

Minutes of the Parish Council Meeting Held Monday 2 October 2017

8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Agreed
Present	Councillors Dawson (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB), Phillips (SP) and Pascoe (EP). County Councillor Sheppard, L Gander (Clerk), L Thwaites (Assistant Clerk) and two members of the public.	
Open Forum	A gentleman mentioned that the minutes of 8 August are not available on the website. The Clerk apologised for this oversight and advised that both these and the minutes of 4 September will be uploaded this week.	
1	Apologies for Absence Apologies had been received from District Councillor Sugarman.	
2	Declarations of Members' Interests a To receive declarations of interest from Councillors on items on the agenda o Councillor Phillips declared a pecuniary interest in item 6b, as the application refers to a neighbour's property. b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	The Council acknowledged Councillor Phillip's declaration of interest.
3	To Approve the: a Minutes of the Parish Council meeting held 4 September 2017. b Addendum to the minutes of 26 July, as discussed at the last meeting.	Both approved & signed by the Chairman.
4	Correspondence a <u>South East Water Draft Drought Plan 2017</u> - consultation. The Plan may be viewed at southeastwater.co.uk/droughtplan and comments are invited by 29 th October. b <u>East Sussex Libraries - The Way Forward</u> - consultation on future changes to the East Sussex Library Service. Consultation period ends 14 December 17. o These proposals include plans to stop running the mobile library service. o This service is well used in Wivelsfield and would be missed by residents. o The promotion of the e-library as an alternative will not work for a proportion of elderly (and other) residents who do not have internet access. o The mobile library will be missed by Playgroup which visits it regularly. o The demise of the schools' library service will also be a great loss. c <u>Lewes District Council - letter about the Local Plan Part 2 and Neighbourhood Planning</u> . For information only. d <u>Invitation to attend the CPRE AGM</u> , to be held Saturday 14 October, 2.45pm, Iford Village Hall, to be followed by a talk from the Sussex Branch Director. e <u>Invitation to attend the 2017 Annual Employers Pension Forum for the East Sussex Pension Fund</u> , Civic Community Hall, Wealden District Council, Vicarage Lane, Hailsham, BN27 2AX on 5th December 2017. f <u>Invitation to put forward any strategic or unresolved queries to Sussex Police</u> , via SSALC's biannual meeting in November. There were no matters which the Council wished to raise. However, Councillor Phillips drew Council's attention to another event being run by the police this Friday in Lewes, focussing on youth crime, which had been highlighted in the SSALC	No comment. Council to object to proposals. Cllrs to check availability. Agenda to be circulated when available. Councillors interested should refer to newsletter previously

	g	newsletter. <u>Invitation to comment upon Lewes District Council's (LDC) Statement of Licencing Policy</u> – consultation period runs until 23 rd October.	circulated. No Comment.										
	h	<u>Invitation to attend the AirS AGM on 19 October.</u> No-one is able to attend as the event is at an awkward time.	Clerk to send Council's apologies.										
5		Financial Matters											
	a	<u>To review and authorise cheques for payment</u> – Council approved payment of twelve items (split between thirteen payments as the salaries figure includes payment to the Clerk and Assistant Clerk) totalling £4690.02. The Clerk will however be challenging the large BT bill which appears wrong.	All items approved for payment.										
	b	<u>To review the financial statements for the quarter ending 30 Sept</u> – the financial statements previously circulated, (in conjunction with the Clerk's financial report), had been reviewed and no queries were raised.											
	c	<u>To note the conclusion of the audit of the 2016/17 Annual Return</u> – the signed annual return has been received from the external auditor with no comments or qualifications. A notice of the conclusion of audit and notification of electors' rights has been posted in the notice board and on the Council's website.											
	d	<u>Confirmation of CIL due</u> – Lewes District Council had confirmed the following Community Infrastructure Levy payments due to the Parish Council from local development. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Gyllyngdune</td> <td style="text-align: right;">£8,595.00</td> </tr> <tr> <td>Greenhill Way - tranche 1</td> <td style="text-align: right;">£46,333.13</td> </tr> <tr> <td>Greenhill Way - tranche 2</td> <td style="text-align: right;">£38,271.88</td> </tr> <tr> <td>The Rosery</td> <td style="text-align: right;"><u>£135,403.12</u></td> </tr> <tr> <td>Total anticipated CIL Receipts</td> <td style="text-align: right;">£228,603.13</td> </tr> </table> Further money should be forthcoming from the permitted Springfield Industrial Estate development when this goes ahead.	Gyllyngdune	£8,595.00	Greenhill Way - tranche 1	£46,333.13	Greenhill Way - tranche 2	£38,271.88	The Rosery	<u>£135,403.12</u>	Total anticipated CIL Receipts	£228,603.13	The Clerk to contact the agent for the Springfield Industrial Estate to determine the current position.
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6		Planning Matters											
		New Planning Applications Reviewed at the Meeting											
	a	<u>LW/17/0730 - Unit 32, More House Farm, Ditchling Road</u> - Change of use of redundant agricultural building to create two units, comprising a micro-brewery and a bottling plant. <ul style="list-style-type: none"> o Council resolved to support this application, but to query how the waste arising from production will be dealt with. 	To support, but with a query.										
	b	<u>LW/17/0747 - 2 Allwood Crescent</u> - Single storey rear extension and pitched roof to bay. <ul style="list-style-type: none"> o Councillor Phillips left the room before discussion of this matter commenced. o The Council was however unable to comment since, prior to the meeting, the plans had not been uploaded to Lewes' planning system. 	No comment could be made as the plans had not been available on the planning portal.										
	c	<u>LW/17/0768 - The Old Granary, Meadowlands Farm, Slugwash Lane</u> - erection of a single storey extension and porch extension. <ul style="list-style-type: none"> o At the time of the meeting, the Council had not received copies of any letters of objection from neighbours. o As such, having reviewed the plans and noted that officer comments from previous refusals appeared to have been taken into account (the scale of this proposal being smaller than ones submitted previously), the Council resolved to support the application. 	To support.										
	d	<u>LW/17/0789 - The Royal Oak, Ditchling Road</u> - Full application for 4 dwellings with associated access and landscaping. <ul style="list-style-type: none"> o The Council resolved unanimously to object to this application on the following grounds: <ul style="list-style-type: none"> • The Council's original safety concerns (as per its response to 	To object on the grounds of parking and safety.										

