

Minutes of the Parish Council Meeting Held 4 February 2019 8pm, Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors van Bochove (Acting Chair), Pascoe, Rust and Martin. District Councillor Bikson, Liz Gander (Clerk) and one member of the public.	
Open Forum:	<p>Councillor van Bochove introduced herself as Acting Chair for the meeting, in the absence of the Chair and Vice-Chair and invited any questions.</p> <p>The resident present asked if Councillor Stoner had been in touch with the Ouse & Adur Rivers Trust, to follow up on the on-site meeting promised. Clerk to check with Councillor Stoner.</p> <p>The resident also mentioned that she had seen something in the Local Plan Part 2 Submission Document which referred to 95 houses for Wivelsfield and was concerned about the site behind Baldocks. The Clerk believes the 95 homes was a reference to those allocated for the west of the Parish, adjacent to Burgess Hill.</p> <p>Councillor Bikson said she has had complaints from residents of South Road, concerned about inconsiderate parking from parents going to the school. The Clerk mentioned that the school has put out a request in the next Wivelsfield News for residents in the vicinity of the school to consider letting out their driveways at the beginning and end of a school day, in order to alleviate the pressure on surrounding roads.</p>	
1	<p>Apologies for Absence Apologies had been received from the Chair, Ian Dawson and Vice-Chair, Judy Stoner, as well as County Councillor Sheppard.</p>	Apologies accepted.
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: <u>The Parish Council Meeting held 7 January 2019</u> – Councillor Pascoe asked the Council to reconsider its decision to refuse to buy him a copy of Microsoft Office 2010. The Chair pointed out that it is his personal choice that he continues to use an old system, not compatible with Office 365 and noted that a minuted decision about this had been taken.</p>	Agreed & signed.
4	<p>Planning Matters <u>New Planning Applications for Consideration</u> <u>LW/18/0900 - Somerset House, Green Road</u> - Change of use from office to dwelling (25 flats). Following some discussion, the Parish Council resolved to object to this application on a number of grounds:</p> <ol style="list-style-type: none"> 1. Loss of business premises/employment. 2. The housing requirement for Wivelsfield has already been met within the Wivelsfield Neighbourhood Plan. 3. There is no assessed housing need for small flats within the village. 	To object on the grounds as detailed.

		<p>4. Wivelsfield Green is already accommodating more housing than the upper number considered sustainable for a village of this type.</p> <p>5. It is unclear as to what number of dwellings is actually being applied for, since the written application states 25, whereas the plans show 26.</p> <p>6. The conversion of the building to (predominantly) studio flats, is considered to be over-development of the site.</p> <p>7. The proposal to convert the building to studio and one bed flats is not in keeping with the Neighbourhood Plan's aim to provide homes for young families, young people and older people looking to downsize.</p> <p>8. The Council would wish the properties to be accessible but the plans show no lift access to the first floor.</p> <p>9. The proposal to retain the existing building as is and simply convert it means that the scheme would be at odds with Policy 5 of the Neighbourhood Plan on design which specifies that dwellings should be in keeping with their surroundings.</p> <p>10. The application refers to the site being sustainable owing to the 'regular' bus service which runs through the Village, which there is not.</p> <p>11. The number of parking spaces proposed is considered inadequate and does not meet the Neighbourhood Plan's requirement for a minimum of two spaces per dwelling¹.</p> <p>12. The junction of Eastern Road and Green Road is already hazardous, with poor visibility eastbound for vehicles turning out of Eastern Road.</p> <p>13. The plans show no provision for any communal outdoor space, communal bin store, electric vehicle charging points etc.</p> <p>14. There appears to be no provision for affordable units.</p> <p>15. Lewes District does now have a five-year housing land supply in place.</p> <p>Other Planning Matters</p> <p>b <u>Springfield Industrial Estate</u> – no update available.</p> <p>c <u>Charters Gate Way</u> – update on sewage issues. There has been correspondence between residents and Cala about the noise from the temporary pumps and steps have been taken to help mitigate this. There is now a residents' association which has agreed to write to Cala and Remus detailing the various matters residents aren't happy with and asking for them to be resolved. There is a fear amongst residents that if Cala leaves the site without rectifying matters, Remus may end up trying to pass costs onto residents.</p>	
5	<p>a <u>To review and authorise cheques for payment</u> – the Council approved seven items for payment, totalling £2908.86.</p> <p>b <u>To agree to move money from the Co-op Account across to the Barclays base rate tracker account</u> – it was agreed to move £100k across to Barclays whilst exploring other short-term investment options.</p> <p>c <u>To consider moving to an alternative accounts package to save money going forwards</u> – the Clerk to trial some alternative accounts packages.</p>		
6	<p>To Review & Adopt the Following Policies/Documents</p> <p>a Risk Management Strategy (annual update and review)</p> <p>b Risk Assessment Schedule (annual update and review)</p> <p>c Staff Privacy Notice (new)</p> <p>d Information Security Incident Policy (new)</p> <p>e Financial Regulations (update of 4.1 in line with the Internal Auditor's recommendations)</p>		All policies and documents as presented to the Council were agreed & adopted.

