

**LAVANT PARISH COUNCIL
NOTES OF THE ADVISORY GROUP
TUESDAY 11th May AT 7.00pm Via Zoom**

In attendance:

Councillors Ings, Goldsmith, Mallett, Newman, Quest, Pickford, Reynolds, Tucker.
Clerk Dawn Salter, County Councillor Hunt, District Councillor David Palmer
Public Present – 2

The Chairman opened the meeting with a short introduction regarding the new regulations. He explained Advisory Group zoom meetings will be run similar to a Parish Council meeting and Public are welcome. We will now have a face-to-face Council Meeting on 27th May to approve any recommendations made tonight including the minutes of the April Meeting and finances. It was recommended to forward all recommendations and finance to the meeting held 27th May 2021.

Cllr Reynolds wished to clarify that the Minutes item 5c Celebration week and Cricket Match will need amending 'the 100th Anniversary cricket match will be postponed this year and rescheduled for 2022'.

Agenda Item 1: Apologies from Members. Cllr Aldridge

Councillor Tim Aldridge gave his apologies for personal reason.

Agenda Item 2: Public Sessions - 2xmember of the public were present

Agenda Item 3: Advisory Group Members- X8 members were present.

Agenda Item 4: Update on outstanding actions brought forward from previous meeting:

- a) Footpath Village Green – Cllr Aldridge sent in a report that the Church Commissioners are still awaiting the draft legal agreement and the engineer report on the design of the bridge – Chairman informed the group that people are very excited about the Footpath.
- b) Byelaws - Cllr Pickford informed the Byelaws are out for public consultation 1 or 2 responses have been received and the plan is on schedule
- c) eForest Project – Free Trees – Cllr Tucker reported that the contact has been very helpful The Council could apply for up to 200 trees. We will get in touch when the decision has been made regarding type and how many trees. This project can be progressed. There is a broad range of trees and upto20% of shrubs and hedging must be on public land. A few Elms could be possible.

Agenda Item 5 Playground Update

Cllr Newman reported on the hard work and progress made by the Volunteers at the Playground following the inspection report. The Volunteers have started on a programme working through the inspector report i.e painting the wood; replacing chain more than 40% worn also repairing the concrete steps to improve and make the steps safer. They are maintaining the playground at zero or minimal cost. Mindful for the public awareness a few photos will be taken for an article for Lavant News.

Hyde have now taken down the diseased Elm Trees and the area is now safer for the children.

The Zipwire needs an acceptable level of bark to break the fall should any child fall off however it was noted that there is a difficult balance to make to ensure the level is just right for the Zip Wire arc of decent.

Cllr Quest informed she has now taken over this project to take up the issue of split installation of the toddler area first and Cllr Newman will assist looking at the quotes.

Assistance from Cllr Goldsmith and Ings regarding grant funding applications.

Agenda Item 5: Brief Q & A from County Councillor on his report affecting this Advisory Group

County Councillor Jeremy Hunt has successfully kept his conservative seat at the election 54% He explained there was a 48 - good majority. He is awaiting final confirmation to retain his position.

Questions from:

Cllr Pickford - Fordwater Road flood signs and road closure - To be chased

Agenda Item 6: Brief Q & A from District Councillor on his report affecting this Parish

District Councillor gave a report from the Observer regarding the House of Fraser site in Chichester.

The owners are looking for mixed use residential and commercial and that there is a pre-application put forward. The centre of our city and it should be paid attention. The facade is a listed building

He is also working on a long-term project to get a Museum that Chichester can be proud of going forwards.

Cllr Reynolds gave her thanks and support.

Agenda Item 7: Chairman's Report

Pook Lane Development

Cllr Pickford and Cllr Ings have a meeting with Sunley regarding this development in Green Room, Memorial Hall – There has been a lot of research into the Open Space land and going forward will ensure the ownership to the Lavant Parish Council. The principle of this meeting is to re-establish this point with Sunley that Lavant Parish Council are aware of the discharge of conditions. Lavant Parish Council will accept the land at the end of the development as per S106 agreement.

Accident on A286 letter

Cllr Pickford contacted the author regarding the whole Highways and Traffic issue. This had been considered throughout the Neighbourhood Plan process and was a big area of work that will require the setting up of a team to work on how to solve the problem for the Village - lots of thought to be put into it and taking it forward. Possibility of looking at grants for traffic calming and signs.

Michael Burton Gates

Cllr Pickford continued with this project and is trying to obtain a quote to make a sign approved by Highways.

Agenda Item 8: Clerks Report

- a) Memorial Bench Request – confirmation of request of site on Village Green
– Cllr Newman -A recommendation to take the item forward 27th May to approve the Spend.
- b) Application for New Councillor Vacancy forwarded to CDC to advertise the councillor position.
- c) Financial Paper sent off to Internal Auditor.
- d) Public Liability Insurance fixed term deal with Zurich 01/06/21 renewal – see payments.
- e) Overnight stay by Haulage Lorries – Consider Memorial Hall Car Park Gates
PCSO Lemm has been emailed and one of the team will make a visit to the Haulage Lorries.
Cllr Pickford is willing to have a word with the Haulage Lorries.

