

Minutes of the Parish Council Meeting held Monday 12 November 2018

8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB), Pascoe (EP) and Liz Gander (Clerk). District Councillor Bikson, newly co-opted Councillor Bernard Rust (as at agenda item 4) and a dozen or so members of the public.	
Open Forum:	<p>One gentleman highlighted a recent report from CPRE which suggests that Lewes District Council (LDC) has significantly under-calculated its housing land supply, therefore potentially needlessly having to invoke the presumption in favour of sustainable development, to the detriment of local communities.</p> <p>The Parish Council was asked to write to LDC urgently, to find out how the calculation for Wivelsfield has been done, so that it may be checked for completeness, since we lose the two-year protection for newly 'made' neighbourhood plans from next month.</p> <p>Another resident asked about the background to item 9f. He said it was a shame that the additional parking which had been put in at the school while its extension was being built, had subsequently been removed. It was noted that some parents park very badly (and dangerously) right up to junctions etc. A school governor present at the meeting said he would take this back to the school.</p> <p>The Community Speed Watch co-ordinator for the Parish asked that anyone concerned about speeding locally joins the Speed Watch group. They are about to go down to only three people and are in danger of having to disband the group.</p>	
1	<p>Apologies for Absence Councillor Haffenden had sent his apologies as he was away.</p>	Apologies accepted.
2	<p>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</p>	None noted.
3	<p>To Approve the Minutes of: a <u>The Parish Council Meeting held 1 October 2018</u> – approved subject to a correction to Councillor Bikson's name. b <u>The Extra-Ordinary Meeting held 15 October 2018</u> – approved.</p>	Minutes approved subject to one minor correction.
4	<p>Co-Option of New Councillor Bernard Rust had attended the meeting with a view to being co-opted. He gave a brief synopsis of himself and his interest in joining the Council, before the Council took a vote and resolved unanimously to co-opt him. Mr Rust signed a declaration of office and took his place</p>	The Council resolved unanimously to co-opt Bernard

	at the Council table.	Rust.
5	<p>Planning Matters</p> <p>New applications for consideration</p> <p>a <u>LW/18/0769 – Edgewood, South Road</u> - Conversion of garage to play room, replacement of garage side door with window and replacement of garage door with window. Following some debate resulting from the objection of and impact on a neighbouring property, the Council voted to support this application (the Chairman using his casting vote to reach this decision).</p> <p>b <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>c <u>LW/18/0760 - Meadowlands Farm, Slugwash Lane</u> - Part retrospective and part full planning application for the conversion of a redundant barn to B8 storage use and expansion of existing B1 office space.</p> <p>d <u>LW/18/0845 – The Royal Oak, Ditchling Road</u> - Variation of Planning Condition No 1 relating to Planning Approval Reference Number: LW/18/0200 to replace the proposed plans and elevations.</p> <p>e <u>LW/18/0855/CD – The Royal Oak, Ditchling Road</u> - Extension and conversion of existing garage building to create a 2-bedroom bungalow with associated access and landscaping.</p> <p>To Acknowledge Notices of Planning Permission Received</p> <p>f <u>LW/18/0696 – 26 Orchard Close</u> - Two storey extension to side to enlarge existing bedroom above ground floor reception.</p> <p>Other Planning Matters</p> <p>g <u>Springfield Industrial Estate</u> – the site has been bought by the Guinness Partnership who are going to develop it. A contract has been awarded for the clearing of the site. The Clerk to ask for immediate neighbours to be kept informed of what is happening in respect of site clearance and for an ongoing point of contact during the build.</p> <p>h <u>Charters Gate Way – update on sewage issues.</u> The Clerk read out some correspondence from both Cala Homes and Southern Water in respect of the sewage issue. Southern Water is to install one way valves on the pipe entering the pumping station, to prevent the Charters Gate Way pipes being filled when levels in the pumping station reach this pipe’s height. Southern Water has also however confirmed that its wastewater pumping station at the site has a consented Combined Sewer Outfall (CSO) that allows for it to discharge [untreated sewage] into the nearby river/ditch in times of heavy rainfall.</p> <p>i <u>Neighbourhood Plan – to review the outcome of the meetings with the Lewes District Council Neighbourhood Planning Officer and Theobalds Road Residents’ Association.</u> The Theobalds Road Residents’ Association (TRRA) had undertaken to follow up on the mismatched designation of the road with East and West Sussex Highways. The TRRA, having expressed their belief that there are some inaccuracies/omissions from the Wivelsfield Neighbourhood Plan, had also said that they would draw up a list of potential amendments for consideration. However, Parish Council reps had advised that the best use of the TRRA’s energies might be to lobby LDC and our MP to put pressure on developers to start building (rather than land banking) in order to get the housing land supply figure up.</p> <p>j <u>To decide whether or not there is a need to update the plan at this time</u> – the Parish Council resolved unanimously not to update the Neighbourhood Plan at this time. It has only been made for two years, and its policies are still current. It is not felt that there are</p>	<p>To support.</p> <p>To support.</p> <p>No comment.</p> <p>To support.</p> <p>To object on the grounds cited previously.</p> <p>Site purchase confirmed and ongoing liaison link to be set up.</p> <p>Clerk to chase Environmental Health & check if there have been further issues as a result of recent heavy rain.</p> <p>The Council resolved not to undertake a review of the</p>

