

## Minutes of the Parish Council Meeting held Monday 4 September 2017

8pm, Church Hall, Church Lane

Agenda Item	Description	Agreed
<b>Present</b>	Councillors Dawson (Chair) (ID), Stoner (Vice-Chair) (JS), van Bochove (MvB) and Pascoe (EP). County Councillor Sheppard, three members of the public, Liz Gander (Clerk) (LG) and Lorna Thwaites (Assistant Clerk)(LT).	
<b>Open Forum</b>	The Council was thanked for being supportive of the visit to the Parish from guests from Sierra Leone.  A query was raised about progress with the new village sign.	Clerk to seek update on sign.
<b>1</b>	<b>Apologies for Absence</b> Apologies had been received from Councillor Phillips who was away. District Councillor Sugarman had also sent his apologies.	Apologies accepted.
<b>2</b>	<b>Declarations of Members' Interests</b> 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	None noted.
<b>3</b>	<b>To Introduce the New Assistant Clerk to the Council</b> The Chairman introduced Lorna Thwaites to everyone present and welcomed her as Assistant Clerk to the Council.	
<b>4</b>	<b>To approve the Minutes of the Extra-Ordinary meeting held 8 August 2017</b>	Approved & signed by Chair
<b>5</b>	<b>Correspondence</b> a <u>SSALC - leaflet about opportunities for Parish and Town Councils to support Health and Wellbeing</u> - The Council noted receipt of a leaflet promoting ways in which local Councils can help to support health and well-being. b <u>Response from Sussex Police re the Parish Council's concerns about safety on the Royal Oak bend</u> - Sussex Police had assured the Council that it liaises regularly with East Sussex Highways to discuss and identify issues with the roads, so that they are in a position to take any action that may be necessary. Most collisions on this bend have however been due to the actions of road users, rather than the condition of the road. c <u>Letter from Maria Caulfield and East Sussex Highways regarding safety on the Royal Oak bend</u> - Maria had taken the Council's concerns to the Director of Communities, Economy and Transport at East Sussex County Council (ESCC) and passed on an email received from an ESCC officer, explaining the present position. The response noted recent steps that have been taken to slow traffic approaching the bend, but stated that further speed reduction measures such as a speed table would not normally be considered in such a location, as they would be a hazard due to the speed of traffic and need for drivers to be concentrating on the bend itself, would be uneconomical and would have an urbanising effect on this rural road. o The provision of additional chevron signs had been considered, but further improvements have been put on hold pending work on the housing	Clerk to respond to the author of the email, challenging the statistic quoted about accidents involving personal injury since last October.

	<p>development.</p> <p>d <u>Email received highlighting correspondence shown on the Lewes District Council Planning System in respect of application ref: LW/17/0593 (Asylum Wood)</u> – the Council’s attention had been drawn to an email exchange between planning officers of Lewes District (LDC) and Mid Sussex District Councils (MSDC) regarding the above development. The Parish Council had been concerned by the suggestion that determination of the application could be handed entirely to MSDC and had contacted District Councillor Davy.</p> <ul style="list-style-type: none"> <li>o The Parish Council had also been disappointed to note the developer’s response to the Council’s comments about the application. The arguments presented seemed weak and, in parts, erroneous, and the Council was disappointed that the response had been sent to LDC, but not copied to the Parish Council.</li> </ul> <p>e <u>Response from District Councillor Davy in respect of 5d above</u> – Councillor Davy has asked LDC officers to ensure that this application is referred to Committee.</p> <p>f <u>Invitation to attend the ESALC AGM &amp; Conference, Fri 6 Oct, 10-4, Seaford</u> – the Clerk and Councillor Phillips are registered to attend.</p> <p>g <u>Invitation to attend an East Sussex Community Resilience Conference, Tues 21 Nov 2017, 6 – 9 pm Civic Community Centre, Vicarage Lane, Hailsham.</u></p> <p>h <u>Email from District Councillor Davy in respect of LW/17/0488</u> – Councillor Davy had sent a message, acknowledging the many objections she has received to the recent Slugwash Lane application and saying that she has noted and considered all of them. As the current Chair of the Planning Committee, she is not however able to put forward any detailed comments.</p>	<p>The Clerk to find out the current status of the application, when it is likely to go to Committee and to draft a response to Enplan.</p>
6	<p><b>Financial Matters</b></p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved payment of eleven items totalling £5073.96.</p> <p>b <u>To arrange a meeting of the Finance and Policies Committee in preparation for compiling the 2018/19 budget</u> – members of the Committee to liaise with the Clerk regarding suitable dates.</p> <p>c <u>To review the costs of ornate brackets for the street lights in the conservation area of Church Lane and agree a course of action</u> – Council and members of the public present at the meeting (including a resident of Church Lane) reviewed the images provided by East Sussex Highways (ESH) of possible options for lighting brackets. Of those considered, the ‘scroll’ bracket was preferred. It was agreed that, subject to the finish of the bracket being in keeping with the new Albany lights (ie black), ESH be given the go-ahead to install a pair of brackets at a cost of £213.80 each &amp; VAT, plus fitting at £350 for the pair.</p> <p>d <u>To consider whether the Council would be willing to contribute to the cost of work to the bridleway adjacent to the Cala site</u> – an officer from ESH Rights of Way had advised that, if the Council were able to contribute 40% of the shortfall in funding for work to the bridleway, this should enable it to be prioritised for completion within the 2018/19 financial year. The Council agreed that it would be very happy to commit a 40% share of the anticipated sum (which would work out at between £1336.40 and 2136.40). However, prior to committing to this with Highways, the Council would welcome a site meeting to discuss the works to ensure that the historic nature of the bridleway will be respected.</p> <p>e <u>To note some errors in the value of items listed on the 26 July accounts for payment schedule</u> – two errors have been spotted on the accounts for payment schedule for 26 July. The sum reimbursed for ink cartridges should have read £107.42, not £23.72 and the sum paid to the Church for hall hire was £27.50, not £25 as originally listed.</p> <p>f <u>To review the estimates received so far for projects the Council would like to pursue</u> (as identified at the ‘visioning’ evening in July). To agree how to take this forward. The Chairman read out the estimated costs (where available)</p>	<p>Expenditure approved. Meeting to be arranged by ID/EP/SP &amp; LG.</p> <p>Subject to the brackets being black, the Clerk to order the installation of two ‘scroll’ brackets. Clerk to arrange a site meeting with Rights of Way officer, Councillors &amp; members of the Historical Society.</p> <p>An addendum to be added to the minutes of 26 July, to correct errors. Councillors to consider what additional sum</p>

