

East Lavington Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 20th July 2020
by 'Zoom' video conferencing

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

The meeting started at 6.33pm

Present: Cllr Barry Gosden, Cllr Patrick Limpus and Cllr Simon Longman.

In Attendance: Amy Harte (Clerk), James Daniels

1. Welcome

89/20 Vice Chair, Barry Gosden welcomes all to the meeting.

2. Apologies

90/20 Cllr Charles Britton, Cllr Will Yates, Cllr. David Bradford (County Councillor) & Cllr. Allan Sutton (District Councillor),

3. Declarations of Interest

91/20 None

4. Minutes of Last Meeting

4.1. Approval of May 2020 Minutes.

92/20 The minutes of the meeting of 18th May 2020 were RESOLVED to be approved. B. Gosden verbally agreed to sign 'draft' copy of the minutes. **(ACTION B. Gosden)**

4.2 Report on action points from the last meeting.

4.2.1. Website Email Address – activated? (W. Yates)

93/20 W. Yates & A. Harte have sent emails to get this re-activated but there has been no response and Tom is no longer running the website. Cllr Limpus offered to go and see Tom to see if we can get this sorted. **(ACTION P. Limpus)** The website hosting is an issue and Cllr Longman offered to help with this **(ACTION S.Longman)**.

4.2.2. Update on Firearms licensing (S. Longman/ A. Sutton)

94/20 Cllr Longman informed the council that the issue has been resolved, doctor's surgeries are not now overwhelmed and have capacity to do the referencing for the licencing.

4.2.3. Broadband progress update (S.Longman)

95/20 Cllr. Longman reported that he currently has 14 responses and will need between 30 & 40 to get a positive response from Openreach. He has researched community programmes and wonders if Cllr Sutton may be able to assist with Gigabit connectivity possibilities. **(Action A.Harte to ask Cllr Sutton)** Cllr. Longman will prepare targeted letters and circulate them around the parish prior to the next meeting **(ACTION S.Longman)**

4.2.4. Date of the commencement of the exercise of public rights was changed to 12th June due to delays in administration.

96/20 As a formal record the Clerk pointed out the change in date from that stated in the minutes of the May meeting.

4.2.5. All other action points carried out.

5. Visitors' Questions:

97/20 None

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

98/20 D. Bradford sent his apologies and a report by email. All Councillors confirmed that they had read the report. Attached as Annex A. Cllr Gosden asked if more detail could be provided on the budget for pothole repairs as he could see little evidence of this being used on the rural roads in the parish. **(ACTION A.Harte to ask Cllr Bradford)**

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

99/20 Cllr. Sutton sent his apologies and a report by email. All Councillors confirmed that they had read the report. Attached as Annex B. There were no questions for Cllr Sutton in relation to his report.

8. Website Accessibility Statement

100/20 Graffham Parish Council have been in touch as there is a requirement for organisations to have an accessibility statement on their website. As ELPC share the website with Graffham this should be a shared task and decision. The Graffham Chairman is working on this and Cllr Longman volunteered to help with this on behalf of ELPC. **(ACTION Cllr Longman)**

9. Planning Issues: New / Recent / Ongoing

9.1. **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 submitted – No Objection. **Application Approved**

9.2 **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 submitted – No Objection. **Application Approved**

9.3 **SDNP/20/01499/HOUS Mainwood Cottage Cathangar Lane East Lavington GU28 0QW** Conversion/extension of existing detached workshop/office to East of property into ancillary living accommodation. **Comments required by Thursday 6th August 2020.**

103/20 James Daniels outlined the history of the planning application and stated that they have no intention of using or selling as a separate dwelling. Cllr Longman pointed out that SDNP no longer permits the creation of annexes but stated that there is existing ancillary use in that building so was happy, as the kitchen had been removed from the plans, that the ancillary use would comply with SDNP policy. Cllr Limpus also agreed that provided it was for ancillary use to the main dwelling he saw no reason to challenge it. Cllr Gosden stressed that the building had the capability to be a separate dwelling and felt that this was in contravention of SD31. It was agreed that the response from ELPC should be similar to that which was submitted on the last application for this and that a condition should be put in place to ensure the accommodation remains in ancillary use to Mainwood Cottage. **(ACTION A.Harte to submit response)**

9.4 **SDNP/20/01405/FUL Barnetts Cottages Fitzlea Wood Road East Lavington West Sussex** Demolition of two dwellings and replacement with one dwelling and associated annexe, restoration and relocation of timber outhouse, relocation of bridleway, landscape design and drainage works including balancing pond. **In Lodsworth Parish not asked to comment.**

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

9.6 **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.** Extension of time agreed.

9.7 **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.** HBA suggested design improvements.

10. Finance

10.1. Approval of accounts to 20/07/20

107/20 Accounts were reviewed and RESOLVED to be approved for period ending 20th July 2020

10.2. Approval of Clerk's Salary and Expenses:

10.2.1 27 hours @ £15.40 = £415.80 + £40 office allowance £455.80

108/20 Salary and Expenses RESOLVED to be approved

10.3 Income/expenditure

10.3.1. Zoom Subscription June & July £28.78 annual £89.58

109/20 All above payments RESOLVED to be approved.

10.4. Other Financial Issues

10.4.1. VE75/VJ75 Grants

110/20 The Clerk asked the Councillors if they had any ideas for commemorating these events in the village as funding is still available. It was decided that there was nowhere to practically put anything such as a bench and that social events were not feasible at this time.

