

# LAVANT PARISH COUNCIL ANNUAL MEETING MINUTES

16<sup>th</sup> May 2023

Lavant Memorial Hall, Lavant

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

## In attendance:

Councillors Goldsmith, Quest, Tucker, Turner, Mayhead, Whincop  
Clerk Hannah-Louise O'Callaghan, County Cllr Hunt, Adrian Moss (CDC)

Public Present – 4

### 1. To accept the signed declarations of Acceptance of Office for all councillors

The Clerk received and noted the Acceptance of Office for all Councillors

### 2. To elect the Parish Council Chairman for 2023/2024 and to receive a declaration of Acceptance of Office.

**Cllr Tucker** proposed that **Cllr Goldsmith** was elected as Chair, this was seconded by **Cllr Quest**. There were no objections. **Cllr Goldsmith** was duly elected and will preside over the meeting  
**Cllr Goldsmith** signed the Acceptance of Office for Chair of the Parish Council

### 3. To elect the Vice Chairman for 2023/2024 and receive a declaration of Acceptance of Office.

**Cllr Quest** proposed that **Cllr Tucker** was elected as Vice Chair, this was seconded by **Cllr Goldsmith**. There were no objections. **Cllr Tucker** was duly elected and signed the Acceptance of Office for Vice Chair of the Parish Council

### 4. Apologies from Members

There were no apologies for absence. **Cllr Goldsmith** welcomed the new councillors to the Parish Council and noted the attendance of **Adrian Moss** in place of newly elected District Councillor **Joseph Brookes-Harmer**

### 5. Co-option of candidates

- Tim Aldridge
- David Kuchanny

Council received the co-option papers from **David Kuchanny** and **Tim Aldridge**. It was proposed by **Cllr Quest** that both be co-opted onto the Council, this was seconded by **Cllr Tucker**. There were no objections.

### 6. To accept the signed declarations of acceptance of office

**Cllrs Aldridge** and **Kuchanny** completed and returned the signed Acceptance of Office to the Clerk.

### 7. Declarations of Interest and Dispensation Requests

- To receive declarations of interest from councillors on items on the agenda  
None

- ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- iii. None
- iv. To grant any requests for dispensation as appropriate
- v. None

**8. To accept the Register of Interests for all councillors**

It was noted that Councillors Kuchanny, Aldridge and Quest are still to return the Register of Member Interests to the Clerk

**9. Public Questions**

There were no public questions

**10. Councillors to agree the acceptance of the Lavant Parish Council Code of Conduct and Declaration of acceptance to receive information by electronic mail**

Councillors agreed **UNANIMOUSLY** to the Code of Conduct and Acceptance to receive information by electronic mail

**11. To confirm receipt of the new councillor pack by all councillors which includes The Good Councillors' Guide and the seven documents listed in Item 11.**

Councillors confirmed receipt of the documents listed in Item 11

**12. To approve by resolution the following documents:**

- i. Lavant Parish Council Financial Regulations
- ii. Lavant Parish Council Standing Orders
- iii. Lavant Parish Council Document Email Usage
- iv. Lavant Parish Council Risk Assessment
- v. Lavant Parish Council Grievance and Disciplinary/Appeal Policies
- vi. Lavant Data Protection Policy
- vii. Lavant Register of Assets

On a proposal by **Cllr Aldridge** and seconded by **Cllr Tucker** the above documents were all approved by the Council. Clerk to update the website accordingly

**13. To receive and approve the minutes of the Council meeting held 14<sup>th</sup> March 2023**

On a **proposal** by **Councillor Aldridge** and **seconded** by **Councillor Kuchanny** it was **RESOLVED** that the Minutes of the meeting held on 14<sup>th</sup> March 2023 be ratified and be accepted as a true record of proceedings. The minutes were signed accordingly.

