

# East Lavington Parish Council

Minutes of the Annual Parish Council Meeting held on Monday 16<sup>th</sup> May 2022 in the Recital Room, The Music Block, Seaford College.

*The meeting started at 7.01pm*

**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 2022-23**

48/22 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 agreed and signed.

## **3&4. To Elect a Vice Chairman for 2021-22**

49/22 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 agreed and signed.

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

50/22 All councillors present have reviewed the code of conduct, signed the acceptance of office forms and Cllr. Yates and Cllr Gosden have completed register of interest forms. Cllrs Britton, Limpus and Longman will be sent the register of interest spreadsheet to update **(ACTION A.Harte, C. Britton, P.Limpus & S. Longman)**

### **5.1 Parish Council Roles** confirmed:

51/22 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**

52/22 None

## **7. Declarations of Interest**

53/22 None declared

## **8. Minutes of Last Meeting**

**8.1.** Approval of March 2022 Minutes.

54/22 The minutes of the meeting of **21<sup>st</sup> March 2022** 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.** Queen's Jubilee Party donation to Graffham Recreation Ground for joint celebrations.

55/22 This was discussed and RESOLVED to donate a sum of £250.

## **9. Visitors' Questions:**

56/22 None

## **10. County Councillor's Report (Cllr. Tom Richardson)**

57/22 Report given in the Annual Parish Meeting.

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

58/22 Report given in the Annual Parish Meeting.

## 12. Planning Issues: New / Recent / Ongoing

- 12.1. **SDNP/21/04334/FUL Seaford College.** Proposed zip wire and low and high wires. Invited to comment by 5th October 2021. The application was discussed and RESOLVED to submit a 'No Objection' response/  
59/22 **Application still in progress...**no further correspondence since 18th January 2022
- 12.2. **SDNP/21/02886/FUL Seaford College.** Proposed new woodland and ecology centre. (Approved in principle by 60/22 SDNP). ELPC raised no objection. **Still in progress.** SDNP comments 13th April 2022...some concerns remain unresolved
- 12.3. **SDNP/21/05815/FUL and 05815/LIS Barnetts Farm.** Change of use of partially converted granary to detached annexe. ELPC invited to comment and recommended that the application should be refused pending submission of a retrospective planning application for the unauthorised conversion from barn to tack room 61/22 carried out by the previous owner. **Application in progress** but currently noted as 'decision pending'
- 12.4. **SDNP/22/00878/OHL Barnetts Farm.** Erection of utility pole for distribution of electricity. The application was 62/22 discussed and RESOLVED to submit a 'No objection response'. **Application approved 29th March 2022.**
- 12.5. **SDNP/22/00640/CND Eastwood Farm.** Variation of Condition 2 of SDNP/21/00970/HOUS to allow the 63/22 installation of a further dormer window. The application was discussed and RESOLVED to submit a 'No objection response'. **Application approved on 27th April 2022**

## 13. Finance

- 13.1. **Approval of Accounts for the Year Ending 31st March 2022**  
64/22 Accounts were reviewed and RESOLVED to be approved for year ending 31<sup>st</sup> March 2022
- 13.2. **Approval of accounts to 16/05/22**  
65/22 Accounts were reviewed and RESOLVED to be approved for period ending 16<sup>th</sup> May 2022
- 13.2.1. **Approval of Clerk's Salary and Expenses:**  
13.2.1.1. 24 hours @ £16.10 = £386.40+ £40 office allowance + £23.46 back pay = £449.86  
66/22 Salary and Expenses RESOLVED to be approved
- 13.2.2. **Income/expenditure**
- |           |                                    |        |
|-----------|------------------------------------|--------|
| 13.2.2.1. | Received £1725 from CDC precept.   |        |
| 13.2.2.2. | Received £54.53 from VAT reclaim   |        |
| 13.2.2.3. | Invoice from SALC for Subscription | £70.02 |
| 13.2.2.4. | RS Hall &Co Internal Audit Fee     | £120   |
| 13.2.2.5. | Parishes Online Mapping            | £30    |
- 67/22 All above payments RESOLVED to be approved.
- 13.3. **Approval of Annual Return for the Year 2021-2022**
- 13.3.1. **Review of the effectiveness of internal control.**  
13.3.1.1. Internal Audit report  
68/22 The effectiveness of internal control was reviewed and discussed in light of the internal auditor's report and was considered adequate by the council.  
69/22 The Internal Audit report was considered good and had no matters requiring the council's attention.
- 13.3.2. **Approve the Annual Governance Statement**  
70/22 The Annual Governance Statement was considered and approved
- 13.3.3. **Consider and approve the Accounting Statements. Sign and Date.**  
71/22 The Accounting Statements were considered and approved  
The appropriate section of the audit was signed and dated by the clerk and the Chairman.
- 13.3.4. **Set date for the commencement of the exercise of public rights**  
72/22 The 6<sup>th</sup> June 2022 was set as the commencement of the exercise of public rights.
- 13.3.5. **Sign and date the Certificate of Exemption**  
73/22 The Certificate of Exemption was signed and dated by the Chairman and the Clerk.
- 13.4. **Other Financial Issues**  
74/22 No further issues

**14. Correspondence & Invitations received since the last meeting**

14.1. Circulated by E-mail

**15. Reports re: attendance at meetings etc.**

75/22 Cllr Britton reported on his attendance at the CDALC AGM and discussed the underrepresentation of the parishes in the north of the County. Arun district failed to meet the quota of new homes and is in special measures.

Cllr Britton also reported on his attendance at the WSALC board meeting.

**16. Parish Matters**

**16.1. Broadband**

76/22 Cllr Longman reported that they have been informed this should be installed by October 2022.

**16.2. Highways & Footpaths**

77/22 Cllr. Gosden reported that Footpath Inspections are every 18 months but issues can be reported at any time.

**16.3. Minerals & Waste**

78/22 B. Gosden reported that no further news has been received regarding Heath End Quarry, he will liaise with the Duncton group to get an inspection done.

**17. Date of next Meetings –**

Monday 18th July 2022

Monday 19th September 2022

Monday 21st November 2022

Monday 16th January 2023

Monday 20th March 2023

Monday 15th May 2023

*The meeting finished at 7.40pm*

I confirm this is a true record of the meeting:

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Chairman, 18<sup>th</sup> July 2022

