

Wivelsfield Parish Council
Minutes of the Parish Council Meeting
Held Monday 12 December 2016
8pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved	Responsible
Present:	Councillors Ian Dawson (ID, Chairman), Judy Stoner (JS), Michelle van Bochove (MvB), John Fair (JF) and Stella Phillips (SP). Also in attendance: Liz Gander (Clerk), County Councillor Sheppard and two members of the public.		
Open Forum	<p>The Chairman welcomed everyone to the meeting and introduced the open forum.</p> <p>One gentleman asked why Thakeham Homes had spoken to the Council? The Chairman confirmed that Thakeham Homes is looking to submit a planning application for approximately fifty five new homes off Valebridge Road and wished to liaise with the Council first. Councillors drew Thakeham Homes' attention to the Neighbourhood Plan, and noted that Thakeham's plans did not conform with the NP's requirement for small (fewer than 30 units) plots.</p> <p>The gentleman also asked and was told about the whereabouts of Hole Farm.</p> <p>County Councillor Sheppard drew attention to Newick's recent problems following the Secretary of State's decision to allow a planning application not supported by Newick's Neighbourhood Plan.</p>		
1	Co-Option of New Councillor To be deferred to the January meeting.		LG
2	Apologies for Absence None noted.		
3	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. No declarations were made or dispensations sought.		
4	a To approve the minutes of <u>The Parish Council Meeting held 14 November 2016</u> - the minutes were agreed and were signed by the Chairman.	Approved and signed by the Chairman.	
5	Correspondence To discuss the correspondence which was detailed on the agenda, along with other documents received in the intervening period. a <u>East Sussex Pensions - notification of contribution rate for 2017/18</u> (for information only). The employer contribution rate will rise from 21.1% this year, to 21.6% next year. b <u>NALC Request To Complete & Promote Dependant Carers' Survey To Councillors</u> (responses due by 18/1/17). Councillors felt that, since a lack of childcare or the financial means to arrange it might present a barrier to some people being willing to join local Councils, it would be a good idea for a dependant carers' allowance to be available to Councillors at Parish level. c <u>Confirmation of NALC/SALC subscriptions for 2017/18</u> had been received (for information and budget-setting purposes). d <u>Email from Daniel Wynn, Lewes District Council (LDC) tree officer</u> - Mr Wynn had sent a response to the Parish Council's complaints about the unauthorised felling	Increase to be included in the budget. Clerk to respond to survey on behalf of Council. Clerk to submit a Freedom of	LG LG LG