		any meaningful changes that could be made currently. Rather it would be more sensible to consider a review around 2021 when LDC will be reviewing its Core Strategy.	Neighbourhood Plan at this time.
6		Financial Matters	
	a	<u>To review and authorise cheques for payment</u> – the Council approved payment of twelve new items totalling £3146.91, alongside noting a payment of £35 by direct debit for the Council’s data protection registration (please see Appendix A for details).	Payments approved.
	b	<u>Notification of CIL receipt of £10091.25 for the Royal Oak development.</u>	
	c	<u>To discuss moving forward with our accounts package given Sage’s decision to only provide the facility to manage VAT within the package to those on a monthly subscription</u> – as the additional cost of moving to a subscription based arrangement with Sage will be little more than what the Council is currently paying, but will allow us to continue to process VAT electronically and ensure we receive regular updates to the Sage 50 accounts package, it was agreed to sign up to this arrangement.	Agreed to switch to a subscription based arrangement for the Sage 50 accounts package.
	d	<u>To review and discuss the initial budget for 2019/20</u> – the Council was happy with the budget as presented and the rationale behind, for example, budgeting for three street light repairs (on the basis that, if a lantern were to need replacement, this would come out of reserves). The salaries budget still needs work, as this will vary depending on whether the Council engages another Assistant Clerk.	Salary figures to be reviewed.
	e	<u>To consider the implications of taking out a Public Works Loans Board Loan to help fund works to the Village Hall</u> – the Clerk had provided illustrations as to the extra council tax that would be required annually per band D property if the Council sought to borrow different sums (and over different periods) to contribute towards the Hall improvement work. She pointed out that any decision to take out a Public Works Loan Board loan would have to be with the support of the community, which would therefore require extensive consultation (and time). As such, it would need to be considered sooner rather than later if it were to be an option. It was agreed to float the idea in the next Wivelsfield News and to mention it at the 2019 Annual Parish Meeting.	Possibility of taking out a Public Works Loans Board loan to be mentioned in the Wivelsfield News & at the Annual Parish Meeting.
	f	<u>To agree signatories for the Co-op Account and to prepare a new bank mandate.</u> It was agreed that Councillors Pascoe, Rust and (if agreeable) Haffenden, will be added to the Co-op mandate, in addition to the present signatories of the Clerk, Chair and Vice-Chair. It was agreed that, subject to the window of time for making dual authority payments within internet banking seeming reasonable, all signatories would also be given online banking access.	Signatories to the Co-op account agreed.
	g	<u>To agree whether to switch to internet banking</u> – subject to ensuring that a dual authority arrangement could be set up, which would allow a reasonable window of time for the person needing to verify the payments input by the Clerk, it was agreed in principle to progress with switching to internet banking.	The principle of internet banking was agreed to, subject to checking practicalities.
	h	<u>To discuss the best approach for use of CIL money for the Village Hall upgrade work and whether it is acceptable for the Council to pay bills directly</u> – having received advice from a VAT specialist which indicated that it would be difficult to reclaim VAT for work to the Hall, the Council agreed that, in the absence of advice to the contrary, it would be most straight forward for it to pay the allocated CIL money across to the Management Committee, for them to run the project and pay bills accordingly. It was agreed however that the money might be passed across in tranches, rather than all at once.	CIL to be paid across to the Hall Committee in appropriate tranches to help fund the Hall improvement work.

