

EAST LAVINGTON PARISH COUNCIL
DRAFT PARISH COUNCIL MEETING MINUTES

MONDAY 19th MAY 2025 Following the APM which begins at 18:15
The 6th Form Cafe, Hollington Centre, Seaford College

	ACTION
<p><u>PRESENT</u> Cllr Charles Britton, Cllr Barry Gosden, Cllr William Yates, Cllr Simon Longman, Cllr Patrick Limpus and Parish Clerk Amy Harte.</p>	
<p><u>IN ATTENDANCE</u> District Cllr John Cross, CDC, members of East Lavington Parish</p>	
<p><u>28/25</u> AGENDA ITEM 1: TO ELECT A CHAIRMAN FOR 2025-2026 Cllr Limpus Nominated Cllr Longman, Cllr Gosden nominated Cllr Britton. A seconder was requested, Cllr Yates seconded Cllr. Longman so it was RESOLVED that Cllr Longman becomes Chairman.</p>	
<p><u>29/25</u> AGENDA ITEM 2: TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE The declaration was received signed by Cllr Longman and the Clerk</p>	
<p><u>30/25</u> AGENDA ITEM 3: TO ELECT A VICE CHAIRMAN FOR 2025-2026 Cllr Britton nominated Cllr Gosden, this was seconded by Cllr Limpus so it was RESOLVED that Cllr Gosden remains Vice Chairman.</p>	
<p><u>31/25</u> AGENDA ITEM 4: TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE Declaration was received signed by both Cllr Gosden and the Clerk.</p>	
<p><u>32/25</u> AGENDA ITEM 5: ALL COUNCILLORS TO ACCEPT THE CODE OF CONDUCT, SIGN THEIR DECLARATION OF ACCEPTANCE OF OFFICE AND REGISTER OF INTEREST. All councillors 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. 5.1. ALLOCATION OF PARISH COUNCIL ROLES Planning as a council Finance all responsible Highways - Cllr Limpus</p>	

<p>Footpaths - Cllr Gosden Localism – Cllr Longman Police Liaison – Cllr Yates Seaford College & Lavington Park – Cllr Yates Minerals & Waste – Cllr Gosden</p>	
<p><u>33/25</u> AGENDA ITEM 6: APOLOGIES Apologies sent from County Cllr Tom Richardson, WSCC</p>	
<p><u>34/25</u> AGENDA ITEM 7: DECLARATION OF PERSONAL OR PREJUDICIAL INTERESTS BY COUNCILLORS IN ANY OF THE ITEMS LISTED BELOW AND ANY CHANGES TO THE REGISTER OF INTERESTS. None</p>	
<p><u>35/25</u> AGENDA ITEM 8: MINUTES OF THE PREVIOUS MEETING HELD ON 17TH MARCH 2025 TO BE AGREED AND SIGNED AS A TRUE RECORD. 8.2 COUNCILLORS & CLERK TO REPORT BACK ON ACTION POINTS FROM THE PREVIOUS MEETING 1. Finger Post report – Cllr Britton has reported the finger post. 2. All other Action Points carried out</p>	
<p><u>36/25</u> AGENDA ITEM 9: VISITORS' QUESTIONS None</p>	
<p><u>37/25</u> AGENDA ITEM 10: PLANNING - Applications & decisions, 1. SDNP/25/01181/FUL Tangletrees The Street Graffham West Sussex GU28 0QA Replacement dwelling, ancillary building and associated landscaping including ha-ha and pond. Comments required by 15th May 2025 Mr Forest was invited to speak in support of his application. He stated that the information was all in the application and he was there to answer any questions. History is well documented, Cllr Longman summarised the history. New submission has taken account of the comments from the previous applications. It is now deemed more in character with the landscape. Moved to lessen the impact in terms of massing. Cllr Britton stated that the issue is a legal issue as the applicant wants to build outside the residential curtilage. 60% of the property roughly is currently on agricultural land. Cllr Longman asked if there were any other material concerns. Cllr Gosden has looked at the GIA. Loft area of the original building should not technically be included as it is not habitable space so it is still 39.7% greater than the original. Massing – the south facing aspects are little changed, it is still significantly higher than the current building. Cllr Gosden feels it is no better than the last application in terms of fitting into the environment, landscape etc. RESOLVED to recommend rejection of the</p>	<p>Cllr Longman – formulate a response. Clerk to submit the response.</p>

application. Cllr Longman will formulate a response for circulation and submission by the Clerk.

