

LAVANT PARISH COUNCIL
MINUTES OF PARISH COUNCIL MEETING

TUESDAY 9th MARCH 2021 AT 7.00pm, ZOOM VIRTUAL MEETING

In accordance with the provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (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.
Locum Clerk HL O'Callaghan, County Councillor Hunt, District Councillor David Palmer Public
Present – 4

Agenda Item 1: Apologies from Members. – None

Agenda Item 2: Declarations of Interest and Dispensation Requests -

- i. To receive declarations of interest from councillors on items on the agenda - None
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any) - None

Agenda Item 3: Public Sessions.

4 members of the public were present.

Natalia Aslam the project manager for the proposed treatment works at Lavant introduced herself and briefly described the scope of the proposed project. It is proposed to build a new treatment works at Lavant. The project is currently looking at survey works and understanding the ground conditions. Once a design is finalised it will be submitted for approval and Lavant will have access to the application. It is envisaged that the project will be completed by the end of 2022. Natalia supplied an email address which can be used by anyone wishing to get in touch with Portsmouth Water about the project,
lavantwtwproject@portsmouthwater.co.uk

Questions/Comments:

- CC Hunt raised concerns about large lorries accessing Centurian Way and asked whether Portsmouth Water would make good any necessary repairs once ~~workwork areis~~ complete.
Natalia responded that a pot of money had been put aside specifically to manage and repair works necessary.
- Cllr Reynolds expressed her concerns regarding large lorries using Centurian Way

Agenda Item 4: To receive and approve the Minutes of the Council meeting held on 9th February 2021

It was highlighted that a map was not attached to Cllr Aldridge's report. This will be forwarded for attachment.

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

It was **RESOLVED** that the Minutes of the meeting held on 9th February 2021 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. Footpath Village Green – Cllr Aldridge

Cllr Aldridge reported that work is progressing well. Cllr Aldridge has assured a concerned resident that the work will not impact his land.

- b. Letter of thanks to previous Chair of Neighbourhood Watch Cllr Pickford reported that this had been sent.

- c. Portsmouth Water Pumping Station Update As above in Public session

- d. Response to Proposed SDNP Car Parking Policy

Cllr Newman referred to a previously circulated response. The principles of the paper are sound however Cllr Newman identified a problem with the Excel spreadsheet which he will feedback.

Council agreed **UNANIMOUSLY** that they were happy to support the proposal.

Action: Cllr Newman

Agenda Item 6: Future LVAA Trustee Meetings

Cllr Goldsmith reported that currently 2 meetings take place a year however she feels that this is unnecessary and would like to consolidate this to one meeting to be held in January each year.

On a proposal by Cllr Pickford and seconded by Cllr Aldridge this motion was approved **UNANIMOUSLY** by the Council

Agenda Item 7: Playground Update

Councillor Mallett reported that the annual safety report had taken place and highlighted issues similar to last year. Pictures indicate that various wooden structures need to be replaced. Cllrs Quest and Newman will visit the playground to identify which pieces need to be removed.

Cllr Mallett reported that a decision had been received regarding planning permission for the new equipment. It was noted that planning permission is not required if the equipment does not exceed 4metres in height. 2 pieces of equipment marginally exceed ~~this~~ and measures will be taken to ensure that they fall within the requirements. Council noted the requirement for all pieces to be below 4 metres.

Action: Cllrs Newman & Quest

Agenda Item 8: Goodwood Report

No update – put on the agenda for next meeting

Agenda Item 9: Openreach Update

Cllr Newman reported that 120 people had currently signed up for the offer but 191 are needed. Debate took place around the funding of the scheme with CC Hunt suggesting that Cllr Newman check that it is fully funded. Cllr Newman is confident that the funds exist and clarified that letters had been sent to households encouraging them to take up the vouchers available.

Cllr Newman reported that he is meeting resistance from people.

Action: All

Agenda Item 10: Parish Online Update

Cllr Newman reported that everyone should now be able to access the system and able to use the tool.

