/20/03412/TCA Decision Due 15th September 2020

Name Of Appellant(s): Mr M Holley

Location: 4 Orchard Cottages A286 Oldwick Meadows to Sheepwash Lane Lavant Chichester West Sussex PO18 0BQ

Proposal: Notification of intention to fell 1 no. Spruce tree (A) and 1 no. Pittosporum tree (B). LISTED BUILDING GRADE: II

**Comments Made 26th August 2020: Resolved: Delegated Authority LPC Support this application. Ratified 8th September 2020.**

Application: LV/20/02141/TPA - Tree Apps (TCA's and TPA's)

Name Of Appellant(s): Phil Ladds

Location : 19 Roman Fields, Chichester, PO19 5AB

Proposal: Reduce 1 no. lower branch on the western sector by 4m on 1 no. Common Beech tree (marked on plan as 0160) within area, A1 subject to LV/08/00140/TPO.

**Comments Made: 17th September 2020**

**Resolved :LPC Support this application.**

Under delegated authority Councillor Tucker and Councillor Ings circulated the response on behalf of Lavant Parish Council on the Local List for planning applications. The response was duly noted and ratified by the council.

**Decisions recorded from CDC or SDNP – Wk31**

**CDC**

LV/20/01161/FUL CWC UK Holdings Executive Scheme

Summersdale Retail Park, Unit 3 Lavant Road Chichester PO19 5RD

Change of Use from Class A1 / Class D2 (Gym / Fitness Centre) to Class B2 (Garage, Workshop, Servicing and M.O.T.).

PERMIT

1. **Planning Appeal Notice**

SDNPA Reference: SDNP/18/03162/FUL

Name of Appellant(s): Mr Sebastian Kemp

Subject of Appeal: Demolition of existing buildings and erection of 58 dwellings and 420sqm of Class B1 floorspace, with associated access and parking arrangements, landscaping and open space

Appeal Start date: 27th August 2020

Closing Date : 1st October 2020

Site at: EastMead Industrial Estate, Midhurst Road, Lavant, West Sussex

Member of Public was concerned that the application has gone to appeal.

Cllr Ings and Cllr Tucker has arranged a working party with Cllr Newman and Nick Reynolds working of a refinement on valid objection. The planning inspector will review all material consideration.

Chairman made a point of order to agree to close all communication 48hrs before a council meeting to ensure we are up to date with last reports.

Chairman spoke to Jon Lambert and he voluntary left the meeting 20.30.

**c)Berkeley Homes Raughmere Farm**

The developer has opened communication channel with the Parish Council .Our planning team has shared the information and consulted with Summersdale Residents Association to discuss the details thoroughly. A Chairman’s’ letter has been sent as a reply via email to the Planning Director of Berkeley Homes stating our objection viewpoint.

Councillors gathered their views and comments of the proposal and offered an objection.

Chairman requested the clerk investigate why LPC are not a ‘consultee’ on the EIA 20/01954.County Councillor added comments RAGE2 Resident Against Greenfield Encroachment along with LPC delegated planning councillors will create a working party to look at the proposal and give due consideration to all aspects of the forthcoming planning application. There is a lot to do inclusive of investigation re building on Strategic Gap, Landing Zone for Goodwood. Things to contemplate in this proposal to also consider the needs of the Village and local area to put forward in a possible Reserved Matters consideration later down the line.

For the Avoidance of doubt LDNP is the basis that Lavant Parish Council make all planning decisions.

Summersdale Residents Association - John Halliday was invited to speak on this topic. He informed the proposal will be discussed at the committee meeting on Thursday. He is aware Berkeley Homes have challenged the local authority CDC on LNDP. Tony DIgnum DC made a comment that the a Neighbourhood Plan more than 2years old is wwwwwdecisive if there is no local plan in force.

**Action…. Ings/Tucker**

**Clerk**

**District Councillor Left the Meeting 20.48**

**Agenda Item 14 :Memorial Hall Covid 19 Response**

Councillor Ings gave a further update regarding the Covid 19 response arrangements of the Memorial Hall to comply with the Government Guidelines. A tremendous amount of work consolidating various reports carried out by the Memorial Hall committee to ensure safety, management and operational compliance with risk assessments and consultations with its users are to be approved at next weeks Memorial Hall meeting.

