

**EAST LAVINGTON PARISH COUNCIL**  
**MAY PARISH COUNCIL MEETING MIMUTES**  
 MONDAY 15th MAY 2023  
 The Recital Room, Music Block Seaford College

Meeting opened at 18.29	ACTION
<p><b><u>PRESENT</u></b>                      Charles Britton, Barry Gosden, William Yates, Simon Longman, and Parish Clerk Amy Harte.</p>	
<p><b><u>IN ATTENDANCE</u></b>                      District Cllr John Cross, CDC. Caroline Cowcher and Dianna Pettifer</p>	
<p><u>42/23</u>  <b>AGENDA ITEM 1: TO ELECT A CHAIRMAN FOR 2023-2024</b>                      C. Britton asked for proposals for Chairman, S. Longman nominated Charles Britton, Seconded by B. Gosden. No other nominations offered. RESOLVED.</p>	
<p><u>43/23</u>  <b>AGENDA ITEM 2: TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>                      The Chairman's Declaration of Acceptance of Office was agreed and signed by C. Britton and the Clerk.</p>	
<p><u>44/23</u>  <b>AGENDA ITEM 3: TO ELECT A VICE CHAIRMAN FOR 2023-2024</b>                      C. Britton nominated Barry Gosden for Vice Chairman, S. Longman seconded. No other nominations offered. RESOLVED.</p>	
<p><u>45/23</u>  <b>AGENDA ITEM 4: TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>                      The Vice Chairman's Declaration of Acceptance of Office was agreed and signed by B. Gosden and the Clerk.</p>	
<p><u>46/23</u>  <b>AGENDA ITEM 5: ALL COUNCILLORS TO ACCEPT THE CODE OF CONDUCT, SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND REGISTER OF INTEREST.</b>                      All councillors present have reviewed the code of conduct, signed the acceptance of forms and need to complete register of interest forms. All councillors have been sent the register of interest spreadsheet to update.  <b>5.1. ALLOCATION OF PARISH COUNCIL ROLES</b>                      Planning - All                      Finance - Cllr Limpus</p>	<p>All Councillors – complete Register of interest forms &amp; Update spreadsheet.                      P.Limpus in addition to the above complete the</p>

<p>Highways - Cllr Gosden  Footpaths - Cllr Gosden  Localism – Cllr Longman  Police Liaison – 5<sup>th</sup> Councillor (to be Co-Opted)  Seaford College &amp; Lavington Park - 5th Councillor (to be Co-Opted)  Minerals &amp; Waste - Cllr Gosden</p>	<p>acceptance of office form.</p>
<p><u>47/23</u>  <b>AGENDA ITEM 6: CO-OPTION OF 5<sup>TH</sup> COUNCILLOR</b>  One seat to fill, Cllr Britton proposed that William Yates would be Co-Opted, this was seconded by Cllr Longman. RESOLVED.</p>	<p>A.Harte to inform CDC</p>
<p><u>48/23</u>  <b>AGENDA ITEM 7: APOLOGIES</b>  Patrick Limpus, County Cllr Tom Richardson, WSCC</p>	
<p><u>49/23</u>  <b>AGENDA ITEM 8: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS IN ANY OF THE ITEMS LISTED BELOW AND ANY CHANGES TO THE REGISTER OF INTERESTS.</b>  None  <i>Cllr Cross left the meeting 18.41</i></p>	
<p><u>50/23</u>  <b>AGENDA ITEM 9: MINUTES OF THE PREVIOUS MEETING HELD ON 20<sup>TH</sup> MARCH 2023 TO BE AGREED AND SIGNED AS A TRUE RECORD.</b>  Agreed and signed as a true record of the meeting.  <b>9.2 COUNCILLORS &amp; CLERK TO REPORT BACK ON ACTION POINTS FROM THE PREVIOUS MEETING</b>  1. <b>Petworth Pages –</b>  Cllr. Britton confirmed that the ELPC details have been added to this.  2. <b>Email password reset for B.Gosden –</b>  Cllr. Longman confirmed that this had been completed.  3. <b>Resilience &amp; Emergency Planning –</b> A. Harte has requested use of an emergency ‘hub’ at Seaford College, awaiting a response.  4. <b>Footpath Report –</b>  Cllr. Gosden has received this.  5. <b>All other Action Points carried out</b></p>	
<p><u>51/23</u>  <b>AGENDA ITEM 10: VISITORS’ QUESTIONS</b></p>	

Neighbours of Tangletrees attended the meeting as they were concerned about the current planning application. Cllr Longman explained the situation that refusal has been recommended under SD30 and that the residential curtilage was incorrectly shown. The case officer recommended that the application be withdrawn. Caroline Cowcher stated that on the plans the boundary with her property appears to be incorrect. The owner agreed that the boundary was incorrect on the plans and there is also some common land that has been included incorrectly, he wrote an email confirming this. The Architect claimed that the planning officer had agreed to the increase in excess of SD30, this was not apparently the case. Cllr Britton advised Caroline Cowcher to submit a response on the planning portal for this or any further application.

Caroline Cowcher and Dianna Pettifer thanked the Council and left the meeting.