Agenda Item 11: Verge Cutting Trial

Cllr Goldsmith updated Council on an email received regarding reducing cuts and promoting natural habitats on verges locally. It was explained that the criteria to qualify was quite tight but 3 potential spots had been identified and these have been submitted to South Downs National Park for consideration

Agenda Item 12: Revision to legal agreement with Sunley regarding the extension and refurbishment of the Hall Car Park

Cllr Newman advised the Council that Sunley has gone into partnership with another organisation and as such the legal documents need to be re-signed to reflect this change. Council voted **UNANIMOUSLY** for Cllr Pickford to re-sign the documents and Clerk to submit.

Action: Cllr Pickford & Clerk

Agenda Item 13: County Councillors report and brief Q&A

West Sussex - Vaccination Update as at 4th March

Data published by NHS England today shows that 613,333 vaccinations had been delivered across Sussex by Sunday 28 February. It shows that more than 94% of people aged over 70 had received their first dose by the end of February, along with 84% of people aged 65-69.

In addition, 243,020 people aged under 65 had received a first dose. This group comprises those people identified as being particularly vulnerable, health and care workers and carers.

The NHS in Sussex had already met the targets to offer the vaccine to all residents in care homes for older people, everyone over 70 and all eligible health and care ~~workers, and~~ **workers and** remains on track to offer the vaccine to all those in the first nine priority cohorts by the middle of April. **For a full briefing go to:**



West Sussex
COVID-19 vaccination

Recorded Covid-19 Cases in West Sussex

Incidence Rates per 100,000 population 19 February 2021 to 25 February 2021

Area	Number of cases in 7-day period	7-day rate per 100,000 population (all ages)	7-day rate of cases (per 100,000 population) for people aged 60 years or over
Adur	28	43.5	26.4
Arun	158	98.3	35.1
Chichester	62	51.2	38.4
Crawley	116	103.2	33.3
Horsham	42	29.2	28.6
Mid Sussex	95	62.9	78.0
Worthing	122	110.3	120.8
West Sussex	623	72.1	51.2
South East	5,668	63.6	44.5
England	54,676	97.1	65.2

Shielded and Community Hub

The Community Hub remains in operation providing support seven days a week from 8am to 8pm. We can support residents with a wide range of needs and circumstances and if you require help as a result of COVID-19 you can access the support by calling 033 022 27980 or by completing [the online I need support form](#).

Whilst the offer is available for everyone, we are currently still focused on providing a range of support and practical assistance for the more than 45,000 Clinically Extremely Vulnerable (CEV) residents across West Sussex who have now been advised to shield and therefore are not going shopping.

We expect several thousand residents to be added to the Clinically Extremely Vulnerable cohort during the week ahead as the second part of the national population risk assessment. Plans are in place to make contact with all of those newly added to ensure any support requirements are met.

Clinically Extremely Vulnerable individuals, or their friends and family, are encouraged to contact the Community Hub or use the new online registration service to:

- Request priority access to supermarket delivery slots (if people already have priority supermarket deliveries, they will keep them ~~themselves~~).
- Tell the County Council if they need support to follow this guidance that cannot be provided by friends, family or other support ~~networks~~ **networks**.
- Update details, for example, their address.

This service can be found at <https://www.gov.uk/coronavirus-shielding-support>.

Residents can also find answers to their questions on the West Sussex County Council website @ www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-advice-and-information/local-outbreak-controlplan/ which details some Frequently **Libraries, Record Office & Ceremonies**

Following the Government announcement last week, West Sussex libraries will reintroduce a phased way to book IT access for residents from 8 March. They are also planning reopening for browsing from 12 April, but with Covid secure measures still in place, including only a limited number in the buildings at any one time.

The team continue to make the calls to the CEV cohort, to residents who are over 80 years and have now completed over 80% of the calls, with only 900 left now to complete. The 'Select & Collect' service is still proving very popular, with around 2,000 books requested every day.

The Record Office will reopen for limited bookable sessions on 13 April, with bookings commencing from 1 April. The demand for birth registrations has risen dramatically following last week's announcements by the government, the team are commencing a phased return for birth appointments from 8 March. As a priority, they are re-booking the appointments which were cancelled in December, through to February. Once these appointments have been rescheduled, they will then open the system to accommodate new bookings, which they anticipate being around 22 March. They do anticipate pressure from new parents wanting to organise passports for their new baby and so are advising that before booking any overseas travel arrangements, parents should allow extra time for the birth registration and passport application. New parents can claim for [Child Benefit](#) or [Universal Credit](#) prior to registration. The team will continue to offer emergency birth registrations where needed.

