

Clerk: Ms Liz Gander
Tel: 01444 471898



Parish Council Office
The Cock Inn
North Common Road
Wivelsfield Green
RH17 7RH

To Members of the Parish Council

You are summoned to attend a Parish Council meeting to be held in the **Church Hall, Church Lane**, on Monday 11 December 2017 at 8pm.

Liz Gander (Clerk)

OPEN FORUM

Members of the public are invited to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of up to fifteen minutes and may be restricted to three minutes per person if necessary.

AGENDA

Agenda Item	Description	Responsibility
1	Apologies for Absence	
2	Declarations of Members' Interests a To receive declarations of interest from Councillors on items on the agenda b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	All councillors
3	a To Approve the Minutes of the Parish Council meeting held 6 November 2017	All councillors
4	Planning Matters To consider the planning applications listed below along with any others received between the publication of this agenda and the meeting. New Planning Applications for Review a <u>LW/17/0967 – Travis Perkins, Green Road</u> - Remove boundary wall and replace with a steel palisade fence.* To Acknowledge Notices of Planning Permission Received (for information only) b <u>LW/17/0626 – Wivelsden Place, North Common Road</u> - Farm building/barn for the storage of hay and machinery. c <u>LW/17/0823 – 8 Church Lane</u> - Demolition of existing garden building and replacement with a new single storey garden building. d <u>LW/17/0768 – The Old Granary, Slugwash Lane</u> - Erection of a single storey extension and porch extension. e <u>LW/17/0826 – The Rosery, Valebridge Road</u> - Notice of Variation of Planning Condition for the Variation of condition 1 (plans) relating to planning approval LW/16/1040. Notice of Refusal of Planning Consent (for information only) f <u>LW/17/0789 – The Royal Oak, Ditchling Road</u> - Full application for 4 dwellings with associated access and landscaping. g <u>LW/17/0788 – The Royal Oak, Ditchling Road</u> - Erection of three dwellings with associated access and landscaping.	All councillors

	<p>Other Planning Matters</p> <p>h <u>Cala Homes</u> – update on general issues</p> <p>i <u>Cala Homes</u> - to consider an email from Optivo (Housing Association) regarding the two remaining shared ownership houses.</p> <p>j <u>Lewes District Local Plan Part 2</u> - To agree a response to the consultation on the Lewes District Local Plan Part 2 – Housing Allocations, in respect of the allocation for the west of Wivelsfield.</p> <p>k <u>Springfield Industrial Estate</u> - to receive an update on the proposed development (if available).</p>	
5	<p>Financial Matters</p> <p>a To review and authorise cheques for payment.</p> <p>b To note the findings of the interim internal audit report and its recommendations.</p> <p>c To acknowledge the appointment of external auditors for a five-year period beginning during the current financial year.</p> <p>d To review and discuss the draft budget for the 2018/19 financial year (see also agenda item 11b).</p> <p>e To approve payment of the £400 grant set aside in the budget for the Community Tea Club, to support their Christmas party and year-round activities.</p> <p>f To agree the £130 grant to be paid to the Spirit of Christmas.</p> <p>g To approve payment of the budgeted Churchyard maintenance grant of £2500.</p> <p>h To discuss and agree some amendments to the Council's Financial Regulations.</p> <p>i To approve work to a street light at Green Park Corner.</p>	Clerk
6	<p>Report of Clerk and Assistant Clerk</p> <p>a To adopt the proposed scheme of delegation.</p> <p>b To discuss whether to gift the defibrillators at the Village and Church Halls to these organisations in order to formally hand over responsibility for their upkeep.</p> <p>c To discuss whether to give the code for the defibrillator cabinets to the pub and/or residents in Orchard Close.</p> <p>d To confirm the date for the next Strengthening Local Relationships (SLR) meeting with East Sussex Highways and to agree items for the agenda.</p> <p>e To discuss how the Council would like to proceed with fencing the gap between the 'den' in the children's play area and the adjacent lane.</p> <p>f To confirm date of meeting with Wivelsfield Village Hall Management committee to discuss proposed projects at the green and hall.</p> <p>g To discuss the Council's preferred location for an outdoor gym to put to the Management Committee.</p> <p>h To discuss which surfacing option the Council would wish to see installed under the gym (bonded mulch, wet-pour or other) and to agree a final list of equipment.</p> <p>i To discuss what the Council would like to happen to the path from Green Road to the children's play area to put to the Management Committee.</p> <p>j To review the in-house summary made of the deeds to the Village Hall and constitution and to discuss whether it would be appropriate to seek, from a solicitor, a plain English translation of these documents.</p> <p>k To discuss the timing for publication of the January Wivelsfield News and whether the Council would wish to send out a questionnaire alongside it.</p> <p>l To agree a list of suggested content and feature articles for upcoming editions of the Wivelsfield News.</p> <p>m To agree dates for meetings during 2018.</p> <p>n To receive and discuss as appropriate, the Assistant Clerk's report on the</p>	Clerk

	0	Council's potential use of Facebook. To receive an updated report on rolling out Office 365 Council-wide and migrating to a .gov domain and to make any decisions as appropriate.	
7		Reports from Councillors	
	a	To consider use of CCTV at the children's play area.	EP
	b	Report from the recent Resilience Conference.	MvB
	c	Update on progress with the Village Sign and proposal to have a small 'ceremony' around its installation.	MvB/SP
	d	To discuss what should be done with the existing village sign when removed.	
8		Correspondence	Clerk
	a	Lewes District Council – consultation on equality objectives.	
	b	East Sussex Highways – response to report of sunken patched areas on Green Road and sunken drain covers.	
	c	The Conservation Volunteers – request for donation of £75 from this East Sussex based health and well-being charity.	
	d	CPRE Sussex – request for urgent funds to help challenge unwanted development in the Lewes district.	
	e	Confirmation of results of speed survey on North Common Road and potential for extending the 40mph speed limit.	
	f	Email from a concerned resident highlighting West Sussex County Council's suggestion that it may introduce a proof of residency condition to those wishing to use its rubbish tips.	
	g	Opportunity to book a 'Dementia Friends' information session.	
	h	Email from SSALC regarding the appointment of a Data Protection Officer in line with the General Data Protection Regulations (GDPR).	
	i	Possible option for stopping the Village Hall based Youth Group over the winter, but restarting during the spring and summer months.	
	j	Wivelsfield Village Day – request for support for a history project.	
		<u>Items for Information Only</u>	
	k	NALC legal briefings on elements of the forthcoming General Data Protection Regulations (GDPR).	
	l	Sussex Police – the local policing model.	
9		Items for Noting or Inclusion on Next Agenda	
10		Date of Next Meeting Monday 8 January – Parish Council Meeting	
11		Staffing Matters <u>Exclusion of the Press and Public</u> By virtue of the confidential nature of the business to be transacted, the Council may resolve to exclude the press and public for these items (Public Bodies - Admission to Meetings - Act 1960).	
	a	To approve the updated Contract of Employment for the Clerk, to bring it into line with that of the Assistant Clerk.	
	b	To discuss and agree revised salary figures to recognise and reflect the Clerk's level of experience and responsibility, relative to that of the Assistant Clerk, in line with recommendations from SSALC.	

*Comments to be with Lewes District Council (LDC) by 22 December 2017