	<p>of trees on the north western part of the site and other site-related matters. The Council was most disappointed with the reply received from LDC and had written back to tell them so. Not only had LDC not been prepared to impose a stop notice on the site, but they were not willing to do anything about activity on-site outside of the agreed working hours because they had not received individual complaints about this from residents. The Parish Council, as the body which exists to represent the views of residents, and having encouraged residents to go through its liaison link to report issues, rather than having the principal authorities bombarded with complaints, was extremely unhappy that LDC was not prepared to take its word about the problems. As such, the Council is now advising residents to report issues directly to LDC.</p> <p>A resident had advised Maria Caulfield of the issues and she had sought further information from the Parish Council.</p> <p>Councillors were keen to establish what penalties the District Council can impose as it is concerned that, as demonstrated only last week when Cala were preparing to shut a footpath for which they had not sought a closure order, developers will keep flouting planning rules/conditions if there are no sanctions against doing so.</p>	Information request to LDC to find out: what sanctions can be imposed, LDC's policy on using them and when they have been used in Wivelsfield and the wider district in the last three years.	
e	<p><u>Letter from the Cala Homes' Arboricultural consultant</u> - a letter had been received summarising the discussion which took place at an onsite meeting on 23 November in respect of a planting scheme to replace the trees referred to in d above. The Clerk had asked Tree Officer, Daniel Wynn, for an update as to whether the proposed planting scheme had been approved, but had not received a response.</p>		
f	<p><u>Article about public toilet provision at the Village Hall</u> - the Chairman of the Village Hall Management Committee had sent through an article regarding public toilet provision which indicates that, as the provision of public toilets does not fall within the Hall's 'charitable objects', it cannot be responsible for providing them (unless the PC were paying rent to the Village Hall for its management). As such, the Council felt that there are three options: the Village Hall Committee could change its 'charitable objects', the Village Hall Committee could take the project on, but charge a nominal rent to the PC, or the PC could manage the project separately.</p>	Clerk to raise these options at the next Village Hall Management Committee meeting.	LG
g	<p><u>East Sussex Fire and Rescue - 'Have Your Say' - consultation on draft Inclusion and Diversity Strategy.</u> Consultation runs until 21st December.</p>		
h	<p><u>Littering in the Church Lane car park</u> - a resident of Church Lane had contacted the Council to advise that a significant amount of rubbish is regularly being abandoned in the car park, including numerous lager cans. Sussex Police had been contacted because of the concerns about both littering and the potential for the perpetrators to be drink-driving, but, as the car park is on private land, they were unable to do anything, unless they can be provided with the number plate(s) of the car(s) involved.</p>	Clerk to put up signs reminding people to use the litter bin & include article in next Wivelsfield News.	LG
i	<p><u>Suggestions for Road Naming at Greenhill Way Development</u> - in keeping with the suggestions made for the Cala Homes site off North Common Road, Sheila Blair from the History Study Group had put forward some suggestions for historically appropriate road names at the Greenhill Way site. The Council favoured 'Nightingale Close' and 'Hurstfield Way' and, whilst it has not yet been approached for names in respect of Greenhill Way, the Clerk will forward the suggestions to the Street Naming and Numbering Officer at LDC for consideration if appropriate.</p>	Road name suggestions for Greenhill Way to be forwarded to relevant officer at LDC.	LG
j	<p><u>Offer from Cala Homes to attend a public meeting on 18 January</u> - the Council was disappointed that Cala was unable to arrange a public meeting before Christmas, but agreed that this would be better than nothing. The meeting - which will take place in the Renshaw Room - will be chaired and will have a clear agenda prepared</p>	A chaired public meeting with Cala Homes to take place on 18	LG/ MvB /ID

