

East Lavington Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 4th May 2021
by 'Zoom' video conferencing

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

The meeting started at 6.20pm

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).

1&2. To Elect a Chairman for 2021-22

55/21 Charles Britton was proposed by P. Limpus 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 2021-22

56/21 Barry Gosden was proposed by C. Britton as Vice-Chairman for 2020-21 seconded by P. Limpus - 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.

57/21 All councillors present have reviewed the code of conduct, verbally agreed to sign acceptance of office forms and register of interest spreadsheet is to be returned to the clerk with any changes by all Councillors. **(ACTION -All Councillors)**

5.1 Parish Council Roles confirmed:

58/21 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 / Broadband.

6. Apologies

59/21 **Cllr. David Bradford** (County Councillor)

7. Declarations of Interest

60/21 None declared

8. Minutes of Last Meeting

8.1. Approval of March & April 2021 Minutes.

61/21 The minutes of the meeting of **15th March 2021** and those from the planning meeting on **12th April 2021** were RESOLVED to be approved. C. Britton verbally agreed to sign 'draft' copy of the minutes.

8.2 Report on action points from the last meeting.

8.2.1. New Code of Conduct

62/21 The New Code of Conduct has been adopted and circulated.

8.2.2. Activation of website email addresses.

63/21 W. Yates email address is yet to be re-activated. S. Longman needs to obtain host access to set this up. **(ACTION S. Longman)**

9. Visitors' Questions:

64/21 None

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

65/21 D. Bradford sent his apologies.

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

66/21 Cllr. Sutton's May report given by email and was then discussed – Annex A

Cllr. Alan Sutton left the meeting

12. Planning Issues: New / Recent / Ongoing

67/21 **12.1. SDNP/21/00576/PRE. 1 Wallace Square East Lavington West Sussex GU28 0FJ.** Pre app for a single storey extension. Validated on 9th March. No.1 is one of houses on the approach road to the Square. It's a small plot very visible from the approach road, the Square and from The Drive Pre-app not invited to comment. Advice provided...but the advice is not shown on the SDNP website!

68/21 **12.2. SDNP/20/05310/HOUS. 9 Wallace Square East Lavington GU28 0FJ.** Proposed Orangery extension, alterations to dining room window, and the insertion of roof lights to the pitched roof and upper flat roof. Comments submitted 7th January 2021. **Application approved.**

69/21 **12.3. SDNP/21/00256/FUL. Norwood Cottage.** Change of use of existing stable block to ancillary accommodation, and renovation of adjacent log store. Comments submitted 12th April 2021. **Application withdrawn** 27th April 2021 following case officer advice that insufficient information had been submitted to assess the application.

70/21 **12.4. SDNP/21/01329/FUL. Seaford College.** New canopy between the Hollington Centre and the Assembly Hall. Comments submitted. **Application approved.**

71/21 **12.5. SDNP/21/01738/FUL. Seaford College.** New indoor cricket lane, golf lane, two new classrooms and office on the south side of the sports hall. **Comments submitted. Application in progress.**

13. Finance

13.1. Approval of Accounts for the Year Ending 31st March 2021

72/21 Accounts were reviewed and RESOLVED to be approved for year ending 31st March 2021

13.2. Approval of accounts to 04/05/21

73/21 Accounts were reviewed and RESOLVED to be approved for period ending 4th May 2021

13.2.1. Approval of Clerk's Salary and Expenses:

13.2.1.1. 21 hours @ £15.78 = £331.38 + £40 office allowance £371.38.

74/21 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. Invoice from SALC for Subscription £67.70 Already paid

13.2.2.3. RS Hall & Co Internal Audit Fee £60.00

75/21 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

76/21 The effectiveness of internal control was reviewed and discussed in light of the internal auditor's report and was considered adequate by the council.

77/21 The Internal Audit report was considered good and had no matters requiring the council's attention.

13.3.2. Approve the Annual Governance Statement

78/21 The Annual Governance Statement was considered and approved

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

79/21 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

80/21 The 31st May 2021 was set as the commencement of the exercise of public rights.

13.3.5. Sign and date the Certificate of Exemption

81/21 The Certificate of Exemption was agreed to be signed and dated by the Chairman and the Clerk.

