

East Lavington Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 18th May 2020
by 'Zoom' video conferencing

Also available at www.eastlavington-pc.uk (This meeting was recorded)

The meeting started at 6.30pm

Present: Cllr Charles Britton, Cllr Barry Gosden, Cllr Will Yates, Cllr Patrick Limpus and Cllr Simon Longman.

In Attendance: Cllr. Allan Sutton (District Councillor), Amy Harte (Clerk), Nicola & Murray West, Peter Bradley, Colin Philips

1&2. To Elect a Chairman for 2020-21

56/20 Charles Britton was proposed by B. Gosden as Chairman for 2020-21 seconded by W. Yates - RESOLVED. The Chairman's Declaration of Acceptance of Office was verbally agreed and will be signed.

3&4. To Elect a Vice Chairman for 2020-21

57/20 Barry Gosden was proposed by Charles Britton as Vice-Chairman for 2020-21 seconded by W. Yates - RESOLVED. The Vice Chairman's Declaration of Acceptance of Office was verbally agreed and will be signed.

5. Acceptance of Office, Code of Conduct and Register of Interests for all Councillors.

58/20 All councillors present have reviewed the code of conduct, verbally agreed to sign acceptance of office forms and register of interest forms have been completed electronically and emailed to the Clerk by B. Gosden and S. Longman. **(ACTION C. Britton, W. Yates & P. Limpus to complete and return to the Clerk)**

5.1 Parish Council Roles confirmed:

59/20 C. Britton – Planning

W. Yates – Planning, Seaford College & Lavington Park, Police Liaison.

B. Gosden – Planning, Footpaths & Highways, Minerals & Waste.

P. Limpus – Planning, Finance.

S. Longman – Planning, Localism.

6. Apologies

60/20 **Cllr.** David Bradford (County Councillor)

7. Declarations of Interest

61/20 B. Gosden declared an interest in 12.2 Planning for Sorrel Cottage and P. Limpus declared an interest in 12.1 Planning for Woodlands as it is his immediate neighbour. (At relevant point during the meeting).

8. Minutes of Last Meeting

8.1. Approval of March 2020 Minutes.

62/20 The minutes of the meeting of **16th March 2020** need revising at point 55/20 from Duncton Common Road to Fitzlea Wood Road. With this amendment both these minutes and those from the Extraordinary Meeting on **15th April 2020** were RESOLVED to be approved. C. Britton verbally agreed to sign 'draft' copy of the minutes. W. Yates will also sign the Minutes from 15th April as he chaired part of the meeting. **(ACTION W.Yates and C. Britton)**

8.2 Report on action points from the last meeting.

8.2.1. Activation of website email addresses.

63/20 W. Yates & A. Harte have sent emails to get this re-activated. W. Yates will let everyone know when it is working. In the meantime please use the Seaford.org email address. **(ACTION W. Yates)**

8.2.2. ELPC informed Duncton Parish Council that they could not use the NHB finds for a sign.

64/20 The Clerk confirmed that she had informed one of the Duncton Parish Councillors about this, but Duncton are not meeting at present.

8.2.3. Update on Firearms licencing (S. Longman/ A. Sutton)

65/20 Due to the current COVID-19 situation there has been no progress on this matter. S. Longman will be in contact with Alan Sutton regarding this situation. **(ACTION S. Longman & A. Sutton)**

8.2.4. Chairmanship and Governance Training information.

66/20 C. Britton apologised for having not yet circulated this information, he will do this. **(ACTION C. Britton)**

9. Visitors' Questions:

67/20 Nicola & Murray West asked for an update about the Broadband Survey that S. Longman has been working on. S. Longman stated that from the piece he had put into the Parish Magazine he had received just 7 responses. Mr & Mrs West asked if the project was focused on Norwood Lane, S. Longman reassured them that the project was to improve the Broadband provision across the entire Parish, not just Norwood Lane. The locations of any additional cabinets or infrastructure would not be decided by the Parish Council. He stressed that to get this project started he needs everyone in the Parish to respond to enable him to provide the evidence required. He will produce 50 letters to be circulated by hand throughout the Parish. P. Limpus offered to help with printing and C. Britton offered to assist with distribution. Murray West explained what he had been told by Openreach about the current provision, S. Longman explained that fibre was provided to cabinets but from those it is by copper wire and as properties are so far from the cabinets they do not get sufficient broadband speeds. **(ACTION S. Longman & Others assisting)**

10. County Councillor's Report (Cllr. David Bradford)

68/20 D. Bradford sent his apologies and a report by email. All Councillors confirmed that they had read the report. Attached as Annex A

11. District Councillor's Report (Cllr. Alan Sutton)

69/20 Cllr. Sutton was delighted to have been in his role of District Councillor for 1 year now. He said it had been a steep learning curve but meetings were enjoyable and lively. He is very actively involved in the district, being on the Planning Committee and the Community Task & Finish Group on Rural Safety supporting the Parishes with issues such as traffic noise from speeding motorbikes in the local area. He mentioned that Andrew Griffith, the local MP was proactive with constituency matters.

