

Wivelsfield Parish Council
Minutes of the Parish Council Meeting
Held Monday 4 July 2016
8pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Agreed	Responsible
Present:	Councillors Ian Dawson (ID, Chairman), Judy Stoner (JuS) and Michelle van Bochove (MvB). Also in attendance: Liz Gander (Clerk), and six members of the public.		
Open Forum	<p>A lady from the Burgess Hill part of the Parish had seen the request for new councillors in the Wivelsfield News and had come to find out more about the Council with a view to putting herself forward for co-option.</p> <p>One gentleman brought up the issue of parking around the school and how dangerously vehicles park in the surrounding roads at times. Cars are left parked far too close to junctions (Fair Place, South Road and Coppards Close) and present a hazard for vehicles trying to pull out. He pointed out that in Bolnore Village for example, the building has been matched by new infrastructure, whereas here the village has grown significantly over the years, but there have been no corresponding improvements in infrastructure. It was suggested that the creation of a car park on the corner opposite the shop would help the situation at school drop off and pick up times hugely, as well as providing parking for those going to the shop or Travis Perkins (TP). It was further suggested that, were the car park built to accommodate a designated lorry sized space for Travis Perkins, it would ease the problems associated with large lorries pulling up on the road outside TP waiting to unload and therefore perhaps they would be willing to contribute to the cost of the car park.</p> <p>Councillor Stoner said that the Council's concerns regarding parking associated with the school had been taken to East Sussex County Council (ESCC) when they were considering the planning application for the school's expansion, but they ignored them. The Chairman added that the creation of a car park would depend upon whether the land owner was prepared to make the land available for this purpose.</p> <p>Another resident raised the dangers of trying to pull out of the car park which serves Baldings Cottages. It is particularly difficult at the moment as there is a hedge on one of the properties which is blocking the view line. However, a young driver recently had a car written off there and it is felt to be only a matter of time until there is a serious accident or fatality. The lady also raised concerns about the safety of children trying to cross the road to the Green from the northern side of Green Road. She noted that whilst ESCC created a dropped kerb for pedestrians to cross opposite the entrance to the green, there really needs to be some sort of formal pedestrian crossing.</p> <p>Councillor Stoner pointed out that the beige road surfacing outside Baldings Cottages was meant to have created a 'village square' feel, with no road markings and planters etc to help naturally slow traffic. The Parish Council had requested a safe crossing point but been told that the speed of traffic was too fast for a zebra crossing, but that the cost of installing a traffic light controlled crossing (approximately £180k) would be prohibitive. Requests for some form of traffic</p>	<p>Clerk to contact school, ESCC Highways and PCSO team to bring parking issues to their attention.</p> <p>ESCC to be asked whether, in principle, it would be possible to have a public car park in the vicinity of the school.</p> <p>Clerk to contact Lewes District Council (LDC) to request cutting of the hedge impairing view lines.</p> <p>Council to look into whether it would be possible to bid for money for a safe crossing point from the Community Infrastructure Levy (CIL).</p>	

