

LAVANT PARISH COUNCIL
MINUTES OF THE ANNUAL PARISH COUNCIL

TUESDAY 4th October 2022

@ 7pm Lavant Memorial Hall, Green Room

In attendance:

Councillors Aldridge, Goldsmith, Kuchanny, Newman, Quest, Pickford,
Clerk Dawn Salter, County Councillor Hunt
Public Present – 2

1. Apologies for absence

Apologies were received from Cllrs Tucker & Reynolds

2. Public Session

Cllr Quest thanked local resident, John Slipper, for putting up the sign in the playground

3. Declarations of Interest and Dispensation Requests

- i. To receive declarations of interest from councillors on items on the agenda finance
Cllr Newman declare an interest in Item 13d
- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
None
- iii. To grant any requests for dispensation as appropriate
None

4. To receive and approve the minutes of the Council meeting held 12th July 2022 (September meeting postponed)

It was noted that the minutes of the July meeting, item 10 incorrectly stated that the Hub was broken into. The minutes were amended to show that it was an attempted break in.

Following the above correction, on a **proposal** by Councillor Aldridge and **seconded** by Councillor Newman, it was **RESOLVED** that the Minutes of the meeting held on 12th July 2022 be ratified and be accepted as a true record of proceedings. The minutes were signed accordingly.

5. Update on outstanding actions brought forward from previous meeting: -

a) Signage For Footpath

Discussions took place around the need for additional signage to show that a safer route is available. It was agreed that no further signage was necessary.

b) River Bridge /Footpath

Cllr Aldridge reported that planning consent had been received however it was now necessary to re-submit the application for CIL funding once a structural engineer had signed off the proposal. It was agreed that Cllr Pickford would follow this up.

It was noted that SDNP require a start date and estimate from a builder and without a structural engineers' report this will hold up proceedings.

Cllr Aldridge confirmed that the work is expected to start in the Spring.

ACTIONS: Cllrs Pickford & Aldridge

c) Damage to HUB – CCTV Policy

Cllr Aldridge confirmed that Adrian is in the process of researching and writing a policy paper looking at data protection relating to CCTV. Cllr Hunt commented that samples are available online.

ACTION: Adrian

d) Damage to playground bin

Cllr Aldridge reported that the waste bin had been tampered with and the metal inside of the bin had been removed. This needs to be replaced. After discussion the Council agreed that the purchase of a new metal inside, up to the value of £50, was approved.

ACTION: Cllrs Newman and Aldridge

6. Brief Q & A from County Councillor on his report affecting this Parish

The following report was submitted by Cllr Hunt in advance:

- WSCC, like many others - both businesses and individuals - is being impacted by increasing inflation, which will be a real challenge over the coming months. This will obviously impact on our in-year budget, as well as our Medium Term Financial Strategy over the next four years. Of particular concern is the continuing pressure on our social services, with placement costs for both looked after children and for adults of all ages who are in need of support, getting ever more expensive. Of course we are also in limbo regarding what our government funding levels are likely to be going into next year. Despite the new Chancellor's recent 'fiscal event' there was no reference to LA funding, but hopefully we will get some indication before too long. Back in June, before Boris Johnson resigned, Michael Gove had announced a two year settlement, which was welcomed. However, that is now very unlikely to materialise, so we wait to see what happens going forward.
- We realise that our residents across the county are understandably worried about the increasing cost of living pressures. Those pressures have been relieved slightly by the government introducing a fuel cap, which was obviously welcomed by both households and businesses alike. Also, to help households with the cost of increased gas and electricity, there is a one of £400 grant. There are also a number of other grants available to support people across the board, particularly those who are paid disability benefits or are on low incomes. To check these out there is a useful government website at: <https://helpforhouseholds.campaign.gov.uk/> Whilst the County Council has no additional resources to directly help individuals or households with these cost of living pressures - especially as we are expecting our own financial challenges with additional cost pressures across many of our services - we will however be supporting residents by providing information, advice and support across a wide range of issues. Help and advice can be found

at either our libraries (<https://www.westsussex.gov.uk/libraries/contact-the-library-service/>) - which are open six days a week - or by contacting our community hub (<https://www.westsussex.gov.uk/fire-emergencies-and-crime/coronavirus-covid-19-information/advice-and-support/community-hub/> or call 033 022 27980) which is open seven days a week.