	<p>associated with the various projects. It was agreed that:</p> <ul style="list-style-type: none"> <li>o The Village Hall and Pavilion projects are very much supported, but, with the combined costs estimated at £744k, these will take significant investment, well in excess of what the Parish's share of the Community Infrastructure Levy could hope to contribute.</li> <li>o The Council needs to give some thought to what (if any) additional precept it feels residents could bear to help fund this project, were the Council to seek a loan from the Public Works Loans Board, to be paid back over several years.</li> <li>o Potential grant funding sources also need to be considered.</li> <li>o A funding bid for an outdoor gym is currently being written. It is anticipated that, if successful, this would allow for the purchase of the gym equipment, with the costs of an all-weather surface needing to be borne by the Parish Council through the use of CIL or reserves.</li> <li>o A multi-use games area (MUGA) was considered a good addition to the green, providing the specification is right. It was agreed that, with limited space on the green, any MUGA considered should have the facility to play tennis on it and be big enough to accommodate a full-sized court.</li> <li>o Perimeter path around the Green – the Recreation Ground Management Committee had expressed concern about this idea for various reasons. These included the cost relative to potential use, the creation of additional maintenance issues, the potential for the path to sink etc given the clay soil and therefore to end up with puddles and/or trip hazards and the possibility of it encroaching on the cricket field.</li> <li>o Path from Green Road to the Play Area – whilst a full perimeter path may not be viable, the Council is still keen to widen and improve the existing path from Green Road to the play area.</li> <li>o Traffic calming – it was still felt that having a speed indicator device that tells drivers the speed they are going, would be an advantage. The council was disappointed that, having seen them used successfully in other areas, including as locally as Cuckfield, ESH has repeatedly dismissed this as an option. A speed table on Green Road alongside the green is something else that the Council would like to obtain a cost for.</li> <li>o The Council however has the difficulty that we do not yet know how much CIL money will be forthcoming or when, and that the opportunity to bid for additional CIL funding from LDC has been pushed back into next year. Clerk to again request confirmation of CIL payments expected.</li> </ul>	<p>they feel residents could bear on their council tax in order to facilitate these projects.</p> <p>Clerk to chase gym company re progress with bid.</p> <p>Clerk to check size of standard tennis court.</p> <p>To seek further quotes.</p> <p>The Clerk to pursue ESH for costs of a permanent SID and/or speed table by green. Clerk to seek confirmation from LDC of CIL due &amp; timescale.</p>
<p><b>7</b></p>	<p><b>Planning Matters</b>                  To consider the planning applications listed below along with any others received between the publication of this agenda and the meeting.</p> <p><b>New Planning Applications for Review</b></p> <p>a <u>LW/17/0657 – Park Hill, Hundred Acre Lane</u> – proposed porch to utility room.</p> <p>b <u>LW/17/0591 – Oakwood Farm, North Common Road</u> – the Council agreed to take a neutral stance on this application. Disappointment was however expressed that this was a retrospective application and that more details were not available re materials used in construction.</p> <p><b>To Acknowledge Notices of Planning Permission Received</b> (for information only)</p> <p>c <u>LW/17/0557 – Ferndale, Green Road</u> - Erection of two bay garage.</p> <p>d <u>LW/17/0559 – Abbeydale, South Road</u> - Remove existing cement tiles and replace with cement board on the exterior of the property.</p> <p><b>Other Planning Matters</b></p>	<p>Resolved to support this application.</p> <p>Neutral stance.</p>