	k l	<p>and published in advance. The Council will circulate an update to residents just before the meeting to help prevent unnecessary questions.</p> <p><u>LDC letter regarding precepting arrangements for 2017/18.</u> Details of the Council's precept requirement to be submitted to LDC (ideally) by Fri 20 Jan.</p> <p><u>Copy of a Lewes District Council report on the Review of Polling Districts and Polling Places & associated letter from the Electoral Services Department.</u> The Electoral Services Department had written to the PC in response to its request for an additional polling station for those living in the west of Wivelsfield. LDC had found that there was no need for a second polling station in the Parish, on the basis that LDC has not been contacted by any of the 559 electors in that area, complaining about having to travel to Wivelsfield Green to vote and turnout from that part of the Parish does not seem to be adversely affected by the distance from the polling station. The Parish Council wished to ask LDC how many voters voted at the last General Election, EU Referendum and NP Referendum from each of the Parish areas.</p>	<p>January.</p> <p>Budget to be key item for discussion in Jan.</p> <p>Clerk to write to LDC's Electoral Services Dept to request information on geography of those who voted in recent elections.</p>	<p>All</p> <p>LG</p>
6	a b c	<p>Financial Matters</p> <p><u>To review and authorise cheques for payment</u> - the Council approved twelve items of expenditure, totalling £9411.10.</p> <p><u>To decide upon whether to purchase one or more defibrillators for the Parish</u> - in light of the further information obtained by the Clerk in response to questions raised at the last meeting (please see item 8c), the Council resolved to purchase up to four defibrillators. It is planned that these will be located outside the village shop, outside the Church Hall, in the Orchard Close development (or vicinity thereof) and, if required (as the Village Hall has applied for funding for a defibrillator independently), outside the Village Hall. The purchase will be made under Class 6 of Section 137 expenditure - as it is considered that the benefit to the community will be commensurate with expenditure - and the payment will be drawn from the Council's general reserve.</p> <p>It is understood that the school PTA has been looking to obtain a defibrillator for the school for some time. It was suggested that, as a gesture of goodwill (and following discussion with the School), Cala Homes be asked to supply one (if appropriate) as they are believed to have done so elsewhere.</p> <p><u>2017/18 Budget</u> - to review and amend the draft budget as appropriate. Item deferred to January meeting.</p>	<p>All payments approved.</p> <p>Resolved to purchase 3 to 4 defibrillators under Class 6 S137 expenditure. Clerk to arrange installation and insurance.</p> <p>Cala Homes to be asked re buying a defibrillator for school (if appropriate).</p> <p>To be discussed in January.</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
7	a b	<p>Planning Matters</p> <p>No new planning applications had been received.</p> <p>Notices of Refusal of Planning Permission (for information only)</p> <p><u>LW/16/0804 - Springfields, Ditchling Road</u> - erection of first floor extension.</p> <p><u>LW/16/0694 - Valebridge, Valebridge Road</u> - demolition of existing dwelling and erection of one x 5 bedroom and two x 6 bedroom dwellings, all with two bay covered car ports and two bay car parking and private gardens, upgrading of existing private driveway and improved entrance to the public highway.</p>		
8	a b c	<p>Clerk's Report</p> <p><u>Work to the culvert between the children's play area and Dumbrells Cottages</u> - Barcombe Landscapes had advised that they would be undertaking the work on 5 December, but the Clerk had not been informed of the findings.</p> <p><u>Village sign</u> - awaiting full draft designs from blacksmith.</p> <p><u>Further information requested about defibrillators</u> - the Clerk had established that the shop would be willing to have a defibrillator outside it, additional insurance costs would be minimal, training could be provided if required (but is not essential as the defibrillator gives audible, step by step instructions) and Trinity Estates (Management Company for the Orchard Close development) would, in principle, be willing to have one mounted externally on one of their</p>		

	<p>d buildings.</p> <p>e <u>Purchase of small grit spreader</u> - awaiting some information from salt supplier re shelf life of 25kg bags of salt, prior to ordering.</p> <p>f <u>Information from SSALC re CPRE Sussex's - appeal for funds to help them fight for 'the right development within the right place'</u>. SSALC had confirmed that, provided that any donation would be to the local work of CPRE and that the community benefits from their work, it would be acceptable to make a contribution. As such, the Council resolved, under its S137 ('Free Resource') power, to make a donation of £50.</p> <p>g <u>Consultation about the Sussex Police Precept</u> - further information. The Clerk had established that 8.6% of Wivelsfield residents' Council Tax (or £148.91 per band D property) goes towards Sussex Police. Consequently, the proposed £5 increase per household per year is not huge. Councillors however felt that, for the Parish Council to support an increase, there would need to be a return to having a nominated PCSO for the Parish - and a better level of response to local issues.</p> <p>h <u>Training dates for 2017 - including new councillor training</u> - Clerk to compile a list for circulation to councillors.</p>		<p>Clerk to follow up.</p> <p>Council to make £50 donation to the work of CPRE Sussex.</p> <p>Council supports increase in the Police precept if accompanied by a return to having a nominated PCSO.</p> <p>Clerk to circulate training dates.</p>	
9	<p>Reports from Working Groups</p> <p><u>Communications Group</u></p> <p>a <u>Website</u> - some updates have been made, more to be undertaken. Councillors Phillips and van Bochove to review the site as it is.</p> <p>b <u>Finance and Policies Group</u></p> <p><u>To agree the Employer Discretions Policy for membership of the Local Government Pension Scheme</u> - following receipt of a summary of the model policy (as obtained from East Sussex Pensions) by Councillor Phillips' husband, the Council resolved to adopt the same, as amended to include the Parish Council's name.</p> <p>c <u>Asset & Planning Group/Neighbourhood Plan (NP)</u></p> <p><u>Update on Cala Homes development, the proposed re-planting scheme following removal of the conifers and Cala's responses to other issues raised</u> - Councillor van Bochove was pleased to report that Cala Homes is starting to address outstanding issues. Both a road and pavement sweeper are being deployed as required, roads surrounding the development are being patrolled twice daily to identify any contractors' vehicles being parked outside the site and East Sussex Highways has required Cala to provide a Performance Improvement Plan, detailing how the various issues are being addressed.</p> <p>d <u>Development at Hole Farm</u> - the planning officer had said that a planning application was due to be submitted for the cladding of the barn, yet in fact far more has been done to it than that as the barn has been massively upgraded. LDC claims that there is still an earth floor and that the barn has a tractor parked in it, yet a huge amount of work has been done. It is also assumed that none of the preliminary work - such as bat surveys - (that would have been required had a planning application been submitted before the work began) will have been carried out.</p> <p>e <u>Findings of the recent Asset Inspection</u> - Councillor Fair to undertake before next meeting.</p> <p>f <u>Meeting with Planning Company working for Thakeham Homes to develop plans for 55 new homes off Valebridge Road</u> - Thakeham Homes is looking to submit a planning application before Christmas. It will need to liaise with both LDC and MSDC, as, whilst the site itself is in Wivelsfield/Lewes District, the access is in Burgess Hill/Mid-Sussex.</p>		<p>To adopt model Employer Discretions Policy as adapted for Council.</p> <p>Council to send photographs to LDC of the barn as it was and to request officers undertaking a visit with Councillors.</p>	