- Despite our financial challenges, our teams continue to deliver excellent services. Early in August we published our Annual Report 2021 - 2022 and this can be found at; www.westsussex.gov.uk/media/17711/annual_report_2021-22.pdf and I urge you to take a look. The report shows that the County council has made significant developments throughout the year but recognises that there is still more to do on our improvement journey. Some key highlights include:

- 76,477 people supported by the Community Hub during the pandemic
- 3,355 Safe and Well Fire Service visits to homes to improve fire safety
- 2,385 enterprises supported to start, revive, innovate and grow
- 650 road improvement schemes delivered
- 16.3km of cycleways created
- 88.8% of schools rated Good or Outstanding by Ofsted
- 5.81m uses of our libraries' digital and virtual services by residents
- 10% reduction in CO2 emissions produced by County Council activities from 2019/20
- 11% reduction of operational property to help make best use of resources and deliver more effective services

In his foreword, Council Leader Paul Marshall said: *"The past year has been one of real progress for West Sussex County Council as we continued on our improvement journey while delivering vital services for our communities"*.

- In July the WSCC school meals team won the Catering Business of the Year 2022 award, beating multi-million-pound private caterers. The Council's small team of around 45 Cook Supervisors, Catering Assistants and Officers fought off competition from other councils and private caterers with huge resources to scoop the top prize at the LACA Awards for Excellence. John Figgins, the Council's head of catering, who was also shortlisted for an individual prize, said: "Awards like these shine a light on a group of people that are so dedicated and hard-working, a team that have a 'let's get it done' attitude, who just want to do the best by the children they feed in school, always finding solutions to keep the meals healthy and sustainable."

Local Issues:

- County Council Meeting Friday 14th October/Public Cabinet Tuesday 18th October
Just a reminder that our next full County Council Meeting is on Friday 14th October, starting at 10.30am. Also, our next Public Cabinet meeting is on Tuesday 18th October at 10.30am. The papers for CC will be published later this week, and for the Cabinet meeting early next week. I will be updating cabinet on our Medium Term Financial Strategy, including inflationary pressures. You can attend both meetings in person or view them on our webcast.

- Westhampnett Amenity Site

Just a reminder that from Saturday 1st October the opening hours for the Westhampnett Amenity site have changed. The winter hours are from 9am to 4pm daily, except Tuesdays when the site is closed all day. Also, just a reminder that Westhampnett - together with a number of our other sites - can now accept hard plastic items for recycling - such as plastic chairs, boxes, pipes, toys and children's slides.

Finally, please don't forget to keep an eye on our website, especially our news and campaigns page where you can keep up to date with all our latest news.

<https://www.westsussex.gov.uk/about-the-council/news-and-campaigns/>

Cllr Hunt reported that the new PCSO is now training to become a full police officer and as such Lavant is again without a PCSO. It was commented on the size of the area that the PCSO's must cover after the reshuffling.

Cllr Newman noted that there have been varying incidents of fly tipping. Cllr Newman was advised to take photographs and report this via the LoveWestSussex app.

7. Brief Q & A from District Councillor on his report affecting this Parish

None

8. To discuss the siting of a mobile Post Office at St Nicholas Church during works

Cllr Pickford reported that St Nicholas's Church is currently being redecorated and it is hoped that this will be finished by Christmas although there is the possibility that this will overrun. It has been asked whether the Post Office can be relocated during this time, either to outside the Memorial Hall or alternatively in the layby by the Church. After discussion it was agreed that the layby would be more suitable. Cllr Pickford agreed to let Sue know.

ACTION: Cllr Pickford

9. Chairman's Report

a) Sewage

Cllr Pickford reported that he had attended a virtual meeting held by Gillian Keegan with varying representatives including

Michael Turner – Environment Agency

Harry Armstrong – OFWAT

Natural England

Tony Wilson – Southern Water

Amongst the discussions, it was reported that the reedbed at the wastewater treatment site is being replaced.

