

Minutes of the Annual Meeting of the Parish Council Held Monday 14 May 2018, 8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB) and Pascoe (EP), County Councillor Sheppard, Liz Gander (LG, Clerk) and two members of the public.	
Open Forum:	Only one question was received regarding publication of the agendas, which the Chairman responded to.	
1	Election of Chairman & signing of declaration of acceptance of office Ian Dawson was nominated and seconded to stand as Chair for another year and signed the associated declaration of office.	
2	Election of Vice-Chairman Judy Stoner was re-elected to the position of Vice-Chair.	
3	Apologies for Absence No apologies had been received. However, the Chair advised that Stella Phillips has resigned from the Council. The Chair requested the purchase of a £30 voucher for Stella from the Chair's allowance to thank her for her hard work. The Chairman asked for a further £30 voucher to be bought for Lorna Thwaites, who will be stepping down from her position as Assistant Clerk in June.	To purchase 2 x £30 vouchers from the Chairman's fund.
4	Declarations of Members' Interests a To receive declarations of pecuniary interest from Councillors in respect of items on the agenda – none noted. b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests. c To remind Councillors of the need to observe the Council's Code of Conduct. To d remind Councillors to update their Register of Members Interests forms within 28 days of any of the information contained within them changing.	
5	To approve the Minutes of: a The Parish Council meeting of 16 April 2018 b The Extra-Ordinary meeting held 1 May 2018	Minutes approved & signed by the Chair.
6	To Review and Re-Adopt the following Documents: a Code of Conduct b Communications with the Press and Media Policy c Complaints Procedure d Dismissal & Disciplinary Procedures e Document Retention Policy f Filming and Recording of Meetings Policy g Financial Regulations h Freedom of Information Publication Scheme i Grievance Procedures j Internet and Email Usage Policy k Pensions Discretion Policy l Social Media Policy	Owing to the volume of reading required, Council requested that this item be deferred to the June meeting.

	m	Standing Orders	
7		To Adopt the Following New IT-Related Documents & Policies	All IT related documents were approved and adopted.
	a	Data Protection Policy	
	b	Data Sharing Agreement	
	c	IT Security Policy for Councillors	
	d	IT Security Policy for Staff	
	e	Privacy Notice	
	f	Subject Access Website Wording	
8		To Agree the Appointment of Representatives to the Following Outside Bodies:	MvB & EP LG JS & EP
	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	
9		To Confirm the Dates of Meetings for the Forthcoming Council Year Meeting dates as previously circulated were confirmed. The Chair indicated that he will be unavailable for the July meeting.	
10		To Confirm Insurance Arrangements for the Forthcoming Year The Council's insurance policy has been updated to include cover for the new outdoor gym, the new dog bin on Theobalds Road, and to increase fidelity cover to £500k.	
11		To Confirm Working Group Composition <u>To discuss doing away with the Finance and Policies Committee</u> – it was agreed that, with so few councillors presently, it is not appropriate to have a separate F&P committee. This will therefore be disbanded with immediate effect. It was agreed that the Chair and Vice-Chair will continue to make up the Personnel group. Councillors van Bochove and Pascoe will continue as the Emergency Planning group.	Finance & Policies Ctte to be disbanded. ID & JS as personnel group. ES & MvB for Emerg. Plan
12		Financial Matters	
	a	<u>To review and authorise cheques for payment</u> – Council approved payment of ten items totalling £14,235.04 (see Appendix A for details).	All items of expenditure approved.
	b	<u>To confirm the annual insurance premium</u> – the annual insurance premium, applicable from 1 June, is £1175.91 (including the newly added/increased items).	
	c	<u>To discuss (and approve if appropriate) the replacement of lighting column A, Green Park Corner, at an estimated cost of £1977.25</u> – the Council resolved to instruct East Sussex Highways to replace the column.	Column A in Green Park corner to be replaced.
	d	<u>To note the new NALC salary scales</u> – Council noted the revised salary scales which had been circulated for info.	
	e	<u>Request for grant for Kent, Surrey and Sussex Air Ambulance</u> – the Council agreed to make a donation of £300 ¹ to the local Air Ambulance service, noting that it has been needed in the Parish at least twice in recent years.	£300 grant agreed.
	f	<u>Request for grant for Village Day</u> – the Council approved a grant of £2k to help fund this year's Village Day.	£2k grant agreed.
13		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</u>	

