

**The Minutes of the Annual Council Meeting of Lavant Parish Council held on Tuesday 14<sup>th</sup> May 2024 commencing 7:00pm held at the Lavant Memorial Hall, Pook Lane, Lavant.**

**In attendance:** Cllrs. Aldridge, Goldsmith, Kuchanny, Mayhead, Quest, Tucker, Turner, and Cllr Whincop.

**Also Present:** WSCC, Cllr Hunt, CDC Cllr Brookes-Harmer and the locum Clerk.

**Public present:** Three.

**78. Election of Chairman.**

Cllr Kuchanny proposed, and Cllr Mayhead seconded the nomination of Cllr Aldridge to be elected as Chairman. It was unanimously **AGREED** that Cllr Tim Aldridge be elected. He accepted the appointment and signed the Acceptance of Office form.

**79. Election of Vice-Chairman,**

Cllr Aldridge proposed, and Cllr Kuchanny seconded the nomination of Cllr Tucker to be elected as Vice-Chairman. It was unanimously **AGREED** that Cllr Louise Tucker be elected. She accepted the appointment and signed the Acceptance of Office form.

**80. Apologies for absence – none.**

**81. Declarations of Interest and Dispensation Requests.**

- i) None
- ii) None
- iii) None.

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

WSCC Cllr. Hunt referred to his report, circulated previously and attached at Appendix A. A discussion related to the pumping of wastewater into the River Lavant by Southern Water was held. Cllr Kuchanny reported that large tankers are now obstructing the road at the pumping location used by Southern Water to discharge wastewater into the river. LPC is undertaking independent river water samples in conjunction with the Arun and Rother River Trust. WSCC Cllr Hunt reminded Members that any relevant enforcement action regarding planning rests with CDC and environmental concerns should be raised with the EA. He advised that Singleton PC had invited senior representatives from Southern Water to attend their Electors' meeting. Cllr Kuchanny agreed to attend and question the representatives about the ongoing pumping of wastewater into the River Lavant; and

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

CDC Cllr Brookes-Harmer referred to his report, circulated previously, which is attached at Appendix B.

- Discussions related to the Eastmead development referred to the proposal to establish a village shop/community hub. It was understood that a local publican had similar ideas and WSCC Cllr Hunt agreed to raise this matter with him [FAYE/TIM – I know the pub was the “Earl of March” but we don’t need to name them in the Minutes – the important thing here is that an action was agreed and should be reported back to the next meeting]; and
- It was suggested that Members could benefit from a walk along the River Lavant to understand the nature of the environmental concerns. A date will be agreed.

**84. Community Highways Infrastructure Lavant (CHIL).**

The Chairman asked Nick Reynolds **[TIM – did I get the name right?]** to present the history and objectives of the Community Highways Infrastructure Lavant Group **[TIM – Nick did not give me his report – can you get it for me please?]**. Nick presented his report which is attached at Appendix B. The next stage for the Group is to present their ideas to the community. Once consultation and feedback is consolidated, the Group will invite WSCC Cllr Hunt and the WSCC Highways to review, informally, any proposals. The Chairman confirmed the support from LPC in all that the Group is undertaking on behalf of the community. Nick also advised that he would investigate the use of a static speed indicator device that could be deployed in the parish.

**85. Public Session – none.**

**86. Minutes of the ordinary meeting of 9<sup>th</sup> April 2024.**

Cllr Mayhead proposed, and Cllr Goldsmith seconded the approval of the draft Minutes. It was unanimously **AGREED** that the minutes of the previous meeting be signed by the Chairman as a true record.

**87. Update on outstanding actions brought forward from the previous meeting.**

- a) **Land Acquisition** – as advised previously.
- b) **Electric Vehicle** – The Chairman advised that he is in discussion with a company that may be able to assist. They are working with WSCC, CDC, & the SDNPA and will check the relevant installation viability.
- c) **River Bridge project** – The Chairman noted that drawings and specifications had been received allowing the project to progress.

**88. Chairman’s Report** – The Chairman advised that:

- **Car park** – the car park transfer had been completed;
- **Football pitch** – the pitch had been top-dressed with over 40 tonnes of topsoil. It had also been reseeded and fertilised. A grant had been awarded, and the payment is awaited once the relevant forms have been completed;
- **Playground** – the Lavant Volunteers will attend and make the necessary repairs to the walkways;
- **Fete** – LPC will have a stand at the fete to promote the residents’ survey. A tombola will be manned at the stand to encourage residents to complete the survey. Councillors were asked to donate prizes for the tombola; and
- **Footpath** – gravel has been laid on several footpaths across the parish to alleviate the reported flooding issues. More will be added once the ground dries out.

