

Minutes of the Parish Council Meeting Held Monday 10 December 2018
8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present:	Councillors I Dawson (ID, Chair), J Stoner (JS, Vice-Chair), van Bochove (MvB), E Pascoe (EP), I Haffenden (IH) and B Rust (BR), County Councillor Sheppard, District Councillor Bikson, Liz Gander (Clerk) and seven members of the public.	
Open Forum:	<p>A resident from Charters Gate Way gave an update on the situation regarding the sewage leaks. One-way valves and a temporary pump have now been put in at the pumping station and are starting to alleviate the problems and smells. A cleansing lorry has also begun work to sanitise the affected areas.</p> <p>There however remains concern about areas outside the Charters Gate Way site that have been affected (including the footpath along the drovers' road).</p>	
1	Apologies for Absence None noted.	
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	Councillor Stoner declared a personal interest in item 7c as she knows one of the contractors.
3	To Approve the Minutes of: The Parish Council Meeting held 12 November 2018	Agreed & signed by the Chair.
4	<p>Planning Matters</p> <p>New Planning Applications for Consideration</p> <p>a <u>LW/18/0920 – 16 Blackmores</u> – rear dormer to existing roof with 2 velux rooflights to front elevation which are not projecting above roof plane by more than 200mm allowance.</p> <p>b <u>LW/18/0835 – The Peak, Theobalds Road</u> – proposed two storey side extension, rear orangery, replacement of garage and minor internal alterations.*</p> <p>c <u>LW/18/0943 - 31 Downsview Drive</u> - Proposed new brick single level porch. New UPVC windows, new door to match existing. New UPVC window to front elevation. Total 6 SQM, roof tiles to match existing. Proposed new brick single rear extension. New UPVC windows and bi fold doors. Total 16.2 SQM, roof tiles to match.</p> <p>To Acknowledge Notices of Planning Permission Received</p> <p>d <u>LW/18/0617 – Horseshoe Cottage, Green Road</u>- Single storey, wooden shed/garage on concrete base with hipped polypropylene tiled roof (with polycarbonate sheeting in some concealed areas).</p> <p>Other Planning Matters</p> <p>e <u>Springfield Industrial Estate</u> – a representative of the Guinness Partnership had been in touch to give an update regarding site</p>	<p>To support.</p> <p>To support.</p> <p>Application not validated. Deferred until ready for consultation.</p> <p>To confirm the Council's wish</p>

	f	<p>clearance. They had also offered to be in touch once plans for the site have been developed. The Council confirmed that it would be pleased to be consulted at every stage and kept fully abreast of all developments on the site.</p> <p><u>Charters Gate Way (Cala Homes Site)</u> – as mentioned in the Open Forum, site cleansing is now taking place and a new pump has been put in adjacent to the pumping station. Screening is to be erected around the pump as it is currently very noisy. Neighbours understand that Cala Homes are now following the matter up with the company that designed the site's sewage system.</p> <p>Residents have been concerned to hear that, in answer to Southern Water allegedly refusing to take ownership of the sewerage system at the site, the Site Manager had reportedly said that they would make it a private system instead. This would be completely unacceptable.</p> <p>Concerns also remain about the areas adjacent to the site which have been affected by the sewage overflows, but which will not be a part of the site sanitising process. The Clerk to contact the Site Manager to ask for a copy of the map showing which areas are to be sanitised. She will also contact Environmental Health to check if they are happy with how the matter is being addressed and to seek advice on whether it would be appropriate to flag the issue up with the Environment Agency, particularly given concerns around overflows on the drovers' road and the consented Combined Sewer Outfall which allows the pumping station to discharge untreated sewage into the adjacent ditch/stream in times of heavy rainfall.</p> <p>Councillors had further noticed that leaves are collecting on the drain covers and, by implication, must also therefore be entering the already struggling drainage system. Remus to be asked to clear the drains regularly (inside and out).</p>	<p>to have early sight of the plans being developed for the site.</p> <p>Clerk to contact Site Manager re map of area to be cleansed.</p> <p>Clerk to contact Environmental Health to check they are happy with solutions being implemented and to find out about contacting the Environment Agency. Ask Remus re clearing leaves. Clerk to write to reiterate concerns that Council's objection was never uploaded.</p>
5	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p>Financial Matters</p> <p><u>To review and authorise cheques for payment</u> – the Council approved payment of nine items totalling £3951.30. The December invoice for email hosting will have to be paid in January, in arrears, as it has not yet been received.</p> <p><u>To review the accounting statements to the end of November</u> – the Council was happy with the accounting statements.</p> <p><u>To review and discuss the initial budget for 2019/20</u> – Councillors were asked to review the budget line by line and consider any other projects or areas of expenditure that should be taken into account, prior to having to agree the budget at the January meeting.</p> <p><u>To consider the precept requirement for 2019/20</u> – the Clerk had prepared a table illustrating various levels of precept that could be requested and the impact that these would have on the band D council tax.</p> <p><u>To note the findings of in-house internal audit checks</u> – Councillor Stoner had recently visited the office to complete some audit trail checks. Of the thirty items of data checked, one supporting document</p>	<p>Payments were approved & cheques signed accordingly.</p> <p>Councillors to review carefully before Jan meeting.</p> <p>Councillors to consider level of precept they would support requesting.</p>