¹ To be made as a S137 payment

		Road - Erection of three dwellings with associated access and landscaping.	
14		Report of Clerk	
	a	To note the resignation of the Assistant Clerk – the Council wished to extend its thanks to Lorna for her hard work during her time with the Council. Her summaries of planning applications have been particularly appreciated. The Council resolved to find out if it can go back to previous candidates for the role, and to seek to revamp the office layout prior to engaging another member of staff.	To seek advice on whether previous candidates for the role can be approached.
	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 – since the brief outline of the scheme provided so far seems to indicate that book borrowers would not be liable for overdue fees, but the Council would have liability for damaged or missing stock, the Council would like to better understand the detail before committing to being guarantor.	The Clerk to ask East Sussex County Council to send someone to talk to us about the scheme.
	c	Review of the outdoor gym launch – the launch went well, with a steady stream of people coming along during the morning to use the gym and take advantage of having a fitness instructor on hand to give advice on getting the most out of the equipment. We have been getting lots of positive feedback about the equipment.	
	d	Communication with the Village Hall Management Committee regarding the Hall upgrade plans – it was agreed that, since proposed plans for the hall have changed since the first consultation and when they were published in the Wivelsfield News and since consternation has been expressed by some about proposals to reconfigure the kitchen and move the hatch, it would be a good idea to hold a meeting to discuss this, prior to the plans being finalised to submit for planning. The Council to organise a meeting, to which members of the Management Committee and regular hall users will be invited. The 23 rd May has been suggested, subject to this date working for those involved.	Meeting to be organised to allow regular hall users to express their views about the hall upgrade plans.
15		Reports from Councillors	
	a	CCTV update – a moling machine to enable cables to be laid from the Village Hall to the play area can be hired for £100 a day, and it is anticipated that, with a number of volunteers to help, this would take two days. The plan is to undertake the trenching in September and the wiring in October. Councillor Pascoe will approach the Burgess Hill 'Men's Shed' to ask if they can make a standard pole articulated and could make some spikes to put on the pole. The Council agreed not to install LED lighting on the poles, as this is likely to encourage teenagers to hang around the play area at night.	Agreed not to have LED lighting on the CCTV poles.
	b	To hear recommendations from Councillors as to the number and spacing of bollards appropriate on North Common Road near the shop – Councillors Stoner and van Bochove had reviewed the spacing and height of posts and made the following recommendations which were accepted by Council (see agenda item c below).	
	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. Subject to receiving and approving a revised quote from Highways, the Council would like to have: <ul style="list-style-type: none"> • White wood effect bollards • 83cm tall • With a reflective strip on each • 8 in total on the verge immediately opposite the shop – 7 on the roadside edge, one on the end by the driveway to Botches • 26 (ie one fewer than presently) on the verge towards the pub – or the number appropriate if the 3m intervals as Highways recommend is adhered to • The verge outside Botches reinstated properly to repair the rutting and 	Highways to be asked for an updated quote to reflect the Council's requests re bollards in the vicinity of the shop.

		<p>damage caused by vehicles regularly driving over it</p> <ul style="list-style-type: none"> • 2 bollards on each corner at the northern end of Downsview Drive, to replace the existing damaged ones. 	
16	<p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>Correspondence</p> <p><u>Invitation to attend a CIL briefing session</u>, 2pm, 19th June – Councillors Stoner and Pascoe will check their availability to attend, alongside the Clerk.</p> <p><u>Information about trees on Eastern Road</u> – there has been a suggestion that some thirty years ago, there may have been an arrangement whereby responsibility for the trees on the eastern perimeter of the Village Hall car park was handed to the Parish Council. However, no evidence to this effect has been found within Village Hall or Parish Council documents.</p> <p><u>Information from Sussex Police in respect of activity at the village green</u> – during the recent Community Clean Up event, a number of small self-seal bags were found, which the police have confirmed are consistent with those used for drugs. A few fires have also been lit outside the pavilion. Forthcoming CCTV will hopefully act as a deterrent for such activities. Any sightings of anti-social behaviour of this type should be reported to Sussex Police.</p> <p><u>Letter advising of lorries parked illegally (on the zig zags) outside the school, as well as Travis Perkins lorries causing a hazard on Green Road</u> – Councillor van Bochove will speak to Travis Perkins about trying to stagger the arrival of deliveries and discouraging waiting on the road near the Green Road/South Road junction.</p>	<p>JS/EP to check availability.</p> <p>Councillor van Bochove to speak to Travis Perkins.</p>
17		<p>Items for Noting or Inclusion on Next Agenda</p> <p>Update on play area at Cala Homes site.</p>	
18	a	<p>Date of Next Meeting</p> <p>Parish Council Meeting - Monday 4th June 2018</p>	

The meeting closed at 9.13pm.

Accounts for Payment for the Parish Council Meeting of
14 May 2018

Accounts approved for payment at the meeting:

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Zurich Insurance	Annual insurance renewal Additional premium for outdoor gym & increased fidelity cover	1076.67 99.24	1175.91	100765	26
East Sussex Pension Fund	Pension contributions May 2018		540.01	100766	27
Transparity Solutions Ltd	Office 365 subscription May 2018		45.36	100767	28
Lorna Thwaites	Travel to training course in Lewes on 1 May		9.45	100768	29
Annie Close Personal Training	Fitness instruction for outdoor gym launch		60.00	100769	30
E Gander	Helium, string, ribbon and refreshments for gym launch	21.98 3.60 12.70	38.28	100770	31
Hugh Harris Ltd	Final instalment for outdoor gym		9928.80	100771	32
BT			137.23	DD	44
Kent, Surrey & Sussex Air Ambulance	S 137 Donation		300.00	100772	33
Wivelsfield Village Day	Grant for 2018 event		2000.00	100773	34
Total			14,235.04		