Cllr Pickford reported that he had previously written to Eileen Lintill regarding the Local Plan and had outlined his ongoing concerns. It was stated that nothing would be happening with the Local Plan until 2023, however Cllr Hunt remarked that at a meeting in Boxgrove, it had been reported that the Plan would be finalised in the next 6 weeks. The Council expressed confusion over the contradictory information.

Cllr Pickford asked the Clerk to see if she could get Southern Water to attend a meeting to discuss the capacity of the sewers.

Cllr Aldridge commented that Southern Water customers are due to get a refund due to fines imposed on Southern water. These equate to roughly £6 per household. It was noted that this money would be better spent investing in the infrastructure and increasing sewer capacity.

ACTION: Clerk

b) Land Transfer

Cllr Pickford confirmed that the land transfer had been completed. Discussions took place around the works that have not yet been completed including the carpark. Cllr Kuchanny confirmed that no mention of the existing carpark is on the plans.

It was confirmed that the houses are not expected to be finished before Easter.

c) Operation Watershed – Landbuild to progress

It was confirmed that work has started at the bottom of Chalk Pit Lane. Cllr Hunt confirmed that the drains had been jetted own, following which discussion took place about where the water goes. Cllr Hunt confirmed that there is a big pit that is sufficient enough.

Eastmead

Cllr Pickford stated that in the planning inspectorate clause 36 it clearly states that the conditions stated are required to be met pre-commencement of work on the appeal site.

Photographic evidence was shown to the Council that appears to show that demolition work has started on the site.

The Council raised strong concerns that the construction management plan has not been satisfactorily discharge and that there is a potential that asbestos cladding is being removed without adherence to proper regulations. Cllr Hunt stated that he believes that what he has seen to date is not blue asbestos however this is not to say that such asbestos is not on site.

Lengthy discussions took place surrounding the legality of the ongoing work and the handling of the discharges.

Cllr Pickford confirmed that he had written several letters to the case officer Richard Ferguson but to date no satisfactory answer or explanation has been received. It was suggested that Cllr Pickford place all his comments online and also copy in District Cllr Potter as he may be able to assist.

Cllr Kuchanny stated that an asbestos report should be available but he could not find one.

Cllr Quest reported that neighbours had raised concern about the removal of asbestos from the site.

Following much discussion regarding the legality of the work, concerns regarding asbestos removal and the damage to several sheets of asbestos, the following actions were agreed:

ACTIONS:

Cllr Pickford to:

- Put all comments online

- Attend SDNP planning meeting on 13th to voice concerns
- Follow up with Richard Ferguson
- Copy all comment to the planning inspectorate and alert that work has commenced without conditions being met

Cllr Hunt agreed to follow up where possible, noting that this was not really his area of contacts. It was also noted that all councillors or members of the public could log in to the online planning portal and raise any concerns.

10. Fete Committee Proposal as per Appendix A

The Council agreed **UNANIMOUSLY** to ratify the Fete Committee proposal and payments. The Clerk reported that as instructed the Fete donation payments had been made.

11. Sports Field

- To discuss the Resolution regarding the use of Lavant Sports Field (Appendix B)
- To discuss maintenance of Sports Field
- To discuss use of the football pitch and changing rooms
- To discuss management of football fixtures

The Council asked for this item to be put onto the next agenda for further discussion. It was agreed that the Booking Clerk should manage the booking of the Sports field.

Cllr Aldridge noted that this would not make money as cost of the maintenance will be high to maintain the necessary quality of the grounds.

Cllr Newman asked if an official opening would take place. It was agreed that this would not happen as the Sports field is already in use.

ACTION: Clerk

12. To discuss the planting of a hedge between the sports field and Raughmere residents' gardens

- Use of surplus shrubs or trees

Cllr Aldridge reported that this has now been dealt with.

Cllr Hunt asked when he would receive a plan for the planting of the trees in Lavant Park Road. Cllrs Aldridge and Quest to provide.