**Agenda Item 15 : Environmental Report**

ENVIRONMENTAL REPORT

(Environmental Team: Cllrs Louise Tucker, Jenny Goldsmith, Jenny Quest)

The AIM of the Environmental Team is to investigate and develop a series of environmental initiatives within the parish and in so doing both increase parishioner involvement and enhance the profile of the parish council.

It goes without saying that the invaluable work of the Lavant Volunteers plays a vital part in all the environmental work in the village.

**Objectives - short/medium term**

1. Develope pollinator corridors within the parish in line with advice from environmental specialists from SDNP, CDC, WSCC and other appropriate environmental organisations

*(this is already underway through the pollinator strip at St. Nicholas + meetings with SDNP and Sx Botanical Recording Society – important to keep the PCC up-to-date with progress and informed about why particular action is being taken)*

2. Build environmental interest and involvement through regular articles in the Lavant News

*(first article has been submitted and hope will appear in the October issue)*

3. Encourage people, via the Lavant News etc, to become involved in national surveys e.g birds, butterflies etc and to pass their findings for Lavant not just to national organisers but also to environment team. Publish findings via LPC stall at fete and in Lavant News. Build up a fauna/flora map of Lavant that illustrates the many different habitats within the parish

4. Begin recording and regularly updating information about fauna and flora of the parish. Encourage as many people as possible to participate – not just parish council. There are probably people already doing this for areas in which they have a particular interest, it is a matter of linking up.

5. Make links with adjacent parishes to find out what they are doing on environmental issues.

6. Discuss with LPC the possibility of appointing at least one Tree Warden. Previous appointment lapsed in 2008. Does not have to be a parish councillor, more important that the person(s) is regularly out and about in the village.

7. Review existing TPOs and consider possible new TPO applications both in development areas and more widely

8. Become au fait with Hedgerow Regulations 1997 and see how it relates to Lavant.

9. Arrange an assessment of the pond by the Green as it appears to be silting up. Check with Amphibian & Reptile Conservation Trust to find what action is permitted as it has been alleged the pond is breeding area for Great Crested Newts.

10. Float idea of a ‘local tree nursery’ – saplings from native species self seeded in area – to provide a no-cost way of restocking trees & encouraging interest; individuals grow saplings in pots at home from acorns, walnuts etc for use in areas of tree planting/memorial planting.

**Longer term objectives/possibilities for discussion**

Air quality/pollution level monitoring – could link into planning applications.

Weather station – linked to LPC and Memorial Hall – generate local interest.

Need to do a cost/benefit analysis on both the above to find if information generated would be of use and how.

**COMMUNITY ORCHARD**

This year the drought has encouraged a re-think about the nature and locations of community orchard planting.

Part of the land coming to the Parish Council as a result of the Sunley Development was seen initially as the first choice for planting orchard trees as LPC will own it and so no permissions would be necessary. However, this may not be the optimal location.

The Environment Team plus Cllr Aldridge took a hard look at the area inJuly during a hot period, and made the following observations:

1. Water supply – or lack of it. This year has really demonstrated how important it is to keep newly planted trees well watered. With no water supply close at hand this would be really difficult. The soil is essentially dry and would need an irrigation system to make it viable (expensive!)

2. The site is not close to the main populations of East or Mid Lavant; this could create an additional problem of generating interest and the feelings of ownership in an orchard which would be needed to establish and maintain it.

3. The land does not appear to be good growing land, and knowledgeable advice suggests that it is not a suitable area for fruit trees.

Alternative use – this needs thinking about but a possibility is that the land be cultivated as a ‘meadow’ cum overspill area for the Green. Once the car-park is extended there will be a more visible link. Requests continue to be made for memorial benches and trees and the Green is reaching its capacity, unless natural deaths and felling make plots available. The area could be used for picnic and other benches with some appropriate tree planting/wild flower areas, making it a lower maintenance area for family enjoyment.

**HEDGING FOR VILLAGE GREEN**

For April’s meeting I submitted a proposal and costing for mixed native hedging to border the green on its western boundary which was agreed. I was intending to write a proposed resolution for this meeting to purchase the whips according to Cllr Newman’s budget. Since then the offer of an extremely generous donation to the village has altered matters!

