

Minutes of the Parish Council Meeting Held Monday 11 December 2017,
8pm, Church Hall, Church Lane

Agenda Item	Description	Resolved
Open Forum	No members of the public were in attendance to require an open forum.	
Present	Councillors Ian Dawson (Chair, ID), Judy Stoner (Vice-Chair, JS), Michelle van Bochove (MvB), Stella Phillips (SP) and Edward Pascoe (EP). Liz Gander (Clerk).	
1	Apologies for Absence Apologies had been received from County Councillor Sheppard and District Councillor Sugarman.	
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	None noted.
3	To Approve the Minutes of the Parish Council meeting held 6 November 2017	Agreed & signed by Chair
4	<p>Planning Matters</p> <p>New Planning Application Reviewed</p> <p>a <u>LW/17/0967 – Travis Perkins, Green Road</u> - Remove boundary wall and replace with a steel palisade fence.</p> <p>To Acknowledge Notices of Planning Permission Received (for information only)</p> <p>b <u>LW/17/0626 – Wivelsden Place, North Common Road</u> - Farm building/barn for the storage of hay and machinery.</p> <p>c <u>LW/17/0823 – 8 Church Lane</u> - Demolition of existing garden building and replacement with a new single storey garden building.</p> <p>d <u>LW/17/0768 – The Old Granary, Slugwash Lane</u> - Erection of a single storey extension and porch extension.</p> <p>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.</p> <p>Notice of Refusal of Planning Consent (for information only)</p> <p>f <u>LW/17/0789 – The Royal Oak, Ditchling Road</u> - Full application for 4 dwellings with associated access and landscaping.</p> <p>g <u>LW/17/0788 – The Royal Oak, Ditchling Road</u> - Erection of three dwellings with associated access and landscaping.</p> <p>Other Planning Matters</p> <p>h <u>Cala Homes – update on general issues.</u> The woodland edge planting shown on the planting scheme for the strip adjacent to the drovers' road has been confirmed as wild grass, flower seed and bulbs. These however have not yet been planted. The top footpath from Downsview Drive is said to have been resurfaced, the Rentokil contract targeting rats has been extended for another three months and Paul Howick will not now be leaving his position as Site Manager.</p>	<p>To support this application.</p> <p>MvB to check with Site Manager to ensure that woodland edge planting takes place.</p>

	i	<u>Cala Homes - to consider an email from Optivo (Housing Association) regarding the two remaining shared ownership houses.</u> The Council felt that these houses have not sold because they are simply not 'affordable'. The Clerk to relay this message to Optivo and to contact Lewes District Council (LDC) about this too.	Clerk to contact Optivo and LDC re 'affordable' housing's lack of affordability.
	j	<p><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. The Council resolved to make the following comments:</p> <ol style="list-style-type: none"> 1. The Council is pleased to see that LDC has included figures for Medway Gardens and The Rosery within the allocation for 100 homes. However, it was nevertheless frustrated to find LDC retrospectively counting these developments within the housing allocation for this area when it was not allowed to do the same with the Gleasons/Cala Homes site for 75 dwellings in Wivelsfield Green. 2. The Parish Council would wish to see a vigorous environmental impact study undertaken on these sites, with - ideally - development not going ahead if found to be rich with protected/endangered wildlife. 3. The Council would like to see conformity with the Wivelsfield Neighbourhood Plan written into the policy in respect of each site. 4. The Council would wish to see an appropriate reduction in the speed limit on Valebridge Road, to take account of the extra vehicle movements onto it and residents' concerns about the danger that present speeds pose. 5. Wivelsfield Parish Council would welcome an ongoing dialogue as the Plan (and potential site development) progresses. 6. The Council would like to know how access to the land at Oakfields would work, given that Theobalds Road is a private road. <p>Additionally, CPRE Sussex have raised several points about the Plan as it relates to Wivelsfield. The Clerk to review these in conjunction with the Local Plan and comment as appropriate.</p>	<p>Comments to be submitted as discussed.</p> <p>CPRE's comments to be reviewed and reiterated as appropriate.</p>
5	k	<u>Springfield Industrial Estate</u> – the Vice-Chair had spoken with the agent for this site who confirmed that a prospective buyer has been found. Further information will be provided when available.	
		Financial Matters	
	a	<u>To review and authorise cheques for payment</u> – the Council approved payment of sixteen items, totalling £7044.91.	All payments approved.
	b	<u>To note the findings of the interim internal audit report and its recommendations</u> – the auditor had made recommendations regarding preparation for the forthcoming GDPR and Transparency Code, and had suggested that fidelity cover be increased at the next insurance review, to reflect the increased balances (due to CIL).	Fidelity cover to be reviewed at renewal.
	c	<u>To acknowledge the appointment of external auditors for a five-year period beginning during the current financial year</u> – it was noted that PKF Littlejohn has been appointed for a further five-year term.	
	d	<u>To review and discuss the draft budget for the 2018/19 financial year (see also agenda item 11b)</u> – it was agreed to add £1k to the budget for advertising and publicity, to facilitate production of an annual parish survey. Further discussion of the budget (and crucially the precept) will be left until the January meeting, by which stage the Council hopes to have received a 'ready-reckoner' from LDC that allows the Council to assess the effect that any changes in the precept will have on Council Tax rates.	£1k to be added to budget to allow for community questionnaire.
	e	<u>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</u>	Payment of £400 grant agreed.
	f	<u>To agree the £130 grant to be paid to the Spirit of Christmas.</u>	Grant agreed.