13.4. Other Financial Issues

82/21 No further issues

14. Correspondence & Invitations received since the last meeting

14.1. Circulated by E-mail

15. Reports re: attendance at meetings etc.

83/21 Cllr Britton reported on his attendance at the CDALC AGM held on 26th April. New chairman and vice-chairman elected and two representatives to WSALC re-appointed. The new draft constitution was discussed and adopted. Cllr Britton also reported on his attendance at the WSALC board meeting held on 30th April. Two new directors from Horsham ALC were welcomed. The new SALC website is now live but further information is still to be added. A new training programme was presented, and details will be circulated to all clerks.

16. Parish Matters

16.1. Broadband

84/21 Cllr Longman reported that they were waiting for the contract to come through which should be due soon.

16.2. Highways & Footpaths

85/21 Cllr. Gosden reported that he was waiting for the Footpath Inspection Schedule and asked for any info on signs that need replacing to be forwarded to him. On Highways he reported that when highways cleared the gully there, they noticed it required resurfacing.

16.3. Minerals & Waste

88/20 B. Gosden reported that no further news has been received regarding Heath End Quarry, but he was keeping his eye on it.

17. Date of next Meetings –

Monday 19th July 2021

Monday 20th September 2021

Monday 15th November 2021

The meeting finished at 7.01pm

I confirm this is a true record of the meeting:

Chairman, 19th July 2021

Annex A

District Councillors Report May 2021 – Cllr Alan Sutton

There are 5 Parish Annual or regular meetings this evening so I will join you when I can. If at all possible, if not I send my apologies, if I attend I would be very grateful if you could please call me as the next item on your agenda so I can get to everyone.

So here we are again in the County Council pre-election period. David Bradford has stood down. Tom Richardson who chairs the anti-social riding and driving group is standing as the Conservative candidate.

As we are fully in Purdah for the County Elections and I am the agent for the conservative candidates standing for election locally I will try to stay politically neutral.

However I am happy to answer urgent questions and as always I am more than happy to supply written answers to cut the time down today.

In relation to decision making within the District Council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions. The primary restriction is on proactive publicity by the council which particularly relates to candidates and other politicians involved directly in the election. The council can still issue media releases on factual matters, provided that these do not identify individual councillors or groups of councillors.

CDC is continuing to prepare for the elections this week on 6 May. CDC is working incredibly hard to make sure that all of our polling stations are Covid-secure for people who wish to vote in person. Residents can also apply to vote by proxy and they can find details on this, along with more information about the elections, on our website at: www.chichester.gov.uk/currentelections

Meetings

Following the recent court ruling CDC are required to hold our statutory meetings physically going forward. The position regarding non-statutory meetings is not clear so we are seeking advice. Hybrid meetings are not allowed but we will continue to broadcast our public meetings live.

Grants

Parish and Town Councils are eligible to receive grant funding (subject to meeting the required criteria) under the Tier 4 scheme and Local Restrictions Grant Schemes. It should be noted that all but one of these schemes has now closed. However, for Restart Grants, Parish and Town Councils are not able to receive a grant under this scheme because they are publicly funded bodies. Additionally, to enable businesses that were required to close during the period 16.

Kerry Standing 01243 521092

February – 31 March 2021, the Local Restrictions Support Grant (closed Addendum) remains open for applications until 31 May 2021. For further information please visit <https://www.chichester.gov.uk/businessratesannouncements>

Good progress is being made on the Restart Grants and Additional Restrictions Grants. Below is a summary of what has been paid out to businesses since 6 April 2021 and the figures published below are at 15 April 2021.

Grant name	Grants Paid (£)	% of Fund Paid out	Allocation from Government	Funds Remaining
Additional Restrictions Grant (ARG)	£ 3,247,837	93%	£ 3,498,575	£ 250,738
Restart Grants 1 April	£ 1,290,006	12%	£ 11,034,207	£ 9,744,201

Points to note:

- The Restart Grant scheme went live on 6 April 2021.
- We have 287 applications outstanding (yet to be processed).
- Since the Restart Grant scheme went live we have received 300 applications per week. This figure is much lower than we have anticipated. As a result further social media messages are being promoted along with a number of other initiatives to promote the Restart Grant scheme.
- Parishes are asked to promote the business rate grant schemes available within their area.