**89. Agree to representatives of outside bodies.**

Representatives to the varying bodies were confirmed as detailed below.

- a) Memorial Hall – Cllr Tucker
- b) Fete Committee – Cllr Quest
- c) Allotment Association – Cllr Goldsmith
- d) Goodwood Motor Circuit – Cllrs Aldridge & Mayhead
- e) Goodwood Aerodrome - Cllrs Mayhead
- f) West Sussex Association Local Councils (WSALC) - Cllrs Aldridge & Mayhead
- g) Chichester District Association Local Councils (CDALC) – Cllr Turner
- h) Eastmead – Cllrs Turner & Quest
- i) Planning – Cllrs Tucker & Kuchanny
- j) Environment – Cllrs Tucker, Quest, Goldsmith & Mayhead
- k) Heritage – Cllr Whincop

- l) Communications – Cllr Mayhead
- m) Playground – Cllr Quest
- n) Lavant Volunteers – Cllrs Aldridge & Turner
- o) Police liaison – Cllr Goldsmith
- p) Footpaths – Cllr Aldridge
- q) Traffic (to include Community Speedwatch) – Cllr Tucker
- r) SDNPA – Cllr Aldridge

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

The Chairman proposed and Cllr Goldsmith seconded the approval of the LPC policies and governance arrangements as listed below. This was **AGREED** unanimously.

- a) Lavant Parish Council Financial Regulations
- b) Lavant Parish Council Standing Orders
- c) Lavant Parish Council Document Email Usage
- d) Lavant Parish Council Risk Assessment
- e) Lavant Parish Council Grievance and Disciplinary/Appeal Policies
- f) Lavant Data Protection Policy
- g) Lavant Register of Assets
- h) All other policies and Code of Conduct.

**91. School Car Park – no update.**

**92. Eastmead – meeting to be held on 15<sup>th</sup> May 2024.**

**93. Village maintenance – The Chairman advised that:**

- **TRO** - A resident requested a TRO to reduce speed on Chilgrove Road from 60mph to 50mph. Members supported the request and asked that the Chairman contact the resident accordingly;
- **Fingerpost** – the insurance company had settled LPC’s claim for repair following a road accident. The insurers will pursue the driver to recover the excess policy amount. The Chairman will discuss the repairs with a specialist fingerpost repair contractor; and
- **Parish Priority Statement** – Cllr Turner advised that the LPC NHP would need to be refreshed. The plan covered a period from 2017 to 2030 but would need updating. A complete refresh would be both time-consuming and costly, but SDNPA had recommended that a Parish Priority Statement (PPS) could suffice. The PPS is a slimmed-down version of an NHP update but much simpler to complete. The Chairman referred to the Fete Tombola where residents will be encouraged to complete a PPS questionnaire. Cllr Mayhead confirmed that an online and paper survey would be available by the beginning of June.

**94. Village Fete.**

The Chairman advised that the Fete Committee had requested permission to park on the northern part of the green and use the area in front of the sports pitch as overflow parking. This was **AGREED** unanimously.

**95. Finance.**

The Clerk referred to the payments schedule, circulated previously, and it was **AGREED** to approve the schedule that is attached at Appendix C.

**96. To comment on and review planning applications and decisions.**

- **SDNP/24/01519/LIS - Valdoe House, Pook Lane, Lavant** - Partial removal of internal ground floor wall to form new opening.  
Members agreed, unanimously, to **SUPPORT** this application.

**97. Item for inclusion on the next agenda.**

- Annual Report and Audit findings;
- Website update;
- Memorial trees and benches policy update; and
- Byelaws.

**98. Date of next meeting – Tuesday 11<sup>th</sup> June 2024.**

Members noted that this meeting could be moved to the 18<sup>th</sup> June 2024 to allow the locum Clerk to support the newly appointed Clerk. This will be confirmed.

There being no further business the meeting closed at 8:23pm.