For ceremonies, the national restrictions remain in place until 29 March meaning that currently, ceremonies can only take place in exceptional circumstances. The government roadmap sets out the provisional timescales for the incremental removal of restrictions for ceremonies. As things stand at present, from 29 March there is a legal limit of six attendees at a ceremony. It is anticipated that from 12 April this number will increase to 15, from 17 May to 30 attendees and finally from 21 June there will be no limit. These proposals ~~are~~are, however, subject to the outcome of the Scientific Events Research Programme. As of 22 February, there were 992 ceremonies booked from March to June 2021.

Small group citizenship ceremonies will resume in March, however, there will still be an offering of virtual ceremonies for vulnerable/shielding citizens.

Care homes

The number of older people's care homes with a confirmed case of COVID-19 is 42 (staff and/or resident). Learning disability and mental health have four residential services with confirmed cases.

As part of the roadmap out of lockdown, the Government announced a new single named visitor scheme to begin from 8 March 2021. This week the West Sussex Provider Forum meeting will focus on support, advice and guidance for care providers in offering visiting to people living in care homes.

Latest guidance on residential care, supported living and home care guidance is available [online](#)

Other Issues

- Firstly, with reference to the recent fire at unit 17, Eastmead Industrial Estate, I just want to commend our Fire and Rescue Service for successfully containing the bulk of any serious damage to just that unit. Being ~~part of a much larger building~~part of a much larger building, the outcome could have been much worse, with the potential of impacting on ~~people's~~people's jobs just at a time when we are going to need to support more employment as we come out of lockdown.
- Due to COVID-19 precautions at our Household Waste Recycling Sites (HWRS) reducing the numbers of visitors on site at any one time, there has been some additional congestion and queueing at certain times. Many sites are already experiencing major queues with the annual spring surge in demand occurring a month earlier than usual. We are therefore proposing a trial of a booking system at HWRS at Bognor Regis, Crawley, Horsham, Littlehampton and Shoreham-By-Sea sites from mid-March. Residents will be able to book a specific time slot online or by phone. You will be able to select a specific time slot up to two weeks in advance, but you will be restricted to one visit per week. Currently there are no plans to implement the booking system at Westhampnett, but there is provision within the decision to be able to introduce one if it becomes necessary. For further information go to: <https://www.westsussex.gov.uk/news/new-booking-system-trial-proposed-for-five-household-waste-recycling-sites/>
- Our HWRS always see an increase in visits around Easter but this year, both in West Sussex and nationally, this increase in usage appears to have started early. Therefore, to help ease the pressure on the sites, we are moving to Summer opening hours with effect from Friday 12th March. For Westhampnett this means that the site will now be open 9am – 6pm, seven days a week until 30th September.
- Just to confirm that all our public meetings continue to be held virtually and can be watched via our webcast. You can find a list of meetings on our website at: <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, and for other regular updates.

Questions/Comments:

- Cllr Pickford highlighted that the Fordwater Road had still not been done. CC Hunt responded that hopefully this will be addressed in the next couple of months

Agenda Item 14: District Councillors Report – David Palmer

I am increasingly concerned about the situation regarding CDC's Local Plan:

- The likely date for the plan to surface is now put at March 2023.
- The blockages in the pathway forwards seem to grow by the week
- The "solutions" ~~"to"~~ "to" the impasse also grow by the week, each one more improbable than the last
- There is a real danger that the Daffodil Field developers will be able to use the Local Plan muddle to force through their development proposal

Among the "solutions" being pursued:

- CDC has requested that its annual housing supply target returns to the 2015 Local Plan level of 435 dwellings per year. Judge for yourselves what chance this has
- John Nelson from the Chichester Harbour Trust suggest that the inability of 'southern Water to offer. Adequate waste facilities should be used to put a total moratorium on all new planning applications. The Council's Planning Advisory Service says this cannot be done
- The local plan housing numbers rely on approval for a Stockbridge Link Road. The land for this road is owned by The County Council. I am unclear what the County Council's attitude to the whole project is. Jeremy Hunt may want to comment when I am finished
- What is clear is that the Northern Route brigade regard a Stockbridge link Road ~~as the~~ as the death of their dream, so will oppose it.
- So will the combined forces of the Manhood peninsula, who regard the link road as a way of increasing traffic in their area

I do not sit on any of the committees dealing with the Local Plan, but I have begun to express my grave concerns at the continued delays, and the apparent unwillingness to get to grips with the issue.

