

**Minutes of a Meeting of Lavant Parish Council
TUESDAY 8th March 2022 AT 7.00pm,
Lavant Memorial Hall Green Room**

In attendance:

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

Clerk Dawn Salter, District Councillor David Palmer

Public Present – none

Agenda Item 1: Apologies from Members. – Kuchanny; Reynolds

Agenda Item 2: Public Sessions - none

Agenda Item 3: To receive and approve the minutes of Lavant Parish Council Meeting 8th February 2022.

On a **proposal** by Councillor Jenny Goldsmith and **seconded** by Councillor Louise Tucker

- It was **Resolved** that the minutes of Lavant Parish Council Meeting 8th February 2022 be accepted as a true record of proceedings. The papers were signed accordingly.

Agenda Item 4: Update on matters carried forward from previous meeting:

- a) Footpath Village Green

Councillor Aldridge informed the council no further progress yet.

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Agenda Item 5: -Report from County Councillor Jeremy Hunt

County Councillor Jeremy Hunt gave a verbal report to council.

- WSCC – Financial Budget was approved by Monday 28th February. Figures quoted in last parish meeting were approved.
- Trees Replacement – New for Old policy 6 replacement trees were provided by West Sussex to cover Meadow Close. The location for the new trees is under discussion. A request to Lavant Tree Wardens to suggest best location for the new trees. West Sussex have suggested to look at Northern End to produce a plan before next Winter. To include a request for certain species if possible.
- Lavant Primary School – Representative from Lavant Parish Council and West Sussex County Council met with the representatives from the school to look at a School Parking Local Improvement Plan. The meeting needed the experience from the Local Improvement team who could not attend. Therefore, it was a difficult meeting with strong feelings of disappointment with West Sussex County Council support offered from the LTIP team.
- Operation Watershed – Lavant Parish Council Two Application have passed the 1st Stage of assessment and has been recommended to the Steering Group. It is confirmed Chalkpit Lane Scheme & Lavant Road / Shop Lane Scheme have been forwarded to Cabinet and awaits a Decision report, we should know by April if all cleared.

Agenda Item 6: District Councillors Report

District Councillor was present and gave a verbal report:

The District Council met to agree the budget for the year ahead. This is quite a complex task, because District look at the income, we are generating from services we charge for; funding from government; and your council tax. All these elements form our budget for the year.

What many people don't realise is that although we collect all your council tax, we only keep around 9% of it. The rest goes to West Sussex County Council (77%); Sussex Police (11%); and Parish Councils (3%). In fact, the average taxpayer (Band D) will pay us just £3.38 a week for more than 80 services.

The pandemic has continued to have a huge impact upon District finances, but through valiant efficiency savings programmes and new income generation, protection to the frontline services and invest in new priority services. District have worked hard to close the budget gap from £2.1m last year, to £808,000 this year, which we are incredibly proud of and aim to break even by year 5.

Agenda Item 7: Chairman's Report

- **Sewage**
Council continues to gather information slowly from Southern Water the Council and its Clerk continued to seek answers to feel confident that there would be no ill effects in the future. The Councils main concern was Planning Conditions set on Eastmead Planning Application and planned to invite a representative from Southern Water to answer questions. An agenda will be drafted and sent to Southern Water to prompt communication.

Action: Cllr Pickford
- **Platinum Jubilee Party 5th June 2022.**
Continuing with arrangements with Volunteers are moving forward. Confirmation of the Grant towards the event of £250 has been received from CDC. Plans to organise a commemorative mug for the Children of the Village School is in hand.
- **Lavant Primary School**
A letter has been sent to County Councillor to emphasise the disappointment felt after representatives from the County Highways failed to attend the meeting to discuss the proposed local improvement scheme of the School Parking. A lack of commitment by West Sussex was underwhelming where the project lead Councillor Kuchanny had received backing from the Landowner and the promise of support and funding towards this project.
- **New Sports Field**
Communication continues with the Development Owners Sunley / Crayfern. Before the transfer of land at the end of the development project, various snagging points will need to be addressed to ensure a smooth handover. These will be discussed at a meeting with them on Thursday 10th March.
- **Ukraine**
It was noted that the Village had once again come together this week as a community to rally up support for this difficult situation. Any advice coming from the National Association of Local Councils will be forwarded onto the group that promotes the condemnation of the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. Signposting to information on Charities and aid agencies
- **Resignation of Councillor Sue Ings.**
After a period of illness, it is with great sadness that Vice – Chairman Councillor Sue Ings has decided to retire from Lavant Parish Council. The Parish Council has passed on their thanks as Councillor Ings has devoted a great deal of her voluntary time and made a positive contribution towards her community. She will continue to volunteer with to the Memorial Hall Committee. Best wishes were offered to her for a speedy healthy recovery.

The Chairman proposed the Parish Council meet to discuss the importance of succession planning especially with the view of Election Year May 2023. He has requested that a reassessment of the councillor position and a helpful description of involvement.

