



**WIVELSFIELD**  
PARISH COUNCIL

## Draft Minutes of the Parish Council Meeting Held Monday 3 February 2020

8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
<b>Present:</b>	Councillors Dawson, (ID, Chair), Rust (BR), Haffenden (IH), Martin (HM) and Jackson (NJ). Liz Gander (Clerk), County Councillor Sheppard and three members of the public.	
<b>Open Forum:</b>	No open forum was required.	
<b>1</b>	<p><b>Apologies for Absence</b> Apologies had been received from Councillor Pascoe who had work commitments. The Vicar, Christopher Powell and Paula Wood (Church Warden) had also sent their apologies.</p>	Apologies accepted.
<b>2</b>	<p><b>Declarations of Members' Interests</b> a To receive declarations of interest from Councillors on items on the agenda b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	None noted.
<b>3</b>	<p><b>To Approve the Minutes of:</b> a The Parish Council Meeting held 6 January 2020</p>	Approved & signed.
<b>4</b>	<p><b>Planning Matters</b> <b>New applications considered at the meaning:</b> a <u>LW/19/0924 - The Reading Room Green Road</u> - Proposed 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. The Council supported the application, but asked that the following comments/conditions be considered:  <ul style="list-style-type: none"> <li>• It is presumed that the new building will be for non-residential, domestic use.</li> <li>• The building should be tied to the existing property, so that it cannot be sold off as separate accommodation at a later date.</li> <li>• Vehicular access to the rear of the property should be removed as there will no longer be a garage requiring access.</li> </ul> </p> <p>b <u>LW/19/0914 - Olde Barn Ditchling Road</u> - Conversion of triple garage with modest extension to provide a single bedroom annex with double garage. To support on the proviso that the annex will be tied to the existing house. The Parish Council would also encourage the provision of electric vehicle charging points as a part of the work.</p> <p>c <u>LW/19/0917 - Park Hill, Hundred Acre Lane</u> - Proposed first floor rear balcony.</p> <p>d <u>TW/20/0001/TCA - Wivelsfield Vicarage, Church Lane</u> - T1 - Corkscrew Willow, T2 - Corkscrew Willow, T3 - Corkscrew Willow, fell to ground level - all show branch breakage with major dead sections in crown due to Anthracnose.</p> <p>e <b>Notice of Planning Permission Received</b> (for information only) <u>LW/19/0844 - 32 Charlwood Road</u> - Demolition of existing garage and construction of new side extension and single storey rear extension.</p>	<p>To support but with suggested conditions.</p> <p>To support with requests as detailed.</p> <p>To support.</p> <p>To support with request for new trees to be planted in place of those felled.</p>

	<p><b>Other Planning Matters</b></p> <p>f <u>Springfield development</u> – the Head of New Business for the Guinness Partnership had confirmed that, ‘we are planning to issue an information flyer to the local residents shortly and this will contain the same plan and elevations that the Parish Councillors reviewed in November. Depending on the feedback from local people, we may than hold a public exhibition. I am still hoping to meet with several of the neighbouring residents most affected by the development to discuss the proposals with them, prior to submission of the planning application.’</p> <p>g <u>DM/17/2739 – update on the proposed Hurst Farm development and to note copies of objections received relating to the air quality report published in Dec 19 and ancient woodland.</u> Having not heard a decision about the Hurst Farm development (despite the determination deadline having been September 2017), the Clerk had contacted Mid Sussex District Council for an update. A planning officer had explained that, ‘Members resolved to approve the planning application subject to the completion of a legal agreement to secure the necessary affordable housing, infrastructure provision, burial ground, allotments, land for the school and country park. The legal agreement has not been completed and therefore the decision hasn’t been issued.</p> <p>As there has been over a year since the application was reported to committee, the air quality information that formed part of the planning application needed to be updated.’</p> <p>The Parish Council had received copies of a number of letters of objection to the air quality report.</p> <p>h <u>DM/17/2739 – opportunity to comment upon the updated Air Quality report if required</u> (consultation ends 16 Feb). The Council felt that it was not equipped to comment, due to the technical nature of this document, but was satisfied that the District Council will need to review it fully and take account of the objections raised.</p>	No comment.
5	<p><b>Financial Matters</b></p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved eleven items for payment, totalling £5747.96.</p> <p>b <u>Request for a grant for the Historical Society</u> – it was agreed to award a grant of £150 to the Historical Society.</p> <p>c <u>Request for a grant for Churchyard maintenance</u> – the Council resolved to pay the budgeted grant sum of £2500 to the Church for maintenance of the Churchyard, which is a valued resource open to all within the Parish.</p> <p>d <u>VE barn dance funding query</u> - it was agreed to make a contribution of £150 to the costs of the VE barn dance, on the proviso that, if any profits are made, these go towards hiring a kango hammer to break up the concrete blocks currently presenting a hazard in the Church garden, and getting a working party together to remove them.</p> <p>e <u>To agree to set up a new direct debit arrangement for BT</u> (the last one was cancelled by the bank owing to inactivity, as we were using up the credit on our BT account).</p> <p>f <u>To review the quote for repairing the village sign on Ditchling Road</u> – as the damage to the sign appears to have been caused by hedge cutting equipment, the Clerk was asked to contact the landowner to find out who would have been the contractor for the work and to ascertain whether there would be any insurance cover in place that would cover the damage. In the meantime, as the blacksmith had estimated a repair bill of approximately £700, the Clerk will seek another two quotes for the work.</p> <p>g <u>To review the estimate for replacing streetlights along North Common road with second hand, free issue, more modern lamps</u> (labour charge only) – the Council approved the estimate of £557.94 &amp; VAT.</p>	<p>Payments approved.</p> <p>Grant of £150 agreed.</p> <p>Grant of £2500 agreed.</p> <p>Grant of £150 agreed with conditions.</p> <p>Direct debit arrangement approved.</p> <p>Landowner to be contacted and comparative quotes sought.</p> <p>To pay for the installation of new lamps.</p>