7	<p>Report of Clerk</p> <p>a <u>Meeting with Ditchling Parish Council regarding the suggestion to upgrade the bridleway from Eastern Road to St Georges</u> – Ditchling PC is in the process of finding a new Clerk, so this will be put on hold for now.</p> <p>b <u>Update on bollards (verge marker posts) for North Common Road</u> – awaiting explanation for why the cost of removing the existing posts would be so high.</p> <p>c <u>Church Lane car park surface</u> – the contractor believes that the car park surface is fine, but it is simply that the chippings are being moved by vehicles turning, causing them to bank up and create a dip in which water collects. The contractor has offered to come and remove the chippings from the central area of the car park, to see if this helps. The Council agreed, subject to the chippings being kept rather than removed entirely.</p> <p>e <u>Trees at the perimeter of the Village Hall car park</u> - as East Sussex Highways have firmly said that the trees are the Hall's responsibility, and this is backed up by a condition within the original planning application for the hall (or car park) which said that the trees needed to be retained, the Parish Council feels that, if anything were to happen with the trees, the Management Committee would be responsible. As such, it will proceed to obtain quotes for the initial maintenance work necessary, as it had pledged to do. The Committee however is maintaining that the trees belong to East Sussex Highways and are refusing to accept responsibility for them. The Chairman offered to attend an emergency meeting to discuss the trees should the Chairman of the Management Committee wish to call one.</p> <p>f <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> It is felt that the permanent Vehicle Activated Sign on North Common Road is essentially ignored, whereas those signs which pop up in other places that tell drivers the speed they are actually doing, seem far more effective. The Speed Watch co-ordinator said that since we already have locations approved for the Group to go out with the speed indicator device, it may be that those locations could also be used for a temporary VAS. Furthermore, it might be that the Speed Watch group could take responsibility for moving the VAS regularly.</p> <p>g <u>To agree meeting dates for the 2019/20 Council year for the purposes of booking the Hall.</u> The draft meeting dates as presented were agreed.</p> <p>h <u>Report of the occupation of a permanent caravan without planning consent.</u> This had been referred to the Planning Department at Lewes District Council, however officers had not had time to follow up on it as yet.</p> <p>i <u>Speed of vehicles along Nursery Lane and whether, as a public right of way, signage could be put up warning of walkers/riders and children to slow vehicles down.</u> The Clerk had spoken to East Sussex Rights of Way who had offered to put up some laminated signs (which they had subsequently done). Since the quality of these was however poor, Councillor van Bochove agreed to speak to the owner of the Lane, to ask if he would be willing for some more permanent signs to be erected.</p> <p>j <u>Removal of tree that was blocking drovers' road</u> – the tree that had fallen and was obstructing the drovers' road has been removed by the Rights of Way team.</p> <p>k <u>Overgrown trees entangled with cables on Nursery Lane</u> – Rights of Way had said that it would be necessary to speak to the relevant utility company regarding this.</p>	<p>Contractor to be asked to clear the chippings to the side of the car park.</p> <p>Clerk to seek quotes for the recommended work to the trees.</p> <p>The Clerk to speak to the Clerk of Rotherfield where they have a temporary VAS in use.</p> <p>2019/20 meeting dates agreed.</p> <p>Councillor van Bochove to speak to the owner of Nursery Lane.</p>
