LAVANT PARISH COUNCIL MINUTES OF THE PARISH MEETING

TUESDAY 14th July 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, Councillor Hunt, District Councillor David Palmer Public Present – 1

Agenda Item 1: Apologies from Members. - None

Agenda Item 2: Declarations of Interest and Dispensation Requests -

- To receive declarations of interest from councillors on items on the agenda Councillor Newman advised he will not vote or comment on Planning Reference SDNP/20/02446/LIS
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any) None received.
- To grant any requests for dispensation as appropriate None received.

Agenda Item 3: Public Sessions

1 member of the public was present.

Question regarding the Goodwood Air Traffic flight pathway?

 An advisory was given that all complaints should be logged reporting into the Goodwood Air Traffic complaints telephone line. It would assist the team to log the Airplane registration number if possible. Next GACC meeting 9th September 2020.

Agenda Item 4::To receive and approve the Minutes of the Council meeting held on 9th June 2020 On a proposal by Councillor Tucker and seconded by Councillor Mallett.

It was **RESOLVED** that the Minutes of the meeting held on 9th June 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:

a) Opened new Trade Petrol Account

Councillor Newman and Clerk/RFO have successfully opened an Allstar Trade account for Fuel. Invoices will be settled by direct debit mandate to Lavant Parish Council Bank Account.

b) 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, whilst we have the agreement of the landowner (the Church Commissioners), in order for the project to continue we must obtain the agreement of the tenant farmer. Having met the farmer some months ago, the route did not initially appear to pose any problems but subsequently the farmer advised that he had an agreement with Natural England to protect the two metre buffer zone on the river side of the stock fence and that this would preclude the establishment of a footpath. Investigation would suggest that the agreement could be amended or terminated on the anniversary, consequently Cllr Aldridge has asked the farmer for a discussion regarding a possible amendment or termination and will report further when the discussion has taken place.

Action: Cllr Aldridge

C Resilience Plan / Winter Plan

Resilience Plan

Chairman sent a draft Resilience Plan to Councillors detailing how the lockdown for a Pandemic involves actions of West Sussex, District, Parish Council and by the church. It was RESOLVED to adopt the Resilience Plan as a reference document to share our experience to give guidance how things were done in our community.

Winter Plan

Councillors Aldridge and Newman have proposed a modified a Winter paper for discussion. The plan will be to use able bodied local volunteers if and when necessary. There is no need to purchase additional equipment or specialist clothing as this would be expensive and will only rarely if ever be used. The clerk was asked to order x6 A3 signs, to be fixed to the salt bins, providing guidance on how salt/grit should be applied correctly. The Council agreed to spend £77 including VAT for the 6 signs to be printed.

Action: Cllr Aldridge / Clerk.

Agenda Item 6: Report from County Councillor Jeremy Hunt

<u>Schools Update - Helping build the confidence of parents and children ready</u> for the September return

Next Monday we will be reissuing the updated risk assessment to schools. This has been updated in preparation for September's return, along with some helpful local advice and guidance on curriculum planning for the new year as well as covering updated advice for supporting emotional wellbeing.

Our communications team are putting together some information for parents to try and answer some of their questions and concerns. It will also to give them an insight into how schools may be preparing for September. The team are hoping to include some short video clips and interviews with headteachers, teachers and possibly students on how they are preparing for September. These will aim to be no more than 3-5 minutes long and are aiming to give confidence to parents and children, about the return in September.

School Travel Survey

DfE guidance for full opening has suggested schools and local authorities work closely together on school transport. In order to help the County Council understand the ways parents intend to get their children to and from schools in September, we are asking all parents, including parents of year 7 pupils starting next term, to complete the short online survey linked below.

Please note this is targeted for pupils not entitled to free travel arranged by the County Council only with a closing date of 24 July 2020.

Home to school travel survey - West Sussex County Council - Citizen Space

Support for cycling and walking

Last month County Councillor reported that the government had allocated £3.9m to WSCC to support the cycling and walking initiative. This will be split into two tranches; the first tranche is £784k and he is delighted to say that they DFT have approved all the schemes we put forward. This money was for pop up schemes across the county that could be implemented within four weeks. He is pleased that a scheme for a safer cycle route around Chichester, from Southgate, around the Avenue de Chartres, Orchard Street, Northgate and Oaklands way, was approved. Detailed plans are currently being drawn up and should be implemented fairly soon. Read the full story. Or go to: https://www.westsussex.gov.uk/news/green-light-for-21km-of-temporary-cycleways-in-west-sussex/

The second tranche of money, the balance of the £3.9m, won't be paid until later in the summer and will most likely support cycling and walking schemes that we have already identified in our long term strategy. Our Walking and Cycling Strategy can be found at: https://www.westsussex.gov.uk/media/9584/walking_cycling_strategy.pdf

Household Waste Recycling Sites

As from Monday 6th July most of our sites have expanded what they can take for recycling. Unfortunately, because Westhampnett was already restricted due to the current re-building programme, this expansion, including being able to access certain sites with trailers, won't apply to Westhampnett. For full details read our release online.