	g	<u>To approve payment of the budgeted Churchyard maintenance grant of £2500.</u>	Grant agreed.
	h	<u>To discuss and agree some amendments to the Council's Financial Regulations</u> – the Council agreed to the proposals to uplift the sum that the Clerk may spend to £1k and to increase the tender threshold to £50k.	Alterations approved as proposed.
	i	<u>To approve work to a street light at Green Park Corner</u> – the Council requested that a second-hand lantern be installed on column B, Green Park corner if available. If not, the Council resolved to meet the full estimated cost of £554.57 for a new lantern.	To approve the repairs as stated.
6		Report of Clerk and Assistant Clerk	
	a	<u>To adopt the proposed scheme of delegation</u> – this item to be carried forward to the January agenda to allow for review by councillors.	To carry forward.
	b	<u>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</u> – it was agreed to retain the defibrillators as Council owned assets, with devolved responsibility to the halls/pub for the regular maintenance checks. Clerks to establish if we will automatically be notified by the Ambulance Service if a defibrillator has been used. Councillor Pascoe offered to produce some vinyl stickers asking that, if someone has used the defibrillator, they let the Council know.	Council to retain ownership, with devolved maintenance checks. Stickers to be put on cabinets.
	c	<u>To discuss whether to give the code for the defibrillator cabinets to the pub and/or residents in Orchard Close</u> – halls and pub to be provided with code. Clerk to ask couple from Orchard Close who attended the defib session if they would be willing to do regular visual checks.	Code to be given to halls & pub.
	d	<u>To confirm the date for the next Strengthening Local Relationships (SLR) meeting with East Sussex Highways and to agree items for the agenda</u> – a meeting will take place on Thursday 11 January. Agenda items to include a follow up on the missing bollards around the shop, potholes and sunken areas of road, safety concerns by the Royal Oak site and potential to have a sign that flashes up vehicles' actual speed.	Meeting to be held on 11 Jan.
	e	<u>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</u> - it was suggested that a strong chain link fence to the rear of the den (on the lane side) may meet the criteria of both securing the den and keeping it natural, as plants would grow through it. Councillor Stoner to investigate and bring recommendation to Council.	Councillor Stoner to review chain link fence options.
	f	<u>To confirm date of meeting with Wivelsfield Village Hall Management committee to discuss proposed projects at the green and hall</u> – meeting confirmed for 10 January at 7.30pm.	To meet on 10 January.
	g	<u>To discuss the Council's preferred location for an outdoor gym to put to the Management Committee</u> – it was agreed to propose a site adjacent to green road, just behind the bus shelter.	To propose site for outdoor gym.
	h	<u>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</u> – the Council resolved to specify bonded mulch as the desired surfacing option as it gives a good all-weather, resilient surface, which is significantly cheaper than wetpour. The Council reviewed various quotes from the chosen equipment supplier ¹ . It resolved to go with the quote for the greatest number of pieces (seven) in order to provide an interesting gym with a range of dynamic equipment, working different parts of the body. This will require an input of approximately £6632 of CIL money (depending	To purchase seven pieces of equipment from Fresh Air Fitness, to be installed on a bonded mulch surface.

