

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 the Annual Meeting of the Parish Council to be held in the **Church Hall, Church Lane**, on Monday 14 May 2018 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 | Election of Chairman & signing of declaration of acceptance of office | |
| 2 | Election of Vice-Chairman | |
| 3 | Apologies for Absence | |
| 4 | <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 to update their Register of Members Interests forms within 28 days of any of the information contained within them changing.</p> | All councillors |
| 5 | <p>To approve the Minutes of:</p> <p>a The Parish Council meeting of 16 April 2018</p> <p>b The Extra-Ordinary meeting held 1 May 2018</p> | All councillors |
| 6 | <p>To Review and Re-Adopt the following Documents:</p> <p>a Code of Conduct</p> <p>b Communications with the Press and Media Policy</p> <p>c Complaints Procedure</p> <p>d Dismissal & Disciplinary Procedures</p> <p>e Document Retention Policy</p> <p>f Filming and Recording of Meetings Policy</p> <p>g Financial Regulations</p> <p>h Freedom of Information Publication Scheme</p> <p>i Grievance Procedures</p> <p>j Internet and Email Usage Policy</p> <p>k Pensions Discretion Policy</p> <p>l Social Media Policy</p> <p>m Standing Orders</p> | All councillors |
| 7 | <p>To Adopt the Following New IT-Related Documents & Policies</p> <p>a Data Protection Policy</p> <p>b Data Sharing Agreement</p> <p>c IT Security Policy for Councillors</p> | All councillors |

Wivelsfield Parish Council - Agenda for the Annual Meeting of the Parish Council to be held Monday 14 May 2018

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| | d e f | IT Security Policy for Staff Privacy Notice Subject Access Website Wording | |
| 8 | | 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: one member. c East Sussex Association of Local Councils Executive Board: two members | All councillors |
| 9 | | To Confirm the Dates of Meetings for the Forthcoming Council Year | Clerk |
| 10 | | To Confirm Insurance Arrangements for the Forthcoming Year | Clerk |
| 11 | | To Confirm Working Group Composition To discuss doing away with the Finance and Policies Committee. | Councillors |
| 12 | a b c d e f | Financial Matters a To review and authorise cheques for payment. b To confirm the annual insurance premium. c To discuss (and approve if appropriate) the replacement of lighting column A, Green Park Corner, at an estimated cost of £1977.25. d To note the new NALC salary scales. e Request for grant for Kent, Surrey and Sussex Air Ambulance. f Request for grant for Village Day. | Clerk |
| 13 | a b c | Planning Matters Notices of Planning Permission Received (for information only) a <u>LW/17/0591 – Oakwood Farm, North Common Road</u> - Planning Application for Section 73a retrospective application for a change of use from storage barn to dairy shop & tea room and installation of kitchen and toilet facilities. Notices of Refusal Received (for information only) b <u>LW/18/0184 – Rocky Bank, Valebridge Road</u> - Proposed single storey rear extension, hip to gable roof extension and front and rear dormers, erection of detached garage. Notice of Appeal c <u>LW/17/0788 – Appeal Ref: APP/P1425//W/17/3192298 – Royal Oak, Ditchling Road</u> - Erection of three dwellings with associated access and landscaping. | Councillors |
| 14 | a b c d | Report of Clerk a To note the resignation of the Assistant Clerk. b To review the information sent through from East Sussex County Council regarding setting up a community library facility and to agree to the Council acting as a guarantor for the borrowing of the books. c Review of the outdoor gym launch. d Communication with the Village Hall Management Committee regarding the Hall upgrade plans. | Clerk |
| 15 | a b c | Reports from Councillors a CCTV update b To hear recommendations from Councillors as to the number and spacing of bollards appropriate on North Common Road near the shop. c To agree a proposal for the number, colour and type of bollards which the Parish Council would wish to see installed in the vicinity of the shop. | EP JS/MvB All Councillors |
| 16 | a b c | Correspondence a Invitation to attend a CIL briefing session. 2pm, 19 th June. b Information about trees on Eastern Road. c Information from Sussex Police in respect of activity at the village green. | Clerk |
| 17 | | Items for Noting or Inclusion on Next Agenda | All |
| 18 | a | Date of Next Meeting Parish Council Meeting - Monday 4 th June 2018 | |