	e	<u>Cala Homes</u> – general update – Councillor van Bochove had met with the site manager on 24 August. He said that the replacement gateways are in progress, the footpath across the site re-opened in July and is being used and a section of ditch clearance work that had been missed has been done. The new sewage connection has been made and the site is on track for completion in May 2018.	
	f	<u>Affordable Housing Units at Cala Site – update on take-up of rental and shared ownership properties</u> - The Housing Association had confirmed that only four out of nine of the shared ownership properties have sold, with one under offer. Phase three of the development will include one further shared ownership unit. All rental properties have however been let.	
8		<b>Report of Clerk</b>	
	a	<u>To review the mock-up of the proposed gateway feature for North Common Road provided by East Sussex Highways and to discuss whether the Council would be happy with this.</u> The Council was not happy to accept the suggestion, put forward by East Sussex Highways, of one low level, wide gateway on the verge outside the Cala site. The Council originally went through a process to decide upon the style of gateway to be installed across the village and, had the originals for North Common Road not been lost, these would simply have been put back up. As such, the Council would like a pair of gateways, matching the original, to be reinstated. It was felt that having two gateways, either side of the road, is much better than one, and the Council would prefer to see these moved to the start of the 40mph stretch as you come into the outskirts of the village (given that it has been told that by the 30pmh signs is not viable), rather than have to settle for one, low level gateway that Council feels would be missed. The Council also felt that the proposed posts on the northern side of North Common Road are unnecessary, and would prevent the straight forward cutting of this narrow section of verge.	The Council to argue for the replacement of the missing gateways with two, like-for-like replacements, perhaps located further east along North Common Road.
	b	<u>To discuss the recent spate of vandalism and anti-social behaviour at the children's play area</u> – during the early hours of Saturday 12 August, the teddy bear shaped plastic bin at the playground was set alight and left to burn. A number of broken bottles were also left behind. That same weekend, the noughts and crosses game on the large climbing unit was destroyed and, in recent weeks, a safety strut has been removed from a bridge on the climbing frame and a number of the wooden balancing posts have been pulled out of the ground. We have also been informed of bollards being removed from around the village and the seats in both bus shelters on the B2112 having been broken. These matters have been reported to the Police and anyone knowing the identity of those responsible is asked to contact the Parish Council and/or Sussex Police.	
	i	<u>To discuss a quote received for replacement parts for the large climbing unit, to decide upon whether to proceed with having these replaced and whether to claim for them via the Council's insurance</u> – a quote had not been received in time for the meeting. However, Council felt that it would be inadvisable to have the damaged items replaced until we have looked into CCTV cover, otherwise the replacements could be similarly ruined. The Clerk will report the various acts of vandalism to the Council's insurer.	Clerk to notify insurers of vandalism, but to hold off installing replacements until CCTV considered.
	ii	<u>To discuss whether to replace the 'teddy bear' bin, destroyed by arson.</u>	
	iii	<u>To discuss whether to replace on a like-for-like basis, the wooden balancing poles which have rotted in the ground, and been removed, or whether to look at an alternative</u> – it was agreed to seek quotes for like-for-like replacements, but to explore how these can best be prevented from rotting in the ground as the last ones did.	Seek quotes for posts that will last.
	iv	<u>To consider the introduction of CCTV at the play area in response to recent vandalism</u> – the Council felt that the vandalism warrants looking at how CCTV could be used to monitor the play area. Any cameras considered would need	Cllr Pascoe to liaise with Management