	control at the top of Eastern Road, which would have naturally slowed the traffic on the stretch of Green Road alongside the green, were also turned down as the road layout there was said not to be suitable for a mini roundabout and traffic lights would be too costly. Finally, the Council was asked whether it had heard any more about a date for the Bovis appeal. The Clerk confirmed that it had not.		
1	Apologies for Absence John Fair had sent his apologies which were accepted by the Council. County Councillor Sheppard had also apologised for not being able to attend.		
2	Declarations of Members' Interests 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. No declarations were made or dispensations applied for, although Councillor Stoner noted that she is on the Village Day committee.		
3	To approve the minutes of a <u>The Parish Council held 6 June 2016</u> - the minutes were agreed to be a true record of the meeting and were signed by the Chairman.	To accept the minutes	
4	Correspondence a <u>Request to consider installing a multi-use, all weather sports pitch area at the green for older children to use.</u> The Council felt that a multi-use games area (MUGA) of the type suggested by a resident, would be worth considering. Clerk to liaise with the Village Hall Management Committee, undertake research on costs and add to the list of possible future projects to be delivered with CIL or grant funding. b <u>Renewal invitation from the Open Spaces Society</u> - it was agreed that, as the Council's membership of the Open Spaces Society has been little-used over the last year, it would not renew its membership at present. c <u>Invitation to attend the Rural Conference 2016</u> - no one is able to attend this two-day event in September. d <u>Adverse impact of road closure on village shop</u> - the road closure implemented along North Common Road on 11 th June for the Queen's 90 th birthday street party had a massive impact upon business at the shop - losing it hundreds of pounds. The Council had been asked that, when an event at the pub necessitates a road closure, access immediately in front of the shop is retained. o The Council felt that this suggestion would not be practical as it would encourage drivers to do three point turns in a limited space, or to use the private drive opposite for turning. o Instead, the Council felt that it would be preferable for signs to be put out stating 'shop open as usual'. e <u>Notice about the abolition of the River Ouse (Sussex) Internal Drainage District</u> f <u>Notification that a public hearing for the East Sussex, South Downs and Brighton & Hove Waste and Minerals Sites Plan, will commence at 9.30am on Tues 2 August, County Hall, Lewes.</u> g <u>Response to the Council's request about future development sites and appropriate road naming</u> - the LDC officer responsible for road naming had confirmed that names for the new Taylor Wimpey and Thakeham Homes developments in the Parish had already been decided. The Taylor Wimpey road will simply be a continuation of Ridge Way, whilst the Thakeham Homes site off Valebridge Road will be known as Medway Gardens, after the bungalow which used to stand on the site. The Council has been assured that when road names are proposed for other sites in the Parish, LDC will consult the Parish Council about them. h <u>Response from ESCC regarding signage around the Cala Homes site off North</u>	Clerk to undertake research on MUGA & liaise with Hall Committee Not to renew Open Spaces Membership Clerk to write to the shop and those who have requested road closures in recent years, requesting that signs are put out advertising that the shop is open.	LG

	<u>Common Road</u> - to be deferred to next meeting.		
i	<u>Concern expressed over laying of water main on historic drovers' road north of North Common Road</u> - Councillor Stoner had been contacted by residents concerned about the laying of water main pipes on a historic drovers' road north of North Common Road. The contractors indicated that the main would be going to four properties on Nursery Lane. Conversation with the planning department confirmed that planning permission isn't required for the laying of new water main, however a query had been raised over the modernisation/enlargement of a previously derelict barn on the land of Hole Farm at the end of Nursery Lane. Planning Officers are seeking a retrospective application for this work and will monitor any building up there. The drovers' road itself is not shown as a public right of way on current maps, but is thought to have been used as such historically.	Historical Society to be asked to look into the history of the drovers' road and if it could be registered as a public footpath.	LG
j	<u>East Sussex Highways</u> - had sent through a basic update on the new highways contract which has seen 85 staff from East Sussex County Council join Costain CH2M. Contact number for East Sussex Highways (and other such useful numbers) to be included in the next edition of the Wivelsfield News.	Highways Contact no. to go in Wiv News	LG
k	<u>Weddings to be held at Four Oaks Farm, Hundred Acre Lane</u> - the Parish Council had been advised that Four Oaks Farm will be hosting six weddings this year, in keeping with what is allowed under permitted development rights. Whilst the farm falls within Westmeston rather than Wivelsfield Parish, the Parish Council had been contacted since the additional traffic/noise generated by these events is likely to impact upon residents here. Some of the wedding receptions will culminate in a fireworks display. All music/noise will cease by midnight.		
l	<u>Difficulty of walking bridleway 18a & b South Road - North Common Road</u> - the Clerk had received a report that the bridleway which runs between South Road and North Common Road is very boggy at the southern end and virtually impassable due to overgrowth at the northern end. The Clerk had liaised with the Rights of Way Officer from East Sussex Highways, who had advised that she will organise an assessment of the route. This will not necessarily result in immediate improvement work, but will get the path on the radar of Highways with a view to being cleared once budgets allow. One solution which the Rights of Way officer suggested was to lay hardcore etc, however councillors felt that this would fundamentally change the nature of the drovers' road which, at the right time of year, is covered in bluebells. It was felt that it would be more beneficial to sort out a drainage ditch at the top of the bridleway by North Common, as this might deal with a lot of the water.	Clerk to advise Highways that the Council would prefer it to sort out drainage north of the bridleway than alter its character by laying hardcore.	LG
m	<u>Accident details for Royal Oak bend</u> - Sussex Police had responded to a query from the Council regarding the number of accidents which have occurred on the bend by the Royal Oak in recent years. They had recorded twelve crashes between 26 January 2014 and 10 March 2016, and it was believed that there had been at least three more since. Parish Council representatives had drawn East Sussex Highways' attention to the dangers and seemingly increasing frequency of accidents at this spot at the last Strengthening Local Relationships (SLR) meeting and asked for better signage. However, despite the evidence to the contrary, the East Sussex Highways officer seemed to think that the present signage is sufficient and that, as a reduction in the speed limit is in the pipeline for this stretch of road, nothing more needed to be done in the interim.	Clerk to forward the accident statistics to both LDC and East Sussex Highways and reiterate the need for more to be done.	LG
n	<u>Concern over movement of construction traffic across Chailey Common</u> - a Chailey Parish Councillor had copied Wivelsfield PC into an email he had sent to East Sussex Highways, complaining about the use of Chailey Common by construction traffic to Cala Homes. The Highways Officer had explained, as he had to us, that the one-way route imposed whereby Cala Homes site traffic enters the site from		