¹ Wivelsfield Neighbourhood Plan – Policy 5 – Design – para 5.3

7	<p>Report of Clerk</p> <p>a <u>To review comparative costs of dog and dual purpose (litter/dog waste) bins. To agree a strategy for replacing the bins over time</u> – whilst it had been suggested at the last meeting that it might be good to have a formal strategy on replacing dog bins as they require renewal, further discussion resulted in the Council deciding to deal with each one on a case by case basis as they arise.</p> <p>b <u>To discuss the potential recruitment of another Assistant Clerk</u> – as the Clerk was unsure whether there would be sufficient regular work that could be given to a part-time Assistant, it was suggested that the option of using an existing clerk/assistant clerk on a part-time, ad-hoc basis might work well. The Clerk to liaise with SALC regarding this.</p> <p>c <u>Request to attend Clerks’ Networking Day on 4 April.</u></p> <p>d <u>Update on the tree work on trees at the perimeter of the Village Hall car park</u> – the maintenance work to the trees has taken place and all went well. Subsequently however a letter has been received from residents of Eastern Road, (copied also to the Management Committee) requesting a meeting and asking that more significant work be carried out to reduce the size of the trees. Following some debate, the Council agreed that it should write to the Management Committee reiterating its request for the Committee to accept responsibility for the trees, and advise the residents that future communication should be with the Hall.</p> <p>e <u>Update re CCTV project</u> – the handyman that the Council uses is willing to use the trenching machine for laying the CCTV cables. This is likely to be significantly cheaper than the quote provided by East Sussex Highways. Since trenching machines are regularly hired out to members of the public, it should be fine from a safety/insurance perspective. The Council asked that, in preparation for the April meeting (as Councillor Pascoe has tendered his apologies for the March one), he presents a paper clarifying what has already been approved, what needs to be approved and recommendations as to how we move this project forwards.</p> <p>f <u>Update on arrangements for this year’s Annual Parish Meeting (APM) to be held on Thursday 14 March</u> – speakers are confirmed for the APM. Things for the Council to publicise include: <ul style="list-style-type: none"> • Parish Council elections • Praise to LDC for the new recycling bins • CCTV • Possible footpath to drivers’ road • Mobile Vehicle Activated sign • Coloured dog poo • Antye Field – result of the Asset of Community Value application • Springfield site – if update available </p> <p>g <u>Update regarding the proposal to spray pink paint on areas of dog fouling</u> – a member of the Neighbourhood First team at Lewes District Council has confirmed that are not running (and do not plan to run) any ‘pink poo’ campaigns that we could be a part of. As such, the Clerk will proceed with the plan of buying four cans of chalk spray to highlight dog mess around the Parish, and see if it has the desired effect of shaming irresponsible owners into picking up after their dogs.</p> <p>h <u>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.</u> Analysis of the quote from East Sussex Highways had shown that they had apparently factored in very little for labour, with the bulk of the cost coming from materials and traffic management etc – all costs which would have to be passed on by any contractor. As such, the Clerk was not sure to what extent going to a private contractor would enable this quote to be improved</p>	<p>Clerk to liaise with SALC re employing an assistant on an ad hoc basis. Agreed.</p> <p>Councillor Pascoe asked to write a summary of where the CCTV project is at, ready for the April meeting.</p> <p>The Council agreed some items to be talked about at the Annual Parish Meeting.</p> <p>Chalk spray to be purchased and used on areas of dog fouling.</p> <p>A range of private contractors to be asked for quotes for the bollards on North Common Road.</p>