So just as reminder, at Westhampnett, soil, hardcore, plasterboard, asbestos, tyres and textiles/clothes continue <u>not</u> be allowed at this time.

Libraries

From Monday (July 6), West Sussex Library service has introduced a <u>'Select and Collect' service</u>. People are now able to reserve specific titles in the usual way online or by phoning their local library.

These can then be collected from the front of all 36 of our libraries without the need to enter the building.

For more details click on 'Select and Collect' service above or go to: https://www.westsussex.gov.uk/news/select-and-collect-service-coming-to-a-west-sussex-library-near-you/

Broadband

WSCC announce a Broadband boost for rural homes and businesses as they announce additional funding for the Government voucher scheme. Residents and small and medium-sized businesses in rural areas of West Sussex can now benefit from the fastest and most reliable broadband connectivity if they choose to 'go gigabit'. For further details go to: https://www.westsussex.gov.uk/news/broadband-boost-for-rural-homes-and-businesses-as-councils-announce-additional-funding-for-government-voucher-scheme/

General Covid Update.

With regard to the present Covid-19 situation, he brought the council up to date with the latest national statistics, but to update you as far as West Sussex is concerned, a few bullet points:

- There have been 2,691 recorded cases in West Sussex according to the latest data from Public Health England. An infection rate of 313.3 per 100,000 residents. These numbers now include those identified by testing in all settings. Due to this change many cases previously not attributed to any area are now included in area totals. This is not a recent surge in cases the cases now being reported occurred from April onwards.
- West Sussex County Council (WSCC) has produced a COVID-19 Local Outbreak Control Plan, as required by the Government, which was published on Tuesday, 30th June 2020. This details how local, regional and national organisations and responses will work together as a system to prevent cases of the virus, where possible, in West Sussex and respond to any local outbreaks. The plan covers seven key themes: managing outbreaks in West Sussex care homes and schools, identifying and managing high risk places, locations and communities, local testing capacity testing in Sussex, contact tracing in complex settings, data integration, supporting vulnerable people, and governance. More detail on operational delivery elements will be added to the plan as further guidance is produced nationally, and as the national Joint Biosecurity Centre becomes fully operational.
- The WSCC Community Hub will continue to operate seven days a week for the foreseeable future. It is staffed from 8.00am to 8.00pm, seven days a week, with a dedicated web page and a telephone helpline: 033 022 27980. We are now moving to the next stage of support as the government end their free delivery of food and medicine to the 'critically vulnerable group' of people as of 1st August. Our hub staff are now contacting all those who have had this support, to make sure that they are now able to access food and medicine for themselves or have alternative means of support. If necessary, any extra support will be put in place. The staff in the hub have made in excess of 20,000 contacts. For more details go to: https://www.westsussex.gov.uk/leisure-recreation-and-community/supporting-local-communities/community-hub-covid-19/

- The national Test and Trace system launched on 28th May. For more information the Links to national guidance are:
 https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance
- The County Council is working hard to understand the long-term financial implications of Covid 19 which I'm sure you can imagine are going to be huge. Currently, we are predicting a slightly revised cost for this financial year, down marginally from around £77m which I advised last month, to currently around £70m. Obviously this is still a real challenge, but it is still only an educated calculation of our challenges over the year. It will also rely on how long the lockdown continues, and over what time span we come out of it.
- For your information we will be holding our first virtual full County Council meeting at 10am on 17th July. We will be setting out some details of our re-set plans together with our plans on our long-term finances (Medium Term Financial Strategy) and how these have been impacted by Covid19. This meeting will be webcast as usual.