	<p>Chailey Common and leaves via Wivelsfield Green was not ideal, but was considered the 'least worst' solution.</p> <p>o <u>Concern about construction traffic entering the village from the B2112</u> - Councillor van Bochove confirmed that Cala Homes is turning away construction vehicles that arrive from the wrong direction. Drivers are being warned that, if they re-offend, their companies will not be used as suppliers in future. Cala Homes has not yet improved signage warning drivers against coming through the village to access the site, despite repeated requests to do so. Residents have also reported construction lorries driving quite fast through the village. As such - subject to the agreement of the Head - it was agreed to run a poster competition for years 3-6 at the primary school in September, asking the children to design posters encouraging drivers to reduce their speed. The posters could be hand drawn or designed on a computer, with the winning entry for each year group (as selected by the Council) receiving a small prize. Councillor van Bochove said that she would be willing to go into school to help launch the competition in an assembly or equivalent.</p> <p>P <u>Thanks</u> - Former Councillor, Jason Stoner, had written to thank the Council for his leaving gift.</p> <p>q <u>Thanks</u> - Wivelsfield Primary School's School Council had written to say thank you for the Parish Council's contribution for the purchase of commemorative coins to mark the Queen's 90th birthday.</p>	<p>To run a poster competition for children at the village school next term, promoting careful driving.</p>	MvB
6	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> - the Council authorised payment of fourteen items totalling £3862.37 and acknowledged payment of a bill to BT by direct debit prior to the meeting.</p> <p>b <u>To review the accounting statements for the first quarter of the 2016/17 financial year</u> - deferred to next meeting.</p> <p>c <u>To agree a budget of £1k for S137 payments to be taken from the general reserve.</u></p> <p>d <u>To discuss increasing the training budget by £200</u> - it was agreed to increase the training budget using reserves.</p> <p>e <u>To consider setting up a direct debit arrangement for payment of the Council's annual data protection registration</u> - it was agreed that a direct debit arrangement will be put in place to operate from next year. The direct debit arrangement was signed by the Chairman and Vice-Chair.</p> <p>f <u>Short term investments</u> - the Clerk had contacted Barclays to find out about any short term bonds available but was still awaiting a response from the Council's business manager.</p> <p>g <u>Request for a grant from the Wivelsfield Community Tea Club</u> to contribute towards general costs and the over 60s Christmas tea. The Christmas tea was previously run by the recently disbanded Tenants and Residents' Association and the Council had budgeted £200 for this for 2016/17. It had also budgeted £200 for supporting the activities and entertainment provided by the monthly Community Club meetings. As such, the Council resolved to give the full sum of £400 to the Community Club, to be split between the Christmas tea and regular monthly activities.</p> <p>h <u>BT</u> - the Clerk wished to make the Council aware that she may have to call a BT engineer in as the office phone keeps being extremely crackly. The Council accepted that this was necessary and that, if appropriate, a call-out fee may have to be paid.</p>	<p>To make payments as approved</p> <p>To add £1k to the S137 budget To increase the training budget by £200</p> <p>DD to be set up with effect from July 2017</p> <p>To provide a grant of £400 to support the Christmas tea and monthly Community Club activities</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
7	<p>Planning Matters</p>		

