

# LAVANT PARISH COUNCIL MEETING MINUTES

13<sup>th</sup> December 2022

Lavant Memorial Hall, Pook Lane, East Lavant PO18 0AH

Tel: 07547107124

E-mail: [clerk@lavantparishcouncil.co.uk](mailto:clerk@lavantparishcouncil.co.uk)

## In attendance:

Councillors Aldridge, Goldsmith, Newman, Quest, Pickford, Tucker, Reynolds  
Clerk Hannah-Louise O'Callaghan, County Cllr Hunt, District Cllr Palmer  
Public Present – 1

### 1. Apologies for absence

Apologies were received in advance from Cllr Kuchanny. These were duly accepted by the Council

### 2. Public Session

### 3. 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 interest  
None
- iii. To grant any requests for dispensation as appropriate  
None

### 4. To receive and approve the minutes of the Council meeting held 8<sup>th</sup> November 2022

On a **proposal** by Councillor Aldridge and **seconded** by Councillor Newman, it was **RESOLVED** that the Minutes of the meeting held on 8<sup>th</sup> November 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) River Bridge /Footpath update

Cllr Aldridge reported that the groundworks have been done and the levels checked. The river is now flowing so at present work has stopped. It was reported that costs have increased and the previous estimate of £15K has now risen to upwards of £30K. Cllr Aldridge is now looking at cheaper solutions – it was noted that steel is currently cheaper than wood. Cllr Aldridge confirmed that he is waiting on some more estimates to submit for CIL funding.

**Action: Cllr Aldridge**

#### b) CCTV Policy

This is ongoing but has been put aside whilst Adrian recovers from a fall on some steps in the playground

c) Playground bin

The bin was purchased and replaced but has again been vandalised and thrown in the river. After discussion it was agreed that the bin will be relocated to a more visible spot at the top of the bank.

Cllr Pickford reported that Goodwood had also suffered from vandalism of their young trees and cutting of fencing associated with their new footpath across the fields by the WWTP

**Action: Cllr Newman**

d) Southern Water attendance at meeting update

In progress. Covered in County Cllr Hunt's report

**Action: CC Hunt & Clerk**

e) EV charging update

Cllr Aldridge reported that an insert requesting feedback from local residents as well as a survey was going to be put in the Lavant News, this will allow the Council to gauge the appetite for EV charging points and their potential usage. It was noted that Connected Curb will only install EV charge points into public access spots and are mainly concentrating on village halls but it may be possible to have some put curb side. It was noted that parking is already an issue and therefore finding somewhere to park and charge your vehicle may not be feasible.

It was noted that there is still a lot of research to be done and this item will be put on the January agenda for further discussion

**Action: Cllr Aldridge, Cllr Quest & Clerk**

f) To approve and adopt the previously circulated Civility and Respect Model Councillor – Officer protocol

After discussion the Council voted UNANIMOUSLY to adopt the Civility and Respect Model Councillor Policy

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

The following report was received in advance by Cllr Hunt

**Operation Watershed** - I'm really pleased to see that both of the WSCC funded Operation Watershed schemes have now been completed. Hopefully the flooding issues around Chalk Pit Lane and around Shop Lane have now been improved. I have certainly had a number of very positive comments on how much the works around Chalk Pit Lane have improved the situation. Going forward, with the type of rainfall we are now getting, the new soak away pit is obviously going to fill up on a regular basis and if not cleaned out is likely to mean that silt will be flushed into the pipework, leading to further blockages. I noticed recently that the pit had already filled up pretty quickly, so whilst Landbuild were working on Shop Lane I asked them if they would kindly dig it out and add it to their spoil heap. This they very kindly did. Being realistic, highways just don't have the manpower or the budget to do this at least twice a year, so maybe it is something the parish would like to consider going forward. When I spoke to Landbuild last week,

they confirmed that they had replaced all the damaged pipework in Shop Lane - which was extensive - so the surface water should drain properly. However, they did point out that at the very bottom of the lane the natural watercourse runs into a ditch which crosses a private garden. Obviously they didn't access the garden, but they did note the ditch seemed to be blocked by a small extension that had been added many years ago. I might be wrong, but when we did our original investigation work, I believe that there might have been a culvert under this extension, which appeared to be silted up. Obviously this ditch is the responsibility of the riparian landowner.

