

Minutes of the Parish Council Meeting Held Monday 2 March 2020
8pm, Wivelshfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Pascoe (EP), Haffenden (IH), Rust (BR), Jackson (NJ) and Martin (HM). Liz Gander (Clerk) and seven members of the public.	
Open Forum:	<p>A resident asked about progress with getting a flashing speed sign. The Council needs to get a working party together to identify preferred locations to submit to Highways for approval.</p> <p>A question was also asked about the community litter pick planned for 28 March.</p> <p>Another resident referred to Lewes District Council's declaration of a climate emergency and asked if this would allow us to prevent developers cutting down trees and to ask them to build developments that are more sustainable. The Chair commented that developers should seek permission before chopping down trees, although this doesn't always happen. It was agreed that, when a review of the Neighbourhood Plan is undertaken, one area that might be looked at is how we can make new developments more environmentally friendly.</p> <p>An officer from St Peter & St James Hospice attended the meeting to advise that they will be submitting a revised planning application for homes on the site of the old chicken sheds later this week. The key difference from the original application is that, having listened to the concerns of residents, they are now proposing a separate access off North Common Road to serve the new dwellings.</p> <p>Rev. Christopher Powell thanked the Council for the grants agreed at the last meeting.</p> <p>A resident of South Road advised that the 30mph flashing speed sign on South Road is not working and that the southern section of bridleway 18a/b is now impassable. The broken sign will be reported and councillors advised that the Council is looking into remedial work for the bridleway surface.</p>	<p>To arrange a working party.</p> <p>To report the broken speed sign.</p>
1	<p>Apologies for Absence Apologies had been received from County Councillor Sheppard and District Councillor Bikson.</p>	
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>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: The Parish Council Meeting held 3 February 2020</p>	Minutes agreed & signed.

<p>4</p>	<p>Planning Matters</p> <p>New Planning Applications Considered at the Meeting:</p> <p>a <u>LW/20/0088 – Winters Farm Courtyard</u> - Continued use of part of the building for single residential dwelling (resubmission following LW/19/0829). The Council resolved to support this application with the condition that it be tied to the existing property in perpetuity.</p> <p>b <u>LW/20/0083 - Weatherlys, Eastern Road</u> - Demolition of existing dwelling and outbuildings. Replacement two storey dwelling and garage with associated landscaping area. Having received an expression of concern from residents that would be affected by construction traffic for this site, the Council resolved to support the application, but with a request for the following conditions to be imposed:</p> <ul style="list-style-type: none"> • Photographs of the road surface along the length of Eastern Road (particularly beyond the turning for the Village Hall) to be taken before work commences and any damage resulting from construction traffic to be made good. • Restrictions as to when the work can take place (days/times), to control/minimise noise and disruption to other residents. • A request for site traffic to enter and exit the village via Green Road and Ditchling Road (to avoid the busy North Common Road/South Road area). <p>c <u>LW/20/0114 - Ham Barn, Slugwash Lane</u> - Prior Notification for a change of use from Agricultural Buildings to 1no. Dwelling House under The Town and Country (General Permitted Development) (England) Order 2015 (As Amended) Schedule 2 Part 3 Class Q. The Council supported this application, despite it being outside the planning boundary, since it is for a change of use of an existing building, rather than the creation of an entirely new one. It would however like to see the inclusion of an electric vehicle charging point, as part of the work.</p> <p>Notices of Planning Permission Received (for information only)</p> <p>d <u>LW/19/0875 - 5 Coppards Close</u> - Retrospective application for the creation of a porch.</p> <p>e <u>LW/19/0912 – Magpie Ridge – South Road</u> - Demolition of existing single-storey side extension and erection of two storey side extension.</p> <p>f <u>LW/19/0924 – The Reading Room, Green Road</u> - demolition of existing detached garage and replacement with single storey garden/leisure building, proposed dormer to west elevation and re-clad existing dormer to east elevation to match.</p> <p>g <u>LW/19/0917 - Park Hill, Hundred Acre Lane</u> - first floor rear balcony.</p> <p>Notice of Refusal Received (for information only)</p> <p>h <u>LW/19/0914 – Olde Barn, Ditchling Road</u> - Conversion of triple garage with extension to provide a single bedroom annex with double garage.</p>	<p>To support with condition as stated.</p> <p>To support with conditions as stated.</p> <p>To support, with comments as stated.</p>
<p>5</p>	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> - the Council approved payment of twelve items totalling £5533.40, in addition to re-issuing a cheque for £50, not presented within the six-month time limit (please see appendix A for details).</p> <p>b <u>To review quotes for repairing the village sign on Ditchling Road</u> – two quotes have now been received, but the Council is awaiting a third. Item deferred until next meeting.</p> <p>c <u>To review the costs for replacing dog waste bins with dual purpose bins and to decide how the Council would like to proceed</u> – whilst some information had been received from Lewes District Council, key questions remained unanswered, therefore the item will be deferred to the next meeting.</p>	<p>Payments approved.</p> <p>Item deferred to next meeting.</p> <p>Item deferred to next meeting.</p>