	g	<u>Acknowledgement of the work of the Neighbourhood Plan Steering Group</u> - the Parish Council plans to do something in January to thank and acknowledge the work of the Neighbourhood Plan volunteers.	The Council will host an evening in Jan to thank NP volunteers. The Council approved the repairs to both lights.
	h	<u>Highways & Street Lighting Group</u> <u>SLR Meeting with ESCC Highways</u> - Councillor van Bochove and the Clerk had met with Highways officers last Thursday. Ian Johnson had expressed surprise that the bigger chevrons ordered for the bend by the Royal Oak had not been installed, and neither have the bollards to go on the verge opposite the shop. He will follow this up with Mike Higgs. Rob Stevens, our Highway Steward, undertook to have the loose kerbstones outside the shop and broken bollards - just along from the Cock Inn - replaced.	
	i	<u>To Ratify consent for street lighting replacement/repair in Church Lane and Theobalds Road respectively</u>	
11		Items for Noting or Inclusion on Next Agenda	
	a	Parking at Baldings Cottages.	
	b	Hole Farm.	
12		Date of Next Meeting	
	a	Monday 9 January 2017 - Parish Council Meeting. NB this meeting will take place at Wivelsfield Church Hall.	

The meeting closed at 9.40pm.

Accounts Approved for Payment at the Parish Council Meeting of
12 December 2016

Payee	Expenditure	Value £	Total £	Chq No
Lewes District Council	December play area inspection		18.00	100533
E Gander	December salary		1124.19	100534
E Gander	Travel to leadership training in Godalming 29 Nov	51.12		
	Reimbursement for purchase of A4 paper and ink cartridges	96.84	145.80	100535
East Sussex Pension Fund	Pension contribution Dec 2016		365.13	100536
HMRC	Quarterly PAYE/NI return		815.42	100537
EAC Software	Email hosting December 2016		36.00	100538
Wivelsfield PCC	Churchyard Maintenance Grant		2500.00	100539
Playsafe Playgrounds	Replacement of log ramp and surrounding wetpour		2875.20	100540
Wivelsfield Village Hall	Hire of Renshaw Room - 30 Nov		21.50	100541
Barcombe Landscapes	Playing field maintenance March-June 16	1331.98		
	War Memorial maintenance March-June 16	126.88	1458.86	100542
Carola Godman-Irvine	Peppercorn rent for use of Church Lane car park		1.00	100543
CPRE Sussex	Donation to support CPRE's local work		50.00	100544
Total			9411.10	