ACTION: Cllr Aldridge & Quest

13. Summary of Correspondence Received

Clerk reported that the following items had been received:

- a) Consultations – NONE
- b) Winter Maintenance Plan submission

It was confirmed that the Council will do their own plan. Cllr Aldridge to action

- c) USB Stick Data Protection Officer recommendation to store Parish Information off personal computer.
It was confirmed that some councillors had received USB sticks whilst others had not. Clerk to bring additional USB sticks to the next meeting
- d) EV charge point at Memorial Hall – environmental team
After discussion it was decided that Cllr Aldridge will get in touch with Connected Curb to look further at this proposal. A member of the public raised concerns about the wattage saying that a high wattage was needed to make this viable. It was confirmed that the electric charging point would not be free of charge.
- e) Unfinished state of LMH car park
This has been covered elsewhere in the agenda

Cllr Hunt gave his apologies and left the meeting at 20.08

14 Finance

- a) To note receipts and recommend approval of following payments
 - September payments (Appendix C)
 - October payments (Appendix D)
 Council reviewed the payments. **Cllr Pickford** proposed to accept the payments, this was seconded by **Cllr Kuchanny**
- b) To approve the Bank reconciliations
 - August/September (Appendix E)
 - October (Appendix F)
 Council reviewed the bank reconciliations. **Cllr Pickford** proposed to accept the bank reconciliation this was seconded by **Cllr Aldridge**
- c) To Approve Bank Mandate Amendment to Add Mr T Aldridge to Natwest Lavant Parish Council Accounts
Cllr Newman proposed this motion which was seconded by **Cllr Goldsmith**
- d) To Approve Locum Clerk Appointment and Contract as of 5th September 2022.
Council welcomed Hannah-Louise and on a proposal by **Cllr Aldridge** and seconded by **Cllr Pickford** the locum contract was approved
- e) To Approve additional Barclaycard Application for Cllr T Aldridge on Lavant Parish Commercial Card
Cllr Newman proposed this motion which was seconded by **Cllr Quest**

Cllr Newman asked for clarification of the ring-fenced funds. Clerk to ask Dawn Salter to provide an explanation for the Council.

It was noted that Dawn Salters personal account is currently still linked to the Council accounts and this needs to be removed.

15 To comment on and review planning applications and delegated decisions

Council reviewed the following applications and decisions as set out below:

Decisions:

SDNP/22/03454/TCA

Notification of intention to fell 1 no. Pinus nigra (Black Pine tree) (T1).
4 Parkers Cottages, Pook Lane, Lavant, West Sussex, PO18 0AU

Decision: Raise no objection 31st August 2022

SDNP/22/01510/HOUS

Dormer window to north elevation. 4 no. conservation style Velux windows to south, west and east. Flat roof terrace on the 2nd floor

The Rubbing House , Town Lane, Singleton, West Sussex, PO18 0SP

Decision: Refused 14th September

SDNP/22/03047/FUL

New pedestrian bridge over the River Lavant providing access from mid Lavant via a footpath alongside the river to the village green.

Play Area , Churchmead Close, Mid Lavant, Chichester, West Sussex, PO18 0AY

Decision: Approved 16th September

SDNP/22/01807/FUL

SDNP/22/01808/LIS

Ground floor rear extension

Rooks Hill , A286 Oldwick Meadows To Sheepwash Lane, Lavant, West Sussex, PO18 0BQ

Decision: Refused 21st September

SDNP/22/04182/PNTEL

Prior notification of telecoms mast

Decision date: 29 September 2022

PC Comment: No Objection (20/09/22)

Decision: Raise No Objection 26th September

Outstanding Planning applications for comment

SDNP/21/05850/DCOND

Discharge of Conditions 4 (Sample Flintwork), 7 (Landscaping), 8 (External Lighting) and 29 (Existing Vehicular Access) of Planning Approval SDNP/21/02287/CND.