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	l	<u>Street light on Green Road obscured by trees</u> - Councillor van Bochove offered to speak to the owners of Fanners in respect of this.	Cllr van Bochove to speak to the householder.
8	a	Reports from Councillors <u>CCTV</u> – Councillor Pascoe reported that he had written to the officer from East Sussex Highways to arrange a meeting, but had not heard anything back.	Clerk to follow up with E Sx Highways.
9	a	Correspondence <u>Road closure consultation for the Spirit of Christmas event</u> (from 6.30-7.30pm) – responses required by 13 November 18.	To support.
	b	<u>Letter from Lewes District Council about the relationship between Neighbourhood Plans and the 3 and 5 year housing land supply.</u> The letter outlined how, with LDC being just short of its five year housing land supply, the presumption in favour of sustainable development will apply to Wivelsfield, once the two year period from when the Neighbourhood Plan was 'made' expires in December.	Clerk to write to LDC regarding the housing land supply calc. for Wivelsfield.
	c	<u>Email from the Architect for the Village Hall improvements, indicating that the Parish Council should become the client for the professional consultancy on the project.</u> It was agreed that this had not been previously discussed and is not appropriate. The architect will be advised that the Hall's Management Committee should be the client.	The Clerk to write to the architect for this to be changed.
	d	<u>Report on How Local Authorities could be affected by Council Tax Referendum Principles</u>	Deferred to next meeting.
	e	<u>Invitation to attend the NALC Spring Conference, 11 Feb 2019, London, £210 & VAT per delegate.</u> The Chairman asked anyone interested in attending to contact the Clerk.	
	f	<u>Email from Lewes District Council in response to queries about parking in Fair Place.</u> LDC will not be putting up signs advising of residents' only parking in Fair Place, although the spaces by the flats are intended for the use of residents.	
	g	<u>Autumn appeal for funds from CPRE Sussex</u> – as CPRE continues to be an ongoing source of help and support the Council resolved to donate £100 to its local appeal.	To donate £100.
	h	<u>Advice on liabilities re trees</u> – briefing note/case study circulated for information.	
	i	<u>Potholes and loose kerbstones</u> – residents had drawn councillors' attention to a series of potholes and loose kerbstones outside the village shop, as well as a large loose kerbstone on the junction of Downview Drive and South Road.	Clerk to report the defects to East Sussex Highways.
	j	<u>Email drawing attention to the CPRE's article suggesting that LDC has undercalculated its housing land supply.</u>	
10	a	Items for Noting or Inclusion on Next Agenda <u>Royal Oak</u> – sunken area of road where trench has been dug out.	
	b	<u>Persistent dog fouling.</u>	
11	a	Date of Next Meeting Monday 10 December 18 – Parish Council Meeting	

Items Approved for Payment at the Meeting of 12 November 2018

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary November 2018		1476.52	100824	85
East Sussex Pension Fund	Pension contributions November 2018		520.77	100825	86
Transparity	November 2018 Office 365 Subscription		45.36	100826	87
M van Bochove	Parking fee and travel expenses for attendance at Resilience Conference on 4 Oct.		23.70	100827	88
Lewes District Council	November play area inspection		18.00	100828	89
Wivelsfield Community Club	Grant		400.00	100829	90
Nick Dutt	Crosses & wreaths for Remembrance Service		109.00	100830	91
Wivelsfield PCC	Hall hire 29 October meeting		10.00	100831	92
SLCC	Annual subscription		185.00	100832	93
E Gander	Reimbursement for office cupboard		220.80	100833	94
CPRE	Donation for Lewes appeal		100.00	100834	95
Cash (from Barclays a/c)	Petty cash		37.76		96
Total			3146.91		

A further item of £35 (for Data Protection Registration) has been paid by Direct Debit