Offer and varieties

We have received the offer to supply, and to advise on the planting of, 800 whips consisting of a mix of plants suitable for the proposed location along the boundary of the village green. The suggested mix could be made up from crataegus (hawthorn, flowering; berries), cornus sanguinia (dogwood, flowering), viburnum lantana (Wayfaring tree, flowering), Ligustrum ovefolium (privet) Corylus avellania (hazel),and sambucus nigra (elder). This mix does not contain any blackthorn, for H &S reasons. I expect that we could add or substitute different varieties, if we asked nicely!

Planting

800 bare rooted whips at 60cm height to 90 cm would be supplied during the planting season November to the end of March, but the offer does not include the labour so it would be down to volunteers (note, I said volunteers – not necessarily the Lavant Volunteers!). The method of planting would be by making slits with a spade – no need for effortful hole-digging! I have been told that a team of 4 maximum should be able to plant the 800 whips in a day…..

Gaps (max 3) are envisaged to allow for e.g. cricket balls to be fetched from the field, and stiles(crush?)/kissing gate have been suggested. The post and rails will be retained but some will have to be removed to allow for the gaps.

Aftercare

Spiral tree guards might be advisable, given the evidence of rabbits on the present football field, and a rough estimate is that 800 would cost around £150.00 (VAT incl). But it is essential that the base of the hedge thickens out.

It has also been suggested that a heavy mulch of well-rotted manure would be helpful.

Annual pruning would be necessary and would be an additional task for the Lavant Volunteers, or would need to be costed into our budget if we were to employ a contractor.

Although the details need more work, I would like formally to **propose that the LPC accepts this kind donation,** and expresses its gratitude publicly, possibly by way of an article in the Lavant News.

Report was Duly noted by councillors . Chairman passed on Great Thanks from the council to accept the donation from Millstone for supplying it. .Councillor Tucker will write a letter of thanks.

**Action Cllr Tucker**

**Tree Warden**

Councillor Goldsmith reported to the council that the position of Tree Warden is Vacant at present with increased emphasis on the environment. Councillor Aldridge and x2 member of public to notify Chichester District Council to apply direct.

**Agenda Item 16 :-Heritage Update**

Councillor Reynolds chose to Defer this item to the next meeting due to meeting overrun.

**Agenda Item 17: Fete Committee Terms Of Reference**

Cllr Mallett explained the Terms of Reference for the committee state that the village representation is broken down as follows:

Minimum 5 members including ideally one each from the following organisations:

LPC – 1 Person Cllr Mallett

LMH Mgt Committee - 1 person (vacant)

Church - 1 person (David Jarrett)

School - 1 person (vacant)

Village - 1 person (Adrian)

She proposed to fill the x3vacancies and assign positions of Chairman, Treasurer and Secretary

It has already been suggested that Jenny Quest joins from LPC, which would complete a 2-person LPC representation. That would also take us up to the minimum number of members.

Three willing volunteers: Caroline Reynolds, Sarah Newman and Sara Pickford are accepted..All three should be asked to attend to provide additional Village reps .Gwen Miles was present in the meeting and agreed to be approached by Councillor Mallett after the meeting This would take the total to 8 members. The Committee would still need to find a School rep and Hall rep we seek a School rep and a Hall Mgt Committee rep first , through a written request from the Clerk .Looking to hold the first meeting in November.

**Action : Clerk**

**Agenda Item 18 :Any requests for items for the Agenda next meeting**

* Councillor Elaine Mallett –Advised sadly that she will be moving away from Lavant and her position on the council will become Vacant .Her house is soon to be put on the market. Members displayed their regret of her decision although respected her decision and will be sorry to see her go.
* Heritage Report
* Playground Report
* Pavement Consultation
* Bus Shelters quotation agreement for spend.

**Agenda Item 19:DATE OF THE NEXT MEETING**

The next meeting Parish meeting will be held on Tuesday 13th October 2020 Virtual Meeting Room 19.00

**Meeting Finished at 20.56pm**

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

**Appendices and Attachments**

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

**Appendix A**