

East Lavington Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 20th May 2019
in NB2 Seaford College, Lavington Park
Also available at www.eastlavington-pc.uk

The meeting started at 6.42pm

Present: Cllr Charles Britton, Cllr Barry Gosden, Cllr Will Yates, Cllr Patrick Limpus and Cllr Simon Longman.
In Attendance: Amy Harte (Clerk)

1&2. To Elect a Chairman for 2019-20

45/19 Charles Britton was proposed by W. Yates as Chairman for 2019-20 seconded by B. Gosden - RESOLVED. The Chairman's Declaration of Acceptance of Office was received and signed.

3&4. To Elect a Vice Chairman for 2019-20

46/19 Will Yates was proposed by Charles Britton as Vice-Chairman for 2019-20 seconded by B. Gosden - RESOLVED. The Vice Chairman's Declaration of Acceptance of Office was received and signed.

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

47/19 All councillors present have reviewed the code of conduct, signed acceptance of office forms and register of interest forms (to be completed electronically).

5.1 Parish Council Roles confirmed:

48/19 C. Britton – Planning
W. Yates – Planning, Seaford College, Police Liaison.
B. Gosden – Planning, Footpaths & Highways, Minerals & Waste.
P. Limpus – Planning, Localism.
S. Longman – Planning, Localism, Finance.

5.2 Representative for CDALC

49/19 It was decided that no individual would take on the role and that attendance would be decided on receipt of the agendas.

5.3 Nominations for Parish Member Appointments to National Park Authority

50/19 This was discussed and left open for anyone to contact the Clerk for the nomination forms if required.

6. Apologies

51/19 David Bradford (County Councillor)

7. Declarations of Interest

52/19 Cllr. W. Yates declared and interest in 10.1 Seaford College Application for variation of conditions.

8. Minutes of Last Meeting

8.1. Approval of March 2019 Minutes.

53/19 The minutes of the meeting of 11th March 2019 were RESOLVED to be approved. C. Britton signed 'draft' copy of the minutes.

8.2 Report on action points from the last meeting.

8.2.1. Activation of website email addresses.

54/19 W. Yates to check that his is activated. (**ACTION W. Yates**)

8.2.2. New Footpath Signage (B. Gosden)

55/19 WSCC have responded to B. Gosden and the signage will be put in place when the footpath is officially open.

9. Visitors' Questions:

56/19 No Questions

10. Planning Issues: New / Recent / Ongoing

10.1. SDNP/19/02025/CND Seaford College, Assembly Hall The Drive East Lavington GU28 0NB Variation of condition 2 from planning permission SDNP/18/01240/CND to accommodate changes including additional timber cladding to the Assembly Hall & Hollington Centre. **Comments required by Friday 31 May 2019.**

57/19 Application discussed and all agreed to submit No Objection response (**ACTION A. Harte**)

10.2. SDNP/19/01452/HOUS 1 Wallace Square East Lavington GU28 0FJ 1no. dormer to South elevation and 1no. conservation type rooflight to West elevation. Comments Submitted 28th April. **Application in Progress.**

58/19

10.3. SDNP/19/00710/HOUS Norwood Cottage Norwood Lane East Lavington GU28 0QG Single storey side extension. Replacement outbuildings to form a new garage and additional ancillary accommodation. Comments Submitted. **Application Approved.**

59/19

10.4. SDNP/18/05595/FUL Westerlands Norwood Lane East Lavington Petworth West Sussex GU28 0QJ Campsite for 30 tent pitches for year-round use, erection of an outdoor kitchen, erection of 2 toilet blocks and one shower/washing-up block with drainage field and creation of a car park. Comments submitted 15/01/19.

60/19 **Application Approved** for a period of 5 years with conditions.

11. Finance

11.1. Approval of Accounts for the Year Ending 31st March 2019

61/19 Accounts were reviewed and RESOLVED to be approved for year ending 31st March 2019

11.2. Approval of accounts to 20/05/19

62/19 Accounts were reviewed and RESOLVED to be approved for period ending 20th May 2019

11.2.1. Approval of Clerk's Salary and Expenses:

11.2.1.1. 9 hours @ £15.10 and 21 hours @ £15.40 = £459.30 + £40 office allowance.

63/19 Salary and Expenses RESOLVED to be approved

11.2.2. Income/expenditure

11.2.2.1. Received £1685 from CDC precept.

11.2.2.2. Invoice from SALC for Subscription £59.27

11.2.2.3. RS Hall & Co Internal Audit Fee £60.00

11.2.2.4. Invoice from SALC for Councillor Training £252.00

64/19 All above payments RESOLVED to be approved.

11.3. Approval of Annual Return for the Year 2018-2019

11.3.1. Internal Audit report

65/19 Internal Audit report was very positive and had no matters requiring the council's attention.

11.3.2. Review of the effectiveness of internal control.

66/19 The effectiveness of internal control was reviewed and discussed in light of the internal auditor's report and was considered adequate by the council.

11.3.3. Approve the Annual Governance Statement

67/19 The Annual Governance Statement was considered and approved.

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

68/19 The Accounting Statements were considered and approved. The appropriate section of the audit were signed and dated by the chairman and clerk.

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

69/19 The 24th May was set as the commencement of the exercise of public rights.

11.3.6. Sign and date the Certificate of Exemption

70/19 The Certificate of Exemption was signed and dated by the Chairman and the Clerk.

11.4. Other Financial Issues

71/19 No further issues.

12. Correspondence & Invitations received since the last meeting

12.1. All Parishes Meeting Monday 15th July 2019 Venue TBC

12.2. Lifecentre request for donation of £200

72/19 There is no budget for donations.

12.3. Merchant Navy Fund – Fly the Red Ensign day 3rd September 2019

13. Reports re: attendance at meetings etc.

73/19 B. Gosden attended the Heath end Liaison Meeting but there was nothing significant to report.

14. Parish Matters

14.1. Highways – Road name signs.

74/19 The road name signs are not yet in place, the consultation period is now complete.

14.2 Footpath inspections

75/19 B. Gosden reported that although the official formal inspections only take place every 15 months, informal inspections can take place every 6 months and letters can be sent to landowners to ensure the paths are kept clear.

15. Date of next Meetings –

Monday 15th July 2019

Monday 16th September 2019

Monday 18th November 2019

Monday 20th January 2020

Monday 16th March 2020

Monday 18th May 2020

The meeting finished at 8.00pm

I confirm this is a true record of the meeting:

Chairman, 15th July 2019