Just a reminder about our dedicated webpage which covers virtually all aspects in relation to Coronavirus. It also contains many links to other websites where you can find additional information, including a link to the CDC hub. **Please note**, this page has a new web address and can now be found at https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/

- All Comments due to Highways configuration due to Pook Lane closure with water managements have been noted and further suggestions to implement amendments to the route have been put forward.
- County councillor has met with the New Police Crime Commissioner Katy Bourne and Chief constable who is very keen to create two new team; a dedicated Rural Crimes Team involving regular officers and some PSCO's and a dedicated Wildlife Team.
- 101 service has seen dramatic improvements seeing the waiting time reduced to 3minutes..
- Implementation of the speed limit reduction between Chichester and Lavant signage has been received but implementation delayed due to lack of road space whilst Portsmouth Water are still working on that stretch of road. He will monitor this.
- Society Problem of Motor Cyclists serious noise and speeding issues are being investigates further. Chilgrove Road and West Dean. A suggestion Kennel Hill has become a meeting point for the Motor Bikes. A campaign is being raised.

Questions

- Councillor Pickford –To clarify who are 'Streetworks' and who are 'Network Management'.
 A designated names to parts of Highways.
- ii. Councillor Newman Pook Lane Road Closure Issues due to Pook Lane Water Management.Contacting Portsmouth Water who will liase with West Sussex Highways to implement amendments to the diversions in place.

Agenda Item 7 : District Councillors Report

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

1. Before March, 2020:

The outlook was rosy.

A balanced budget for this year, and an optimistic forecast for the next five years.

2. The situation now:

The revenue budget looked like this:

Council Tax £9m.
Business rates £3.4m.

Income from fees and charges £18.1m.

TOTAL INCOME £30.5m.

The largest fees and charges item was car parking at £6.4m for the current year's budget.

Council officers currently estimate that a combination of lost revenue and increased costs will cost £8m. this year.

3. Going forward:

The District Council has £22.8m. of reserves to help tide over the next few years.

However, there is no doubt that there are going to have to be significant reductions in both current and capital spending. The target will be to achieve a balanced budget over the next five years, while maintaining a reasonable level of reserves. I anticipate that subvention (subsidy) from the District Council to parishes will come under pressure. Lavant PC should be alert to this possibility.

Agenda Item 8: Chairman's Report

The Council have put forward the final amendment to complete the S106 agreement from the developers and progressed after careful consideration. The Chairman would like Councillors to consider over Winter what additional benefits could be gained by the Village from extra resources being provided by the S106 agreement such as a Football field and Orchard areas for the Village to enjoy as an alternative to the Village Green.

County Councillor & District Councillor left the Meeting 20.00

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

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

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

- · Travellers Update –. Notices to be sent to land owners to ensure all land and buildings are secure.
- · CDC Updates Coronavirus latest updates.
- CDC Premises Check prior to opening.
- · WSCC Corona virus Update Signage to prompt people social distance.
- · WSCC Town & Parish Council May News
- · Action Fraud against Corona related Scams
- · WSCC Town & Parish June News
- CDC District leader x4weekly messages.
- · CDC Fitness Groups must have license from Sports & Leisure Team if operating in Open Spaces.
- · WSCC Corona virus Update Extra funding for free school meal voucher scheme extension.
- CDC Free Online Advice for Residents to improve Health And Wellbeing.
- · SALC Outdoor Play Equipment Re-opening.
- · CDC Welcome Shoppers back to High Streets.
- WSCC Support Our businesses as relaxing rules for shops and venues Stay Safe.
- CDC Funding Available for VJDay 15th August deadline 13th July.
- WSCC Town And Parish July News
- Police Change of Roles Sussex Crime Commissioner Katy Bourne & Chief Constable Jo Shiner
- · CDC Play areas commence reopening 4th July 2020 helpful risk assessment document.
- · WSCC Local News
- Neighbourhood Watch Stay Safe Social Media Scams
- · CDC Chichester Novium Museum Reopens
- · CDC Chichester District High Street Group supporting the recovery of the High Street.
- · CDC Move it or Lose it looking into Health fitness weight loss workshops
- CDC –Council Tax Hardship Scheme
- Chichester District Council Local List Information required to support a valid planning application Public Consultation reply by 10th August 2020

Winter Salt Audit Request

West Sussex has written to all parishes to Audit Salt requirements for the coming winter for 6 Salt Bin locations. The Clerk has been requested to order x1 refill to the Memorial Hall Salt Bin.

Action : Clerk

Government Procurement Card Application

It was RESOLVED to instruct the Clerk/RFO to apply on behalf of Lavant Parish Council for a Government Procurement Card with Barclaycard. This credit card is for purchases agreed by members of Lavant Parish Council in accordance to Financial Regulations. It shall be settled directly by direct debit from Lavant Parish Council Bank Account No 96174757.