¹ Fresh Air Fitness proved competitive in terms of value for money and customer service during early research and were subsequently chosen to work with to secure funding.

		upon the configuration of the equipment and resultant surface area for the mulch).	
	i	<u>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</u> - following expressions of concern from the cricket club about the option of widening the path, it was agreed that it would be acceptable to leave it as it is, on the proviso that it is maintained regularly to prevent the adjacent grass from encroaching on its width. The Council did however agree that the rough and uneven entrance way from Green Road does require work.	To ensure the path is cleared twice yearly & look at options for improving entrance from Green Road.
	j	<u>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</u> - the Assistant Clerk had reviewed the documents and advised that there does not appear to be anything in the deeds which prevents things being put in on the green as long as these are for recreational purposes. A few questions had arisen in respect of the Village Hall's Constitution, which will be put to the Management Committee at the meeting on 10 January. In the meantime, the documents will also be reviewed by the Chairman's son, a final-year law student.	To discuss documents with Management Committee.
	k	<u>To discuss the timing for publication of the January Wivelsfield News and whether the Council would wish to send out a questionnaire alongside it</u> - it was agreed to send out a community questionnaire with the January Wivelsfield News (due to go out in the last week of Jan), to get feedback on prospective projects, Parish services/ facilities and the work of the Council. Clerks to research costs of printing and supplying postage-paid envelopes, to encourage participation. Online version of questionnaire to be produced too.	Community questionnaire to be circulated as loose leaf insert with Jan Wivelsfield News.
	l	<u>To agree a list of suggested content and feature articles for upcoming editions of the Wivelsfield News</u> - some ideas for the January edition were discussed. Councillors to circulate ideas for future editions.	
	m	<u>To agree dates for meetings during 2018</u> - meeting dates were agreed through to the end of the 2018-19 Council year. It was agreed not to meet on the first Monday in November (5 th), owing to the local popularity of Bonfire night, but to hold a meeting on the 12 th .	To adopt the proposed meeting dates.
	n	<u>To receive and discuss as appropriate, the Assistant Clerk's report on the Council's potential use of Facebook</u> - following some discussion, Council agreed to the setting up of an open Council Facebook page, which may be used for publicising community events as well as news and information from the Parish Council and other local authorities. A social media policy and list of rules to be adhered to by those posting on the Council's page will be drafted and brought to the January meeting for adoption prior to its launch.	Facebook page to be set up once social media policy drawn up & adopted.
	o	<u>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</u> - having investigated the costs and associated issues involved in migrating to a .gov domain, it was decided not to go down this route. The Council will instead roll out Office 365 across the Council, giving the Clerks the full business premium package and councillors a basic package to allow bespoke councillor email addresses to be set up. Since the costs of engaging a consultancy firm to manage the transition had proved prohibitive, the Clerks will look to manage the process themselves, buying in any professional advice needed locally, on an ad-hoc basis.	Office 365 to be rolled out council-wide.
7	a	Reports from Councillors <u>To consider use of CCTV at the children's play area</u> Following some discussion of the types of poles etc that could be used for this, it was agreed that Councillor Pascoe will bring a costed proposal to Council for	Councillor Pascoe to bring a costed

