



Minutes of the Annual Meeting of the Parish Council, Monday 13 May 2019

8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present:	Councillors Haffenden (IH), Martin (HM), Rust (BR), Pascoe (EP) and Jackson (NJ), Liz Gander (Clerk) and two members of the public.	
Open Forum:	<p>It was agreed that, in the absence of the Chair, the meeting would be chaired by Councillor Haffenden.</p> <p>A member of the Village Day Committee had attended the meeting in order to answer any questions that the Council might have regarding item 11f on the agenda, Village Day's request for a grant. He outlined the Committee's plans for the day, the extra items they are looking to fund in order to grow the event and the extra funding which would therefore be useful.</p>	
1	<p>Election of Chair & signing of declaration of acceptance of office</p> <p>As Councillor Dawson had indicated his willingness to continue as Chair, he was elected to this role in his absence. The declaration of acceptance of office will be signed upon his return from holiday.</p>	Councillor Dawson elected as Chair.
2	<p>Election of Vice-Chair</p> <p>It was agreed that, as no-one felt able to take on the role of Vice-Chair, a stand-in Chair will be nominated, as necessary, when the Chair is absent.</p>	No-one will take the role of Vice-Chair at this stage.
3	<p>To receive Declarations of Acceptance of Office from all Councillors</p> <p>Declarations of acceptance of office were received from all members present, alongside completed Registers of Members Interests and their consent to receive summons electronically.</p>	All declarations of acceptance of office & other paperwork were received.
4	<p>Apologies for Absence</p> <p>Apologies had been received from Councillor Dawson, District Councillor Bikson and County Councillor Sheppard.</p>	Apologies accepted.
5	<p>Declarations of Members' Interests</p> <p>a To receive declarations of pecuniary interest from Councillors in respect of items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p> <p>c To remind Councillors of the need to observe the Council's Code of Conduct.</p> <p>d To remind Councillors of the need to submit new Register of Members Interests forms within 28 days.</p>	<p>None noted.</p> <p>None noted.</p> <p>Noted.</p> <p>Received from all councillors present.</p>
6	<p>To approve the Minutes of:</p> <p>a The Parish Council meeting of 4 March 2019</p> <p>b The Parish Council meeting held 1 April 2019</p> <p>c To sign the minutes of 4 and 18 Feb 2019 approved at the meeting of 4 March.</p>	<p>A & b approved and signed.</p> <p>Signed.</p>

	d	To agree the draft minutes of the Annual Parish meeting, prior to these being uploaded (in draft) to the Council's website	Agreed to be an accurate record.
7	a b c	To Review and Re-Adopt the following Documents: Code of Conduct Financial Regulations Standing Orders	All agreed and re-adopted without changes.
8	a b c	To Agree the Appointment of Representatives to the Following Outside Bodies: a Lewes District Association of Local Councils: two members. b Wivelsfield Village Hall & Recreation Ground Committee: two members. c East Sussex Association of Local Councils Executive Board: two members	BR & HM ID & IH BR & EP
9		To Confirm the Dates of Meetings for the Forthcoming Council Year The dates as agreed during the previous Council term had been circulated for information.	
10		To Confirm Insurance Arrangements for the Forthcoming Year It was agreed to enter into another three-year arrangement with Zurich Insurance which gives a small annual saving, compared with annual policies.	Agreed to remain with Zurich.
11	a b c d e f	Financial Matters a <u>To review and authorise cheques for payment</u> – the Council ratified payment of one sum for £58, made since the last meeting and fifteen new items of expenditure totalling £10729.77. Councillor Pascoe said that he would like to get a sign made up for the drovers' road, to discourage people from damming the stream. The Council agreed for him to pursue this. b <u>To agree cheque signatories and internet banking access for the Co-op accounts</u> – it was agreed that all councillors will be signatories for the Co-op account. The Clerk and Councillors Dawson, Rust, Haffenden and Pascoe shall have online banking access. c <u>To agree cheque signatories for the Barclays account</u> – the Clerk, plus all councillors. d <u>To discuss the best way forward with accounts packages</u> – it was agreed to continue using Sage this year (moving across to the monthly subscription package as previously agreed), but to review other options during the year in preparation for the start of the next financial year. e <u>To consider a request for a grant towards landscaping the garden to the rear of the Church Hall for the benefit of its users</u> – the Council was happy to support this request in principle (using CIL), but would like to see copies of quotes to have a better idea of cost. The Council also felt that it would be preferable for the posts in the ground to be removed rather than covered. f <u>Request for grant for Village Day</u> – the Council agreed to a grant of £2200 to support Village Day.	All payments approved. Signatories & internet banking access agreed. Signatories agreed. Remaining with Sage for this year.
12	a b c	Review of Agency Arrangements a <u>Use of Lewes District Council for monthly play area inspections.</u> b <u>Contract with East Sussex Highways for highway verge cutting</u> – Councillors requested details of when the cuts would take place and which areas are covered by the contract. The Council would like the verge between Charters Gate Way and the drovers road bridleway to be included in the contract. c <u>Contract with Simon Goacher for payroll services</u>	To continue. Information requested. To continue.
13	a	Planning Matters New Planning Applications considered at the meeting. a LW/19/0252 – 49 Ridgeway – erection of conservatory to rear of	No objection.

