

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 a Parish Council meeting to be held in the Church Hall, Church Lane, on **Monday 4 February 2019** at 8pm.

Liz Gander (Clerk)
30 January 2019

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	Apologies for Absence	
2	Declarations of Members' Interests	All councillors
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	
3	To Approve the Minutes of: The Parish Council Meeting held 7 January 2019	All councillors
4	Planning Matters To consider the Planning Applications below and any others received between the publication of this agenda and the meeting.	All councillors
a	<u>LW/18/0900 - Somerset House, Green Road</u> - Change of use from office to dwelling (25 flats).*	
	Notice of Refusal of Planning (for information only)	
b	<u>LW/18/0533 - Clearview, Nursery Lane</u> - Change of use from ancillary accommodation to independent dwelling and minor changes to fenestration.	
	Other Planning Matters	
c	<u>Springfield Industrial Estate</u> - update if available.	
d	<u>Charters Gate Way</u> - update on sewage issues.	
5	Financial Matters	Clerk
a	To review and authorise cheques for payment.	
b	To agree to move money from the Co-op Account across to the Barclays base rate tracker account.	
c	To consider moving to an alternative accounts package to save money going forwards.	
6	To Review & Adopt the Following Policies/Documents	
a	Risk Management Strategy (annual update and review)	
b	Risk Assessment Schedule (annual update and review)	
c	Staff Privacy Notice (new)	
d	Information Security Incident Policy (new)	
e	Financial Regulations (update of 4.1 in line with the Internal Auditor's recommendations)	

7		<p>Report of Clerk</p> <p>a To review comparative costs of dog and dual purpose (litter/dog waste) bins. To agree a strategy for replacing the bins over time.</p> <p>b To discuss the potential recruitment of another Assistant Clerk.</p> <p>c Request to attend Clerks' Networking Day on 4 April.</p> <p>d Update on the tree work on trees at the perimeter of the Village Hall car park.</p> <p>e Update re CCTV project.</p> <p>f Update on arrangements for this year's Annual Parish Meeting to be held on Thursday 14 March.</p> <p>g Update regarding the proposal to spray pink paint on areas of dog fouling.</p> <p>h To confirm that Highways will allow the Parish Council to seek independent quotes for installing bollards on verges opposite the shop. To look at the breakdown of costs that were originally given and to decide on a course of action.</p> <p>i To review quotes for an IT security contract and to resolve to appoint a contractor (if deemed appropriate).</p> <p>j To note the timetable for this year's Parish Council elections and the dates for the nomination period.</p>	Clerk
8		<p>Correspondence</p> <p>a Letter from the Council's payroll services provider advising that minimum pension contribution rates are going up as of April 2019. This does not however affect the Parish Council in so far as the contribution rates within the Local Government Pension Scheme already exceed this threshold.</p> <p>b Letter from a road user to report a hole outside Travis Perkins and asking that the sunken drain covers along Green Road be repaired.</p> <p>c Invitation to attend a UK Power Networks Local Government Forum, Brighthelm Centre, Brighton, Thurs 14 Feb, 9am for 9.30am – 12.45pm.</p> <p>d Invitation for Council members to visit the Sussex Police Command and Control Centre on Thursday 31st Jan between 5pm and 8pm, Tuesday 19th February between 10.30am and 1.30pm or Sunday 3rd March between 11am and 2pm.</p> <p>e Lewes District Council - Assessment of Open Spaces, Playing Pitches and other Sports Facilities.</p> <p>f Confirmation that the entrance way/junction to Charters Gate Way has been adopted as part of the public highway.</p> <p>g Confirmation that the village gateway near the Hospice entrance has been set back to improve sight lines.</p> <p>h To note the resignation of Councillor van Bochove, effective from 10 February 2019.</p> <p>i Soft Sand Review of the West Sussex Joint Minerals Local Plan – consultation regarding the West Sussex strategy for maintaining a steady and adequate supply of soft sand. Consultation ends 5pm, 18 March 2019.</p> <p>j Confirmation that the Asset of Community Value nomination for Antye Field has been received by Lewes District Council and will be decided upon by 8 March.</p> <p>k Confirmation of additional signage for Slugwash Lane.</p>	Clerk
9		<p>Items for Noting or Inclusion on Next Agenda</p>	
10		<p>Date of Next Meeting</p> <p>a Monday 4th March 2019 – Parish Council Meeting</p> <p>b Thursday 14th March – Annual Parish Meeting</p>	

*comments to be with Lewes District Council by 25 February 2019