	<p>e</p> <p>f</p> <p>g</p> <p>h</p>	<p>application ref LW/15/0827) still stand, and will be exacerbated by the addition of two more homes.</p> <ul style="list-style-type: none"> • These plans do not allow for any visitor parking bays, which are essential, since parking on the adjacent road is not an option. • The Council has concerns about how delivery vans/lorries would access homes on this site, particularly given that, with two additional homes and associated parking, the room for other vehicles to pull into and turn on the site will be reduced. • It was felt safer to reduce the number of homes and have a circular loop road in and out. • The extra car movements in and out will make a difference on what is already a very busy road, and set to become busier still with the prospect of significant further development directly adjacent to the B2112: <ul style="list-style-type: none"> ▪ Gamblemead – 151 homes – approved ▪ Rogers Farm – 37 homes – appeal lodged ▪ Hurst Farm – 375 homes – awaiting decision <p>Between them, these applications (if all approved) will represent an additional 563 homes adjacent to and highly likely to use the B2112.</p> <ul style="list-style-type: none"> • Contrary to what has been indicated in planning documents, the demolition of the pub has done nothing to improve view lines for drivers, since the trees and other foliage adjacent to the site continue to form a visual barrier. <p>To Acknowledge Notices of Planning Permission Received (for information only)</p> <p><u>LW/17/0657 - Park Hill Hundred Acre Lane</u> – porch to utility room.</p> <p><u>LW/17/0503 - 14 Downscroft</u> - Proposed two storey side extension and conversion of existing integral garage.</p> <p>Other Planning Matters</p> <p><u>Cala Homes</u> – update on general issues.</p> <ul style="list-style-type: none"> o The new sewerage system is up and running. o Residents looking to do tree works to trees adjacent to their house, but on the Cala site have contacted the site manager seeking permission. He in turn has referred this to the Tree Officer at LDC and has assured the Council that no work will be carried out until approval has been received. o Work to upgrade the electricity substation is imminent. <p><u>LW/17/0593 - Asylum Wood</u> – update on application.</p> <ul style="list-style-type: none"> o LDC is waiting to hear Mid Sussex District Council’s stance on this application. o Once this is received, it will go to LDC’s Planning Committee (probably in late November or mid-December). o The email feed which included a reply from Enplan, about the Parish Council’s comments on the application, has been removed from the website. No response was received from LDC when the Council asked for it to be reinstated. 	<p>Clerk to chase for the email feed to be reinstated on the website.</p>
<p>7</p>	<p>a</p> <p>b</p> <p>c</p>	<p>Report of Clerk</p> <p><u>To discuss and approve additional costs associated with painting and galvanizing the new Village Sign.</u> The Council agreed to an additional payment of £260 to cover the cost of painting and galvanizing the sign.</p> <p><u>To confirm details of a defibrillator familiarisation session being run on Wed 8 November.</u> The product familiarisation session will be run by the supplier of the defibrillators and will take place in the Renshaw Room at 7.30pm, for anyone who may like to attend.</p> <p><u>To receive a summary of the Project Management Course attended by the</u></p>	<p>£260 payment agreed.</p>