So far as our Daffodil field is concerned, all I can say is that opposing it becomes much more difficult in the absence of a local plan.

Questions/Comments:

- CC Hunt responded to comments regarding the Stockbridge Link Road clarifying that there is currently a sitting tenant on the land so currently WSCC are unable to access it. WSCC, as the Highways ~~Authority, are~~ Authority, are obliged to work with the districts on highways matters if asked. We do not have an opinion on the Stockbridge Link Road.
- DC Palmer responded that the absence of a Local Plan makes progress unlikely and will be put off until 2023
- It was asked whether CDC had looked at options to upgrade the Stockbridge roundabout. DC Palmer responded that this had been deferred to the next meeting
- It was clarified that plans have already been discussed for traffic lights to be put in ~~place~~ place, but this was a ~~worse~~ ease ~~worst case~~ scenario

Agenda Item 15: Chairman's Report

Cllr Pickford formally expressed his thanks to Nick Reynolds and the Planning Team for their efforts and fantastic job on the environmental report for Raughmere

Agenda Item 16: Consultations

Cllr Tucker reported to Council that the Camping and Glamping consultation did not raise any concerns

Agenda Item 17: Summary of any correspondence received

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

Numerous emails circulated to councillors from CDC; WSCC local MP; Press Office covering important messages regarding Coronavirus information to disseminate to local networks in particular:

- Coronavirus Updates
 - WSALC correspondence ongoing
 - Census Update
 - CDC Local Plan Newsletter
 - Other Communication
- ☐ Footpath 3044 Fordwater Road
Cllr Aldridge reported that a resident would like gravel ~~put~~to put around the old ford
 - ☐ Free Trees availability
Cllr Tucker is having discussions to see whether the trees would be available in smaller numbers and whether this could be used in the future
 - ☐ Receipt of resignation for Cllr Mallett following meeting on 13th April
Clerk clarified that following the resignation of Cllr Mallett in April a notice of vacancy would need to be submitted and 14 days given for people to apply. Cllr Pickford to ensure that any prospective candidates are aware that this will be delayed until after Cllr ~~Malletts~~Mallett's resignation comes into effect
 - ☐ Wedding Reception 17th April Lavant Memorial Hall
Concern was raised regarding practicalities and numbers for the wedding. This is a matter for the memorial hall to take forward. Clerk informed Council that an email regarding the use of the green had been sent as requested
 - ☐ Bus Stop Yarbrook A286 clarification of redesignation request
It was clarified that Lavant do own the bus stop. A redesignation is not the issue it is more a problem of parked cars which the Council cannot do anything about
 - ☐ Jason Lemm email update
 - ☐ Soft Sand Review – Inspectors Report
Cllr Aldridge reported that this does not affect our area and is for information only

County Councillor Hunt and District Councillor Palmer asked to be excused at 20.07

Agenda Item 18: Finance

- a. The accounts for the periods ending 28th February 2021 were presented to the delegated authorised Finance Committee and ratified by the councillors.
It was RESOLVED: To approve the accounts for this period
- b. To note receipts and approve monthly payments – **Appendix A**
Cllr Mallett proposed to approve the monthly payments this was seconded by Cllr Reynolds Council RESOLVED to approve unanimously the payment report
- c. Approval of February 2021 Bank Reconciliation - **Appendix B**
A copy of the bank statements and bank reconciliation 2nd March 2021 was made available to Council members at the meeting for monitoring and reconciliation purposes. Cllr Quest proposed to approve the bank ~~reconciliation~~reconciliation, and this was seconded by Cllr Tucker. Council RESOLVED to approve the bank reconciliation

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

~~Action:~~Action: Clerk

Agenda Item 19: Adoption of New Code of Conduct

On a proposal by Cllr Newman and seconded by Cllr Tucker, Council RESOLVED UNANIMOUSLY to adopt the new Code of Conduct with immediate effect