**Signed:** .....

**Date:** .....

## APPENDIX A – WSCC REPORT

**Lavant PC**

**WSCC Annual Report**

**14/05/24**

Good evening, to highlight everything that West Sussex County Council have done over the last year would make an extremely long report! Hopefully my monthly updates at your PC meetings have covered some of the key things we are doing that impact on local residents. If there are any particular issues that you wish to raise with me, or there is anything related to the many services we provide that you feel I might be able to help you with, then please get in touch. My contact details are at the end of this report.

In the meantime I have just highlighted a few key areas in my report that I hope will interest you.

**The Revised Council Plan and Budget 24/25.** I'm pleased to say that West Sussex finances are in a sound position. Yes, there are ongoing challenges, especially with the ever escalating costs of social care. That is across all age groups where we care for around 900 children, as well as supporting families with young children, right up to looking after our elderly residents. Our spending on adult social care alone accounts for nearly 35% of our overall net revenue budget. Of course, that includes not just the elderly, but about 50% of our ASC budget goes to looking after the many working age adults that need our care and support.

And just as a reminder, in 2024/25 WSCC our overall gross revenue spend across the County will be just over £2bn! Across the county we will be supporting our residents by investing:

£961m - managing schools and education

£507m caring for adults (both elderly and working age) & keeping people healthy

£204m children's social care and supporting young people

£91m protecting the environment, recycling and waste disposal

£83m maintaining our highways

£38m running the F&RS

£22m supporting local communities

£3m supporting the local economy





**Highways.** The condition of our roads continues to be a concern, not only to many residents, but also to the County Council. This is not only a concern to us here in West Sussex, but it is a concern right across the country. In their 2024 Annual Local Authority Road Maintenance Survey Report (<https://www.asphaltuk.org/wp-content/uploads/ALARM-survey-report-2024-FINAL.pdf>) the Asphalt Industry Alliance predict that the one-time repair costs across England and Wales would now cost £16.3 billion and would take a decade to complete. To address highway maintenance Local Authorities (LA's) do receive annual maintenance grants from the government. Additionally, the government announced last Autumn that LA's would receive an extra £8bn for highway maintenance from the funding that was reprioritised following the cancellation of the northern part of the H52 rail project. The West Sussex share will be £67m. However, welcome as this is, the payment will be spread over the next 11 years. So, to try and address the current state of our roads the County Council, over and above the government funding, are investing an additional £10m in revenue spending on highway maintenance, as well as a further £20m of capital into our road improvement programme. That is in addition to the extra £20m we have already invested over the last two years. So altogether, over and above the normal grant funding we receive from the Government, WSCC will be investing an additional £50m of our money into the counties roads

over a four year period. So just to give you an update, between October 2023 and February 2024, we had more rain in 5 months that we would normally have in a whole year. March didn't show much improvement, and in fact in some West Sussex areas we saw 3 times the rain we normally expect. In these conditions potholes can form as water seeps under the road surface and saturating the substrate which leads to a hydraulic fracturing effect as vehicles pass over. At this moment, our teams are working over-time and our contractor's gangs are working twilight shifts, as well as Saturdays, to try and manage the increased number of safety repairs. In addition, we have 'find and fix' gangs who are predominately operating in urban areas and, now that the weather is improving, we have three Jet Patchers working in more rural areas. Although we still have to carry out the odd emergency repair where we just fill the hole on safety grounds, we continue to focus on quality 'Sides Sawn and Sealed' repairs. Although these repairs take longer, they should last longer. Inevitably, with the amount of water we have on the network some repairs may fail. Please don't forget to report any highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>

**Drainage.** In terms of drainage, in our normal cleansing programme we have cleansed 90,000 gullies this year. In addition, we have 4 gully suckers operating across the network carrying reactive work to alleviate flooding issues. They have tackled over 600 jobs on our highest priority sites. I would add that due to the amount of rain - and the very high ground water levels over the winter - many gullies that appeared blocked were in fact just full up, with nowhere for the water to go. However, please report any blocked gullies, potholes or other highways issues on our website @ <https://www.westsussex.gov.uk/roads-and-travel/maintaining-roads-verges-and-pavements/road-maintenance/flooding-drainage-and-gullies/>

And just by way of a final update:

## In March 2024 our Highways Teams...

-  Received 9600 enquiries from the public, of those 6000 related to potholes
-  Delivered 4300 safety repairs, of these 3200 were for potholes.
-  Completed 320 find and fix jobs (this is a proactive approach to roads with multiple potholes)
-  Repaired 810 safety potholes by the Velocity Jet Patcher which equated to around 460sqm