He spoke about the COVID-19 recovery plan and how the council had maintained essential services, having virtual planning meetings and that the council was focusing on maintaining these services despite the huge cost of the crisis. The costs are in the region of £8 million so it is good that the financial administration had built up some reserves. He stated that they were looking at business support going forward, community events and tourism.

Cllr Sutton explained he was recently appointed as the cabinet member for Housing, Licensing, Communications and Events and had been working with Stonepillow and others to provide help getting homeless the housing and support that they need in the area. He himself had done a charity sleep out in support of this cause, they raised £14000 from this event. There are action plans to provide follow on accommodation with support to get people into a permanent home. They have been given permission for 17 units to enable them to provide accommodation to try to prevent homelessness.

Cllr. Alan Sutton left the meeting at 7.05pm

12. Planning Issues: New / Recent / Ongoing

12.1. SDNP/20/01795/CND Woodlands Norwood Lane East Lavington GU28 0QG Alterations and extensions to the existing property, including a single-storey extension to the northern elevation, a two-storey and a single storey extension to the western elevation; demolition of existing single storey addition to the northern elevation; a new garage with ancillary office space; a swimming pool and associated development -(variation of conditions 2 and 9 of planning permission SDNP/18/01724/HOUS) -(Change plans to allow for face brick to two storey extension south elevation and submission of method statement for storage and removal of swimming pool spoil to be submitted before the swimming pool works commence and allowing other works to proceed.) **Comments required by 11th June 2020**

70/20 Colin Philips explained the reasoning behind the change of conditions with reference to the use of materials and method statement for the swimming pool which he is not intending to build. The Councillors had all been able to look at the proposed materials to be used. S. Longman shared photographs of the proposed bricks.

P.Limpus expressed an interest as an immediate neighbor so did not comment. The remaining councillors RESOLVED to submit a 'No Objection' response. **(ACTION A. Harte)**

12.2. SDNP/20/01492/CND Sorrel Cottage Duncton Common Road East Lavington Petworth West Sussex GU28 0QJ Single storey extension to the north-west elevation with room in the roof and 2 no. dormers. 2 no. additional dormers to room over existing lounge on north-east and south-west elevations (Variation of condition 2 from planning permission SDNP/16/02535/HOUS - Omission of 2no. pitched roof dormer windows in lieu of 1no. rooflight). **Comments required by 19th May 2020**

71/20 Barry Gosden explained the reasoning behind the proposed change from Dormer to rooflight windows. P. Limpus raised a concern regarding the dark skies policy but this could be mitigated by the use of blackout blinds. Cllr. Gosden expressed an interest as it is his property. The remaining councillors RESOLVED to submit a 'No Objection' response. **(ACTION A. Harte)**

12.3. SDNP/20/01019/FUL Copse Cottage Norwood Lane East Lavington Petworth West Sussex GU28 0QG Replacement dwelling. Comments submitted 20th April 2020. **Decision Pending.**

72/20 S. Longman pointed out that a red card had been issued by a District Councillor. C. Britton briefly explained the process and history.

12.4. SDNP/20/00162/DCOND Woodlands Norwood Lane East Lavington GU28 0QG. Discharge of conditions 3, 4, 5, 7 and 8 from planning permission SDNP/18/01724/HOUS. **Not asked to comment.**

73/20 Approved

12.5. SDNP/20/00072/LIS & SDNP/20/00071/HOUS Beech Cottage Beechwood Lane East Lavington GU28 0NA Single storey timber extension. Comments submitted – **Application in progress.**

12.6. SDNP/19/05363/HOUS & SDNP/19/05364/LIS Northwood Barn Graffham Road East Lavington GU28 0QF Proposed single storey rear extension. Comments submitted – **Application in progress.**

13. Finance

13.1. Approval of Accounts for the Year Ending 31st March 2020

74/20 Accounts were reviewed and RESOLVED to be approved for year ending 31st March 2020

13.2. Approval of accounts to 18/05/20

75/20 Accounts were reviewed and RESOLVED to be approved for period ending 18th May 2020

13.2.1. Approval of Clerk's Salary and Expenses:

13.2.1.1. 30 hours @ £15.40 = £462 + £40 office allowance.