Decision Date: Thu 06 Oct 2022

After discussion the Council asked the Clerk to submit a comment of no objection

16 Items for inclusion on next agenda

Council asked the Clerk to include the Sports Field, the School Car Park and Eastmead on the next agenda

17 Date of next Lavant Parish Council meeting 15th November 2022

It was noted that Cllr Hunt will not be able to attend the November meeting

Hannah-Louise O'Callaghan

Locum Clerk/RFO

Appendix A

GROUP	PURPOSE	DONATION
Football Club	Youth Team equipment	200
Cricket Club	Mower (total cost £2,000)	200
Friends of Primary School	Early Years outdoor equipment replacement – impact of flooding	500
PCC	new notice board at St Nicholas’	400
Lunch House	‘a really good (free) Christmas Lunch’	250
Toddler Group	Contribution to costs – in particular Craft equipment / toys and Christmas	100
Lavant News	PDF-Xchange Pro	200
Soup and Cheese *	Support the launch of a new initiative	250
Memorial Hall	Plaque to commemorate the centenary	100
Lavant Friendly Club	Transport, Entertainment and Hall Hire	250
Horticultural Society	Costs associated with enabling the Annual Flower Show to be open to all	300
Lavant Environmental Group	5 x yellow rattle seed at £6.50	
	Bird box in the walnut tree at St. Nicholas’	60
Scouts	Contribution to equipment of Community benefit	50
Allotments	Yellow and black ‘danger deep water’ signs	150
TOTAL		3010

Appendix B

Resolution regarding the USE OF LAVANT SPORTS FIELD

LPC approve the following proposed ‘Hire Arrangements’ for Lavant Sports Field.

MAINTENANCE ARRANGEMENTS / MANAGEMENT PLAN .

These items to be presented to LPC at October’s Meeting

INTRODUCTION

- The Lavant Sports Field has been provided for the use of Lavant Community for sports purposes.
- It is owned and managed by Lavant Parish Council.
- The proposals below have been created with reference to:-

CDC - Terms and Conditions / arrangements for the hire of Sports facilities

Lavant Memorial Hall -Terms and Conditions

- Due to maintenance constraints in the first year the Sports Field should only be used for Football Matches x2 a week.
- Lavant Football Club have free use of the Sports Field. September 1st 2022 – September 1st 2023

HIRERS AND FEES

Lavant Residents - £45:00 for adults and £ 25:00 youth groups

Other groups / individuals/ commercial use for sport -£55:00 for adult activities, £30:00 for youth groups

SESSION LENGTH

Winter – 9:30- 1:00 and 1:30 – 5:30

Summer - 9:30 – 1:00 and 1:30 -5:30 and 6:00 – 8:30

Variations on above with pro rata hire fees on application.

PROCESS

TBC - Booking will take place either via the Memorial Hall booking system or via Parish Clerk

A Booking Form will have to be completed.

WHAT IS INCLUDED Changing Rooms, Toilets and Showers are provided within Lavant Memorial Hall and separate arrangements would need to be made through The Memorial Hall Booking Secretary

CAR PARKING

The Memorial Hall car park would be available for hirers of the Lavant Sports Field

Car Parking on the nonpitch area for events taking place at Lavant Memorial Hall and /or Lavant Village Green may be permitted but ONLY with express permission from LPC.

DEPOSIT

A deposit would be required for the usage and key. The process to be confirmed

INFORMAL USE by Lavant Residents: This will be allowed within reason – at the discretion of LPC. A paid for booking will always take precedence. This usage needs to be monitored and reviewed 6 monthly

CONDITIONS OF HIRE FOR REGULAR AND OCCASIONAL USE .

Conditions of Hire for Lavant Sports Field

1. Booking

Lavant Parish Council (LPC) reserves the right to refuse a booking . If LPC accepts the application, the person, or persons, signing the application form, who must be 18 years of age or over, shall be deemed to be the hirer/club as well as the Society, Association, Club or other body or organisation on whose behalf the booking may be made and will be jointly and severally liable to LPC for the payment of the hiring fees and charges, and for the strict observance of these Conditions of Hire.

Late Bookings

We do not normally accept bookings at less than 14 days' notice. Exceptionally we may do so subject to immediate full payment (cleared funds) of all charges and any deposit.