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**AGENDA ITEM 11: PLANNING - Applications & decisions,**

- 1. SDNP/21/02886/FUL** Land adjacent to Craft Design and Technology Block Seaford College The Drive East Lavington Petworth West Sussex GU28 0NB. Proposed new Woodland and Ecology Centre building. ELPC raised no objection. **Still in progress**
  
- 2. SDNP/21/04334/FUL** Seaford College The Drive East Lavington GU28 0NB. Proposed zip wire and low & high ropes. ELPC submitted a no objection response in 2021. **Still in Progress**
  
- 3. SDNP/22/02855/HOUS** Eastwood Farm Graffham Road East Lavington West Sussex GU28 0QF. Demolition of existing outbuildings and erection of new building comprising of pool, gym and garden store. ELPC raised no objection. **Application in Progress.**
  
- 4. SDNP/22/04467/FUL** Seaford College The Drive East Lavington West Sussex GU28 0NB. 8 no. new tennis courts and replacement of existing tennis courts with all weather hockey pitch together with creation of overflow car parking and associated works. ELPC raised no objection. **Application in Progress**
  
- 5. SDNP/22/04552/HOUS & SDNP/22/04553/LIS** Barnetts Farm Fitzlea Wood Road East Lavington West Sussex GU28 0QN. Restoration of existing dwelling to include replacement windows, 2 no. new/reinstated window openings on front and rear elevations and the reinstatement of original lean-to. ELPC submitted a supportive response. **Applications in Progress**
  
- 6. SDNP/22/05417/HOUS** 1 Wallace Square East Lavington West Sussex GU28 0FJ. Single storey side extension. Objection response submitted. **Application Approved**

7. **SDNP/23/00373/FUL** Tangletrees The Street Graffham West Sussex GU28 0QA. Replacement dwelling and associated landscaping. ELPC recommended refusal primarily as increase in GIA is 87% as against permitted increase of 30% allowed in SD30. **Application in Progress**

8. **SDNP/23/00909/FUL** Little Bury Norwood Lane East Lavington West Sussex GU28 0QG. Change of use of redundant agricultural building to holiday let. ELPC recommended refusal as this application is virtually identical to the previous one, which was refused by CDC Planning. **Application in progress**

9. **SDNP/23/00653/HOUS** Flint Cottage Norwood Lane South East Lavington West Sussex GU28 0ND. Increase size of existing side extension on southern elevation with increased roof height, extend existing rear dormer on eastern elevation and remove one redundant chimney. **Application In progress**

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**AGENDA ITEM 12: FINANCE**

Documents circulated to Councillors by email.

1. Approval of Accounts for the Year Ending 31<sup>st</sup> March 2023

Accounts were reviewed and RESOLVED to be approved for year ending 31st March 2023

2. Approval of Accounts to 15/05/23

Accounts were reviewed and RESOLVED to be approved for period ending 15th May 2023

**Income & Expenditure**

EXPENDITURE	DETAIL	DATE (TO BE PAID)	AMOUNT
Clerk's Salary	24 hours@ £17.10	16/5/23	£410.40
Office Allowance	2@£20	16/5/23	£40.00
RS Hall & Co	Internal Audit	16/5/23	£120
WSALC Ltd	Subscription	16/5/23	£71.10
Parish Online	Subscription	16/5/23	£30
<b>Total expenditure</b>			<b>£671.50</b>

All above payments RESOLVED to be approved.

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
CDC	Precept (half)	06/04/23	£1800
<b>Total income</b>			<b>£1800</b>

3. Approval of Annual Return for the Year 2022-2023

3.1. Review the Effectiveness of Internal Control

3.1.1. Annual Internal Audit Report

The effectiveness of internal control was reviewed and discussed in light of the internal auditor's report and was considered adequate by the council. The Internal Audit report was considered good and had no matters requiring the council's attention.

3.2. Approve the Annual Governance Statement

The Annual Governance Statement was considered and approved

3.3. Consider and Approve the Accounting Statements – sign and date

The Accounting Statements were considered and approved

The appropriate section of the audit was signed and dated by the clerk and the Chairman.

3.4. Set date for the Commencement of Public Rights

The 5th June 2023 was set as the commencement of the exercise of public rights.

3.5. Sign and date the Certificate of Exemption

The Certificate of Exemption was signed and dated by the Chairman and the Clerk.

4. Other Financial Issues

4.1. CIL Funding Request

The recreation ground pavilion is in need of repair. Also, Graffham Tennis Club need to resurface the courts. The Tennis Club are funding the resurfacing. The recreation ground has some funds to cover a proportion of the refurbishment but will apply for £10000 for the recreation ground. Cllr Longman asked if there would be support from ELPC. Cllr. Britton said that it would be supported as EPLC's nearest facilities.

Cllr. Longman will prepare the application and A.Harte will assist in the submission.

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**AGENDA ITEM 13: CORRESPONDENCE & INVITATIONS RECEIVED 21 March to 15 May 2023**

DATE	FROM	DETAIL	AGREED ACTION
		All circulated by email	none

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**AGENDA ITEM 14: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED**

21<sup>st</sup> March C. Britton attended the CDALC meeting.

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**AGENDA ITEM 15: PARISH MATTERS**

1. RIGHTS OF WAY & HIGHWAYS

1.1. Footpath Inspection report received, although no longer routinely sent out. B.Gosden had to request it.

1.2. Bollards have been requested B.Gosden will write again.

<p>Next footpath inspection due in February 2024 which Cllr. Gosden will be conducting.</p> <p>2. MINERALS &amp; WASTE Duncton Quarry – SDNP appear happy to support further extraction.</p> <p>3. BROADBAND 6 months late, ELPC has fibre pulled through. The Southern Water closure of Fitzlea Wood Road couldn't go ahead as not possible to divert an existing diversion. Openreach have been advised to apply for daily closure with access so it is not a full 4 week closure.</p>	
<p><u>57/23</u> <b>AGENDA ITEM 16:</b> Dates of Forthcoming Meetings</p> <p>Monday 17th July 2023 Monday 18th September 2023 Monday 20th November 2023</p>	
<p><b>These minutes are an accurate record of the meeting</b></p> <p>Signed:</p> <p>Name &amp; Position:</p> <p>Date:</p>	

Meeting closed 19.37