**Replacement Trees** - following our excellent new ramp installation at Meadow Close earlier this year - our officer, Michael Taylor, has been in touch with Louise regarding a suitable site for the replacement trees. Hopefully you have now managed to sort this out.

**Community Highways Scheme** - I see that Louise and Nick have been busy looking into this scheme and have a paper before you this evening. Yes, in answer to the question posed in that paper, I am very happy to support you. Could I suggest the once you have your proposals worked up I will try and arrange a meeting with our area highways manager to discuss those proposals. It would be good to go through them before formally submitting your application.

**Boundary Review** - you might or might not be aware that the Government are carrying out a boundary review of constituency boundaries. In fact the second round of consultations has just concluded and the final proposals will be announced in early July next year. AS far as Lavant are concerned, there are no proposed changes, you will still be part of the Chichester constituency.

**Cost of Living Crises** - just a reminder that there is a lot of information on the West Sussex County Council website as to where people can find help on a wide range of topics, such as guidance on finance, food, transport. Energy, employment and wellbeing. The website address is: [www.westsussex.gov.uk/leisure-recreation-and-community/cost-of-living/](http://www.westsussex.gov.uk/leisure-recreation-and-community/cost-of-living/) or simply search for WSCC cost of living crises. Alternatively our libraries - which are also open as warm spaces - have lots of information and can help people who are looking for support. Also, our Community Hub is there if you need support - just call them on **033 022 27980** - lines are open 9.00am - 5.00pm 7 days a week, including bank holidays. Also, the Chichester Community Network have compiled a list of warm spaces around Chichester and I have included this list with my report to the Clerk. Also, West Sussex County Council's Holiday Activity and Food programme is back this December, offering free holiday club places for children who receive means-tested free school meals. Support for The first available places are now available to search and book directly with providers on our [Holiday Activities and Food website](#). You can check if you're eligible and more places will be added in the coming weeks so keep checking our website. The County Council is again also providing a £30 supermarket food voucher to these children for the two-week Christmas school holiday, separately to the holiday programme. This will further support over 17,500 West Sussex children who receive free school meals (means-tested) and their families with the rising cost of living.

**Southern Water** - I wrote to the CEO regarding a number of issues, including the flooding at Sheepwash Lane, the issues around loss of using facilities in properties in Lavant Down Road

because the sewers were full to overflowing and our efforts to try and get a representative to attend a PC meeting. I received a response from a member of their Executive Response Team who quoted as follows:

*Sheepwash Lane, Lavant*

*I have reached out to the Operations Manager for the area, he has confirmed the conditions of the sewer on Sheepwash Lane are now stable and levels have dropped with the passing effects of the heavy rain.*

*We are seeing an impact of groundwater on the sewers in Singleton and West Dean, so we have a couple of tankers there to manage this until levels are reduced to a reasonable level. There is a chance that we could see tankers in East Lavant again this winter/spring; however, this will depend on a combination of groundwater conditions and rainfall.*

*There was an environmental assessment conducted by Adler and Allan on 30 November 2022, I can confirm all readings for ammonia recorded 0mg/l.*

*Meeting with Councillors*

*We are aware that the councillors of East Lavant wanted to meet, and the Operations Manager has confirmed he was in the process organising to attend. He has agreed that if the offer is still available, he will do all he can to facilitate the meeting.*

*Loss of facilities*

*A loss of facilities is a serious matter and if we are made aware of the situation, we will respond and put in place artificial flow management, whilst investigation work is conducted to clear any restrictions. I can advise this action was taken at the time of the incident for residents in Lavant Down Road.*

Your clerk was also copied into this mail and we have both written back (separately) to confirm that a visit by the Operations Manager in January would be most welcome. I encouraged him to contact Hannah-Louise to make the arrangements. We will now wait and see!