	h	<p><u>To review the number and respective cost and frequency of emptying the dog and litter bins owned by the Council</u> – the cost of emptying dog waste bins is significantly higher than that of emptying litter/dual purpose bins. As it is now permissible for dog waste to be put into standard litter bins (as all waste is incinerated), the council resolved to explore the costs of having the six dog bins it currently pays to have emptied, swapped for dual purpose bins.</p> <p>It was thought that the cost savings to be made from reduced emptying fees means that the initial purchase cost of new bins would be covered within year 3, after which significant savings would be made. The Clerk to find out what it would cost to replace either half the Council's existing dog bins with dual purpose bins (as a trial), or whether there would be any economies of scale by having all six replaced at once.</p>	Clerk to seek information from Lewes District Council and put item on the agenda for the next meeting.
6	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p><b>Report of Clerk</b></p> <p><u>Update re drovers road surface</u> - awaiting a meeting with the company that did the original work to the bridleway.</p> <p><u>Update regarding quote for bollards along Green Road opposite Barnard and Brough</u> – a quote has been requested from East Sussex Highways. A review of the documentation for the 30mph speed reduction scheme implemented a few years ago confirmed that originally, Highways had intended to install bollards along the full length of this verge, but then this didn't happen. As it was part of the original spec, the Clerk has therefore asked whether Highways would be willing to contribute to the cost of the posts' installation.</p> <p><u>Approximate costs for signage for the drovers road</u> – the Clerk had been in touch with the company that produced the signs for the Burgess Hill Green Circle, to obtain some idea of costs of this type of sign. Costs were quite high, (ranging from £725 for an A2 sign, to £1125 for an A0 board), so the Council will look at the wording/images it would like to have on a sign, before deciding how to proceed.</p> <p><u>To discuss new planting adjacent to drovers' road</u> – the Council agreed to form a working party to plant the blackthorn plants kindly provided by Councillor Jackson.</p> <p><u>Preparation for Annual Parish Meeting</u> – it was agreed to follow the usual format and to invite representatives from the Guinness Partnership, Hospice, Speed Watch, East Sussex Highways and Sussex Police along to speak, as well as our District and County Councillors, MP and representatives of local groups. The Village Hall Management Committee will be asked to provide refreshments, with any proceeds going to the Hall Improvement Project fund.</p> <p><u>Update on Hospice allotments working party and to discuss whether, if allotments become available there, it would still be useful to have them at the Springfield site if possible.</u> The Council has received a few expressions of interest about allotments following the article in the last Wivelsfield News and is now waiting to hear from the Hospice regarding a working party. The Council felt it would be beneficial to have allotments in both locations, if it proves possible to accommodate them at the Springfield site. It is hoped that, as and when the Hurst Farm development happens, some of the allotments there will also be open to Wivelsfield residents, given that the land being used for them falls within Wivelsfield Parish.</p> <p><u>Information from Lewes District Council about updating a neighbourhood plan</u> – the Neighbourhood Planning Officer at Lewes District Council had sent through some information about the different tiers of review that can be undertaken and their implications in terms of the level of public consultation etc required. The Council agreed to postpone any decisions about how to proceed until Councillor Martin has attended a Neighbourhood Planning event later this month, to see if it offers any useful input.</p>	<p>To add to next agenda.</p> <p>Awaiting quote.</p> <p>Council to draft wording for signs.</p> <p>Working party to undertake planting.</p> <p>Speakers to be invited.</p> <p>Feedback from the Neighbourhood Planning event to be added to the next agenda.</p>