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

- i. Memorial Hall – Cllr Tucker
- ii. Fete Committee – Cllr Quest
- iii. Allotment Association – Cllr Goldsmith
- iv. Goodwood Motor Circuit – Cllrs Aldridge & Mayhead
- v. Goodwood Aerodrome - Cllrs Aldridge & Mayhead
- vi. West Sussex Association Local Councils (WSALC) - Cllrs Aldridge & Mayhead
- vii. Chichester District Association Local Councils (CDALC) – Cllr Turner
- viii. Eastmead – Cllrs Turner & Quest
- ix. Planning – Cllrs Tucker & Kuchanny
- x. Environment – Cllrs Tucker, Quest, Goldsmith & Mayhead
- xi. Heritage – Cllr Whincop
- xii. Communications – Cllr Mayhead
- xiii. Playground – Cllr Quest

- xiv. Lavant Volunteers – Cllrs Aldridge & Turner
  - xv. Police liaison – Cllr Goldsmith
  - xvi. Footpaths – Cllr Aldridge
  - xvii. Traffic (to include Community Speedwatch) – Cllr Tucker
- Representatives to the varying bodies were confirmed as detailed above

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

Cllr Hunt provided the following report:

Update on our Childrens Services

You may remember that back in 2019 our Children’s services received an inadequate report from Ofsted. Since then we have invested millions of pounds in an extensive improvement programme and I am pleased to say that, following [Ofsted’s latest inspection](#) (click on this link for the full report), the service was given an overall rating of ‘requires improvement’, with ‘good’ judgements for children in care and leadership and management. The judgements on children needing help and protection and children leaving care are they ‘require improvement to be good’. Ofsted Inspectors have praised West Sussex County Council for its *‘relentless approach to improving practice’* in Children’s Services. Some of the key findings from the report were:

- Most children coming into care make good progress
- The voice of children and young people is strong and well-considered in decision-making
- Early Help support is making a positive difference to children’s lives
- Staff benefit from a wide range of support, and training and development opportunities; and feel valued
- The implementation of the new Family Safeguarding practice model has been carefully considered with clear plans for the next steps
- Partnership working is improving, although there is more to do
- Leaders have been determined to shift the organisational culture and put children first
- The advice and support provided to care leavers aged 21 and over requires improvement
- Placement choice for children who are looked after requires improvement

The full report can be found at on the following link:

<https://files.ofsted.gov.uk/v1/file/50216276>

Highways Update

As you will be aware, following the weather events we have experienced over the last year, we are now tackling a large number of issues on the network. We continue to see exceptionally high numbers of customer reports, in March this was just under 8,000 enquires , this is double what we would normally expect at this time of the year and this trend continues. In January the number of enquiries exceeded 11,000. The impact on the Highways teams has been significant. The teams are incredibly busy and the volume of work is unrelenting, including the significant incidents at the A29, Midhurst and Wiston, which have also added pressure to the workload. For example, we currently have two teams working full time on all the small side roads around Midhurst, which are being used as ‘unofficial’ diversion routes and therefore experiencing much higher volumes of traffic - and heavier vehicles - than normal. I would like to assure you we are doing all we can to manage the workload across the county; officers are working over-time and we have successfully recruited new staff but they need support and training to become fully operational. Our contractors’ gangs are also working twilight shifts and Saturdays to manage the increased number of jobs. We are also looking to increase the number of gangs further but as I

am sure you will appreciate; this is common to the entire south-east and nationally, so sourcing additional gangs is very difficult. Our 3 Jet Patchers are now in operation so this will help.

In order to enable the Highway Teams to effectively deal with the volume of safety issues being reported, we will be pausing non-statutory activities for a period of 4 weeks as we did in January. We will extend our response times to customers on general enquiries from 10-20 days. We appreciate your support and understanding at this very busy time.