Finally, 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/>

#### **Comments/Questions**

- It was noted that Cllr Pickford will take forward the issue regarding the extension in Shop Lane and subsequent blocked gully with the representatives of the home owner. It was noted that WSCC could potentially provide further support if necessary.
- It was noted that Cllr Hunt would speak to Landbuild regarding the drainage at Fordwater road and report back.

- Cllr Aldridge noted that there was room for 5 replacement trees around Meadow Close. Cllr Aldridge to take photographs of the proposed locations and forward to Michael Taylor.

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

District Cllr Palmer reported that the relaxation of the housing policy will have significant impact on the Local Plan but it will not be in place before the May elections. A recently scheduled Southern Gateway meeting was cancelled and this has been postponed until after the Elections. In essence there is no money available for the A27 project and the Arundel bypass has also stalled.

**County Cllr Hunt excused himself and left the meeting at 7.39pm**

## 8. Chairman's Report

- Eastmead Update – The Parish Council noted their thanks to Cllr Pickford in his continuing endeavours.

Lengthy debate took place regarding the recent response from Robert Campbell to Cllr Pickford most recent email. It was agreed that the response received was unwavering in its content and had not conceded that any breaches had occurred. It was agreed after much discussion that Cllr Pickford would contact Mr Campbell to set up a meeting to discuss further.

### **Action: Cllr Pickford**

It was asked whether legal advice should be sort and agreed that at present Cllr Pickford would continue his dialogue.

Specific mention was made of the ongoing sewage concerns and it was noted that both County Cllr Hunt and the Clerk were continuing to contact Southern Water to ask them to attend a meeting in the New Year.

### **Action: CC Hunt & Clerk**

Cllr Pickford noted that the HSE have signed off on the project but he will continue to follow this up

- Earl of March  
Cllr Pickford reported that the landlord would be very willing to attend a Parish Council meeting in the New Year. The landlord has expressed a number of plans for the pub and also other projects and would be keen to discuss them with the Council  
**Action: Cllr Pickford**
- Warm Areas – Cllr Pickford asked whether any areas had been established and Cllr Quest reported that the school is opening between 4-7pm during December and January with craft activities for children and tea and toast available. It was noted that timings may change.  
It was noted that the school have done a lot to support the local community and help out the village.  
Cllr Pickford asked whether the Church was providing any support and it was confirmed that in addition to their usual activities an hour of soup and tea/coffee was going to be provided on Mondays funded through Fete Committee donations

## 9. Councillors Meetings/Training Feedback

- North Parishes Police Update – Cllr Goldsmith  
Cllr Goldsmith reported that she had attended this online meeting which had been set up to address the concerns regarding communication with the Police. It was noted that only 4 parishes attended the event which was very disappointing. Meetings will run on a monthly basis with the next one at the end of January.  
Cllr Goldsmith noted that the Police have reported that they are very short staffed with only having half of their allocation of 17, however this is being addressed with further recruitment.  
Priorities for the Police are reported as:
  - ~ The prevention of violence against girls and women
  - ~ Speedwatch
  - ~ Fraud prevention
  - ~ Theft of catalytic convertersThe Parish Council thanked Cllr Goldsmith for her report and attendance at the meeting
- Training – Into Planning (22/11/22) - Cllr Kuchanny  
No feedback
- Training - Local Plans and Policy Making (29/11/22) – Cllr Kuchanny  
No feedback

## 10. Update on School carpark

- To review/approve the engagement of the transport planning consultant for the school parking as per previous correspondence. Proposed payment of £1100 to be invoiced  
It was resolved by the Council, following discussion, that no further expenditure can be approved until a clearer picture of Council finances is available in January

## 11. Local Transport Improvements

Cllr Newman reported that he is continuing to look at options for CIL money to assist with local transport improvements. Several projects have been identified including: Pook Lane, the footpath north of the Co-op and the refurbishment of the bus shelters.

It was agreed that Cllr Newman would feedback these ideas to Eleanor Harman at WSCC with the support of the Parish Council.