2. Supervision

You (or your authorised representative- who must be named on the booking form), not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times during the period of hire and for ensuring that all Standard Conditions and Special Conditions under this Agreement relating to management and supervision of the premises are met.

During the period of the hiring, you/our authorised representative- are responsible for:

- supervision of the Sports field, the fabric and the contents;
- care of the facilities, safety from damage however slight or change of any sort; and
- the behaviour of all persons using the facility whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway

As directed by us, you must make good or pay for all damage (including accidental damage) to the Sports field and/ or to the or contents and for loss of contents (see also section 9 – Insurance).

3. Use of premises

You must not use the Sports field (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the sports field or allow the sports field to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the sports field anything which might endanger the premises or render invalid any insurance policies covering the sports field.

4. Private non sports usage for example parties – will not be permitted

5. Fees and Charges

Charges for Lavant Sports Field usage alone are stated on the Lavant Sports Field booking sheet. Alternatively they can be found at LLPC website . An invoice will be sent requesting payment.

Payment will be by bank transfer (BACS) .

Deposit payments are due immediately on invoice and are required to confirm a booking.

Unless we have agreed special payment terms, balance payments are due 14 days before the earliest date booked and in any event must be received (cleared funds) at least 24 hours beforehand. We will only process refunds to the originating bank account.

Non payment of fees and charges due by the hirer/club will incur reminder notices and if not paid may be referred to Lavant Parish Council. Further bookings may then be subject to cancellation by LPC , discretion.

6. Cancellation

Any cancellation by the hirer/club must be notified in writing/email to the Booking Clerk giving at least 3 full working days' notice. The decision of Lavant Parish Council on the fitness of a facility, or otherwise, is final and whenever possible, notification of the cancellation of a facility will be given as soon as possible. For Monday to Friday evening fixtures, notification will be given by 16.30 on the day of play in the case of inclement weather conditions. After that time it is the discretion of the team to decide if the pitch is playable. Please contact Lavant Parish Council as soon as possible if you call off a game due to weather conditions.

7. Key Collection

Keys are available for collection from Adrian Blades Tim Aldridge ???????

Ideally the keys must be picked up no earlier than the day immediately prior to the booking . A deposit of £25 will be charged when the keys are signed out. The keys must then be returned and signed back in on the day of the booking or by 12.00pm the next day. If the keys are returned late the £25 deposit will not be refunded.

Any hirer that loses a set of keys will be invoiced for the cost of replacement locks and keys (this will be in the region of £300)

8. Indemnity and Insurance

Hirers need a Public Liability Insurance to not less than £1,000,000

The hirer/club shall indemnify LPC and keep LPC fully indemnified against all damage(s), losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against or suffered or incurred by the LPC arising directly or indirectly out of:

Any act, omission or negligence of the hirer/club or any persons at the premises expressly or impliedly with the hirer's/club's authority or

Any breach or non observance by the hirer/club of the covenants, conditions or other provisions of this agreement or any of the matters to which this hiring is subject PROVIDED THAT (and for the avoidance of doubt) there shall be liability if and to the extent that the same shall be caused or arise from any negligence, act or omission on the part of LPC, its agents, contractors or employees, in addition, all hirers/clubs shall obtain a policy of insurance against third party risks/public liability to the value of £5 million. LPC Clerk must receive a copy of the policy not less than 5

days prior to the date of the first hire session, except in conditions approved by LPC.

9. Temporary Closure

In the event of any accident or occurrence whatsoever necessitating temporary closure of all, or part, of the facility hired, the hirer/club agrees that LPC shall not be liable for any loss or claims arising from such closure. If in the opinion of the Chair of the Lavant Parish Council it is impossible, impracticable or inadvisable to allow the event to take place by reason of the nature of the event the condition of the open space or of any buildings, equipment, fixtures or fittings therein or the carrying out of works of maintenance or repair thereto, the existence of any industrial dispute involving LPC's servants or agents, or any other circumstances outside LPC control, the organisers shall be repaid any deposit or sum of money that may have been paid but shall have no claim against LPC for any damage or loss they may sustain or in respect of any liability which they may incur or have incurred in consequence of any such revocation.