	<p>New Planning Applications Reviewed at the Meeting</p> <p>a <u>LW/16/0390 - Cads, Valebridge Road</u> - Change of use from commercial office part of property to residential to create a single dwelling. o The Council unanimously agreed to support this application.</p> <p>b <u>LW/16/0447 - Bray, North Common Road</u> - Demolition of existing conservatory and erection of a two storey side extension and a single storey rear extension. o Some debate took place about this application, with one councillor expressing reservations about the size of the side extension as it will go right up to the boundary line, as well as feeling that the front windows in the extension would not match the existing. However as another Councillor would have supported the plans, it was decided to make a neutral response.</p> <p>c <u>LW/16/0434 - 10 Blackmores</u> - Erection of a single storey rear extension and a two storey side extension. o It was felt that the proposed extensions are in keeping with the existing house, but as the extension would effectively increase the property to a five bedroom house, Councillors were concerned about parking. It was therefore decided to support the application, but with a request that the Council would like to see off road parking for two vehicles since the garage is being demolished.</p> <p>Notices of Planning Permission Received (for information only)</p> <p>d <u>LW/16/0229 - Land opposite Serene Cottage, Colwell Lane South</u> - re-roof and alterations to outbuildings.</p> <p>e <u>LW/16/0238 - 7 Church Lane</u> - Listed Building Consent for insertion of a glazed panel in external door, move front door and enlarge bathroom.</p> <p>Certificate of Lawful Development received (for information only)</p> <p><u>LW/16/0242 - 39 Downsview Drive</u> - single storey side extension and demolition of existing garage.</p>	<p>To support</p> <p>No comment</p> <p>Support, but with a request for an additional off-road parking space to be created</p>	<p>LG</p> <p>LG</p> <p>LG</p>
8	<p>Report of Clerk</p> <p>a <u>Outdoor Gym funding applications</u> - an application has been made to the Tesco Bags of Help funding scheme and the outcome should be known during August.</p> <p>b <u>To consider commissioning plans for public toilets at the green so that planning permission can be sought and quotes for the project obtained</u> - the Council agreed to instruct Gary Thompson (the architect who has been working on plans for the village hall) to draw up some plans for public toilets at the green.</p> <p>c <u>Repairs to original climbing unit at children's play area</u> - the replacement of the log ramp has been requested, but not yet undertaken.</p> <p>d <u>Litter at play area</u> - litter has recently been a real problem at the play area, with bins overflowing and litter strewn across the ground. The black litter bin which should be secured on an area of tarmac near the stand-up seesaw keeps being moved around. The Clerk has chased LDC to find out why regular collections do not appear to have been happening. Apparently it is due to builders' vans down the lane adjacent to the green having made it difficult for the LDC van to get access. Now that the problem has been raised, it is hoped that weekly collections will resume.</p> <p>e <u>Village sign</u> - no further progress.</p> <p>f <u>Sage 50 Accounts upgrade</u> - the new Sage package has been purchased and will be installed shortly.</p> <p>g <u>To discuss purchasing a parish council laptop (& office 365 subscription if considered appropriate)</u> - the Council agreed to the purchase of a Parish Council laptop. The Clerk was asked to come up with some options for between £200 and £300, to discuss at the next meeting. The Council were happy in principle with the idea of using Office 365 in order to have automatic cloud back-ups etc and the ability to work remotely, but wanted this to be discussed with EAC Software</p>	<p>Plans for public toilets to be commissioned</p>	<p>LG</p> <p>LG</p>

