

**LAVANT PARISH COUNCIL**  
**MINUTES OF THE ANNUAL PARISH COUNCIL**  
**TUESDAY 27<sup>th</sup> May 2021**  
**AT 17.00pm Village Green**

**In attendance:**

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

Clerk Dawn Salter, County Councillor Hunt.

Public Present – 2

**1. To elect the Parish Council Chairman for 2021/2022 and to receive a declaration of Acceptance of Office.**

Councillor Mr Pickford vacated the chair and the Clerk called for nominations for Chairman. Councillor Pickford was proposed by Councillor Tim Aldridge and seconded by Councillor Louise Tucker and was duly **ELECTED** Chairman of the Parish Council for the 2021/2022 Council Year. Councillor Pickford read and signed his Declaration of Acceptance of Office. Councillor Pickford then took the Chair.

**2. To elect the Parish Council Vice Chairman for 2021/2022 and to receive a declaration of Acceptance of Office.**

The Clerk called for nominations for Vice-Chairman. Councillor Ings was proposed by Councillor Pickford and seconded by Councillor Aldridge and was duly **ELECTED** as Vice-Chairman of Parish Council for the 2020/2021 Council Year. Councillor Ings read and signed her Declaration of Acceptance of Office.

**3. Apologies from Members – Cllr Newman**

**4. Declarations of Interest and Dispensation Requests**

- i. To receive declarations of interest from councillors on items on the agenda - Councillor Pickford owing to his property proximity to planning ref **SDNP/21/00577/HOUS**
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- iii. To grant any requests for dispensation as appropriate

**5. To Confirm of Committee Representatives & Outside Bodies Appointments.**

It was **RESOLVED** that membership of Councillors Aldridge, Ings, Goldsmith, Mallett, Newman, Pickford, Reynolds, Tucker. were nominated to serve as Representatives on Outside Bodies for the 2021/22 Council Year:

**6. To receive and approve the minutes of the Council meetings held 13<sup>th</sup> April 2021 and subsequent Advisory Group notes 11<sup>th</sup> May 2021.**

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

It was **RESOLVED** that the Minutes of the meeting held on 13<sup>th</sup> April 2021 and Advisory Group notes 11<sup>th</sup> May 2021 to be ratified and be accepted as a true record of proceedings. The minutes were signed accordingly.

**7. Matters arising from the previous notes (*this is for information sharing purposes only*)**

Small Amendments were made to minutes ref 4c to remove comments confirmation Cllr Goldsmith.

**8. To Adopt Temporary Scheme of Delegation**

A report was circulated to all members highlighting the change from remote meetings to a temporary scheme of delegation during the final difficult period Step 3 of the Government Road map out of Covid to ensure the council and public safety. It was **RESOLVED** to adopt the Scheme to ensure the continuity of the councils' business to be reviewed 1<sup>st</sup> November 2021.

Delegates Cllr S Ings & Cllr L Tucker will email Planning decisions to the Clerk

Cllr J Pickford & Cllr R Newman will email Finance and Payment decisions to the Clerk

**9. To Resolve all recommendations given by Advisory Group Meeting 11<sup>th</sup> May 2021 as per scheme of delegation.**

**Ratify Finance**

- 9.1 Ratify Payments for consideration (previously received) amounting to £2910.79 of which £ 101.21VAT) 24<sup>th</sup> Aprils payments
- 9.2 Approve Bank reconciliation 24<sup>th</sup> April 2020(previously received)

**Ratify Planning: applications and delegated decisions: -  
SDNP**

**Reference: SDNP/21/01063/LIS**

**Location:** Rooks Hill A286 Oldwick Meadows to Sheepwash Lane Lavant PO18 0BQ

**Proposal:** Erection of an open, oak framed porch; replacement front door surround; infill kitchen external door

LISTED BUILDING GRADE: II

**RESOLUTION to APPROVE:**

**Reference: SDNP/21/00577/HOUS**

**Location:** Norton House Lower Road East Lavant Chichester PO18 0AQ

**Proposal:** Two storey rear extension and attic conversion to habitable accommodation

**RESOLUTION to APPROVE**

**Reference: SDNP/21/01994/HOUS**

**Location:** 1 Lavant Down Road Mid Lavant Chichester PO18 0DJ

**Proposal:** Single storey extension at the rear of the house, conversion of the existing house integral garage into ground floor accommodation and new pitched roof to the existing external side garage