	<p>b <u>property.</u> <u>LW/19/0244 – The Homestead, Homestead Lane</u> – proposed single storey side extension.</p> <p>c Other Planning Matters <u>LW/18/0900- Somerset House, Green Road</u> – <u>to consider whether the Council can do anything to appeal against this consented application for prior approval of change of use to 25 flats in the former Beer Piper building.</u> This has been followed up by the Clerk and by our District Councillor. Unfortunately, the Legal Department at Lewes District Council has confirmed that this development can go ahead under permitted development rights and there is nothing that we can do to either prevent it or seek the amendment of the plans to something more in keeping with the local environment. The Council thanked District Councillor Bikson for looking into this.</p> <p>d <u>Charters Gate Way drainage</u> – a permanent solution to the drainage problems is now being implemented, in place of the temporary one, with Foxdown undertaking the work. The Council had previously discussed installing a fence between the Charters Gate Way site and the drovers road, but this had been left until after the remedial work to the bridleway had been undertaken. Councillor Rust felt that residents might not like having a fence in this location, but recognised why the Council would wish to restrict access points onto the drovers road to prevent its erosion. Additional planting would potentially be another way to achieve the same. Councillor Rust will take this back to the Residents’ Association to discuss.</p> <p>e <u>Springfield Industrial Estate</u> – the Guinness Partnership who now own the site had sent through a brief update. Site clearance work was due to have begun in mid-April, although the asbestos clearance had been delayed. The proposals for the development of the site are still under review and will be discussed with the Parish Council when appropriate.</p>	<p>No objection.</p> <p>Fencing/ planting between the Charters Gate Way site and the drovers road to be discussed by Residents’ Association.</p>
<p>14</p>	<p>Items to be Discussed from Previous Meetings</p> <p>a <u>Tree responsibilities at the Green/VAT situation</u> – the Clerk will continue to try to get through to HMRC to seek a definitive answer about what costs associated with the Hall improvement project we can reclaim the VAT on.</p> <p>b <u>Highways Gate, Green Road</u> – it had been asked at a previous meeting for this to be on the agenda, but no-one was sure what it related to and the item was therefore skipped.</p> <p>c <u>Bollards, North Common Road</u> – given the significant cost of the wood effect bollards which the Council had favoured, it was agreed that, for now, in order to get on and protect the verge opposite the shop and prevent vehicles from parking there, the Council would ask East Sussex Highways to install black and white verge marker posts to match the existing ones on the opposite side of the drive. Highways to be asked to reinstate the damaged verge as a part of the work.</p> <p>d <u>To note East Sussex Highways’ acknowledgement of Theobalds Road as a bridleway, rather than a highway</u> – residents are pleased that Highways’ have accepted the designation of the road as a bridleway.</p> <p>e <u>Email correspondence</u> – some residents are still upset by the visibility of the most recently installed phone mast off South Road. It was suggested that the Council write to Crown Castle who are understood to own the mast, to see if they would be willing to clad it (eg in green) to make it less obtrusive.</p>	<p>Clerk to continue to pursue HMRC.</p> <p>Highways to be asked to install matching verge marking posts & reinstate the verge.</p> <p>Council to write to owners of the mast to ask for it to be clad.</p>
<p>15</p>	<p>Reports from Councillors</p> <p>a <u>CCTV update</u> – the handyman that the Council uses periodically has agreed to do the trenching for the CCTV cables. Working parties will be needed in the autumn to help with the project and it will be necessary to check with the Cricket Club when their last game of the season will be played. Two boxes for the equipment and two poles will be needed. For Health and Safety reasons the two ALC aluminium poles will be installed by East Sussex Highways as per the resolution</p>	<p>To seek volunteers for a working party.</p>