## District Cllr Palmer excused himself from the meeting at 20.19

## 12. Fete Update

Cllr Reynolds provided the following update:

### Dates

- 2023 - June 17<sup>th</sup>
- 2024 – June 15<sup>th</sup>
- Please could the Village Green be booked for the Fridays – June 16<sup>th</sup> 2023 and June 14<sup>th</sup> 2024 as well as for the day of the Fete.

## **Distribution of Funds**

- This has taken place successfully. At her request -one payment is left to make to Cynthia Blades in January. This is for the St Nicholas outreach for warm lunches.
- One group has been unhappy with the award. The Fete Chair and Secretary have responded by e-mail and a face to face meeting. Suggestions have been made to the group regarding their involvement next year, including an offer to allocate a stall which they can use to advertise for new members. The Fete Committee also have a proposal regarding the ways in which the group could maintain their involvement in/ contribution to the Fete.

## **Organisation**

- A positive and constructive Open Meeting was held in November in the Bleaches room. Several suggestions have been taken up by the committee and it is great to have the assistance of Mick Bleach.
- Another Open Meeting will take place in April 2023.
- The committee plan to ask various key people to committee meetings and will be working with them in 2023. It is very pleasing and reassuring that many who were involved for the first time in 2022 are willing to help again and take on a bit more responsibility in 2023.

## **Planned changes**

- 2023 – Timings have changed 1:00pm to 4:30pm.
- The BBQ and other Food outlets to start serving food at 12:30pm before the official opening ( to allow stall holders time to purchase )
- Fun Dog Show – will be expanded and idea of ‘fun’ categories to be developed. Aim is to create time for registration
- Enhanced Children’s events and a ( well-ordered / subject to a good Risk assessment ) Tug of War will take place
- Some of the outside contributors will be asked to change the basis of their attendance.
- Hope that there will be more involvement from Village pubs.

Discussion took place around the request from Sarah Newman (Fete Committee treasurer) to be given access to the bank account in order for her to maintain this. It was clarified that the arrangement for the Parish Council to manage the account was historic and there is no reason for the Clerk to manage the account going forwards. It was agreed that the Clerk would remain on the account as an authorised signatory but day to day management of all Fete Committee finances would be taken on by the Treasurer.

**Action: Clerk to communicate the decision**

## **13. Heritage Update**

Cllr Reynolds provided the following update:

**Events** – the November talk – Lavant River was very well attended and £500.00 was raised. This will be put to use for the survey of St Mary’s which we hope to begin in the spring of 2023. Many thanks to the speakers and the canape makers and the helpers.

**Research** – the archive of information gathered about St Nicholas graveyard has been passed over to Richard Ryder who is working on a means to make this free to view to the general public.

**Lavant Lives Project** – all four boards are finished. We are waiting for the completion of the site for the Embankment Board at Sunley, and the Board at Chalkpit which has been held up due to problems with the Telephone Box.

Richard Whincop and Caroline Reynolds have started work on the LPC webpage – History tab. Accessibility / alternative text provide some challenge!

**Telephone Box** – unfortunately due to changes at Lavant House and Bishop Luffa Launchpad the plans for volunteer work in the restoration have not come to fruition. Fortunately LHP have raised enough contingency monies to pay for Tim Ralph to work on it. However, this work is delayed until March 2023.

#### **Community engagement –**

- LHP have been asked by Gina Bill – Lavant Churchwarden to contribute to a Heritage Festival being planned by Lavant Churches in April 2023. This event will be held at St Nicholas and take place over the days of weekend. Various activities are planned and Lavant Churches have asked outside speakers to take part.
- LHP – will continue, in 2023, to hold monthly meetings during which members of Lavant community can work together to collate and record Lavant's Heritage.
- LHP plan to hold a ‘ launch ‘ event for the Embankment Board which will include Lavant Primary School and the Novium Museum as well as SDNPA.

