

Minutes of the Parish Council Meeting Held Monday 4 June 2018

8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present	Councillors Dawson, (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB) and Pascoe (EP). Prospective (& subsequently co-opted) councillor Dr Ian Haffenden, Liz Gander (LG, Clerk), County Councillor Sheppard and four members of the public.	
Open Forum	<p>Two members of the Village Hall Management Committee (who were later joined by a third) had attended the meeting to complain about the delays they felt the Parish Council had caused to submission of the Village Hall upgrade plans. The Council assured them that it was wholly behind the overall plans and, in seeking an additional meeting, had simply been trying to ensure that all key users' views were being fully taken account of before plans were finalised, given queries which had been raised over the proposed positioning of the kitchen hatch.</p> <p>Another member of the public wished to know more about agenda item 5a – Hurst Farm. She was disappointed that, having asked for Wivelsfield to earmark an area of land on the Wivelsfield-Haywards Heath border as a green space for a country park, plans are now in the pipeline for an additional 375 houses in this area. The Chairman advised that the present consultation on these plans only concerns matters to do with the highway.</p>	
1	<p>Apologies for Absence District Councillor Sugarman had tendered his apologies.</p>	
2	<p style="text-align: center;">Declarations of Members' Interests</p> <p>a <u>To receive declarations of interest from Councillors on items on the agenda</u> – Councillor Pascoe declared a pecuniary interest in agenda item 5b and indicated his intention to withdraw from the meeting at the appropriate time.</p> <p>b <u>To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</u> – no dispensation requests had been received.</p>	EP re item 5a.
3	<p>a To Approve the Minutes of: The Annual Meeting of the Parish Council meeting held 14 May 2018</p>	Deferred to next meeting.
4	<p>Co-option of New Councillor Dr Ian Haffenden provided a brief summary of what he felt he could bring to the Council (having had significant prior experience of local council work at both Parish and District level). The Council voted unanimously to co-opt Dr Haffenden, who signed a declaration of acceptance of office and assumed a place at the Parish Council table.</p>	Dr Ian Haffenden co-opted to the Council.
5	<p>Planning Matters To consider the planning applications listed below along with any others received between the publication of this agenda and the meeting.</p> <p>New Planning Applications for Review a <u>DM/17/2739 – Hurst Farm</u> - Outline application for development of up to 375 new homes, a 2 form entry primary school with Early Years provision, a new</p>	The Council resolved to make no

		<p>burial ground, allotments, Country Park, car parking, 'Green Way', new vehicular accesses and associated parking and landscaping. All matters are to be reserved except for access. Additional Transport Information and a response to Historic England received on 11 September. Additional information received on 29th March 2018 regarding the illustrative layout, drainage and a historic building response. Additional Highways Information received 11 May 2018.</p> <p>b <u>LW/18/0371 – Shoulders, North Common Road</u> - 2 x two storey detached houses to be built on the land that is currently an outdoor floodlit tennis court. Councillor Pascoe withdrew from the building during discussion of this item. The Council wished to object to this application on the same grounds as for the previous application submitted for this site.</p> <p>c <u>LW/18/0373 - 39 Ridgeway</u> – single storey rear extension. The Council supported this application, but wished to reiterate the comments of near neighbours that had asked for no weekend or evening working.</p> <p>d <u>LW/18/0437 - Land North Of Coldharbour Farmhouse, Hundred Acre Lane</u> – erection of two detached dwellings. The Parish Council supported this application, as the site is included as a preferred site within the Wivelsfield Neighbourhood Plan. However it was decided that the Council should ask for the following things:</p> <ol style="list-style-type: none"> 1. Site hours should be restricted to normal working hours on weekdays and 9-1 on Saturdays. 2. No deliveries should take place between 8am-9am, and between 2.30 and 3.30pm, owing to the close proximity of Wivelsfield Primary School. 3. On-site provision should be made for the parking of contractors' vehicles. 4. The site workforce must not park in Shepherds Close. 5. The developer be asked to install/contribute towards the introduction of a footpath along Hundred Acre Lane from opposite the site entrance, to the mini roundabout junction with South Road. <p>e <u>LW/18/0436 – Coldharbour Farmhouse</u> - erection of a double garage with associated access and driveway works. The Council supported the application, but with a condition requiring mitigation for the loss of hedgerow.</p> <p>f To Acknowledge Notices of Planning Permission Received (for info only) <u>LW/18/0128 – Kelowna, 94 Valebridge Road</u> - Proposed conversion and extension of existing detached garage, store and first floor storage to form games room, garden store, internal store and first floor study area</p> <p>g <u>LW/18/0110 - 33 Downsview Drive</u> – new porch.</p> <p>h Other Planning Matters <u>Springfield Industrial Estate</u> – no update was available.</p>	<p>comment to this element of the Hurst Farm application.</p> <p>To object on the grounds previously cited for LW/17/0742.</p> <p>To support, but with request about working hours.</p> <p>To support the application, but with conditions as listed.</p> <p>To support subject to mitigation for hedgerow.</p>
6	<p>a <u>To review and authorise cheques for payment</u> – the Council approved payment of nine items totalling £5546.01.</p> <p>b <u>Update on the longstanding issues with BT</u> – the Clerk has been assured that a credit for the sums overcharged will be shown on the bill due on 17th June.</p> <p>c <u>To ratify the purchase of a new desktop and laptop computer</u> – the Council ratified the purchase of new computers, necessitated by the existing ones not working properly (the desktop due to age, the laptop due to having had too great a demands put on it after the desktop stopped working).</p>		
7	<p>To Review and Re-Adopt the following Documents:</p> <p>a Code of Conduct</p> <p>b Communications with the Press and Media Policy</p> <p>c Complaints Procedure</p> <p>d Dismissal & Disciplinary Procedures</p>	<p>Standing Orders and Recording & Filming of Meetings policies will be</p>	