Agenda Item 8: Community & Communication – Cllr Reynolds

See Appendix C

Action: CLERK

District & County Councillor left the meeting 19.45

Agenda Item 9 Clerk Report / Summary of any correspondence received

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

- NALC advisory pay set for Clerks Salary increase was proposed to council It has been agreed by Chairman of the board.
Council agreed to backdate this payment to April 2021. Clerk requested to inform Payroll at WSCC.
- User Agreements Village Green Booking – Possible Double booking
Parkinson Charity 6th August 2022. Cricket Charity Match - Paperwork & Risk Assessment agreed 18/02/22 –
Horticultural Society – No Paperwork yet.
The council reviewed the bookings. It is regrettable that a double booking has been received. The Council through careful management has been agreed both events can go ahead, and any future bookings will ensure administrative paperwork to be received and authorised ahead of the event. There is communication between both parties that will benefit and allow the events to co-ordinate and run smoothly. The cricket match will be added entertainment for the day.
- Bus Shelter Damaged during Storm Eunice. Many thanks to The Earl of March Owner and Manager
Thankfully no individuals were hurt, or cars damaged. The Clerk obtained the three quotes and authority from the Finance Chairman for emergency spend to instruct a contractor to remove the x7 Asbestos corrugated roof panels within 24 hours under guidance of health & safety. The contractor provided excellent service and removed the panels swiftly within 24-hour period. A certificate of hazardous waste has been recorded.
Council ratified the spend £400 + VAT authorised under emergency powers to cover the removal of Hazardous waste. Council gave ratification to the emergency power £400 spend.
Many thanks to the Lavant Volunteers who dismantled the wooden section of the destroyed Bus Shelter and took it away.
An insurance claim has been put forward to Zurich Insurance with x3 quotes to provide a replacement. The excess insurance of the policy will be £250.00 which will be taken off the final settlement figure from Insurance to provide new for old. Council gave approval for £250 excess to be paid.
- Operation Watershed Grant was sent in by 28th February 2022 under guidance from WSCC. Sterling attempts were made to get x3 competitive quotes. Cllr Newman has met one contractor and the others declined to quote.

- CDC Community Grant application has been completed regarding funds for furnishing the New Sports pitch. This is a brand-new asset to this village and will support the community.
- Grants for Queen's Jubilee Celebrations application form has been sent in and approval given. The invoice to claim the grant will be received in due course.
- SLCC Membership Lapsed Since November 2021
Clerk informs that the membership to the SLCC has lapsed. An update to council for the coverage given by re-joining the society of Local Council Clerks.

The home of the professional body for local clerks ensure clerks are equipped with the necessary knowledge, training, and skills to thrive within our roles and best support the council and community. A request that the membership be agreed for next year. The Local Government Act 1972 s 143 (1) (b) states that, '*a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.*' Council agreed to pay the membership fee of £10 to join plus £144 subscription fee

Agenda Item 10 FINANCE Accounts

The accounts for the period ending 26th February 2022 were presented to the Council and ratified by the Councillors. It was **Resolved** to approve the accounts for this period.

10.1 To note receipts and recommend approval of monthly payments listed at – **Appendix A**
It was **Resolved** to approve unanimously that the attached copy of the payment report including payments to be ratified and agreed on amounting to £2,282.17 (of which £89.47 VAT)

10.2 To Approval of February 2022 Bank reconciliation – **Appendix B**
A copy of the bank statements and bank reconciliation dated 26th February 2022 was made available to council members at the meeting for monitoring and reconciliation purposes.
It was **Resolved** to approve the Bank reconciliation.

10.3 To record the Clerk and the Chairman of Council have verified the Bank Reconciliations 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.

10.4 Request to Purchase a Replacement Bus Shelter at Earl of March
A request to spend to replace the Bus Shelter at Earl of March Site due to the Storm Eunice.
The proposed New Bus Shelter x3quotes have been investigated. Councillor Newman gave a proposal to council of 'Eaton Shelter. Including delivery and installation.
The Council gave authority to spend in accordance with the quote from contractor for the Eaton Bus Shelter fully boarded £9931.20 inclusive of VAT and installed.

ACTION: Clerk

Agenda Item 11 – Governance

i. Readopt Code of Conduct.

Code of Conduct – to readopt the Code of Conduct dated DEC 2020.

This Code has been designed to protect our democratic role, encourage good conduct, and safeguard the public's trust in local government. It was resolved to readopt the Code of Conduct for the civic year 2021/22.

Agenda Item 12: -Planning Applications and Delegated Decisions.

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

12.1 Outstanding Planning applications Update-

Raughmere Application Ref: Impact Assessment SDNP/20/02675/OUTEIA/
APPEAL APP/L3815/W/21/3284653 – Awaiting decision from appeal application.

12.2 SDNP

Application: SDNP/22/00514/LIS – Closing Date 9th March

Location: Lavant House, West Lavant Road

Proposal: Roof Repairs

Decision: **SUPPORT**

Application: SDNP/22/00169/HOUS – Closing Date 21st March

Location: 12 Northside, Mid Lavant

Proposal: Rear Extension – demolition of existing garage. Erect x1 Store Building.

Decision: **SUPPORT**

Application: SDNP/22/00146/HOUS – Closing Date 22nd March

Location: 26 Northside, Mid Lavant

Proposal: Proposed Garage.