76/20 Salary and Expenses RESOLVED to be approved

13.2.2. Income/expenditure

13.2.2.1. Received £1685 from CDC precept.

13.2.2.2. Received £164.44 from HMRC VAT refund for past two financial years.

13.2.2.3. Invoice from SALC for Subscription £62.99

13.2.2.4. RS Hall &Co Internal Audit Fee £60.00

13.2.2.5. Zoom subscription £28.78

77/20 All above payments RESOLVED to be approved.

13.3. Approval of Annual Return for the Year 2019-2020

13.3.1. Review of the effectiveness of internal control.

13.3.1.1. Internal Audit report

78/20 The effectiveness of internal control was reviewed and discussed in light of the internal auditor's report and was considered adequate by the council.

79/20 The Internal Audit report was considered good value for the price and had no matters requiring the council's attention.

13.3.2. Approve the Annual Governance Statement

80/20 The Annual Governance Statement was considered and approved.

13.3.3. Consider and approve the Accounting Statements. Sign and Date.

81/20 The Accounting Statements were considered and approved

The appropriate section of the audit will be signed and dated by the clerk and then forwarded to the Chairman for signing.

13.3.4. Set date for the commencement of the exercise of public rights

82/20 The 6th June was set as the commencement of the exercise of public rights.

13.3.5. Sign and date the Certificate of Exemption

83/20 The Certificate of Exemption was agreed to be signed and dated by the Chairman and the Clerk.

13.4. Other Financial Issues

84/20 No further issues.

14. Correspondence & Invitations received since the last meeting

85/20 **14.1** All Circulated by email. No comments on any of these.

15. Reports re: attendance at meetings etc.

86/20 Nothing to report.

16. Parish Matters

16.1. Highways & Footpaths.

87/20 B. Gosden reported that the Footpath Inspection Schedule had been completed and C. Britton had noticed that new signs had been put up in several places.

16.2 Minerals & Waste

88/20 B. Gosden reported that no correspondence has been received regarding Heath End Quarry and that there is a lot to be done before the deadline in 2021. He had noticed that Dudmans appear to be parking Vehicles on the site which is not part of their permissions for use.

15. Date of next Meetings –

Monday 20th July 2020

Monday 21st September 2020

Monday 16th November 2020

Monday 18th January 2021

Monday 15th March 2021

Monday 17th May 2021

The meeting finished at 7.40pm

I confirm this is a true record of the meeting:

Chairman, 20th July 2020

Annex A

Parish Council Report For May 2020

From WSCC Cllr David Bradford

It's a great shame we cannot meet in person, but we all know why! Not many of us are untouched – my stepdaughter and her partner have both contracted the virus but as they are Senior Nurses, the NHS paid them a visit, tested fully and now they are back at work.

West Sussex has had 299 deaths from the virus regrettably.

But currently we have enough PPE, I am told. The great team at the Fire Service have been doing the deliveries where needed.

I am still working hard on all sorts of WSCC matters, the latest being to try and save some of the jobs at Gatwick Airport. Hundreds of families depend on the strength of our local economy. We are lobbying hard.

The County Council will not let me use zoom to communicate with you; they think it is not secure enough(!). So I will contact you all directly. With Boris's announcement of last night, we seem to have moved from 'crystal clear' to 'fuzzy'.

The main group of County Councillors meet 'virtually' via Skype every Monday morning without fail. Then in the afternoon I often meet on matters such as Pensions; (we run a £4.2Billion fund which has done well under the circumstances; we are usually in the top 3 Councils in the UK).

We discuss all relevant matters. Remember that lots of answers to your problems can be found on the WSCC website. But the situation is 'fluid' and constantly changing and we are not miracle workers. For example, most PPE issues are not down to us.

The Government had to go through a sharp learning curve on Care Homes! But we did help 46 homes last week. Most homes are privately run BUT it is US who have to step in when 'things go wrong'.

I am told that regulations on Garden Centres are easing so traders are unlikely to be prosecuted for transgressions. Enforcement is being moved from Trading Standards to Environmental Services.

We are in touch with all vulnerable children.

I am pretty sanguine about the 'tracing app'. Seems too much like Big Brother to me.

WASTE SITES should be reopening on w/c 11th May but I would avoid them at the beginning – it could be chaos if too many descend on the sites. Remember we have to cope with 7,500 visits per day normally. And there will be lots of limitations eg you must black bag everything I am told so probably no cardboard. I feel sorry for the contractors on site.

But as far as I can see the local guys who collect from your front door have done a magnificent job.

Covid has cost us maybe £85 Million so far in West Sussex and we are only part funded for this (and by law we have to balance our books; we are not going to turn into some kind of South American banana republic!)

If you are a small business, see if the new 'Bounce Back' scheme can help

See you all in happier times!!

Cllr David Bradford