	<ul style="list-style-type: none"> The trees have never been maintained by Highways. Highways have categorically said that they belong to the Hall and are not on Highways' land. The chances of getting Highways to pay for any work is therefore remote, particularly given such tight budget constraints. <p>The bottom line is that there is work that needs to be done as the trees have not been maintained for some time, there is a relatively small window of time in which to get the work done this season (it needs to be put in hand before the nesting season begins in March) and both for the safety of road/Hall users and the protection of the Hall's trustees it would be ill-advised to leave it any longer whilst the issue gets batted backwards and forwards.</p> <p>It was agreed that, in the interests of getting the work done and removing any risk associated with the trees, the Council will instruct a contractor to undertake the work, subject to also arranging a meeting with the Management Committee to persuade them of the need to get the work done.</p> <p>Of the quotes received, the Council resolved to appoint Sussex Tree Surgeons whose quote seemed the more professional and competitive and who had the requisite level of public liability insurance. Nb Councillor Stoner abstained from voting owing to her personal interest).</p>	<p>undertake an annual tree survey and associated work, (as per the Council's resolution of 18 June).</p>
c	<p><u>To consider the advice from East Sussex Highways on the use of Vehicle Activated Signs and their associated costs. To discuss whether the Council would wish to further explore the possibility of having a temporary VAS.</u> The Clerk had spoken to the Clerk of Rotherfield Parish Council who have been successfully using a mobile VAS for some time. They have found it useful, and have a model from which you can download basic data on traffic volumes and speed. Different types are available, displaying just a vehicle's speed, or a slow down/thank you message or smiley/sad face as well.</p> <p>The basic cost of a well specified device seems to be a little under £3k, however there is likely to be a requirement for spare battery packs, brackets etc.</p> <p>Given how effective these mobile VAS seem to be at positively impacting driver behaviour in other local areas, the Council resolved to progress with this project as it is felt that it could benefit Wivelsfield, Parish-wide. A budget of up to £5k was agreed and this will be funded either by CIL or by next year's precept (whichever seems more appropriate on further investigation).</p>	<p>To progress with getting a mobile VAS.</p> <p>A budget of up to £5k agreed.</p>
d	<p><u>The Public Sector Bodies (Websites and Mobile Applications) (No. 02) Accessibility Regulations 2018</u> – this guidance document was circulated to Councillors for information and has been supplied to our website provider for him to review whether our website will require any modifications in order to remain compliant.</p>	<p>Document forwarded to website provider to ensure compliance going forwards.</p>
e	<p><u>Update on the Housing Land Supply calculations following queries posed by Wivelsfield Parish Council to Lewes District Council.</u> The Council has been in contact with Lewes District Council regarding the calculations and has raised a couple of queries about the inclusion (or otherwise) of certain developments in Wivelsfield.</p>	
f	<p><u>To review and sign off the updated Asset of Community Value application for Antye Field</u> – it was agreed to convene a working party to review the additional information provided by a member of the Theobalds Road Residents' Association. The Council gave the working group the authority to complete the application (by modifying the original as required), and to submit it to Lewes District Council.</p>	<p>JS, IH and LG to form a working group to complete the ACV form.</p>
g	<p><u>Notification of nomination deadline for May 2019 elections</u> – the nomination period for next May's parish council elections will run from the 19th March to the 3rd April. The Clerk suggested that it would be good to have a small working party to look at how to publicise the elections and encourage new members to come forwards. No action</p>	