Decision: **SUPPORT**

Application: SDNP/22/00763/TPO– Closing Date 22nd March

Location: 3 April Gardens

Proposal: Crown Trees

Decision: **SUPPORT**

Application: SDNP/22/00125/HOUS – Closing Date 29th March

Location: The Laurels, Lavant Road

Proposal: Single Storey Rear Extension – New Two Storey side access.

Decision: **SUPPORT**

Agenda Item 13: Any requests for items for the agenda next meeting.

Bleach Centenary

Platinum Jubilee Party

Agenda Item 14: DATE OF THE NEXT MEETING

The next meeting will be held on Tuesday 12th April 2022 Green Room Lavant Memorial Hall 7pm

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

Appendices and Attachments

Monthly Income and Expenditure Report

Appendix A

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED MAR22					
RECEIPTS:	Period: 9TH FEB 22 - 8TH MAR 022				
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT
27/01/2022	CR014	SDNP	GRANT FOR PLOUGH	£ 300.00	
24/02/2022	CR015	SDNP	CIL	£ 50,000.00	
PAYMENTS:	Mar-22				
DATE APPROVED	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT
08/03/22	FO135	D A SALTER	CLERK EXPENSES	£ 16.00	
08/03/22	FO136	HITACHI - DD	HP TRACTOR	£ 229.00	
08/03/22	FO137	Allstar Fuel Card - DD	Tractor Fuel	£ 10.01	1.67
08/03/22	FO138	Barclaycard - DD	Statement (a) hp ink office & (b)ink clerk home © Lawn Mower service	£ 266.16	42.54
08/03/22	FO139	ScanStation-DD	365 microsoft license	£ 43.68	7.28
08/03/22	FO140	NEST - DD	Clerks Pension	£ 79.80	
08/03/22	FO141	WSCC	Clerks Salary	£ 758.37	
08/03/22	FO142	GOODROWES	Annual Service x2 Strimmers	£ 227.92	37.98
08/03/22	FO143	GOODROWES	Annual Service x2 Bushcutters	£ 120.02	20.00
08/03/22	FO144	GOODROWES(OUTSTANDING 09	OIL	£ 22.56	3.76
08/03/22	FO145	MEYER DESIGN & BUILD LTD	ASBESTOS ROOF REMOVAL & CERTIFICATE	£ 480.00	80.00
08/03/22	FO0146	Cllr T Aldridge	Fast Set Post Fix	£ 28.65	4.77
			TOTAL	£ 2,282.17	£ 89.47

APPENDIX B

Lavant Parish Council						
Bank Reconciliation as of 26/02/2022						
Current Account	25TH February 2022			£	153,427.22	
			total	£	153,427.22	
opening balance 1st April 20				£	67,813.23	
Add Receipts in the year				£	109,604.22	
Less Payments in the year				£	23,990.23	
	as of 25 FEB22		Balance	£	153,427.22	
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				£	31,362.88	
Memorial Hall	Allocated			£	30,000.00	
Playground	Allocated			£	55,154.92	
Bridge	Allocated			£	10,000.00	
			Total	£	130,073.88	
Total available funds (less ring fenced and reserve)						
				£	13,573.34	

Community and communication.

REQUEST FOR PURCHASES.

Card Readers

In the past LPC have purchased marquees/ tents for use at the Lavant Fete. Preparations are taking place for 2022 & Lavant Fete Committee would like to ask LPC for help with new equipment. The use of cash has reduced during Covid and more and more people just use cards. The provision of Card Readers would enable this and help ensure good fundraising at the Lavant Fete.

PROPOSAL – LPC purchase 5 Card Readers with chargers @ cost of £29:00 each. These would belong to LPC and available for other Lavant Groups to use. The Horticultural Society / Lavant History Project as well as the Fete have already expressed an interest. LPC would make these available for a returnable deposit (to cover loss / breakage) The Card Readers proposed are mobile and connectivity is via wireless / internet. They are easily reprogrammable to connect to different Bank Account with 1.6% per transaction being paid to the operator.

RESOLUTION.

LPC support the purchase of x5 Sumup Card Readers with chargers for use by Lavant Parish Groups including Lavant Fete Committee. Approx. Cost £29 per unit.

ACTION: CLERK

Purchase of LPC Noticeboard.

PROPOSAL. Purchase of Noticeboard from Acorn Workshops.

Standard oak noticeboard made from sustainably sourced air-dried oak and left untreated will slowly weather to a silvery grey. The doors are glazed with a robust 4mm UV polycarbonate, the inside back is covered in a grey Sundela pinboard. Includes locks and stainless-steel fittings.

Single door 6 x A4: £550

Approx size (w 850mm x h 740mm)

Header board: £100

Blacked in lettering: £50



RESOLUTION.

LPC support the purchase of x2 Noticeboards with Heading for use by Lavant Parish Groups and the location will be determined by the Lavant Volunteers Southern Entrance of St Nicholas Church on delivery due early June.2022. Approx. cost £1020.00 per noticeboard.

ACTION: CLERK