5

Post Office Van

The Clerk advises emails received from the Operational Manager following residents' queries over inconsistency of services. There have been some connectivity issues with the vans router and it has needed technical support which means the services was not operational at times. The service will recommence at the Church from W/C 20TH July

Summer Recess – Power of Authority Delegated for Planning and Finance during Summer recess

Clerk advised that in the Standing Orders she can see no mention of delegated powers during August SUMMER Recess. It was RESOLVED to authorise:-

Finance: Councillor Pickford and Councillor Mallett to consider and approve any payments for August 2020.

Planning Councillor Ings and Councillor Tucker to consider approve planning applications and make comments to the Planning Authority CDC or SDNP any applications notified in August 2020 on behalf of the Council.

All actions taken under delegated authority will be reported back to the council meeting in September 2020 and subject to ratification by resolution.

Grant Letter To Support Lavant Cricket Club

Councillor Newman proposes Lavant Parish Council supports Lavant Cricket Club to apply for a Grant Application for funding to purchase a new Gang Mower. The council supported this.

Resident Email re Playground Safety

The Clock informed Council of a residents email raising safety conserve re

The Clerk informed Council of a residents email raising safety concerns regarding the Slide at Churchmead Playground. Lavant Volunteers have been asked to investigate and make right.

10. FINANCE -

10.1 Accounts

The accounts for the periods ending 26th June 2020 were presented to the Committee. First Quarter report sent to all Councillors.

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

a) To note receipts and approve monthly payments - Appendix A

It was RESOLVED to approve unanimously that attached copy of the payment report including payments to be agreed on 14th July 2020 amounting to £2,143.34. (of which £ 247.17VAT)

b) Approval of Bank Reconciliation - Appendix B

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

c) 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

10.2 Website Review in line with Accessibility Compliance

Clerk & Councillor Mallett have begun work with TEEC. General layout has been discussed and the background Technical Engineering will make some minor alterations on first viewing with Councillor Mallett to supply pictures to add to the Gallery.

Action Clerk /. Cllr Mallett

10.3 Approval for Spend for further playground flooring

Councillor Newman proposed to Council to approve spend for one extra bag of the flooring bark chippings to place under the zip wire. £661.45 ex VAT per loose load from Earth Cycle this will complete the replenishing flooring work at the playground.

Maintenance costs come from Lavant Parish Council-UNANIMOUSLY approved to Spend.

10.4 Changes to Lavant Parish Bank Mandate - Change Of Signatories

The Clerk /RFO wishes to make an amendment to the Bank Account Mandates as follows:-

It was RESOLVED to instruct the Clerk to remove that Mr Adrian Blades and add Mr Robert Newman to the Mandate on x2 accounts; Lavant Parish Council ac no 96174757 / SLA Lavant Parish Council Fete Committee ac no 21738491

Action Clerk

10.5 Key Safe

Councillor Newman proposed to have a secure Key Safe holding x22 master keys, with a second key held by a Councillor, in order to store all the spare keys we have for the Tractor, Hub and the moveable bollard on the Playground.

Council granted approval to purchase and install over the summer recess in a secure location. It was agreed for the unit to be positioned in the Parish Property HUB at the Village Memorial Hall. An approved budget was granted of £75 plus VAT to allow for the purchase and creation of duplicate keys.

Action Cllr Newman

Agenda Item 11: Governance

a. Scheme Of Publication – To consider adoption of a Scheme of Publication for the Council.

The Scheme of Publication is a document which says how the public can access council documents. It says that we'll only keep this year and last year's minutes/agenda on the website, which means less documents to look at for accessibility purposes. We still keep the documents, we just don't have them available on the website. It was RESOLVED to recommend adoption of the Scheme of Publication to reflect the preferences of Lavant Parish Council.

b. Code of Conduct - to readopt the Code of Conduct for Lavant Parish Council dated

NALC have issued a consultation on a new model of Code of Conduct 2020. It was RESOLVED to readopt the Code of Conduct document based on the model NALC document 2012.

c. GDPR – Data Protection Officer

External Data Protection Officer renewal – Maureen Chaffe - Price £150p.a . It was RESOLVED as its is a legal requirement of a public body to appoint a DPO the council will renew to continue to monitor its compliance.

Agenda Item 12:-Planning Applications and Delegated Decisions.

Councillors Ings and Tucker informed the Council of planning applications and / or decisions received since the last meeting.

SDNP

Application: SDNP/20/00006/NONDET - Appeal has been lodged against the Non-determination of an application

Related:-SDNP/19/04507/FUL:

Name of Appellant(s): Mr Paul Hepworth

Proposal: Demolition of double garage and shed, and replacement with 1 no. chalet bungalow.