Agenda Item 20: Councillor Meetings/Workshops

Feedback from attended meetings/workshops:

- a) South East Water Resources Workshop
Cllr Aldridge reported that he attended this workshop and will send a link to the minutes and report shortly
- b) WSALC/SSALC Update
Cllr Pickford reported that this is ongoing and the contract with Hampshire has been cancelled however a link to East Sussex continues to be explored. Cllr Pickford to report further after next meeting however it was confirmed that parish councils will not be left without access to NALC

Future meetings:

- a) CDALC – Cllrs Newman & Tucker to attend on 22nd April 2021

Agenda Item 21: Planning Applications and Delegated Decisions.

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

Pook Lane Development Update

Cllr Ings reported that the Parish Council has been invited to meet with Sunley and submit questions which has been done. Construction starts on the ~~filed on~~filed-on 1st June. Key dates for the start of construction can be put into the Lavant News but at this stage no more detail is available. It was confirmed that the Parish Council do not have to give right of access across their land to the field.

Following a suggestion by Cllr Newman it was agreed to use the existing security gate from the football field as a barrier as this was more secure.

Raughmere Update

Cllr Pickford reported that there was nothing more to add to the report submitted by Nick Reynolds and the planning team. Clerk to submit comments

a) SDNP/20/05542/ADV

Location: Land North of Lavant Road

Proposal: One of a series of interpretation boards

Resolution: Lavant Parish Council supports this application

b) SDNP/21/00884/LDP

Location: 9 Churchmead, Close, Chichester

Proposal: Demolish existing conservatory and replace with brick single storey extension at rear of existing property

Resolution: Lavant Parish Council supports this application

c) SDNP/21/00068/HOUS

Location: Northend, Midhurst Road, Lavant PO18 0DE

Proposal: 2 storey side extension to existing property

Voting results: 3 yes, 3 no, 3 abstentions. Chair to get deciding vote. **Resolution:**

LPC does not support this application

Agenda Item 22: Any requests for items for the Agenda next meeting

The following items were requested for inclusion on the next agenda:

- Answers from Sunley
- Byelaws
- Celebration Week decision and Fete
- Free Trees allocation
- History Project Update
- Openreach

On behalf of the Parish Council Cllr Pickford thank the Locum Clerk Hannah-Louise for her help and support over the last couple of months

Action: Clerk

Agenda Item 23: DATE OF THE NEXT MEETING

The next meeting Parish meeting will be held on Tuesday 13th April 2021 Virtual Meeting Room 19.00

Meeting Finished at 20.36

Signed.....Dated.....

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

LAVANT PARISH COUNCIL					
FINANCIAL REPORT PREPARED ON 2 MARCH 2021					
RECEIPTS: Period: 9TH FEBRUARY - 2ND MARCH 2021					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
PAYMENTS: Mar-21					
DATE	INVOICE	PAYEE	DESCRIPTION	AMOUNT	VAT
APPROVED	NUMBER				

	26/02/21FO099HL O'CallaghanLocum Salary	1,281.00	
	01/03/21FO100SCANSTATIONMicrosoft License	43.68	
	07/03/21FO101Allstar Fuel Card	1.80	
	09/03/21FO102Hitachi Tractor HP	229.00	
	10/03/21FO103WSCC Clerks Salary	780.75	
10/03/2021FO104Play Inspection Company	Services	81	0.3

Appendix B

Lavant Parish Council					
Bank Reconciliation as of 02/03/21					
Current Account		02 March 2021			71,547.39
				total	£ 75,054.48
opening balance 1st April 20					£ 64,462.06
Add Receipts in the year					£ 35,673.30
Less Payments in the year					£ 28,587.97
		as of 2 MARCH 21		Balance	£ 71,547.39

Less					
Reserve @ 33% of Annual Precept of £29637					£ 9,780.00
				Total	£ 9,780.00
Ring-fenced funds					
Lavvoles					£729.45
Let's walk (Footpaths)					£ 1,338.03
Youth project					£ 1,440.38
watershed grant					£ 48.22
CIL SDNP					£ 51,362.88
				Total	£ 54,918.96
Total available funds (less ring fenced and reserve)					£ 10,355.52