	d	<u>To accept the service agreement with Surrey Hills Solicitors LLP, for work undertaken to be charged at £250 per hour & VAT.</u>	Agreed.
6	a	Policies <u>To review and adopt an updated Pensions Discretion Policy</u> – the Council was happy to essentially update the clauses from its 2018 Pensions Discretions policy to meet the requirements of the Mandatory 2014 scheme. Councillors were however unsure as to what should go into the non-mandatory scheme. Councillor Rust offered to review this and offer advice.	Awaiting advice from Councillor Rust.
7	a	Report of Clerk <u>Update regarding quote for bollards along Green Road opposite Barnard and Brough</u> – awaiting a quote from East Sussex Highways.	Clerk to contact landowner for permission to put up signs.
	b	<u>Signage for the drovers road</u> – it was agreed to seek permission from the landowner to put up some signs to say no dumping of garden waste, dog fouling or damming the stream. These would be separate to information boards giving some historic context etc which are still being considered.	
	c	<u>Working party for new planting adjacent to drovers’ road</u> – Councillors Jackson, Rust and Pascoe to put in the plants this coming Saturday.	Cllrs NJ, EP & BR to plant.
	d	<u>Preparation for Annual Parish Meeting</u> – a number of speakers have now been confirmed and a draft agenda was circulated. Councillors to meet at the Hall to set up from 5.30pm.	
	e	<u>Village Hall Improvement Project</u> This item was deferred for discussion until after ‘Correspondence’ as it was expected to take some time and to allow members of the public present to hear any other items of business that they may have an interest in without having to wait around. For ease of reference, it will however be documented here in its original place on the agenda.	
	i	<u>To confirm review of the tender documentation. To note any questions arising from the review.</u> Councillors had reviewed the technical drawings which will make up much of the tender pack.	Clerk to seek legal advice regarding most appropriate form of agreement.
	ii	<u>To discuss and agree to have a legal agreement between the Village Hall Management Committee and Parish Council, detailing which party is responsible for what</u> – it was formally agreed to seek the advice of Ian Davison, Solicitor, as to what form of arrangement would be best in this situation.	
	iii	<u>To discuss and agree any responses considered necessary to the questions posed by the Hall’s architect (many of which are for the Management Committee to answer)</u> - it was agreed that it is critical to seek the legal advice outlined above, before making a number of other decisions which relate to this. It was agreed that, if it is found to be a free service, the Clerk will look to set up an account on the Contract Finder website. Discussion took place around funding for the project. The Clerk reminded Councillors that the Council could apply for a loan from the Public Works Loans Board, which would potentially enable all elements of the project to be completed in one phase, reducing overall costs and disruption and delivering improved facilities for the benefit of the community more quickly than if we wait to raise funds from other sources and split the project into multiple phases. The loan would need to be repaid by levying a small additional sum onto residents’ council tax and the Clerk believed there would need to be some consultation with the community, prior to entering into such a loan. The Council agreed for the Clerk to look into exactly what would be required.	
8	a	Reports from Councillors <u>Feedback from the Neighbourhood Planning event attended by Councillor Martin</u> – a key message coming out of the event was that neighbourhood plans are only just starting to be reviewed, and therefore there isn’t yet an established notion of what a review might	