#### **14. Village maintenance and other concerns**

- Bus Shelter Maintenance  
After discussion it was agreed that Cllr Newman would provide a prioritisation list for repair works and costings for repair versus replacement. Once received this could be added to the CIL project list
- Update on Sheepwash Lane drainage  
Covered earlier in CC Hunt’s report

#### **15. Clerks Summary of Correspondence Received**

- Request for Minutes pertaining to horse trial access Centurion Way 2016  
The Clerk reported that she had been contacted about an incident involving a horse on Centurion Way and had provided the lawyers with the requested minutes in which the previous horse trial access had been discussed during 2016, 2016 & 2017.

#### **16. Finance**

- a) Clerk asked Council to note that in future payments submitted after the 1<sup>st</sup> of each month will be included in the following months transactions and not added to the



next meeting agenda unless in very specific circumstances. This would allow more effective use of the Clerks time. Council agreed to this proposal.

- b) To note receipts and recommend approval of December payments (Appendix A) including an additional unpaid invoice to St Johns Ambulance for attendance at the Jubilee tea party
  - Council reviewed the payments. **Cllr Aldridge** proposed to accept the payments, this was seconded by **Cllr Tucker**
- c) To confirm the usage of the monies held on account with Winkworth Sherwood to pay the invoice for the footpath and receive and pay the outstanding balance of £9.58 upon receipt of invoice prior to the January meeting  
Council agreed **UNANIMOUSLY** to this proposal
- d) To approve the Bank reconciliation for December (Appendix B)
  - Council reviewed the bank reconciliation. **Cllr Newman** proposed to accept the bank reconciliation, this was seconded by **Cllr Aldridge**
- e) To approve engagement of Mulberry & Co for the 2022-23 internal audit  
Council agreed **UNANIMOUSLY** to the engagement of Mulberry & Co to carry out the 2022-23 internal audit
- f) To approve purchase of stationery for Clerk (pack of A4 folders)  
Council approved the Clerks request

## **17. To comment on and review planning applications and delegated decisions**

Council noted the following decisions:

### **SDNP/22/00339/LIS**

Proposal: Removal of exterior white paint to expose original brick and flint wall (retrospective); works to open existing staircase through removal of timber panelling and replacement with new banister rail and spindles. Replacement of conservatory to the rear and lowering of ground level to improve drainage; New gutters and down pipes

Location: White Cottage , Pook Lane, Lavant, PO18 0AX

Decision: **Approved 16/11/22**

### **SDNP/22/04611/TPO**

Proposal: Re-pollard (back to previous points) on 3 no. Lime trees (T1-T3) subject to LV/98/00644/TPO

Location: Raughmere Grange, Raughmere Drive, Lavant, Chichester, West Sussex, PO18 0AB

Decision: **Approved 17/11/22**

Applications for Comment:

### **SDNP/22/05530/HOUS**

Proposal: Retrospective boundary treatments

Location: 13 Northside Mid Lavant Chichester

Deadline: 2 January 2023

Comment: No objection

### **LV/22/02793/TPA**

Proposal: Crown lift (North, East and West sectors) by 1.5m on 1 no. Cherry tree (Quoted as P1). Within Area (A1), subject to LV/08/00140/TPO.

Location: Land East Of 1 To 8 , Roman Fields, Chichester, West Sussex, PO19 5AB

Comment: No objection

**LV/22/02791/TPA**

Proposal: Fell 1 no. Birch tree (no. 24) and 1 no. Larch tree (no. 66) within Area, A1 subject to LV/93/00640/TPO

Location: Land North Of Marchwood Gate, Marchwood, Chichester, West Sussex

Comment: No objection

**LV/22/02925/TPA**

Proposal: Fell 1 no. Sycamore tree (T159) within Area, A1 subject to LV/08/00140/TPO