**RESOLUTION to APPROVE:**

**Reference: SDNP/21/02365/LIS**

**Location:** 87 – 88 Trumley West Stoke Road Lavant West Sussex PO18 9AY

**Proposal:** Remodelling of modern additions including staircase enclosure, western extension plus, removal of cloakroom and introduction of single storey entrance hall to the rear

**RESOLUTION for Clerk REQUEST AN EXTENSION.**

**Action Clerk**

**10 Clerk's report/Finance: -**

**a) To receive accounts for period ending 25<sup>th</sup> May 2021**

The accounts for the periods ending 25<sup>th</sup> May 2021 were presented to the Parish Councillors and approved by the councillors. It was RESOLVED: To approve the accounts for this period.

**b) To note and approve payments for consideration (previously received)**

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

It was RESOLVED that attached copy of the payment report including payments to be agreed on 25<sup>th</sup> May 2021 and May payments amounting to £1,519.41(of which £66.43VAT)

**c) To approve Bank reconciliation 25<sup>th</sup> May 2021**

- i. To review Bank Reconciliation - **Appendix B**

A copy of the bank statements and bank reconciliation as of 25<sup>th</sup> May 2021 were made available to Council members at the meeting for monitoring and reconciliation purposes.

It was RESOLVED to be agree the accounts.

- ii. To note the Clerk and the Finance Chairman / Chairman of Council will verify the

The Bank Reconciliations from the 25<sup>th</sup> May 2021 with the financial regulations to satisfy the RFO/Clerk records are balanced.

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

**Agenda Item 11: Any requests for items for the Agenda for the Advisory Group next meeting.**

- Michael Burton Gates
- Crayfern
- Lavant History
- Pond

**Agenda Item 12: DATE OF THE NEXT ADVISORY GROUP MEETING**

The next meeting advisory group to the Parish Advisory meeting will be held on Tuesday 8<sup>th</sup> June 2021 19.00

**Meeting Finished at 17.30pm**

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

**Appendices and Attachments**

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

## Appendix A

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED JUN 2021					
<b>RECEIPTS:</b>		Period: 12TH MAY- 27TH MAY2021			
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
18/05/2021	CR003	HMRC VAT refund	VAT reclaim 20/21	£ 1,963.89	
<b>PAYMENTS:</b>		May-21			
DATE APPROVED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
27/05/21	FO022	DA SALTER	Clerks Expenses - MAY' 21	£ 16.00	
27/05/21	FO023	Hitachi - DD	HP Payment	£ 229.00	
27/05/21	FO024	Scanstation	Microsoft License	£ 43.68	7.28
27/05/21	FO025	WSCC	Clerks Salary	£ 774.84	
27/05/21	FO026	Lavant Memorial Hall	Room Hire for Sunley Meeting	£ 11.00	
27/05/21	FO027	TEEC	12MTHS WEBSITE HOSTING	£ 144.00	24.00
27/05/21	FO028	Paul Stevens Ecological Service	Pond Site Visit	£ 72.00	
27/05/21	FO029	WSCC	Personnel Professional Services	£ 94.61	15.77
27/05/21	FO030	A Blades	Expenses LAVVOLES WORK paint	£ 28.00	4.67
27/05/21	FO031	WSCC	Street Lighting Maintence 20/21	£ 88.28	14.71
			<b>TOTAL</b>	£ 1,501.41	£ 66.43

Lavant Parish Council			
Bank Reconciliation as of 25/05/2021			
Current Account	25 May 2021		£ 83,468.06
		total	£ 83,468.06
opening balance 1st April 20			£ 67,813.23
Add Receipts in the year			£ 17,985.30
Less Payments in the year			£ 2,330.47
	as of 25 May 21	Balance	£ 83,468.06
<b>Less</b>			
Reserve @ 33% of Annual Precept of £29637			£ 9,780.00
		Total	£ 9,780.00
<b>Ring-fenced funds</b>			
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)			£ 18,769.10