		<p>look like. If a review were to introduce new policies, then it would require the full gamut of consultation and referendum, however it is less clear what the parameters are around making more minor changes and the level of consultation etc this would require.</p> <p>b <u>To discuss how to proceed with reviewing the Neighbourhood Plan in light of any advice gleaned from the event above.</u> In the first instance it was agreed to hold an informal working group meeting, to include members of the former Neighbourhood Plan Steering Group, alongside parish councillors, to discuss any changes that might be necessary to the Plan. It was proposed that the meeting take place on Saturday 28th March. Clerk to arrange.</p> <p>c <u>Feedback from the site meeting with a contractor at the drovers' road</u> – Councillor Pascoe, as someone who uses the drovers' road on a daily basis, had met with the contractor who carried out the original improvement work to the bridleway's surface in 2018. With the prolonged wet weather that we have recently had, the contractor was able to see just how bad the surface is in places, with the worst area being the most southerly stretch that was beyond the scope of the original work. On the basis of the discussion had on site, Councillor Pascoe to draw up a specification for the work required, for circulation to council members and the landowner, prior to approaching the contractor for a quote and seeking support from East Sussex County Council.</p>	<p>Clerk to arrange a working group meeting to begin discussions re updating the Neighbourhood Plan.</p> <p>Cllr Pascoe to draw up a specification for the work required, to be circulated to the Council and landowner before distribution.</p>
9		<p>Correspondence</p> <p>a <u>Consultation on the Chailey Neighbourhood Development Plan.</u> Consultation runs until Friday 27th March 2020.</p> <p>b <u>Response from Maria Caulfield regarding the Burgess Hill tip</u> – having been contacted by both the Parish Council and residents, Maria had been in touch with the East and West Sussex County Councils over this matter and hopes that some arrangement can be reached.</p> <p>c <u>Lewes District Council - consultation over proposed changes to taxi licences.</u> Consultation runs until 3 April 2020.</p> <p>d <u>Information regarding the sale of some land on Charwood Gardens, at auction, on 24th March and request for the Parish Council to consider purchasing it</u> – some debate took place around whether it would be appropriate for the Council to seek to purchase this land. The Clerk argued that it is amenity land used by residents in the western end of the Parish and it would therefore (subject to checking that there would be no legal or significant practical reasons against) seem entirely reasonable for the Council to own and maintain the land, for the benefit of residents in that area. Some members of the Council felt that it would be appropriate for the residents themselves to purchase the land, but, as the Clerk pointed out, this would require them to have some sort of residents' association and public liability insurance etc which may well be prohibitive. In the end it was agreed that, subject to seeking legal advice around the appropriateness of doing so, Councillor Pascoe would attend the auction on the Council's behalf and would place a bid of up to £5.</p>	
10		<p>Items for Noting or Inclusion on Next Agenda</p> <p>None noted.</p>	
11	a	<p>Date of Next Meeting</p> <p>Monday 6th April 2020 – Parish Council Meeting</p>	

Appendix A

Items Approved for Payment March 2020

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary March 20		1502.22	101001	134
East Sussex Pension Fund	Pension contributions March 20		626.27	101002	135
HMRC	Quarterly PAYE/NI Contributions		1384.97	101003	136
Lewes District Council	March 2020 play area inspection		18.00	101004	137
Transparity Solutions Ltd	Feb 2020 Office 365 Subscription		38.64	101005	138
Sage UK Ltd	March Sage 50 Accounts subscription		96.00	SO	139
Trident Computers UK Ltd	IT contract April 20		60.60	101006	140
Wivelsfield Village Hall	Hire of Renshaw Room as base for Community Clean Up event 28 March		20.00	101007	141
Barcombe Landscapes	Recreation ground maintenance Aug-Sept 2019	1187.97			
	War Memorial maintenance July – Nov 2019	253.76	1441.73	101008	142
E Gander	Purchase of 2 x condolence books	78.99			
	External hard drive & case	59.22			
	2 x bag dispensers for dog waste bin	16.08	154.29	101009	143
Wivelsfield PCC	Grant towards costs of VE day barn dance		150.00	101010	144
Cash			40.68	102517	145
Total Expenditure			5533.40		

& re-issue of a cheque previously issued but not presented within 6 months, to The Cock Inn for £50