	h	<p><u>SLR meeting dates and updated Terms of Reference</u> – East Sussex Highways had provided an updated terms of reference detailing terms and conditions for its Strengthening Local Relationships (SLR) meetings with Highways staff. The Clerk was still awaiting confirmation of possible dates for the next SLR meeting in Wivelsfield.</p>	
7		<p><b>Correspondence</b>  <b>To discuss the correspondence listed below and other items received between publication of the agenda and this meeting.</b></p> <p>a <u>SSALC survey</u>. Responses required by 28 February.</p> <p>b <u>Consultation on the 'soundness' and legal and procedural compliance of the West Sussex County Council and South Downs National Park Authority's Proposed Submission Draft Soft Sand Review of the Joint Minerals Local Plan</u>. Representation deadline 11.59pm on Monday 2 March.</p> <p>c <u>Meeting room hire at the Hospice</u> – the Hospice has indicated that it would be willing to match the cost of other local room hire should the council need to use one of its meeting rooms occasionally.</p> <p>d <u>Consultation on Lewes District Council Draft Corporate Plan 2020-24</u>. Consultation ends Wednesday 19 February 2020. Councillors to review and come back with any comments if necessary.</p> <p>e <u>Query about upgrading the lights in the Village Hall car park</u> – the Chairman of the Hall Committee had said that the quality of light given off by the lights in the Village Hall car park is not great and wondered if they could be upgraded. The Council was reluctant to spend additional money on upgrading the lights. However, the Clerk passed on these comments to the East Sussex Highways Lighting team who had a look and changed the type of bulb in use to try to improve the amount of light given out.</p> <p>f <u>Information from Lewes District Council about when and how planning applications are referred to the Planning Committee rather than being decided under delegated powers</u> – Councillors had reviewed this document, which was circulated for information.</p> <p>g <u>Invitation to attend a Royal Town Planning Institute (RTPI) event on 'Planning with Communities'</u>, Tuesday 11 February, 1-4.45pm, The All Saints Centre, Friars Walk, Lewes.</p> <p>h <u>Damage to shrubs adjacent to drovers road</u> – damage to a variety of shrubs along the drovers road had been reported. However councillors who use the route regularly, believed that any 'damage' done, was in fact pruning to cut back foliage which would otherwise have been in the way.</p> <p>i <u>Invitation to participate in the Great British Spring Clean, 20 March-13 April</u> – the Council agreed to run a community litter pick, to be held on the morning of Saturday 28<sup>th</sup> March, from 10am-12pm, to be followed with light refreshments at The Cock Inn, as a thank you to volunteers. The Council agreed a budget of up to £100 for this.</p> <p>j <u>Update on road repairs outside Pepper Close (the former Royal Oak)</u> – it had been confirmed by East Sussex Highways that utility firms had been out to undertake remedial work to the road.</p> <p>k <u>Update from Maria Caulfield, MP</u> – the Chairman read out an update from Maria, which covered matters including pothole repairs, train services and policing.</p> <p>l <u>Query regarding the grass cutting contract for highway verges</u> - a resident had asked that, where there is a small strip of verge, the contractor be asked to use a standard mower, rather than a ride-on, to reduce emissions. Though the Council appreciated the intention behind this, as the ride-on will be driving between one verge and the next anyway, it was felt there would be no significant benefit from making this request and the increased time/labour cost would be prohibitive.</p>	<p>Clerk to fill in.</p> <p>No comment.</p> <p>Cllrs to review.</p> <p>Cllr Martin to attend.</p>

<b>8</b>		<b>Items for Noting or Inclusion on Next Agenda</b>	None noted.
<b>9</b>	a	<b>Date of Next Meeting</b> Monday 2nd March 2019 – Parish Council Meeting	

The meeting closed at 9.23pm.

## Appendix A

### Items Approved for Payment February 2020

<b>Payee</b>	<b>Expenditure</b>	<b>Value</b>	<b>Total</b>	<b>Chq No</b>	<b>Voucher Ref</b>
		<b>£</b>	<b>£</b>		
<b>General Expenditure</b>					
Clerk	Salary Feb 20		1502.42	100991	123
East Sussex Pension Fund	Pension contributions Feb 20		626.27	100992	124
Lewes District Council	Feb 2020 play area inspection		18.00	100993	125
Transparency Solutions Ltd	Jan 2020 Office 365 Subscription		38.64	100994	126
Sage UK Ltd	February Sage 50 Accounts subscription		96.00	SO	127
Trident Computers UK Ltd	IT contract March 20		60.60	100995	128
Watson's Groundcare Services	Fitting of parts at children's play area Removing finger traps from equipment	210.00 120.00	330.00	100996	129
Wivelsfield PCC	Churchyard maintenance grant		2500.00	100997	130
Wivelsfield Historical Society	Grant		150.00	100998	131
BT	Quarterly bill (included on last month's payment schedule as a DD, but not taken)		368.04	100999	132
E Gander	Booking for Cllr Martin to attend Neighbourhood Planning event Purchase of plastic key fobs for padlock keys	56.10 1.89	57.99	101000	133
<b>Total Expenditure</b>			<b>5747.96</b>		