For further information related to Business Rates grants please visit

<https://www.chichester.gov.uk/businessratesannouncements2020>

SDNPA Habitats Regulations Assessment (HRA) Technical Advice Note (TAN) – published March 2021

The South Downs National Park Authority (SDNPA) has now published a Habitats Regulations TAN.

<https://www.southdowns.gov.uk/planning-policy/supplementary-planningdocuments/technical-advice-notes-tans/>

The HRA TAN has been produced to provide guidance on how to undertake Habitats Regulations Assessment for development proposals in the South Downs National Park, supporting policy requirements of SD9 and SD10 of the South Downs Local Plan, and the requirements of the Habitats Regulations. CDC officers will use this, where appropriate' to advise as to the appropriate way forward on planning applications.

Support Local

CDC has launched the next phase of our Support Local campaign as the Government has authorised us to move to the next step of the roadmap, which has seen local businesses reopen.

COMMUNITY SPEEDWATCH NEWS

Chichester District Council along with Sussex Police fully supports Community Speed Watch (CSW.) This is an initiative allowing local people to calm traffic in their communities. Sussex Police train volunteers to use speed calming equipment which is then loaned out to be used at safe, risk assessed locations within their community. Five new speed monitoring device starter kits have been ordered to further the current CSW schemes in Chichester. These kits have been kindly funded through the Chichester Joint Action Group (JAG) and will be loaned to newly trained volunteer

groups in the district on a long- term basis while they become established. Road safety is a priority for the Chichester Community Safety Partnership. There are currently over 50 trained CSW volunteer groups across Chichester District, all of which make a real difference calming traffic speed in our communities. If you are interested in starting or joining a current CSW volunteer group yourself then log onto www.communityspeedwatch.org where you will be able to register. Corporate Health and Safety, Emergency Planning and Business

CHICHESTER CONTRACT SERVICES

Operational challenges

As soon as the Government announced its Covid 'roadmap' the Operations Team at CCS met to consider the potential impact on our services. It didn't take long to realise the district's roads, beaches and parks would become much busier due to day trips and 'staycations'. Unfortunately higher usage often results in increased litter. Therefore, to tackle this problem, additional staff are being employed to litter pick areas of high footfall, 'Against Litter' signage is being placed on coastal approach roads and enforcement officers will resume patrols. Busy roads may also impact on our waste collection services so additional resource is on standby to assist rounds where delays are being experienced. CCS continues to operate with Covid secure measures in place. As the restrictions are eased and the public realm returns to normal we are still faced with the challenge of delivering services with an unpredictable workforce position. Vulnerable staff will still have to work in modified roles and isolation will still be necessary for any staff that develop symptoms (or their family members). If anything, our biggest challenge may yet be to come as we face increased demand for services while our staffing position remains restricted.

Corporate H&S, Emergency Planning and Business Continuity

Covid-19 risk assessments remain under constant review, in response to developments in Government guidance and staff are updated accordingly. The Sussex Resilience Forum (SRF) took the decision to downgrade the Covid response from a 'Major Incident'. Recovery works have been stepped up. Largely, the Forum partners are now operating under 'business as usual'. CDC's emergency planning team continue to take part in meetings with the SRF TCG (Tactical Coordinating Group). These meetings have been reduced from weekly to fortnightly. Asymptomatic rapid covid testing is now widely available to staff. Asymptomatic testing is for people that do not have symptoms of Covid-19. Around 1 in 3 people with Covid-19 don't have any symptoms. This quick form of testing can identify if someone is carrying the virus. Our staff can now obtain test kits from a number of different sources in the district. Staff have been made aware of where to obtain kits.

It has been strongly recommended that staff who cannot work completely from home, i.e. the occasional need to work in East Pallant House or conduct site visits, test themselves twice a week.

Many more staff have now received their covid vaccine as part of the national programme.

Within the current restrictions, we continue to work on our 'business as usual' programme for our areas of work: Health & Safety, Emergency Planning and Business Continuity.

Alan

Alan Sutton

Cabinet Member for Housing, Licensing, Communications & Events

Fittleworth Ward

Chichester District Council