	b	made on 30 July 2018. <u>Concerns about horses in the Charters Gate Way development</u> – horses and riders have been leaving the bridleway and going down the footpath into Charters Gate Way, before going up the road. They have also been seen walking over the grass by the play area. It was agreed that the Council will write to the owner of the Golf Course Farm stables from where the horses are believed to originate, asking riders to keep to the bridleway. They will also be asked to walk along the bridleway rather than trotting as it is feared that trotting could damage the newly improved surface.	Council to write to stables.
	c	<u>State of verge between Charters Gate and Drovers' Road</u> – the verge is reportedly overgrown and means that pedestrians wishing to get to the top entrance to the drovers road are forced to walk in the road. As noted in the minutes for item 12b, the Council will ask for this verge to be included in the Highways contract for verge cutting.	Clerk to ask Highways to cut the verge.
	d	<u>Cars parked on pavement opposite 'Willows', and near Baldings Cottages</u> – it was agreed that where cars are repeatedly parking on the pavement and blocking it for pedestrians, the Council will write to the owners of the adjacent house, asking for those parking in this way to cease doing so.	To write to owners of properties with offending vehicles.
16		Correspondence	
	a	<u>Concerns regarding the development at Coldharbour Farm</u> – concerns had been expressed that, whilst one of the planning applications given permission there recently had a number of conditions associated with it, (including some regarding removal of hedgerows for the protection of wildlife), the other had no such conditions and work had been being undertaken to remove hedges during the nesting season. To be followed up with Lewes District Council.	To follow up with LDC.
	b	<u>SSALC – Councillor briefing sessions</u> – Councillors wishing to attend these sessions should book onto them and advise the Clerk.	
	c	<u>Damaged verges</u> – a resident had written in to complain about the state of the verge opposite Barnard & Brough. Two councillors had previously visited the showroom to request that the verge be made good and the dealership had undertaken to do so, however it is still in a poor state. The Council to ask Barnard & Brough about sorting it out again and to talk to them about extending the bollards to encompass this area of verge. East Sussex Highways to then be asked about extending the existing run of bollards.	To liaise with Barnard & Brough and East Sussex Highways.
	d	<u>Concern about speed of traffic on South Road</u> – the Clerk to ask the Speed Watch group if it can go out on South Road. We will also continue to pursue getting a temporary speed sign to place around the Parish.	To contact Speed Watch group.
17		Items for Noting or Inclusion on Next Agenda No additional items noted.	
18		Date of Next Meeting	
	a	Parish Council Meeting - Monday 4 th June 2018	

May 2019 – Accounts for Payment

Items ratified having been paid since the last meeting.

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Wivelsfield Village Hall	Hall hire for Annual Parish Meeting & bar licence		58.00	100876	
Total			58.00		

New items of expenditure approved at the meeting.

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary April 19 Salary May 19	1502.42 1502.42	3004.84	100877	
East Sussex Pension Fund	Pension contributions April 19 Pension contributions May 19	625.87 626.27	1252.14	100878	
Simon Goacher Payroll Services	Payroll Services 2018-19		187.49	100879	
Transparency Solutions Ltd	March 2019 Office 365 Subscription April 2019 Office 365 Subscription	54.48 54.48	108.96	100880	
Lewes District Council	May 2019 play area inspection		18.00	100881	
Lewes District Council	Annual Play Area Inspection 2018		63.00	100882	
Jaks Leisure	Donation for use of office 1 April – 30 June 2019		300.00	100883	
Wivelsfield Green Cricket Club	1 st half of cricket pitch maintenance grant		350.00	100884	
East Sussex Highways	Replacement of lighting column Green Park Corner (during 2018/19)		2372.70	100885	
Jaks Leisure	Refreshments for SLR meeting with Highways – March 19		21.30	100886	
Derek Blackhall (Onsite Analysis Ltd)	Locum Clerk duties March-May 19		719.46	100887	
Action in Rural Sussex	Annual Membership Subscription		50.00	100888	
DPS Partnership Ltd	Printing of agendas & minutes for Annual Parish Meeting		29.75	100889	
Edward Pascoe	Purchase of rake, padlock & chain Travel expenses	30.76 21.37	52.13	100890	
Wivelsfield Village Day	Grant		2200.00	100891	
Total			10729.77		