Just to clarify, the proposed temporary measures are:

- Extend SLA for customer responses – up to 20 days
- Pause non-essential licensing activities (e.g., residential Vehicle Crossovers, Standard Forms of Consent for activities like licensing banners or planters).
- Pause responses to general enquiries, including Community Highway Schemes
- Add pop ups to the webpages to advise members of the public of paused activities
- Amend the wording on the corporate complaints acknowledgment

#### Midhurst Road Closure update

As referenced above, unfortunately the closure of the A286 in the centre of Midhurst remains closed to through traffic due to the recent fire at the Angel Hotel. Obviously this closure has not only had a huge impact on traffic flows, but it has also had a huge impact on local businesses. Similar to the position around the closure of the A29 at Pulborough - which is now open with single lane working - the situation is complicated in that both these incidents involve property owners and their insurance companies. Added to these complications is that the building is Grade 1 listed and therefore the remaining facade of the building cannot simply be knocked down. It therefore has to be shored up before it is safe to re-open the road. So, although this is not directly our responsibility - and in the interests of the travelling public and the businesses in the town - the SDNP, CDC and WSCC are working together to try and re-open the road as soon as possible. However, this is likely to take around seven weeks to complete the work before the road can re-open. CDC are co-ordinating press updates and the latest release can be found at: <https://www.chichester.gov.uk/article/37699/Midhurst-fire-update-from-South-Downs-National-Park-Authority-5-May>.

#### Local Issues

Catchment pit at the bottom of Chalkpit Lane - I have liaised with Darren Norris , Goodwood Forestry Manager, who discussed the proposal with Lloyd McNeill, the Estate Managing Director. I am delighted to say that Lloyd has agreed that in principle Goodwood will clear it a few times a year. The last I heard from Darren - on 27th April - was that he was going to take a closer look with their digger driver to work out what they need to do.

Dangerous parking on the pavement just north of Summersdale Garage - this is something that is currently being looked at. Our highways officers say that the pavement is too narrow for bollards and the only solution is for double yellow lines. I had hoped that an initiative could be included

in your Communities Highway scheme application, but I understand that you are currently concentrating on other areas. I will therefore discuss this issue further with our highways team.

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/>

Also, a reminder that all our public meetings are webcast live and are also archived, so you can always view them later. <https://www.westsussex.gov.uk/about-the-council/how-the-council-works/watch-county-council-and-committee-meetings-online/>

In addition to the report above Cllr Hunt highlighted a potential for resilience training in the Autumn which could potentially be organized in conjunction with other local parish councils. Leaflets were left for distribution. Reference was made to the recent water outage at Hardham which left many local villages without water for 24 hours.

Finally Cllr Hunt conveyed best wishes on behalf of David Palmer.

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

In the absence of District Councillor Joseph Brookes-Harmer, Cllr Adrian Moss introduced himself and reported that he would be happy to attend any meetings alongside Cllr Brookes-Harmer to talk further on his ongoing work with Southern Water and the Harbour Villages.

It was highlighted following the recent water outage that many parish councils do not know whom to contact in an emergency and this should be addressed through the resilience training.

Cllr Moss excused himself at 7.40pm

#### **17. Update on urgent matters only brought forward from previous meeting: -**

- To discuss the appointment of James Pickford to continue his research and provide guidance relating to the ongoing Eastmead discussions working alongside the nominated councillor for Eastmead.

After discussion the Council agreed to appoint James Pickford to work alongside Cllrs Turner & Quest in a voluntary capacity as a liaison to the Parish Council to continue his research and provide support with the ongoing issues relating to Eastmead. This was proposed by **Cllr Aldridge** and seconded by **Cllr Kuchanny**

#### **18. Clerks Update and Summary of Correspondence Received**

- Lavant Fete – Parish Council presence  
Cllr Goldsmith reported that the Parish Council will share a tent with the Allotment Association and asked everyone to consider their availability to help set up and pack down. A rota will be produced by Cllr Goldsmith. It was agreed that Cllr Whincop will update the boards with the new councillors
- Request for use of the Sports field as an overflow car park for the Fete  
After discussion it was agreed that the area between the road and the pitch could be used for additional parking for the Fete however the pitch itself is not to be used

- Agreement to instruct Irwin Mitchell to proceed with the acquisition of land at Blakes View

The Council authorised Cllr Aldridge to act on their behalf to finalise the acquisition of land and instruct Irwin Mitchell to proceed. It was noted that Cllrs Goldsmith & Tucker have a meeting with Sunley to agree placement of the 4<sup>th</sup> interpretation board. Cllr Aldridge noted that the proposed placement of the telephone box does not allow for easy parking in the bay closest to the proposed site. It was agreed that Cllrs Whincop & Tucker will follow this up, liaising with the Memorial Hall committee who have expressed concern about line of site.