Address: Roughmere, Lavant Road, Lavant, PO18 0BG

Closing Date 13.7.2020

Resolved: LPC OBJECT this application still stands.

Application: SDNP/20/02446/LIS - Grade 11 Listed

Name of Appellant(s): Mrs P Coppin

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

Address: Robsons Orchard Lavant Road Lavant PO18 0BG

Resolved: LPC Support this application. Councillor Newman did not take part in the vote.

Application: WH/20/01600/EIA

Address: Proposed Development North Madgwick Lane, Westhampnett Highlighted by Westhampnett Clerk of the proposed Development

The council requested that the Clerk write to Westhampnett Parish Council Clerk with possible reasons as our Councillors from their knowledge of the area are to support Westhampnett decisions as planning reasons such as:-

· Building on a Flood Plain

Requesting a Noise assessment due the proximity of the build to the Goodwood Airfield would be essential for a Environmental Impact Assessment to be carried out.

12.1 Interim Planning Policy Statement

Councillor Tucker had circulated the consultation response to Councillors. It was RESOLVED to approve that the Clerk would on behalf of Lavant Parish Council enter the comments.

Decisions recorded from CDC or SDNP - Wk26

SDNP/19/01158/FUL

Applicant: Mrs Lucy Thomson

Proposal: Erection of new building to provide C3 residential accommodation for an equine manager together with reception/administration facilities in connection with Lavant House Stables (revision of building permitted under

LV/09/02877/FUL)

Location: Lavant House Stables, West Lavant Road, Lavant, Chichester, West Sussex, PO18 9AH

Decision:APPROVED

Agenda Item 13: Memoral Hall Covid 19 Response

Councillor Ings gave an update regarding the reopening arrangements of the Memorial Hall at the beginning September 2020 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.

i. Textile Bank

Council approved a request to the Memorial Hall Committee to have the Textile Bank removed from the Car Park due to the impending planning development. The Clerk was asked to email Chichester District recycle and environmental team.

Agenda Item 14:Any requests for items for the Agenda next meeting

- · Website Update
- · Playground Public Consultation
- Heritage Update
- Memorial Update.

Agenda Item 15:DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Tuesday 8th September 2020 Virtual Meeting Room 19.00

Appendix A

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Meeting of 14th July	2020				
Bank Reconciliation a	as of 26th June 202	0			I
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Current Account	26 June 2020		£	73,508.53	
Current Account	20 Julie 2020		a.	73,306.33	
				70 500 50	
		total	£	73,508.53	
			_		
opening balance 1st April 20			£	64,462.06	
Add Receipts in the year			£	17,993.79	
Less Payments in the year			£	8,947.27	
as of 26 JU	N 2020	Balance	£	73,508.58	
Less					
Reserve @ 33% of Annual Precept of £29637		537	£	9,780.00	
11000110 (6) 0070 011111		,		2,1.00.00	
		Total	£	9,780.00	
		Total	€	9,700.00	
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Ring-fenced funds					
			_		
Lavvoles			£	1,035.57	
Let's walk (Footpaths)			£	1,338.03	
Youth project			£	1,440.38	
watershed grant			£	48.22	
CIL SDNP			£	48,656.37	
		Total	£	52,518.57	
Total available funds (less ring fenced and reserve)			£	11,209.96	
Total available fullus (1000 THIS TOTICCU ATT	4 1 0 0 0 1 V 0 j	ω	11,409.90	

		LAVANT PARISH CO	OUNCIL		
	FINΔ	NCIAL REPORT PREPARE			
	1 1117-	NOIAL KLEOKT FKLEAK	D ON 9th July2020		
RECEIPTS: Period: 10th June 2020 - 14th July 2020					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
PAYMENTS:	JUL'20				
ATE APPROVE	VOICE NUMBE	PAYEE	DESCRIPTION	AMOUNT	VAT
14/07/2020 14/07/2020	FO029 FO030	Clerks expenses Hitachi DD	June'20 Office Running Cost Lavant Parish HP Tractor	37.19 229.00	1.99
14/07/2020	FO031	WSCC	Clerks Salary	757.02	
14/07/2020	FO032	R Newman	Councillor Maintanence	314.48	52.42
14/07/2020	FO033	Viking	Office Supplies	40.68	5.26
14/07/2020	FO034	A Blades	Tractor Fuel	127.52	21.26
14/07/2020	FO035	Woodhorn Group	Playground Flooring	637.45	106.24
14/07/2020 Total Payable	FO036	Chichester Tree Services	Fell Large Maple on Village Green	360.00 2,143.34	60.00 247.17