Location: Land North-West Of 18 To 20 Roman Fields Roman Fields Chichester

Comment: No objection

**LV/22/02913/TPA**

Proposal: Reduce 1 no. branch on east sector by 4m on 1 no. Beech tree (T136). Reduce height by 4m on 1 no. Sycamore tree (T152). Reduce height by 5m and reduce 1 no. limb on west sector at 6m by 8m on 1 no. Sycamore tree (T159). Reduce height by 4m and reduce 1 no. lower branch on north sector by 2m on 1 no. Birch tree (T161). All 4 no. trees within Area, A1 subject to LV/08/00140/TPO

Location: Land West Of 18 To 20 Roman Fields, Roman Fields, Chichester

Comment: No objection

**SDNP/22/05539/ADJAUT**

Proposal: Adjoining Authority Consultation - Chichester District Council Licensing - Case Reference Number: 22/01983/LAPRE1 - Premises Licence Variation

Location: Field In Front of The Kennels Goodwood Golf Club Kennel Hill Road Goodwood Chichester

Comment: No objection

**Action: Clerk to submit all comments**

**18. Items for inclusion on next agenda**

- Cllr Reynolds highlighted her difficulty in updating the website with documents that meet the accessibility guidelines as she does not have an updated version of Office 365. The Council agreed that this should go on the agenda for discussion in January.

**Action: Clerk to speak to TEEC to understand the website further**

- It was asked that the Car Park be put on the agenda for January

**Action: Clerk**

**19. Date of next Lavant Parish Council meeting 17<sup>th</sup> January 2023**

**The meeting closed at 8.51pm**

**Appendix A**

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED 6/12/22						
<b>RECEIPTS:</b>						
DATE	REF	PAYER	DESCRIPTION	AMOUNT	VAT	
				CREDIT	£ -	
<b>PAYMENTS:</b>						
DATE OF DD	INVOICE NUMBER	PAYEE	DESCRIPTION	AMOUNT	VAT	
09/11/22	FO126	Novuna	Tractor Loan	£ 229.00		
21/11/22	FO127	Barclaycard	Various	£ 86.03	13.59	
01/12/22	FO129	Scanstation	Microsoft License (Dec)	£ 43.68	7.28	
07/12/22	FO130	Allstar	Fuel	£ 203.70	33.95	
<b>APPROVAL DATE</b>						
21/11/22	FO128	Nutbourne Consulting	Invoice 14301 - Memorial Hall	£ 2,150.25	345.55	
13/12/22	FO131	Goodrowes	Oil	£ 25.20	4.20	
13/12/22	FO132	Paul Stevens	Tree and Vegetation works	£ 113.50		
13/12/22	FO133	Lavant Primary School	Room Hire 24/10/22	£ 22.24		
13/12/22	FO134	Dawn Salter	Training on website - Cllr Reynolds	£ 50.58		
13/12/22	FO135	Robert Newman	Reimbursement of Expenses	£ 95.88	15.98	
13/12/22	FO136	HL O'Callaghan	Locum Salary	£ 2,652.00		
13/12/22	FO137	Michael Stuart	Lav Vols	£ 24.99	4.17	
13/12/22	FO138	Mulberry & Co	Training for Cllr Kuchanny	£ 48.00	8.00	
13/12/22	FO139	Winkworth Sherwood	License relating to Lavant Footpath	£ 9.58		
13/12/22	FO140	Adrian Blades	Expenses reimbursement	£ 83.48	13.91	
13/12/22	FO141	LMH	Room Hire 5/12/22	£ 130.00		
13/12/22	FO142	St Johns Ambulance	Jubilee Tea Party	£ 115.20	19.20	
13/12/22	FO143	ASM Carpentry	Footbridge test holes	£ 516.00	86.00	
				<b>TOTAL</b>	<b>£ 6,599.31</b>	<b>£ 551.83</b>
*** transaction for £321 in dispute						

**Appendix B**

	LAVANT PARISH COUNCIL				
	06/12/2022				
Lavant Parish Council					
		06/12/2022			£ 131,426.30
				total	£ 131,426.30
Bank Reconciliation as of			06/12/2022		
			BFWD		£ 146,994.71
Current Account			INS		£ 154,952.81
			OUTS		£ 170,521.22
as of	06/12/2022			Balance	£ 131,426.30