		<p>consideration. The Clerk advised that, in line with the CCTV Code of Practice, the Council will need to re-evaluate the need for CCTV prior to deciding to proceed with the scheme, to ensure that the use of CCTV remains proportionate to the cause.</p> <p>b <u>Report from the recent Resilience Conference</u> – this had had some useful elements. The Emergency Plan working group will be arranging a meeting in the New Year.</p> <p>c <u>Update on progress with the Village Sign and proposal to have a small 'ceremony' around its installation</u> – Clerk to liaise with blacksmith in the New Year.</p> <p>d <u>To discuss what should be done with the existing village sign when removed</u> – to be discussed further in the New Year.</p>	proposal back to Council.
8		<p>Correspondence</p> <p>Owing to the time taken to cover the above agenda items, it was agreed to leave all but essential items of correspondence to the next meeting.</p> <p>a Lewes District Council – consultation on equality objectives.</p> <p>b East Sussex Highways – response to report of sunken patched areas on Green Road and sunken drain covers.</p> <p>c The Conservation Volunteers – request for donation of £75 from this East Sussex based health and well-being charity.</p> <p>d CPRE Sussex – request for urgent funds to help challenge unwanted development in the Lewes district.</p> <p>e Confirmation of results of speed survey on North Common Road and potential for extending the 40mph speed limit.</p> <p>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.</p> <p>g Opportunity to book a 'Dementia Friends' information session.</p> <p>h Email from SSALC regarding the appointment of a Data Protection Officer in line with the General Data Protection Regulations (GDPR). SSALC has advised that a Clerk cannot be the Council's Data Protection Officer. SSALC is currently working with an organisation to put together an offer to Councils which will allow them to outsource much of the work involved in ensuring compliance with the GDPR. More details to be supplied as available.</p> <p>i Possible option for stopping the Village Hall based Youth Group over the winter, but restarting during the spring and summer months.</p> <p>j Wivelsfield Village Day – request for support for a history project.</p> <p><u>Items for Information Only</u></p> <p>k NALC legal briefings on elements of the forthcoming General Data Protection Regulations (GDPR).</p> <p>l Sussex Police – the local policing model.</p>	<p>To support proposals.</p> <p>To support this proposal. To support this idea.</p>
9		<p>Items for Noting or Inclusion on Next Agenda</p> <p>a Dates for Community Clean Ups in 2018.</p> <p>b To discuss having a follow-up to the visioning session.</p> <p>c Status of the Hurst Farm/Asylum Wood application.</p>	
10		<p>Date of Next Meeting</p> <p>Monday 8 January – Parish Council Meeting</p>	
11		<p>Staffing Matters</p> <p><u>Exclusion of the Press and Public</u></p> <p>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).</p>	

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. An uplift to the Clerk's salary was agreed from 1 April for inclusion within the 2018/19 budget. The Clerk to put together figures for the Council to consider whether any increase should be backdated to when the Assistant Clerk joined.	Clerk's salary agreed for 2018/19 budget.

The meeting closed at 10.30pm.

Appendix A

Accounts Approved for Payment for the Parish Council Meeting of
11 December 2017

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Lewes District Council	November 2017 Monthly Play Area Inspection		18.00	100678	99
EAC Software	Email hosting		36.00	100679	100
Clerk & Assistant Clerk	Salaries November 2017		1893.45	100680 100681	101 102
E Gander	Travel Expenses – Development Course – 23 Nov		8.46	100682	103
Lorna Thwaites	Travel to Resilience Conference		19.80	100683	104
East Sussex Pension Fund	Pension contributions October 2017		401.37	100684	105
Plumpton Fencing	Removal of broken fencing from inside 'den' at play area and erection of fence panel		231.00	100685	106
Lars Laj	Replacement parts for play area		236.40	100686	107
Spirit of Christmas	Grant for provision of Christmas Tree		130.00	100687	108
Wivelsfield Community Club	Grant to support Christmas party and year-round events		400.00	100688	109
Wivelsfield PCC	Grant for Churchyard Maintenance		2500.00	100689	110
Sussex Association of Local Councils	Clerks Networking Day – 2 Nov Budget setting course – no charge owing to credit as shown on schedule for 6 Nov.		78.00	100690	111
Mulberry & Co	Interim Internal Audit		272.40	100691	112
HMRC	PAYE Quarter 3		817.03	100692	113
L Thwaites	Cable ties for road safety posters		3.00	100693	114
Total			7044.91		