10. Car Parking

The hirer/club shall be responsible for the control of all motor vehicles belonging to the hirer/club, or any other user of the facility hired by the hirer/club, within the grounds of the outdoor facility. Vehicles must be parked only in designated parking areas. The parking of vehicles on grass without the written authorization of LPC is prohibited. Under no circumstances will LPC accept any responsibility for loss or damage to the contents of, or to, any car or other vehicle which may be brought to or left on site.

11. Sports Field

There is a NO SMOKING policy on the Sports Field. The full cost of such resources to the club Any hirer who smokes or allows smoking may be subject to a fixed penalty as detailed in The smoke-free (Premises and Enforcement) Regulations 2006.

The hirer/club is responsible for:

- a. The conduct of all users of the Sports Field hired under the authority of the hirer/club during the hire session
- b. Ensuring all lights, and where applicable, heating to be switched off
- c. Ensuring all showers and taps to be turned off

d. All gates/exits are secured

Any damage occurring during each hire period must be reported to LPC no later than the first working day following the hiring. Where damage has been caused to the Sports Field or fittings as a result of negligence on the hirers/clubs behalf, LPC reserve its absolute right to employ such resources as may be required to repair The Sports Field facilities and to recharge the full cost of such resources to the club.

12. Fire Safety

In the event of a fire, the hirer is responsible for evacuating the Sports Field and contacting the appropriate emergency services. DO NOT attempt to extinguish the fire and ensure all occupants are evacuated to a safe distance.

13. Special conditions

Lavant Parish Council reserves the right to modify any of these conditions, or to further impose conditions where LPC considers necessary.

14. Correspondence

All correspondence, including complaints, reporting damage and notification of lost property must be emailed to clerk@lavantparishcouncil.co.uk or sent in writing to LPC Clerk c/o Lavant Memorial Hall

HEALTH AND SAFETY CONSIDERATIONS. - TBC

Insurance –

Risk Assessment -

Road crossing sign is being provided for two locations to warn both traffic coming along Pook Lane and pedestrians crossing Pook Lane.

Appendix C

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED SEPT22						
RECEIPTS:		12thAUG - 12th SEPT 22				
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT	
	CR012	BROOKS-SMITH	VILLAGE GREEN DONATION	£ 25.00		
	CR013	HAYWARD	VILLAGE GREEN DONATION	£ 25.00		
	CR014	THINK 18	VILLAGE GREEN DONATION	£ 25.00		
	CR015	LAVANT MEM HALL	REFUND ROOMS USE	£ 31.50		
	CR016	SUNLEY ESTATES	DONATION TO SPORTSFIELD	£ 8,500.00		
			CREDIT	£ 8,606.50		
PAYMENTS:		Sep-22				
DATE APPROVED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT	
STANDARD OUTGOINGS	FO084	DASALTER	CLERK EXPENSES aug22	£ 27.56		
	FO085	HITACHI / NOVUNA - DD	TRACTOR HP AUG (PAY TIL DEC'22)	£ 229.00		
	FO086	ALLSTAR FUEL CARD - DD	TRACTOR FUEL AUG INVOICE	£ 26.14	4.36	
	FO087	BARCLAYCARD - DD	hp printer office /fraud entry credit	£ 833.45	48.81	
	FO088	SCANSTATION - DD	MICROSOFT LICENSE	£ 43.68	7.28	
	FO089	NEST - DD	CLERKS PENSION	£ 81.41		
	FO090	WSCC	CLERKS SALARY	£ 773.25		
	23/08/22RATIFY	FO091	Lizard Landscapes	Site Survey	£ 864.00	144.00
	31/08/2022RATIFY	FO092	Richard Whincop	lpc DISPLAY	£ 250.00	
09/09/2022	FO093	TEEC	12 hosting & domain name	£ 151.19	25.20	
09/09/22	FO094	Irwin Mitchell	Dispersement sportsfield	£ 310.01	51.67	
09/09/22	FO095	Savills	Peppercorn Rent	£ 0.05		
09/09/22	FO096	Adrian Blades	LAWVOLES - FOOTBALL	£ 84.07	14.01	
09/09/22	FO097	ILavant Memorial Hall	Bleaches room	£ 13.00		
09/09/22	FO098	Viking	USB Sticks	£ 31.50	5.25	
			TOTAL	£ 3,718.31	£ 300.58	