	<p>(email/website provider).</p> <p>f <u>Church Lane car park surface</u> - one quote had so far been received for repairing the surface of the Church Lane car park. Two others were outstanding and would be chased.</p> <p>g <u>Community Speed Watch</u> - having been told that the speed indicator device would need recalibrating before use, the co-ordinator of the Wivelsfield scheme has now been told it does not. He is awaiting confirmation of acceptable sites and will then run some training sessions to get new volunteers up and running.</p> <p>h <u>Parking at St Peter's School, Chailey</u> - ESCC had confirmed that a lease was agreed between the landowner and its Estates team, in order for the Chailey school car park to go ahead. It is believed that the costs would have come out of the school's capital budget. The Clerk to contact East Sussex Highways to see if a car park on the corner of South Road would, in principle, be an option.</p> <p>i <u>Annual Council Plan</u> - has been updated to reflect the additions discussed at the last meeting.</p> <p>j <u>Grass Cutting</u> - the Clerk has been liaising with East Sussex Highways (ESH) regarding the overgrown verges and trying to get them cut. ESH claim that they were cut on 8 June, which they were not. The next cut is due on 15 July. Urban cuts (ie areas within speed restrictions) are done six times per year between March and October, and rural cuts are made twice.</p> <p>k <u>Summary of Leadership Training Day and request to attend full programme</u> - the Council agreed to fund the Clerk's attendance of the Leadership programme at a cost of £350.</p> <p>l <u>CiLCA registration</u> - the Council agreed to fund the CiLCA registration, for which a cheque was signed after the meeting.</p> <p>m <u>Annual leave</u> - the Clerk asked to be able to take around three weeks annual leave over the summer holidays, but to leave the exact dates flexible. She will keep an eye on emails/messages during the first few days of 'leave', but would like to have at least a week's complete break. This was agreed by the Council.</p>	<p>Clerk to chase remaining quotes</p> <p>Clerk to ask East Sussex Highways if a public car park would, in principle, work</p> <p>To fund Leadership training</p> <p>To fund CiLCA registration</p> <p>Clerk to take leave during August</p>	<p>LG</p> <p>LG</p>
9	<p>Working Group Reports</p> <p><u>Communications Group</u></p> <p>a <u>Website</u> - no further progress. Working group to meet to progress.</p> <p>b <u>Village Day</u> - as the examiner's report for the Neighbourhood Plan has not yet been received, it was decided unnecessary to have any display boards at village day.</p> <p><u>Finance and Policies Group</u></p> <p>c <u>To discuss and agree an Employer Discretions Policy</u> for membership of the Local Government Pension Scheme - yet to be reviewed.</p> <p><u>Asset & Planning Group/Neighbourhood Plan (NP)</u></p> <p>d <u>Update on the Neighbourhood Plan</u> - still awaiting examiner's report which is disappointing nearly two months after the public hearing.</p> <p>e <u>Update on Cala Homes development off North Common Road</u> - to include confirmation of power supply to be used for the site. With the recent wet weather there has been a lot of mud on the road from construction vehicles which residents have complained about. Cala has been doing what it can to both prevent the transfer of mud onto the road (and sent someone out to buy a jetwash to clean off lorries' tyres) and to clean up mud that reaches it. Guys have been out with brooms and containers of water to manually sweep the road as far as the shop, as well as calling in a road sweeper on occasion.</p> <ul style="list-style-type: none"> o Councillor van Bochove had called UK Power Networks regarding the power supply for the Cala site and concerns about the frequent power cuts already suffered by those at the eastern end of the village. It was confirmed that Cala is paying for the substation on Allwood Crescent to be upgraded and that, 		<p>LG</p> <p>LG</p> <p>ID</p> <p>/JF</p> <p>LG</p> <p>MvB</p>