11. Review of Policies and Procedures.

11.1 Standing Orders

11.2 Financial Regulations

11.3 Complaints Procedures

11.4 Risk assessment

11.5 Records Management Policy

11.6 Freedom of Information Policy

11.7 Privacy Policy

111/20 The Standing orders have been recently updated to allow meetings via video conferencing. The risk assessment has also been discussed recently due to Covid-19 but it was not changed as ELPC do not have any public facilities as such. There have been no other significant changes to require further updates, but this will continue to be monitored throughout the year. The above policies are therefore RESOLVED to be accepted for the forthcoming year.

12. Correspondence & Invitations received since the last meeting

112/20 **12.1** All Circulated by email. No comments on any of these.

12.2 All Parishes Meeting Thursday 15th October 6pm Venue TBC.

113/20 Cllr. S.Longman to attend.

13. Reports re: attendance at meetings etc.

114/20 Nothing to report.

14. Parish Matters

14.1. Winter Maintenance Plan Update.

115/20 Cllr Britton has checked the grit bins and did not see any need for any further grit to be ordered. The Clark requested that someone completes the spreadsheet sent out by WSCC to return to them. Cllr. S. Longman agreed to do this if Cllr. C. Britton had not already. **(ACTION C. Britton / S. Longman)**

14.2 Rights of Way & Highways

116/20 B. Gosden reported that there were issues with road surfaces in several areas of the parish. He will be reporting an issue in Beechwood Lane to Love West Sussex. **(ACTION B. Gosden)**

15. Date of next Meetings –

Monday 21st September 2020

Monday 16th November 2020

Monday 18th January 2021

Monday 15th March 2021

Monday 17th May 2021

The meeting finished at 7.30pm

I confirm this is a true record of the meeting:

Chairman, 21st September 2020

Annex A

Parish Council Report For July 2020

From WSCC Cllr David Bradford

A subject dear to my heart is the Watershed project which is highly relevant to our rural area. Two or three submissions have been made recently (Eastbourne and Bury) and I hope to see more coming forwards.

Most meetings are of course taking place by Zoom or Skype and, whilst this is very welcome, I think that as time goes on we are beginning to lose the benefits of face-to-face contact. Questioning is more difficult and, in particular, I miss the ability to 'cruise the top corridor' at County Hall and ask relevant questions to speed matters up. But please don't hold back on any issues.

There is a raft of data on the WSCC website and I will pick out some salient points.

I am told today that inspections of Parish Rights of Way are restarting – some 'return to normality'.

We continue to ramp up the pothole repairs budget and, certainly where I live, some long standing issues are being addressed.

Further plans have been produced for protecting WSCC residents from the spread of COVID-19. The government is now trying to seek out 'pockets' of the virus so lets hope that we get very few. I notice that a number of elderly residents continue to be completely isolated so if they are one of your neighbours, a friendly phone call or a wave over the garden fence would be much appreciated!

Regarding Schools, a note from Paul Wagstaff the Director of Education & Skills was issued on 30th June. He states that national guidance is essentially unchanged, but he adds that Summer Holidays will take place as planned and adds that Teachers and support staff 'deserve a break ' to recharge. However some school leaders may be considering using something called the 'catch up premium' and links are again on the website.

I continue to serve on a number of financial committees and these continue much as before. Unlike some other parts of the country, we are still very robust in our financial strength. My pet baby is the Pensions Panel and, in spite of all the stock market ups and downs, we are still 108% covered against our liabilities.

Annex B

Parish Council Report For July 2020

From CDC District Cllr. Alan Sutton

The main news I have is regarding CDCs recovery plan. A framework for our recovery plan is passing through Full Council this week having already been through Overview and Scrutiny & Corporate Governance Committees and Cabinet.

Full details are in the public domain in the agenda packs for those meetings mentioned above.

Important highlight are:

A deficit in our budget of up to £8m is anticipated for the current financial year. We will not be cutting services as we plan to allocate reserves to cover this. Going forward we anticipate a £2m loss each year. But of course nobody knows the true figures yet as there may be a second wave of infection changing the assumptions made. Our recovery teams (4) are led by the relevant cabinet members (* if I am the cabinet member) cover CDC Organisational recovery, Housing & Community Recovery*, Economic Recovery* and Planning, Health & Environmental Recovery. There is an additional High Street Recovery Group*.

The response needs to be agile, flexible, transformational and rapid. It should take forward all options and everything will be looked at.

The parishes & public will be able to access our teams and I am preparing a communications plan including public participation for these teams.

The press is reporting that we plan to dispose of East Pallant House. This is not true. All options are on the table to consider but nothing is decided yet.

Our council has very low Council tax compared to other districts as we have been successful in raising income in other ways (We are 4th in England for this) . This income has been badly hit. The government has announced financial help for us but the full detail isn't known.

We will resist cuts but it is almost inevitable that some will happen in future financial years.

We advise parishes that they should think about raising precept income for local non-statutory services as we may have to re-prioritise and repurpose support to parishes towards economic and social recovery projects and not give the same level of support to parishes through funding (For example through grants) in the future. But nothing is certain or decided yet.

I will keep you informed and involved in our recovery teams.

Finally my antisocial riding and driving Taskforce is working well and having an impact. Over 2000 traffic stops have been made and we are pursuing many collaborations with other councillors at all levels and enjoy the full support of our MP. Sussex Police's Operation Downsway will continue through the summer. I have met with Katy Bourne and the message is that there is a change of emphasis on the appointment of the new chief constable. There is a new rural crime unit and more proactive policing underway. But please report any crime via the usual channels. The response time for the non emergency number is down to 3 minutes and online reporting has faster onward transmission to key officers.

I am happy to answer any questions.