	<p>to have night vision and be placed where they could not be vandalised. Councillor Pascoe to liaise with the Village Hall Management Committee.</p> <p>A member of the public advised that the seats inside both bus shelters on the B2112 have been broken. The Council agreed that the PCSOs should be asked to speak to teenagers in the village, and the Clerk will look into whether the Council could offer a reward for information about the culprits.</p> <p>c <u>To review the quote received for fencing inside the 'den' area at the children's playground</u> – of the three companies approached for a quote for this work, only one had quoted. The contractor had advised installing a 5ft close boarded fence inside the den to prevent children from getting out onto the lane, or being able to climb the fence. The Clerk however felt that, whilst a fence would be needed on the right hand side, to protect the disintegrating fence of the garden which backs onto the den, fencing the rest would do away with the natural feel of the den as a play space and she therefore welcomed alternative suggestions.</p> <p>d <u>Update on funding application for outdoor gym</u> – the funding form is back with the bid-writer for revision, after the draft was found to contain errors and inconsistencies.</p> <p>e <u>To discuss the pros and cons of registering assets of community value</u> – the Clerk explained the term 'assets of community value' and briefly outlined previous discussion on this, along with why it had been brought back to the agenda.</p> <p>f <u>Update on registration and installation of defibrillators and potential first aid training</u> – Travis Perkins said that it would be unable to accommodate a defibrillator on the external wall of its buildings. The pub will therefore be approached. The Clerk to arrange an evening for Wel Medical to come and do a product familiarisation session for interested residents, showing how to use the defibrillators. The October dates suggested were no good, so November dates to be sought.</p> <p>g <u>Road safety posters</u> – the company that was going to be used for the posters has disappeared. The Clerk/Assistant Clerk to review sizes and locations for posters and look at where they will have an impact. It was suggested that A2 would be likely to show better than A3.</p> <p>h <u>To seek approval for regular liaison meetings to take place between the Chairman of the Village Hall Management Committee, architect and Clerk to share information on respective progress with plans for the hall, earmarking of CIL, grant funding etc</u> – this was approved.</p> <p>i <u>To discuss (and adopt if appropriate) the 'Mission Statement' as drafted within the Clerk's report on the visioning evening in July</u> – the draft mission statement was refined and a final version agreed as follows: 'To continue to make Wivelsfield a special place in which to live and work, by seeking to enhance facilities, encourage slow, sustainable growth and by nurturing and developing the existing sense of community'.</p>	<p>Ctte. Clerk to seek help of PCSOs and find out about offering a reward for info.</p> <p>It was agreed to explore alternative approaches to formal fencing, such as hedge laying or planting.</p> <p>Clerk to speak to other parishes re pros &amp; cons. Pub to be asked re having defib there. Defib familiarisation session to be arranged. LG/LT to organise printing of posters. Council gave approval for meetings to take place.</p> <p>Mission statement agreed and adopted.</p>
9	<p><b>Report from Councillors</b></p> <p><u>To discuss how to support local businesses and vulnerable people</u> – Councillor Phillips had proposed that, from next year, the Council could include a business listing in the Wivelsfield News, for parish-based businesses, along with something similar for volunteers for a good neighbour type scheme. The Council felt that it may be inadvisable to include a business listing in the Wivelsfield News since this could be seen to undermine Community Ad's advertising revenue. It would however be possible to include a business listing on the website. There would be no such barrier to a volunteer listing, but the practicalities of this would need consideration.</p>	
10	<p><b>Items for Noting or Inclusion on Next Agenda</b></p>	

	a	State of Green Road – to follow up with County Councillor Sheppard.	
<b>11</b>		<b>Date of Next Meeting</b> Monday 2 October – Parish Council Meeting	

Appendix A

Accounts for Payment for the Parish Council Meeting of  
4 September 2017

Accounts approved for payment at the meeting:

<b>Payee</b>	<b>Expenditure</b>	<b>Value</b>	<b>Total</b>	<b>Chq No</b>
		<b>£</b>	<b>£</b>	
Lewes District Council	July 2017 Monthly Play Area Inspection		18.00	100637
EAC Software	Email hosting		36.00	100638
Barcombe Landscapes	War Memorial Maintenance	158.60		
	Recreation Ground Maintenance	1637.98	1796.58	100639
E Gander	Salary Sept 2017		1142.07	100640
E Gander	Reimbursement for purchase of laptop for Assistant Clerk		299.99	100641
East Sussex Pension Fund	Pension contributions Sept 2017		401.37	100642
HMRC	Quarterly PAYE/NI June-Sept 17		734.15	100643
Premier Property Services	Installation of bench on green adjacent to children's play area		195.00	100644
Judy Stoner	Reimbursement of costs associated with Twinning Visit from Sourcieux-les-Mines		56.30*	100645
Ian Dawson	Reimbursement of costs associated with twinning visit from Sourcieux-les-Mines		260.50*	100646
Paul Welch	Reimbursement of costs associated with twinning visit from Sierra Leone		134.00*	100648
<b>Total</b>			<b>5073.96</b>	

\*budgets of up to £350 for the Sourcieux-les-Mines visit and £150 for the Sierra Leone visit had been agreed at the meeting of 4 July 2017.