## 19. Finance

- To note receipts and recommend approval of April/May payments (Appendix B)  
Council reviewed the payments. **Cllr Kuchanny** proposed to accept the payments, this was seconded by **Cllr Tucker**
- To approve the Bank reconciliation  
Council reviewed the bank reconciliation and bank statements. **Cllr Aldridge** proposed to accept the payments, this was seconded by **Cllr Whincop**
- To agree full access to the Fete committee bank account for Mrs Sarah Newman  
Council agreed **UNANIMOUSLY** to re-instate Mrs Newman onto the Fete Committee bank account
- To agree to remove James Pickford from all parish council bank accounts as an authorised signatory  
Council agreed **UNANIMOUSLY** to remove James Pickford from all parish council accounts and instructed the Clerk to go ahead
- To acknowledge receipt and to note the findings of the Internal Audit Report 2022-2023  
Council acknowledged receipt of the internal report and noted its findings and authorised the Clerk to action any recommendations
- To approve the Annual Governance Statement 2022/2023 (section 1)  
Council **UNANIMOUSLY APPROVED** the Annual Governance Statement. This was signed by the Chairman
- To approve the Annual Accounting Statement 2022/2023 (section 2)  
Council **UNANIMOUSLY APPROVED** the Annual Accounting Statement. This was signed by the Chairman
- To set the commencement date for the period of public rights 5<sup>th</sup> June – 14<sup>th</sup> July 2023  
Council **UNANIMOUSLY APPROVED** the setting of the commencement of public rights

## 20. To comment on and review planning applications and delegated decisions

New Applications for Comment:

**Case Number: SDNP/23/00751/CND (Appendix A)**

**Location:** Raughmere Barn Raughmere Drive Lavant West Sussex PO18 0AB

**Proposal:** Single storey rear extension, conversion of roof space into habitable accommodation, demolition of conservatory and associated works – (variation of Condition 2 of Planning Consent SDNP/20/03045/LIS to replace modern cladding and high level window on the south west elevation with a door and side screen and remove a section of modern brickwork to create a gated access between the drive

and the proposed entrance.)

**Comments:** Lavant Parish Council supports this application for a variation of Condition 2.

**Case Number:** SDNP/23/01593/FUL

**Location:** Lavant House West Lavant Road Lavant

**Proposal:** Repairs and refurbishment to the central core of the building. Works to various windows and doors and reinstatement of historic access onto balcony. Removal of existing verandah structure. New balcony at 1<sup>st</sup> floor. Removal of modern render to southern elevation. New paving to outside terrace.

**Comments to submit:** Lavant Parish Council supports this application

It was noted that Lavant House is over 300 years old and will require a lot of work to be done to restore it. A representative from the developers clarified that the planning department will not allow double glazing to be installed despite the recent advances in technology.

## **21. Items for inclusion on next agenda**

The following items will be included on the next agenda:

School Carpark

Memorial Hall Carpark

Electric Vehicles

Bridge Project

Eastmead Update

## **22. Any other matters**

Chairman Cllr Goldsmith resigned her position as Chair of the Council, remaining as an elected member of the Council. **Cllr Quest** proposed that **Cllr Aldridge** take over as Chair of the Council, this was seconded by **Cllr Kuchanny**.

Cllr Aldridge thanked the Council and Cllr Goldsmith and duly signed the acceptance of office of Chair for Lavant Parish Council

## **23. Date of next Lavant Parish Council meeting 13<sup>th</sup> June 2023**

**The meeting closed at 8.26pm**

**Planning applications: SDNP/20/03045/LIS and SDNP/20/03044/HOUS Proposed Amendments**

**Location:** Raughmere Barn, Raughmere Drive, Lavant, Chichester, West Sussex.

**Proposal:** Single storey rear extension, conversion of roof space into habitable accommodation, demolition of conservatory and associated works – variation of Condition 2 of Planning Consent SDNP/20/03045/LIS to replace modern cladding and high level window on the south west elevation with a door and side screen and remove a section of modern brickwork to create a gated access between the drive and the proposed entrance.