Cllr Newman confirms there is two gates that can be used but more consideration to keyholder and availability needs more thought .CC Jeremy Hunt –suggested to consider a Height Barrier 2mtr and Shroud lock as on Boxgrove Hall.

Cllr Tucker mentioned hedging as a good idea and possible chance to involved Sunley whilst work is going on along the boundary of the Car Park at Memorial Hall.

- f) Goodwood Diversion Road Map/ Road Closures. – TP stop through traffic and promote One way System.
- g) FOI Freedom of Information dating 2015-2017 calling for any involvement of Lavant with SDNP workshops calling for site - Cllr Newman will assist.
- h) Request Users Agreement for Green 19/06/21 & 21/06/21 to recommend to support.
- i) More Volunteers Needed in Chichester Are for Vaccination Programme
- j) Riverhope Highways Sculpture to recommend supporting and send good wishes to the project.

County Councillor Leaves the Group 20.00

Agenda Item 9: Finance

- a) To note receipts and recommend to approve monthly payments – **Appendix A**

It was recommended that attached copy of the payment report including payments to be agreed on 27th May 2021 amounting to £2,157.42(of which £ 101.21 VAT)

- b) To review Bank Reconciliation - **Appendix B**

A copy of the bank statements and bank reconciliation as of 24th April 2021 were made available to Council Advisory Group members at the meeting for monitoring and reconciliation purposes.

It was recommended the accounts be agreed at Council Meeting 27th May 2021

- c) To note the Clerk and the Finance Chairman / Chairman of Council will verify the

The Bank Reconciliations from the 27thMay 2021 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

District Councillor leaves the group 20.16

Agenda Item 11: -Planning Applications and Delegated Decisions.

Councillors Ings and Tucker recommended to the Advisory Group reviewing the planning applications and gave email decisions to the Clerk since the last meeting.

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

Advisory Group to recommend: Dated Required 21/05/21

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

Advisory Group to recommend: Date required 24/05/21

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

Advisory Group to recommend: Date required 17/06/21

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

Advisory Group to recommend Date required:01/06/2021 request extension

Agenda Item 12: Any requests for items for the Agenda for the Advisory Group next meeting.

- Feedback from Sunley Meeting

Agenda Item 13 Risk Assessment

The advisory group has considered risk in control of the general finance, financial regulations and Governance by receiving the accounts, reconciliations and payments.

Agenda Item 14: DATE OF THE NEXT MEETING

The next meeting advisory group to the Parish Advisory meeting will be held on Tuesday 9th June 2021 19.00

Meeting Finished at 20.19pm

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

Appendices and Attachments

Monthly Bank Reconciliation and Monthly Income and Expenditure Report

Appendix A

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED MAY 2021					
RECEIPTS:		Period: 13TH APRIL- 11TH MAY 2021			
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
16/04/2021	CR001	CDC	1ST PRECEPT	£ 15,369.00	
21/04/2021	CR002	DOE & SONS	REPYMNT OF TRACTOR SERV	£ 652.41	
PAYMENTS:		May-21			
DATE RECOMMENDED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
11/05/21	FO008	DA SALTER	Clerks Expenses - APR '21	£ 16.00	
11/05/21	FO009	Hitachi - DD	HP Payment	£ 229.00	
11/05/21	FO0010	Scanstation	Microsoft License	£ 43.68	7.28
11/05/21	FO011	WSCC	Clerks Salary	£ 780.06	
11/05/21	FO012	AllStar - DD	Fuel Card	£ 57.21	9.54
11/05/21	FO013a	Barclaycard - DD	Mobile	£ 10.00	
11/05/21	FO013b	Barclaycard - DD	wickes	£ 70.35	11.35
11/05/21	FO013c	Barclaycard - DD	Advert for Byelaws	£ 307.80	51.30
11/05/21	FO013d	Barclaycard - DD	Zoom Subcription 21/22	£ 71.94	11.99
11/05/21	FO013e	Barclaycard - DD	HP ink	£ 9.99	1.67
11/05/21	FO014	Came & Company	Tractor Insure agreed min 14/04	£ 327.62	
11/05/21	FO015	Viking	Stationery for Clerk(new financial yr	£40.97	5.13
11/05/21	FO016	Lavant Memorial Hall	Elaines Leaving Due	£ 14.30	
11/05/21	FO017	Goodrowes	Chain Oil	£ 17.70	2.95
11/05/21	FO018	Lavant Memorial Hall	Room Hire for Clerk return	£ 72.00	
11/05/21	FO019	Adrian Blades	Playground Maintanance ABLADESExp	£ 75.80	10.63
11/05/21	FO020	ZURICH	Insurance 3yr policy	£ 766.37	
			TOTAL	£ 2,910.79	£ 101.21

Appendix B

Lavant Parish Council						
Bank Reconciliation as of 30/04/2021						
Current Account		30 April 2021			£	67,813.23
				total	£	67,813.23
opening balance 1st April 20					£	67,813.23
Add Receipts in the year					£	16,021.41
Less Payments in the year					£	1,212.88
		as of 30 apr 21		Balance	£	82,621.76
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