**Carers Support.** WSCC is reinforcing its ongoing support for people who care for family members, friends, and neighbours with a new five-year contract to offer them information, guidance, and emotional help. The contract, which began on 1 April, has been awarded to [Carers Support West Sussex](#), a local charity with expertise and specialist knowledge in supporting unpaid carers. The county-wide service will provide a dedicated Carers' Helpline, carer support groups and a dedicated specialist service to young adult carers aged 18 to 25. It will offer access to Carer

Wellbeing Workers who can provide information, help and guidance and enable carers to be identified as early as possible in their caring journey. Carers will also be able to receive support from Carer Assessors and Welfare Benefits' Advisors over the telephone or at seven local hubs, at five acute hospital and eight community hospital sites in West Sussex and at East Surrey Hospital, which is managed by Surrey and Sussex Healthcare NHS Trust. Visit the [Carers Support West Sussex Carers Hub](#) to find out about the help you can access if you are a carer who provides unpaid support to someone who couldn't manage without your help because of old age, a disability, an illness, mental health problems or an addiction. You can register as a carer by visiting the [Carers Support West Sussex website](#) or by calling 0300 028 8888.

**Are you SCAM savvy?** In West Sussex, during the last three months of 2023, a total of £3.5 million was lost to fraudsters, with 53% of victims being over the age of 75. In the same time frame the top three fraud types were courier/impersonator fraud, dating and romance scams, and sextortion which is classed as a form of blackmail. To support residents from becoming victims of fraud, West Sussex County Council's Digital Safety Team has organised another round of their popular 'Are you scam savvy?' online and in-person sessions, which were launched last year. These free 1.5-hour sessions are open to anyone who wants to keep themselves, or friends and family, from falling victim to different types of scams, both online and offline.

The remaining dates available for the online only sessions are:

- Wednesday 22 May: 1pm - 2.30pm
- Friday 5 July: 11am - 12.30pm.

In-person 'Are you scam savvy?' sessions will also be taking place in three West Sussex Libraries across the county:

- Monday 20 May at Bognor Library: 10am - 11.30am
- Monday 17 June at Shoreham Library: 10am - 11.30am .

If you can't attend the library events in person, there is also the opportunity to view these online. Booking is essential to attend any of the in-person or online sessions and free tickets can be ordered through [www.eventbrite.co.uk](http://www.eventbrite.co.uk) by searching for 'Are you scam savvy?'.

If you can't attend any of the sessions, you can still visit [www.westsussex.gov.uk/staying-safe-online](http://www.westsussex.gov.uk/staying-safe-online) where you can find more information on how the Digital Safety Team can support you, your family or business to keep safe online.

#### **Local Issues:**

**Trees - Lavant Down Roads** - I have update Jenny on the situation regarding the dead trees in LDR. Unfortunately we have missed the deadline for replacing in the current season, but the team have agreed to look at possible replacement next winter. With regard to your request to plant a new walnut tree on the highways verge, also in LDR, I have sent Jenny the application details.

**Summersdale garage** - I did send this update to your last meeting but I note it wasn't recorded in the minutes, so I just wanted to make sure it was included this month. I am fully aware that lorries and tractors are still parking on the pavement north of Summersdale Garage, despite the new yellow lines. When the TRO restricting parking was implemented the officers made it clear to me that they would monitor the position for around six months and if (as is already happening) the

illegal parking continued they would look to consider the possibility of putting in bollards. I am making a collection of pictures that residents are sending me (and some I have taken) and will be discussing this with officers later in the year. In the meantime, any vehicle parking on the yellow lines is parked illegally and should be reported to the CDC Parking enforcement team who are responsible for parking control.

**School Car Park** - I understand that you are now applying to WSCC Highways Planning for pre-submission advice. Please keep me updated and if you have any queries, or feel I can help in any way, please feel free to contact me.

**Broken Fence by the Allotments** - This was reported earlier this year and it has now been repaired.

**Community Road Safety Scheme proposals.** Just to confirm that once your proposals are drawn up I would suggest that you contact me and I will try and arrange a pre-submission meeting with officers. This will help to refine your proposals before you submit a Communities Highways Scheme application.

