

**Minutes of the Parish Council Meeting  
held Monday 4 March 2019**  
8pm, Wivelsfield Church Hall, Church Lane

<b>Agenda Item</b>	<b>Description</b>	<b>Resolved</b>
<b>Present:</b>	Councillors Dawson, Stoner, Rust, Haffenden and Martin.	
<b>Open Forum:</b>	A resident of Eastern Road made a statement regarding the trees at the perimeter of the Village Hall car park and left a copy of his notes for information.	
<b>1</b>	<b>Apologies for Absence</b> Apologies had been received from Councillor Pascoe and the Clerk. Councillor Haffenden agreed to take notes in the absence of the Clerk.	Apologies accepted.
<b>2</b>	<b>Co-Option of New Councillor</b> The Council resolved to co-opt Nick Jackson. Councillor Jackson had been made aware that the current Council terms ends with the elections in May, but he was happy to be co-opted on this basis.	
<b>3</b>	<b>Declarations of Members' Interests</b> a <u>To receive declarations of interest from Councillors on items on the agenda</u> <ul style="list-style-type: none"> <li>• Councillor Stoner declared a personal interest in matters relating to the Village Hall since her father is the Chair of the Management Committee.</li> <li>• Councillor Dawson declared an interest in planning application LW/19/0135 as he lives near to the site of the proposed dwelling.</li> </ul> b <u>To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</u>	
<b>4</b>	<b>To Approve the Minutes of:</b> a The Parish Council Meeting held 4 February 2019 b The Extra-Ordinary Meeting held 18 February 2019 Both sets of minutes were approved but, in the absence of the Clerk and hard copies of the minutes, it was agreed that they would be signed at the next meeting.	Minutes approved. To be signed at the next meeting.
<b>5</b>	<b>Planning Matters</b> <b>The following new planning applications were considered:</b> a <u>LW/19/0082 - St Michaels Cottages, Ditchling Road</u> - 4 bed custom built residential property in the side garden of 2 St Michael's Cottage. The Council took a neutral stance on this application, but felt that access and size were still an issue. b <u>LW/19/0119 - South Colwell Cottage, Colwell Lane</u> - Proposed replacement single storey two bedroom dwelling. c <u>LW/19/0135 - Uplea, Green Road</u> - new dwelling. The Council resolved unanimously to object to this application as it was felt that neither access not the location of the development was clear. <b>Notice of Planning Permission Received</b> (for information only) d <u>LW/18/0900 - Somerset House, Green Road</u> - notice of prior approval for change of use from office to dwelling (25 flats). The Council was concerned about whether this was simply a change of use approval, or essentially delegated planning consent for 25 flats. The Council was very concerned to see what appeared to be delegated consent having been given to this application, given a	No comment, although the Council still has some concerns.  Support.  To object for reasons cited.  Lewes District Council to be asked why this has been given consent without

	e f	<p>number of valid local objections and the fact that the proposals do not fit in with the Neighbourhood Plan.</p> <p><b>Other Planning Matters</b></p> <p><u>Springfield Industrial Estate</u> – no further information available.</p> <p><u>Charters Gate Way</u> – a meeting is to take place tomorrow to decide on responsibility for the sewage issues.</p>	going to Committee.
<b>6</b>	a b c d e	<p><b>Financial Matters</b></p> <p><u>To review and authorise cheques for payment</u> – an accounts for payment schedule had been circulated, showing a sum of £5340 paid since the last meeting for tree surgery, alongside a further eight items due for payment totalling £6069.47 as per Appendix A. The items were ratified for payment, but the cheques not available for signing in the absence of the Clerk who had been called away for a medical emergency and had been unable to pass the paperwork on.</p> <p><u>To note a letter from Lewes District Council advising that they had overstated the tax base for Wivelsfield</u> (the number of properties that pay Council tax) and, as such, each home's parish element of the Council Tax charge will be going up slightly. This however was followed by another letter, saying that LDC will compensate for the error so that our parishioners are not affected.</p> <p><u>Recommendation of accounts package to switch to.</u> Item deferred to next meeting.</p> <p><u>Request for churchyard maintenance grant</u> – a grant of £2500 was agreed, but subject to being advised how the money was spent last year.</p> <p><u>To note and commit to paying the architect's fees for the Village Hall improvement project, alongside the other professional services.</u> Noted and agreed. Awaiting receipt of draft letter from Management Committee, to be checked, put on Council headed paper and sent.</p>	<p>Payments ratified.</p> <p>Letters noted.</p> <p>Item deferred.</p> <p>Agreed.</p>
<b>7</b>	a b c d e f g h	<p><b>Report of Clerk</b></p> <p><u>To confirm arrangements for this year's Annual Parish Meeting (APM) to be held on Thursday 14 March.</u> Councillor Haffenden sent his apologies for the APM.</p> <p><u>Confirmation of receipt of the bright chalk paint to spray on areas of dog fouling.</u> Councillors Haffenden, Martin and Stoner have each taken one of the spray cans to use around the Parish. There is one can remaining.</p> <p><u>Ongoing maintenance of trees at the recreation ground</u> – it is only in the last few days that Highways have confirmed that the trees are not theirs. The ownership and boundary with the road is still being determined with the land registry. It was agreed to contact John Kay from CPRE to review the safety of the trees. Concerns were raised about Councillors being personally attacked about any issue, as this should not happen.</p> <p><u>To authorise repairs to the bus shelter by the recreation ground</u> – Clerk to ask the handyman to assess the damage and report back.</p> <p><u>To review the Resilience Planning session held on 25 February and to agree any next steps</u> – brainstorming session agreed for 7.15pm on the evening of the next meeting. Clerk to liaise with the Emergency Planning Officer after this.</p> <p><u>Review of the Community Information Day held on Saturday</u> – the day had been very positively received, with a good turnout.</p> <p><u>To review any quotes received for the bollards on North Common Road</u> – as only two of the five quotations sought had been received, this was deferred to the next meeting.</p> <p><u>To discuss inviting a representative of the Ouse &amp; Adur Rivers Trust to attend the next SLR meeting</u> – East Sussex Highways were not happy</p>	<p>Handyman to report. To hold brainstorming session.</p> <p>Deferred to next meeting – awaiting quotes.</p>