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	<p>upon. However, for completeness, it was agreed to approach a range of private contractors with the same specification as had been given to Highways, to see what comes back.</p> <p>i <u>To review quotes for an IT security contract and to resolve to appoint a contractor (if deemed appropriate)</u> – the Council resolved to enter into an initial year’s contract with IT security firm Trident.</p> <p>j <u>To note the timetable for this year’s Parish Council elections and the dates for the nomination period</u> – the nomination period for the local elections begins on 18th March and closes at 4pm on the 3rd April. Any candidates wishing to stand must hand deliver their completed nomination papers to the LDC offices in Lewes. They are recommended to do so well in advance of the closing date so that, if any errors or omissions are identified, these can be put right within the nomination period.</p>	<p>IT security firm agreed upon to be appointed. Anyone wishing to stand in the local elections is encouraged to submit nomination papers before the closing date.</p>
8	<p>Correspondence</p> <p>a <u>Letter from the Council’s payroll services provider advising that minimum pension contribution rates are going up as of April 2019.</u> 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 <u>Letter from a road user to report a hole outside Travis Perkins and asking that the sunken drain covers along Green Road be repaired.</u></p> <p>c <u>Invitation to attend a UK Power Networks Local Government Forum, Brighthelm Centre, Brighton, Thurs 14 Feb, 9am for 9.30am – 12.45pm.</u></p> <p>d <u>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.</u></p> <p>e <u>Lewes District Council - Assessment of Open Spaces, Playing Pitches and other Sports Facilities.</u> All open spaces within the Lewes District (including our recreation ground) will be assessed in a forthcoming study.</p> <p>f <u>Confirmation that the entrance way/junction to Charters Gate Way has been adopted as part of the public highway.</u></p> <p>g <u>Confirmation that the village gateway near the Hospice entrance has been set back to improve sight lines.</u></p> <p>h <u>To note the resignation of Councillor van Bochove, effective from 10 February 2019.</u> In the absence of the Chair, the Clerk expressed her thanks and that of the Council to Michelle who has been a huge asset to the Council’s work and will be greatly missed. Michelle was the liaison point between the Council, residents and Cala Homes during the lengthy construction process of Charters Gate Way and her input in reviewing planning applications has been immensely helpful.</p> <p>i <u>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.</u> Consultation ends 5pm, 18 March 2019.</p> <p>j <u>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.</u></p> <p>k <u>Confirmation of additional signage for Slugwash Lane</u> – East Sussex Highways has confirmed that it will be willing to put up ‘pedestrians in road’ warning signs on Slugwash Lane to cover the section of road from where the footpath joins Slugwash Lane to the north of Appletree Cottages, down to the south of the footpath which meets the road around 180 yards south of the entrance to Home Farm. Highways is also willing to put up temporary posters warning of horses for during the summer months.</p>	<p>Cllr Pascoe to attend.</p> <p>The Council’s thanks were extended to Councillor van Bochove for her tireless work whilst on the Parish Council.</p>
9	<p>Items for Noting or Inclusion on Next Agenda</p> <p>Councillor Pascoe sent his apologies for the March meeting.</p>	

10	a b	Dates of Next Meetings Monday 4 th March 2019 – Parish Council Meeting Thursday 14 th March – Annual Parish Meeting	
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Appendix A

Items Approved for Payment at the Meeting of 4 February 2019

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary Feb 19		1476.52		
East Sussex Pension Fund	Pension contributions Feb 19		520.77		
Transparity	January 2019 Office 365 Subscription		53.02		
Lewes District Council	Feb 2019 play area inspection		18.00		
E Gander	Reimbursement for purchase of trundle measuring wheel	26.95			
	Order of pallet of de-icing salt for grit bins	165.60	192.55		
SSALC	Clerk attendance at Elections briefing, 29 Jan		48.00		
David Chaffe	Data Protection Officer contract	150			
	GDPR Training	400			
	Suite of Policies	50	600.00		
Total			2908.86		