Appendix D

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED OCT22					
RECEIPTS: 13TH SEPT 22 - 4th OCT					
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
14/09/2022	HSGP08118	CDC	PRECEPT PART 2	£ 15,546.00	
				CREDIT	£ 15,546.00
PAYMENTS: 4th Oct					
DATE APPROVED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
STANDARD OUTGOINGS	FO099	WSCC	CLERKS D A SALTER SALARY	£ 469.17	
	FO0100	Scanstation	Microsoft License	£ 43.68	
	FO101	Allstar	Fuel	£ 141.15	23.53
04/10/22	FO102	David Kent	Reimbursement of goals return	£ 52.98	
04/10/22	FO103	Moore	2021-22 External Audit	£ 480.00	80.00
04/10/22	FO104	Goodrowes	Lavvoles	£ 35.63	5.94
04/10/22	FO105	Cllr Aldridge	Puncture on tractor	£ 23.40	3.90
04/10/22	FO106	Littlethorpe	Bus stop suspension charge	£ 300.00	50.00
04/10/22	FO107	HL O'Callaghan	Locum Contract	£ 1,676.75	
04/10/22	FO108	D Salter	Clerk Expenses	£ 142.72	
04/10/22	FO109	Scanstation	Change of Clerk access	£ 69.00	11.50
			TOTAL	£ 3,434.48	£ 174.87

Appendix E

	LAVANT PARISH COUNCIL				
	26/08/2022				
Lavant Parish Council					
	26 August 2022				£ 170,958.64
				total	£ 170,958.64
Bank Reconciliation as of		26/08/2022			
					£ 146,994.71
Current Account					£ 126,584.81
					£ 102,620.88
as of	26/08/2022			Balance	£ 170,958.64
opening balance 1st April 20					
Add Receipts in the year					
Less Payments in the year					
					£ 9,780.00
				Total	£ 9,780.00
Less					
Reserve @ 33% of Annual Precept of £29637					
Ring-fenced funds					
Lavvoles	Allocated Spreadsheet				£ 934.45
Let's walk (Footpaths)	Allocated Spreadsheet				£ 363.63
Youth project	Allocated Spreadsheet				£ 1,440.38
Watershed grant					£ 36,791.02
CIL SDNP	Unallocated.				£ 27,389.16
Memorial Hall	Allocated				£ 17,939.75
Playground	Allocated				£ 3,121.00
Bridge	Allocated				£ 8,105.00
School layby	Allocated				£ 65,000.00
				Total	£ 161,084.39
					£ 94.25

Appendix F

	LAVANT PARISH COUNCIL				
	27/09/2022				
Lavant Parish Council					
		27/09/2022			£ 192,948.58
				total	£ 192,948.58
Bank Reconciliation as of		27/09/2022			
			BFWD		£ 146,994.71
Current Account			INS		£ 150,655.81
			OUTS		£ 104,701.94
as of	27/09/2022			Balance	£ 192,948.58
opening balance 1st April 20					
Add Receipts in the year					
Less Payments in the year					
					£ 9,780.00
				Total	£ 9,780.00
Less					
Reserve @ 33% of Annual Precept of £29637					
Ring-fenced funds					
Lavoles	Allocated Spreadsheet				£ 934.45
Let's walk (Footpaths)	Allocated Spreadsheet				£ 363.63
Youth project	Allocated Spreadsheet				£ 1,440.38
Watershed grant					£ 36,791.02
CIL SDNP	Unallocated.				£ 27,389.16
Memorial Hall	Allocated				£ 17,939.75
Playground	Allocated				£ 3,121.00
Bridge	Allocated				£ 8,105.00
School layby	Allocated				£ 65,000.00
				Total	£ 161,084.39
					£ 22,084.19