	<p>e Document Retention Policy</p> <p>f Filming and Recording of Meetings Policy</p> <p>g Financial Regulations</p> <p>h Freedom of Information Publication Scheme</p> <p>i Grievance Procedures</p> <p>j Internet and Email Usage Policy – the Chairman requested that this and the Social Media Policy be consolidated into one document prior to the review of policies next year.</p> <p>k Pensions Discretion Policy</p> <p>l Social Media Policy</p> <p>m Standing Orders – the new model SO's will be reviewed for completeness and appropriateness as against our current standing orders, by a small working group comprising LG, JS and MvB. The resulting final draft will be presented to the July meeting.</p> <p>n Health & Safety Policy (new policy)</p>	<p>subject to further consideration.</p> <p>All other policies were agreed and adopted, subject to references to 'Chairman' being replaced with 'Chair'.</p>
8	<p>Report of Clerk and Assistant Clerk</p> <p>a <u>To acknowledge receipt of the Data Protection Officer's baseline review</u> – the Council was happy with the DPO's report.</p> <p>b <u>To review quotes from computer companies in line with the DPO's recommendation that the Council has an IT contract in place</u> – deferred until the next meeting.</p> <p>c <u>To review the results of the Youth Group questionnaire sent out through Wivelsfield Primary School and to discuss next steps/the viability of the Group going forwards</u> – only about a dozen responses to the questionnaire had been received, of which only five respondents felt that their child would be willing and able to attend the sessions. Unfortunately, this level of interest was not felt to be sufficient to warrant keeping the group up and running, so, with reluctance the Council took the decision to disband the group at the present time. It did however note that this does not preclude it being resurrected in the future, should there prove to be demand.</p> <p>d <u>Village sign</u> – the sign is now up on the post near the mini roundabout on the B2112. It has been suggested that a ceremony takes place the day after Village Day – Sunday 15th July.</p> <p>e <u>Update on children's playground maintenance work and fencing of the den</u> – as the handyman was unable to help with some of the smaller jobs needed at the playground and a playground company is already lined up to come and do other work, it was agreed to ask them to tackle the other jobs too. The fencing contractor that will be fencing the den will also be asked to quote for replacing the gate at the bottom of the playground, as this has been repaired a number of times and cannot any longer be sensibly patched up.</p> <p>f <u>To receive the assistant Clerk's report on boulders at the play area</u> – Councillors agreed that the quote received of around £300 to clean the boulders was exorbitant and resolved to have a go at cleaning them themselves with a wire brush.</p> <p>g <u>Update on work to improve the entrance to the green from Green Road</u> – the work to improve the entrance way will be taking place later this week.</p> <p>h <u>Information on trees bordering the Village Hall car park</u> – an informal (free) survey of the trees has been undertaken by a qualified arboriculturalist. His feeling was that one of the trees nearest the Hall requires reducing by around 20 feet, whilst the others simply need some dead wooding. The dead wooding was estimated to cost around £200-250 per tree and there are eighteen trees. The Clerk is awaiting a meeting with an officer of East Sussex Highways to try to confirm ownership of the trees once and for all, after which a decision can be taken as to how to progress this further. Councillor Stoner had found paperwork relating to the planning application for the recreation ground and car park, which indicated that – historically - the trees</p>	<p>Youth Group to be disbanded for now.</p> <p>Ceremony to take place on 15 July.</p> <p>RJ Playgrounds to be asked to quote for additional work.</p> <p>Councillors to have a go at cleaning the boulders.</p> <p>Clerk to meet with East Sussex Officer prior to any decisions being taken about undertaking work on the trees.</p>