	h	<p>point was however agreed.</p> <p><u>Working with the Rita Project</u> – The Rita Project is an organisation currently working in conjunction with Action in Rural Sussex and the Sussex Community Development Foundation, funded by Sussex Police, on a project looking to help start conversations about domestic violence in local rural communities. The project aims to make it less taboo to talk about both this – and other associated – difficult subjects, and to find ways to help bring information and support to areas which may not normally be covered by sources of support (which are often centred in major towns).</p> <p>Following the Council's meeting with Madelaine from the Rita Project last month, she and the Clerk had met to discuss how this could be carried forward in Wivelsfield and have devised two events which will be delivered early in the New Year. One will seek to disseminate information to representatives from key groups and organisations in the Parish which can be taken back to those groups. The other will be a community information event looking to bring a range of resources and information to local residents, with the added draw of pizza, lego and other fun elements. The latter event is being planned for Saturday 2 March.</p>	<p>The Council had previously met with a representative of the Rita Project and had confirmed it was happy to be a part of the project being rolled out in the rural communities of Sussex.</p>
	i	<p><u>GDPR training</u> – it was agreed to request that the GDPR training is held on the evening of Monday 14 January 2019.</p>	<p>To be booked for 14 Jan.</p>
	j	<p><u>Resilience session</u> – dates to be circulated and agreed via email.</p>	
7		<p>Reports from Councillors</p> <p>a <u>CCTV</u> – East Sussex Highways have agreed to quote for the trenching and post installation work.</p> <p>b <u>Nursery Lane Signage</u> – the owner of the largest part of Nursery Lane was approached for permission to put up signs at the start of the Lane, warning of children/walkers etc and the need to drive slowly. He was reticent about this and therefore the Council will look for other solutions. It was agreed to talk to the van owners at the end of the Lane, with a request to slow down, and to try to establish ownership of the field adjacent to the middle of the Lane, to see if a sign could be put up alongside it. Councillors Bikson and Stoner to follow up.</p> <p>c <u>Persistent Dog Fouling</u> – it was agreed to buy four cans of brightly coloured spray chalk to spray where owners have not cleared up after their dogs. This approach has been used successfully in other areas to highlight the problem and shame owners into clearing up. Councillor Pascoe will also follow up on the resolution made earlier in the year to put a dog poo bag dispenser onto the bin on North Common Road as a trial.</p>	<p>Awaiting quote.</p> <p>District Councillor Bikson and Councillor Stoner to approach owners of the Lane.</p> <p>Clerk to buy four cans of chalk spray paint. Dog owning Councillors to use when out.</p>
8		<p>Correspondence</p> <p>a <u>Concern about speeding on Slugwash Lane and request to lobby East Sussex Highways to reduce the speed limit along it</u> – to be brought up at this Thursday's Strengthening Local Relationships meeting with Highways.</p> <p>b <u>Concerns about use of a double decker bus from Wivelsfield Green to Chailey School</u> – a double decker service bus is being used to take students from Wivelsfield Green to Chailey School in place of the former coach. There have been occasions when it has been late and parents have had concerns about the service. It is feared that when the ten weeks of road works on Fox Hill begin in January, the bus may end up being consistently late. Situation to be monitored.</p> <p>c <u>Confirmation that the potholes and missing loose kerbstones outside the shop have been scheduled for repair.</u></p> <p>d <u>Request from Ditchling Parish Council to borrow our display boards for two public consultation events in January.</u> The Council was happy to lend the boards to Ditchling Parish Council on the proviso that someone takes responsibility for checking them before they are returned to ensure that all clips and washers etc are present.</p>	<p>Add to agenda for SLR meeting.</p> <p>Continue to monitor the situation.</p>