	i	for Trust representatives to attend, so this would require a separate meeting. <u>Rules regarding nominations to the Council at the local elections in May</u> - the nominations period will run from 18 <sup>th</sup> March to early April.	
<b>8</b>	a b c d	<b>Correspondence</b> <u>Lewes District Council Local Plan Part 2: notice of examination hearings.</u> <u>Concern about a letter received locally about Nextdoor Wivelsfield</u> , with a request from residents to investigate its legitimacy. This was not considered a matter for the Parish Council. <u>East Sussex Highways Annual Performance Report May 2017-April 2018.</u> <u>To advise the Council of a series of freedom of information requests received.</u> Six requests had been made, only some of which were considered relevant. (The first three to be addressed and a copy of the complaints procedure to be sent for the last).	Noted.
<b>9</b>	a b c d	<b>Items for Noting or Inclusion on Next Agenda</b> a Email correspondence. b Discussion re Parish Council inspection of trees. c Recognition of Theobalds Road as a bridleway, not a highway. d To acknowledge receipt of the resident's notes from the open forum.	
<b>10</b>	a b	<b>Date of Next Meeting</b> a Thursday 14 <sup>th</sup> March – Annual Parish Meeting b Monday 1 <sup>st</sup> April 2019 – Parish Council Meeting	

## Appendix A

Items paid since the February meeting, ratified for payment at this meeting.

<b>Payee</b>	<b>Expenditure</b>	<b>Value</b>	<b>Total</b>	<b>Chq No</b>	<b>Voucher Ref</b>
		<b>£</b>	<b>£</b>		
Sussex Tree Surgeons	Maintenance work to trees at perimeter of Village Hall		5340.00	100863	126
<b>Total</b>			<b>5340.00</b>		

A transfer of £100k was also made between the co-op and Barclays accounts in line with a resolution passed at the last meeting (cheque no. 100862, voucher ref. 125).

New items of expenditure approved for payment

<b>Payee</b>	<b>Expenditure</b>	<b>Value</b>	<b>Total</b>	<b>Chq No</b>	<b>Voucher Ref</b>
		<b>£</b>	<b>£</b>		
Clerk	Salary March 19		1476.52	100864	127
East Sussex Pension Fund	Pension contributions March 19		520.77	100865	128
HMRC	Quarterly PAYE & NI Contributions		1388.82	100866	129
Transparity Solutions Ltd	February 2019 Office 365 Subscription		58.01	100867	130
Lewes District Council	March 2019 play area inspection		18.00	100868	131
E Gander	Voucher as thank you gift for M van Bochove	50.00			
	Chalk paint for dog mess	47.35	97.35	100869	132
Wivelsfield PCC	Hire of Church Room for extra-ordinary meeting on 18 February		10.00	100870	133
Wivelsfield PCC	Grant for churchyard maintenance		2500.00	100871	134
<b>Total</b>			<b>6069.47</b>		