**Halnaker Windmill.** I know this is not actually in your parish, but as a local landmark I thought you might appreciate an update. As you are no doubt aware, we had to remove the sweeps a couple of years ago on safety grounds, due to a failed spar. Last September, following an extensive report from the Millwrighting and conservation officer for Kent County Council and a subject expert from the Society for Protection of Ancient Buildings, the County Council approved the funding to carry out the necessary repairs to the windmill, including the restoration of the sweeps. We were hoping to carry out the restoration work this summer but, unfortunately, a single roosting bat was spotted by our ecologist during a visit earlier this year. Hopefully, we will be able to complete the work next summer.

**WSCC Residents News Letter.** Lastly, every month we issue a Residents News Letter which is sent to all residents who subscribe to our free email service. Signing up for our email alerts means you don't need to check our website to find out the latest information. Instead, it will be delivered free, straight to your inbox. Some of our topics include:

- Emergencies - extreme weather alerts and school closures
- Your Council - County Council meeting dates, agenda and minutes
- Service eNewsletters such as:
- WSCC newsletter, a general update about the council and its services
- West Sussex recycles
- Staying safe online
- Environment and climate change
- Highways, transport and planning.

To subscribe please go to: <https://public.govdelivery.com/accounts/UKWSCC/subscriber/new>

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/>

**Jeremy Hunt – West Sussex County Council Member for Chichester North**

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**APPENDIX B – CHIL**

**TO BE INSERTED**

**APPENDIX C - CDC REPORT**

**APPENDIX D – PAYMENTS**

Income since last meeting	Amount				
Precept	£	23,937.66			
<b>TOTAL INCOME</b>	£	<b>23,937.66</b>			
<b>ACCOUNTS</b>					
NatWest Current Account	£	<b>138,695.58</b>			
<b>BANK TOTAL</b>	£	<b>138,695.58</b>	22/04/2024		
<b>EARMARKED RESERVES</b>					
EMR - LavVols	£	839.45			
EMR Lets Walk	£	1,338.03			
EMR Youth Projects	£	1,440.38			
EMR Watershed Grant	£	57.22			
EMR Sportsfield Maintenance	£	4,077.00	To be transferred		
EMR Bus Shelter Upkeep	£	-			
CIL UNALLOCATED	£	83,428.79	As per SDNPA		
CIL Playground	£	-			
CIL Traffic Calming	£	-			
CIL Memorial Hall	£	-			
CIL river bridge project	£	-			
<b>TOTAL EARMARKED</b>	£	<b>91,180.87</b>			
<b>PAID SINCE LAST MEETING TO BE APPROVED</b>					
	<b>Services</b>		<b>Type</b>	<b>Folio</b>	<b>Amount</b>
Scanstation	Microsoft monthly fee		DD	22	£ 43.68
<b>TO APPROVE AND PAY AFTER THIS MEETING</b>					
	<b>Services</b>		<b>Type</b>	<b>Folio</b>	<b>Amount</b>
CDC (unpaid invoice)	Bin emptying 1/4/23 to 31/3/24		DD	23	£ 666.42
CDC (unpaid invoice)	Admin - by-election May 2023		DD	24	£ 333.60
Allstar	Fuelcard		DD	25	£ 11.33
Lavant Memorial Hall	Meeting 11/4/24		2767	26	£ 12.50
Starboard Systems	Accounting software setup		2768	27	£ 298.80
Gallagher	Tractor insurance 26/4/24-25/4/25		2769	28	£ 383.88
Lavant Memorial Hall	Meeting 29/4/24		2770	29	£ 7.50
Adrian Blades	Equipment and fuel		2411	30	£ 216.92
Mulberry and Co	Clerk's training programme		2412	31	£ 240.00
Paul Richards	Locum clerk services - April 2024		2413	32	£ 1,558.35
Rialtas (unpaid invoice)	Former software system		2414	33	£ 166.20
Parish Online	GIS software licence		2415	34	£ 60.00
ACS	Football pitch seeding		2416	35	£ 6,972.00
Starboard Systems (accounting package)	May licence fee		2417	36	£ 40.80
Scanstation	Microsoft licence fee - May 2024		DD	37	£ 48.00
	<b>TOTAL TO PAY</b>				<b>£ 11,016.30</b>
	Bank Balance 22/4/2024	£ 138,695.58			
	Less Earmarked reserves	-£ 91,180.87			
	Less to be approved payments	-£ 11,059.98			
	<b>GENERAL RESERVE BALANCE</b>	<b>£ 36,454.73</b>			