	<p>Clerk. The course had been useful and informative, allowing participants to put into practise some project management tools, which are likely to prove useful when undertaking projects for the Parish Council.</p>	
d	<p><u>Update on anti-social behaviour (ASB) in Wivelsfield Green</u> – there have continued to be some incidents of low-level ASB, affecting the school and Cala site. Cars playing loud music have also been congregating in the Village Hall car park in the early hours, causing a nuisance to residents. Anyone witnessing (or coming across damage from) any incidents of anti-social behaviour, however minor, is asked to report it to Sussex Police via 101.</p>	All incidents of anti-social behaviour to be reported to Sussex Police.
e	<p><u>To approve the purchase of replacement parts for the large Mastodont climbing unit.</u> Council approved purchase of two new noughts and crosses bars to replace those damaged, alongside four slats (one needed now, the others as spares) for the climbing unit.</p>	Purchase of replacement items approved.
f	<p><u>To discuss work to be undertaken at the den in the children's play area</u> – the Clerk & Assistant Clerk have explored different ways of blocking up the path from the den to the adjacent track, but without finding an ideal solution. Consequently, the Council agreed that, for now, it will instruct a contractor to remove the broken fencing inside the den and install one fence panel (to protect the fence of the adjacent garden), rather than seeking to do anything to the gap. The Council asked for the fence posts to be mounted on concrete posts, to prevent rotting and aid longevity. A budget of up to £300 was agreed for the work.</p>	Contractor to be engaged to clear the den of existing fencing and install one fence panel.
g	<p><u>To receive an update on the village gateways for North Common Road</u> – following the Council's feedback to East Sussex Highways, a speed survey has been ordered for North Common Road, to determine whether it would be practical to extend the 40mph limit and site the village gateways further east. Once the results of this survey are known, East Sussex Highways will liaise with the Traffic Safety team and Sussex Police to reach a decision.</p>	
h	<p><u>Update re funding application for an outdoor gym</u> – the funding application to Awards for All has been submitted.</p>	
i	<p><u>To share the initial findings of conversations with other councils about Multi-use Games Areas (MUGAs)</u> – discussion with other Councils had shown that there are a significant number of factors to consider before deciding to progress with having a MUGA. As well as obvious matters such as location, lighting and size, it would be important to determine who the target user groups would be, what games would therefore need to be accommodated and what surfacing would be required. One Council had had hirers complain that the surface was too hard for some games and too soft for others. There would also be the question of how the MUGA's use would be managed.</p>	More research to be undertaken.
j	<p><u>To note the information received from Highways regarding the costs of additional speed reduction features on Green Road.</u> East Sussex Highways' policies will not support the installation of a permanent vehicle activated sign which shows the speed vehicles are doing. Similarly, there would be lots of criteria that would have to be met for East Sussex Highways to consider installing a speed table on Green Road near Baldings Cottages (including additional signage and lighting) and the cost (said to be tens of thousands of pounds, which would have to be borne by the Parish Council) would be prohibitive.</p>	
k	<p><u>To agree and adopt the terms of reference (ToR) for the Council's sub-committees and working groups</u> – subject to a correction being made to the referencing within the ToR on CIL, both documents were agreed and adopted by the Council.</p>	Terms of Reference agreed & adopted.
l	<p><u>To review and discuss the experiences shared by other Clerks, of registering assets of community value.</u> Feedback received so far had been mixed.</p>	BT to be contacted to