		were considered a part of the site, as the planning consent referred to the fact that the 'existing tree screening to Eastern Road should be maintained'.	
9	a	Village Hall Update <u>Hall upgrade plans – to discuss progress with holding a meeting to canvas all regular users' views, prior to finalising the plans and applying for planning permission</u> – it was understood that key users of the Hall's kitchen will be invited to attend a pre-meeting on Tuesday 12 June, starting at 7pm, prior to the Management Committee meeting at 7.30pm.	Clerk to seek more information.
	b	<u>Update on in-house library facility</u> – no further information had been obtained about the expectations of the Council if acting as guarantor. The Clerk to pursue.	
10	a	Reports from Councillors <u>Feedback from the meeting with the Cala Homes Site Manager</u> – the Site Manager had confirmed the following: <ul style="list-style-type: none"> • The last house has now been sold • Cala is prepared to write a letter to the Council, confirming its agreement to a fence being erected on Cala land to protect the drovers' road. • The landscaping is currently being finished, starting at the southern end of the site and working up. • The dog bin is due to go in and the Management Company (Remus) will be responsible for emptying it. • There will be an eight week 'light presence' on site after Cala leave. • The parking area outside the show home will revert to being a garden. • Cala has contacted Southern Water following the recent torrential rain which resulted in sewage spilling out near the younger children's play area. They believe that the pumping station had failed, which is not good since it has supposedly been upgraded to have the capacity to deal with the Cala site homes. It is believed that this is at least the third such spillage since the site has been under construction. 	The Clerk to write to Environmental Health to make them aware of recent sewage spill. Clerk to seek quote for folding lamp posts from ESCC.
	b	<u>CCTV</u> – the Men's Shed would be unable to help with put an articulated joint into a standard lamp post as they do not do welding. Councillor Pascoe has therefore sought a quote for the same from a local fabrication place. The Clerk to contact East Sussex Highways to see if they could supply folding lamp posts.	
11	a	Correspondence <u>Complaint about overgrown hedges along South Road</u> – the Clerk will draft a letter that can be put through doors alongside the East Sussex Highways guidance to householders on maintaining perimeter foliage.	Clerk
12		Items for Noting or Inclusion on Next Agenda Dog bin near play area in lane to Dumbrells Cottages.	
13	a	Date of Next Meeting Monday 18 June – Extra-ordinary meeting for signing off the Annual Return	
	b	Monday 2 nd July – Parish Council Meeting	

The meeting closed at 9.50pm.

Accounts for Payment for the Extra-Ordinary Parish Council Meeting of
4th June 2018

Accounts approved for payment at the meeting:

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk & Assistant Clerk	Salaries June 2018		2013.33	100774 100775	35 36
East Sussex Pension Fund	Pension contributions June 2018		520.77	100776	37
HMRC	Quarterly PAYE/NI contributions		1388.63	100777	38
Lewes District Council	June 2018 play area inspection		18.00	100778	39
E Gander	Purchase of desktop and laptop computers	815.04 690.24	1505.28	100779	40
Jaks Leisure	Leaving gifts for S Phillips and L Thwaites		60.00	100780	41
E Gander	Sussex Sign Centre - Sign for lower gate at children's playground (Chqs not accepted)		30.00	100781	42
Wivelsfield PCC	Hire of Church Hall for extra-ordinary meeting 18 June 2018		10.00	100782	43
			5546.01		