2. SDNP/25/00362/PA3R Little Bury Norwood Lane East Lavington West Sussex GU28 0QG. Change of use of agricultural building to Class C1 [aparthotel]. **Comments submitted.** ELPC recommended that the development should not be approved, as it fails to meet to meet the key requirement of Class R1 that it was used solely as an agricultural building.

The change of use is **approved** but they would have to put in an application.

3. SDNP/24/05103/HOUS DENHAM Graffham Road East Lavington West Sussex GU28 0QF Erection of porches and single storey rear extension. **Comments submitted.** ELPC raised no objection provided that the proposed lantern roof had a closure system.

Approved

4. SDNP/24/04099/FUL Westerlands Norwood Lane East Lavington West Sussex GU28 0QJ. Application for the use as a campsite consisting of 24 tent pitches, including up to 5 motorhomes and structures including an outdoor kitchen, 2 toilet blocks, a shower/washing up block with a drainage field, wooden shelter for diners, non-permanent trailer for managers accommodation and a car park. (Change from temporary to a permanent permission (originally approved under SDNP/18/05595/FUL). **ELPC Raised No Objection. Decision Pending.**

5. SDNP/24/03620/LIS Seaford College The Drive East Lavington West Sussex GU28 0NB Identical replacement of a window and dry lining to internal walls (Archive room on lower ground floor). ELPC made no comment **Approved.**

6. SDNP/23/03553/FUL Retrospective application for siting of two storage containers at Parsons meadow Norwood Lane East Lavington. ELPC invited to comment. Application refused 22nd December 2023. An appeal has now been lodged and ELPC is invited to comment. **Refused.**

38/25

AGENDA ITEM 11: FINANCE

Documents circulated to Councillors by email.

1. Approval of Accounts for the Year Ending 31st March 2025

Accounts were reviewed and RESOLVED to be approved for year ending 31st March 2025.

2. Approval of Accounts to 19/05/25

Accounts were reviewed and RESOLVED to be approved for period ending 19th May 2025

Income & Expenditure

EXPENDITURE	DETAIL	DATE (TO BE PAID)	AMOUNT
Clerk's Salary	27 hours@ £18.72	20/5/25	£505.44
Office Allowance	2@£20	20/5/25	£40.00
WSALC Ltd	Subscription	20/5/25	£73.14

Parish Online	Subscription	20/5/25	£30.00
Total expenditure			£648.58

All above payments RESOLVED to be approved.

INCOME RECEIVED FROM	DETAIL	DATE REC'D	AMOUNT
CDC	Precept (half)	15/04/25	£2000
Total income			£2000

2. Approval of Annual Return for the Year 2024-2025

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 3rd June 2025 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

None.

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AGENDA ITEM 12: CORRESPONDENCE & INVITATIONS RECEIVED 18 March to 19 May 2025

DATE	FROM	DETAIL	AGREED ACTION
	GPC	Graffham Parish Council – VE day grant Cllr Britton has applied for this grant on behalf of ELPC to contribute towards the War memorial improvements.	Cllr Britton to update on grant application progress

Cllr Britton to update on grant application progress

40/25

<p>AGENDA ITEM 13: COUNCILLOR REPORTS INCLUDING FEEDBACK FROM MEETINGS ATTENDED</p> <p>WSALC Cllr Britton attended. In time the devolution that is occurring at County level will filter down.</p>	
<p><u>41/25</u></p> <p>AGENDA ITEM 14: PARISH MATTERS</p> <p>1. RIGHTS OF WAY & HIGHWAYS Nothing to report.</p> <p>2. MINERALS & WASTE Nothing to report.</p>	
<p><u>42/25</u></p> <p>AGENDA ITEM 15: Dates of Forthcoming Meetings</p> <p>Monday 21st July 2205</p> <p>Monday 15th September 2025</p> <p>Monday 17th November 2025</p> <p>Monday 19th January 2026</p> <p>Monday 16th March 2026</p> <p>Monday 18th May 2026</p>	<p>Clerk to ask Greg about 21st July room.</p>
<p>These minutes are an accurate record of the meeting</p> <p>Signed:</p> <p>Name & Position:</p> <p>Date:</p>	

Meeting closed 20.15