		Some councils had found that having properties registered was not popular with their owners. Some had tried and failed to get a community bid together and had simply protracted the sale by six months. In other cases, a successful bid had been made. It was suggested that the (now seemingly redundant) BT exchange on South Road would make a good central community facility for the village if it could be redeveloped. Clerk to make enquiries of BT.	establish their plans for the telephone exchange on South Road.
8	<p>a</p> <p>Report from Assistant Clerk <u>To note the briefing paper circulated on the General Data Protection Regulations which come into effect next May.</u> Key points arising from this training were that:</p> <ul style="list-style-type: none"> o All organisations will have to be more transparent on data protection. o People should not keep hold of your personal data for longer than needed, as individuals have a 'right to be forgotten'. o We need to complete a data audit and data cleansing exercise. o The Council needs a data retention policy. <p>b</p> <p><u>In line with the advice given at the above course:</u></p> <p>i</p> <p><u>To agree to each councillor having a Parish Council specific email address to be used only for Parish Council business and retained as a stand-alone system</u> – after some debate, it was agreed that this will be given more consideration at a later date.</p> <p>ii</p> <p><u>To note that the Clerk/Assistant Clerk are looking into the possibility of switching to a .gov domain and associated email addresses</u> – opinion was split over the idea of having a .gov domain. Some queried whether it may make the Parish Council seem more political and whether it would offer any tangible benefit eg enhanced security. Others could see the merit in people knowing that a .gov address is 'official', however further discussion was postponed to a future meeting.</p> <p>iii</p> <p><u>To give the Clerk/Assistant Clerk delegated authority to purchase an appropriate Office 365 (or equivalent) package, to allow for multiple email addresses and secure file-sharing facilities</u> – the Council resolved to allow the Clerk and Assistant Clerk to purchase an appropriate business version of Office 365, paid for by monthly direct debit.</p> <p>c</p> <p><u>To review the proposal circulated for the printing and distribution of road safety posters</u> – it was agreed to have 2 x A2 posters professionally printed on correx board and 10 x A3 versions. Two designs will be copied and laminated (at A4) in the office.</p> <p>d</p> <p><u>To give an update on the agreed locations for the remaining defibrillators and progress with obtaining quotes for installation. To discuss giving delegated authority to the Clerk & Assistant Clerk to receive and review the quotes and appoint a contractor.</u> The defibrillator for the east of Wivelsfield Green will be mounted outside the Parish Council office at the Cock Inn. Permission has now also been received for the defib in the west of the Parish to be mounted on a UK Power Networks substation in Orchard Close, with the energy supply to be run from an adjacent green cabinet. The Assistant Clerk is awaiting the final quotes and the Council agreed for Clerk and Assistant Clerk to appoint a contractor.</p> <p>e</p> <p><u>Update on Welcome Pack</u> – the Welcome Pack is nearing completion and should be finalised soon.</p>	<p>To be considered at a later date.</p> <p>To be given consideration at a later date.</p> <p>Clerk & Asst Clerk to purchase suitable Office 365 subscription.</p> <p>Posters agreed.</p> <p>The Clerk & Assistant Clerk were given delegated authority to appoint an electrician to install the defibrillators.</p>	
9	<p>a</p> <p>Report from Councillors <u>To receive any update on proposals for CCTV coverage of the children's play area</u> – Councillor Pascoe had not heard anything from the Village Hall Management Committee regarding this, so item deferred to another time.</p> <p>b</p> <p>To discuss issues with the roads in Wivelsfield Green including:</p> <ul style="list-style-type: none"> • State of gulleys – Clerk to liaise with Lewes District Council. 	<p>Item deferred.</p> <p>The Clerk to follow up with</p>	

		<ul style="list-style-type: none"> Sunken drain covers etc from previous repairs – Clerk to write to East Sussex Highways and Clancy Docwra (as appropriate). <p>The Council also noted how churned up the verge opposite Barnard & Brough (B&B) is getting, where cars are constantly being parked. Visibility from Blackmores is also being impaired by a silver sign that B&B have put on the corner of their forecourt.</p> <p>Likewise, it was noted that some trees and hedges are becoming overgrown.</p>	the relevant bodies.
10	a b	<p>Items for Noting or Inclusion on Next Agenda</p> <p>Parking on the pavements and verges</p> <p>Work to bridleway 18 a & b</p>	
11		<p>Date of Next Meeting</p> <p>Monday 6 November – Parish Council Meeting</p>	
12	a b	<p>Staffing Matters</p> <p>Exclusion of the Press and Public</p> <p>By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for these items (Public Bodies - Admission to Meetings - Act 1960).</p> <p><u>To approve the Contract of Employment for the Assistant Clerk</u> – the Assistant Clerk’s contract was approved and signed by the Chair.</p> <p><u>To discuss updating the Clerk’s contract to bring it in line with the current model and to reflect new responsibilities</u> – this was agreed.</p>	Asst Clerk Contract approved. Clerk’s contract to be updated.

Appendix A

Items approved for payment at the meeting.

Payee	Expenditure	Value	Total	Chq No(s)
		£	£	
Lewes District Council	October 2017 Monthly Play Area Inspection Dog bin emptying 1 Oct – 31 Dec 17 Litter bin emptying 1 Oct – 31 Dec 17	18.00 655.20 54.29	727.49	100649
EAC Software	Email hosting		36.00	100650
Clerk & Assistant Clerk	Salaries – Clerk – October 2017 Assistant Clerk – Sept & Oct 2017		1904.58	100651 100652
E Gander	Travel Expenses – Project Mgt & Clerks Development Courses Keys cut for Assistant Clerk	16.92 24.00	40.92	100653
L Thwaites	Travel Expenses – GDPR Training		14.40	100654
East Sussex Pension Fund	Pension contributions October 2017		401.37	100655
Jaks Leisure (The Cock Inn)	Donation for use of office Oct-Dec 17		300.00	100656
PKF Littlejohn	Year end external audit		360.00	100657
Tom Carter	Cost of painting and galvanising village sign		260.00	100658
Wivelsfield Village Hall	Hire of Renshaw Room for Defib familiarisation session – 8 November 17		21.50	100659
BT	Phone & broadband 23 Jun – 30 Nov 17		586.76	DD
Thomily	Electrical safety checks of office equipment & repair to heater		37.00	100660
Total			4690.02	