**Rationale:** The internal alterations are nearing completion and construction of the extension is scheduled for this year. Having lived with the revised internal layout for some time, the applicants would like to make a small change to improve access to the property and improve circulation between the internal and external spaces.

**Detail:** Specifically: to replace the modern cladding and high level window on the south west elevation with a door and side screen. It is understood that the cladding and high level window were inserted at the time of the original conversion replacing a stable door. The flint and brick dressings will be retained unchanged.

Also to remove a section of modern brickwork to create a gated access between the drive and the proposed entrance. This brickwork was constructed at the time of the original conversion.

(see attached plan for amendments)

**Comment:** The proposed alterations are small in nature, hidden behind an existing boundary fence and do not affect the original barn structure. The proposed door and side screen will match the existing front door and side screen in style, construction, frame section and finish.

**Resolution:** Lavant Parish Council supports this application for a variation of Condition 2.

Louise Tucker

28.April 2023



## Appendix B

LAVANT PARISH COUNCIL FINANCIAL REPORT PREPARED 2/5/23						
<b>RECEIPTS:</b>						
DATE	REF	PAYER	DESCRIPTION	COST CENTRE	AMOUNT	VAT
21/04/2023	N00050	CDC	Precept Part 1	1076	£ 16,012.38	
CREDIT					£ 16,012.38	
<b>PAYMENTS:</b>						
TE OF REGULAR	PAYMENT METHOD	PAYEE	DESCRIPTION	COST CENTRE	AMOUNT	VAT
03/04/2023	DD	NEST	Clerk Pension	Clerk	£ 128.89	
03/04/23	DD	Scanstation	Microsoft License	IT	£ 43.68	7.28
11/04/23	DD	Allstar	Tractor Fuel	Fuel	£ 62.27	10.38
05/04/23	DD	Barclaycard	Monthly Payment - acc in credit	lnk	18.97	3.17
07/05/23	DD	Allstar	Tractor Fuel	Fuel	110.03	18.34
05/05/23	DD	Barclaycard	Monthly Payment, HP, Grass sec	4220, 4250, 4335	563.34	
06/05/23	DD	Scanstation	Microsoft License	IT	43.68	7.28
09/05/23	DD	NEST	Clerk Pension	Clerk	128.89	
<b>PRE-AUTHORISED PAYMENTS</b>						
17/04/23	BACS	LMH	Bleaches Room	4170	£ 7.00	
17/04/23	BACS	Mulberry & Co	Locum RFO	4001	£ 168.00	28.00
17/04/23	BACS	WSCC	Clerk Salary	4000	£ 1,225.50	
17/04/23	BACS	Lavant Churches	Hire of St Nics	4170	£ 35.00	
17/04/23	BACS	TEEC	Website	4260	£ 28.80	4.80
17/04/23	BACS	WSALC	Subscriptions 2023/24	4220	£ 593.35	
19/04/23	BACS	Gallagher	Tractor Insurance	4200	£ 359.15	
19/04/23	BACS	CDC	Litter Bin emptying	4400	£ 584.04	97.32
<b>TO BE PAID</b>						
<b>APPROVAL DATE</b>						
16/05/23	BACS	Viking	Stationery	4100	£ 17.08	2.85
16/05/23	BACS	Zurich Insurance	Parish Council Insurance	4200	£ 865.25	
16/05/23	BACS	A Blades	Maintenance Costs	4330	£ 181.72	30.29
16/05/23	BACS	Play Inspections	Playground Inspection	4305	£ 87.54	14.59
16/05/23	BACS	WSCC	Clerk Salary	4000	£ 1,225.50	
16/05/23	BACS	Mulberry & Co	Locum RFO	4001	£ 168.00	28.00
16/05/23	BACS	Mulberry & Co	Internal Audit			
<b>TOTAL</b>					£ 6,645.68	£ 252.30