	<p>e</p> <p>f</p> <p>g</p> <p>h</p> <p>i</p> <p>j</p> <p>k</p>	<p><u>Complaint About Restricted Vision from Hospice Driveway Owing to Village Gateways</u> – the Clerk had referred this to East Sussex Highways who have contacted Foxdown (Cala Homes contractor) to request that the gateway feature on the left of the road be moved back by 700mm to improve visibility for vehicles exiting the Hospice’s driveway.</p> <p><u>Request for information from Sussex Film Office</u> – Councillors were invited to put forward any locations that might be good for filming in the local area.</p> <p><u>Notification from CPRE of a consultation by Gatwick Airport to increase its number of runways to three (consultation ends 10 January 2019)</u> (for information and the opportunity to give feedback individually only).</p> <p><u>Report on How Local Authorities could be affected by Council Tax Referendum Principles</u> (item deferred from last meeting) – the parish council sector is protected from the introduction of referendum principles until at least 2021.</p> <p><u>Invitation from the Hospice to view their proposals for the site of the old chicken sheds</u> – Members accepted the invitation from the Hospice to go to review the plans next Monday, 17th December at 6.30pm.</p> <p><u>Refilling of Salt Bins</u> – the handyman had been in touch to advise that the salt supply in the garage has run out and to ask whether he should replenish the supply from the local builders merchants, or leave the Clerk to source some. The Council asked the Clerk to order a pallet of salt as she had done previously, (ideally with an anti-caking agent/as dry as possible so that it would work in the Council’s grit spreader).</p> <p><u>Request from the Chairman of the Theobalds Road Residents’ Association for a reply to his previous email.</u> Having briefly discussed this email, the Council agreed that there was nothing further to be said on this matter. The Clerk to reply as such.</p>	
9	a	<p>Items for Noting or Inclusion on Next Agenda</p> <p>Proposal to use CIL to construct a pavement on North Common Road between Charters Gate Way and the drovers’ road.</p>	
10	<p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>Dates of Next Meetings</p> <p>Monday 7th January 2019 – Parish Council Meeting</p> <p>Monday 4th February 2019 – Parish Council Meeting</p> <p>Monday 4th March 2019 – Parish Council Meeting</p> <p>Thursday 14 March 2019 – Annual Parish Meeting (please note that this is a revised date)</p>	

The meeting closed at approximately 10.10pm.

Appendix A

Accounts Approved for Payment at the Meeting of 10 December 2018

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary December 2018		1476.72	100835	98
East Sussex Pension Fund	Pension contributions December 2018		520.77	100836	99
HMRC	Quarter 3 PAYE/NI contributions		1388.62	100837	100
Lewes District Council	December play area inspection		18.00	100838	101
Judy Stoner	Reimbursement for cost of refreshments for twinning visit		155.55	100839	103
The Cock Inn	Supply of sandwiches for Remembrance Day event		50.00	100841	104
Ian Dawson	Reimbursement for cost of doves released for Remembrance Service at war memorial		75.00	100842	105
Amy Kelly	Poppy Frame & Refreshments for Remembrance event	19.00 3.65	22.65	100843	106
Ansty & Staplefield Parish Council	Share of street lighting costs for Valebridge Road		243.99	100844	107
Total			3951.30		