		<p>as there isn't a finite supply of power, adding extra houses will not make residents suffer.</p> <ul style="list-style-type: none"> ○ A query had been raised over the ditch at the southern end of the site which Cala say they have permission to discharge into, but that they will only clear where it is on their site. The Council was asked to stress to Cala that they must ensure they do not cause problems for existing properties by discharging into the ditch. ○ Councillor van Bochove has sent a couple of email updates out to residents, copying Cala in. Cala has been asked to ensure construction vehicles avoid school pick-up/drop-off times. Unfortunately, the water main on Green Road has recently gone three times - perhaps because of the extra strain being put upon it by the additional construction traffic. ○ The Chairman thanked Councillor van Bochove for all the work that she is doing on this. <p>f <u>Bovis appeal</u> - no further information known.</p> <p>g <u>Findings of the recent Asset Inspection</u> - not yet undertaken.</p> <p><u>Highways & Street Lighting Group</u></p> <p>h <u>Feedback from SLR Meeting with ESCC Highways</u> - the last SLR meeting was said to be very frustrating, as the highways' officer present didn't seem willing to take on board what was being said about the dangers of the Royal Oak bend and the need for improved, more obvious chevrons. Parish Council representatives even offered to look into funding more impactful chevrons, but the ESH officer just wanted to wait.</p> <p>i <u>Proposed Lighting Scheme for the Ridge Way development</u> - despite emails to the company which has designed the lighting scheme, asking for help in interpreting the plans, nothing has been heard.</p> <p><u>Community Development</u></p> <p>j <u>Twinning update</u> - no further meetings have taken place. Rachel Mumford will be coming over from France after Village Day to visit the school. In terms of funding in light of Brexit, it is thought that if the paperwork is completed by next May, it should be ok.</p> <p>k <u>CIL contributions</u> - to discuss compiling a list of projects that CIL receipts could be used for. It will be necessary to go through work on the Neighbourhood Plan, community feedback and to consider various infrastructure needs, to draw up a list of projects which could be funded by CIL and to assess how to prioritise these.</p>			JF
10		<p>Reports from Councillors</p> <p>a <u>Chairmanship training course</u> - Councillor Stoner had been the only Vice-Chair present at the training, which focussed primarily on good practice. There will be a Chairman's networking day on 27 September which both the Chair and Vice-Chair would like to attend.</p> <p>b <u>Police Roadshow</u> - Councillor van Bochove said the officers at the roadshow had given a good talk about how the need to save money had given an opportunity to revamp the service. We will still have PCSOs, but a group of PCSOs covering the area, not a nominated individual.</p>			
11		<p>Report from Village Hall - nothing specific to report. Plans for refurbishment/extension of sections of the hall are still being progressed.</p>			
12		<p>Items for Noting or Inclusion on Next Agenda</p> <p>Speed of tractors going through the village.</p>			
13		<p>Dates of Next Meetings</p> <p>a As insufficient councillors could be present at the meeting scheduled for Monday 5 September, it was decided to cancel this meeting and hold one instead on Monday 1 August.</p>			

Accounts for Payment for the Parish Council Meeting of-
4 July 2016

Sum paid prior to and ratified at the meeting

Payee	Expenditure	Value	Total	Chq No
		£	£	
BT	Quarterly phone and broadband		130.56	
Total			130.56	

Expenditure approved for payment at the meeting:

Payee	Expenditure	Value	Total	Chq No
		£	£	
SSALC Limited	Chairmanship Training - J Stoner		66.00	100474
Lewes District Council	July play area inspection		18.00	100475
E Gander	July salary		1152.86	100476
East Sussex Pension Fund	Pension contribution July 2016		377.26	101477
EAC Software	Email hosting July 2016		36.00	100478
E Gander	Travel to Leadership Training 10 June Purchase of projector for use at meetings & associated cable/carry case	14.13 137.39	151.52	100479
The Cock Inn	Donation for use of office July-Sept 16		300.00	100480
Wivelsfield Green Cricket Club	Final instalment of 2016/17 pitch maintenance grant		350.00	100481
Cash			27.81	102510
The Information Commissioner	Annual Data Protection Registration		35.00	100483
SLCC	CiLCA registration		250.00	100484
SLCC	Purchase of 'Local Council Administration' 10 th Edition		76.60	100485
Sage	Upgrade to Sage 50 Accounts Package		332.40	100486
Lewes District Council	Dog bin emptying 1 July - 30 Sept 16 Litter bin emptying 1 Jul-30 Sept 16	622.44 51.48	673.92	100487
Total			3862.37	