

**Minutes of the Parish Council Meeting held Monday 6 November 2017,
8pm, Wivelsfield Church Hall**

| Agenda Item | Description | Agreed |
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| Present | Councillors Ian Dawson (ID, Chairman), Judy Stoner (JS, Vice-Chair), Michelle van Bochove (MvB), Stella Phillips (SP) and Edward Pascoe (EP). County Councillor Sheppard, Liz Gander (Clerk) and three members of the public were also present. | |
| Open Forum | No open forum was required. | |
| 1 | Apologies for Absence None noted. | |
| 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 | None noted |
| 3 | To Approve the following Minutes a Minutes of the Parish Council meeting held 2 October 2017 | Agreed & signed by the Chairman. |
| 4 | Correspondence a <u>Invitation from AirS to attend a launch event for their Sussex Community Housing Hub.</u> It was agreed that Councillors would advise the Clerk if they wished to attend. b <u>Invitation to respond to the Plumpton Neighbourhood Plan, Regulation 16 Consultation</u> – runs until 22 Nov '17. c <u>Invitation to attend the Lewes District Citizens Advice AGM, 2pm, Wed 8 Nov, Ringmer Village Hall.</u> d <u>Awards for All</u> – confirmation of grant funding awarded for outdoor gym. A grant of £9916 has been awarded for provision of an outdoor gym at the recreation ground. e <u>Leaflet from Wivelsfield Parish Church</u> – Reverend Powell had given the Chairman a leaflet about the Church and what it sets out to achieve within the community. On the rear of the leaflet were a number of questions which the Church sought the Parish Council's input on as it wants to make as useful and constructive a contribution to Parish life as possible and would welcome suggestions about practical ways it can help. | No comment. No-one available for this. Questions to be sent round to Councillors. Clerk to collate answers. |
| 5 | Financial Matters a <u>To review and authorise cheques for payment.</u> Some discussion took place about the grant for the Spirit of Christmas. A sum of up to £130 was agreed (as a S137 payment), pending discussion to see whether the pub would also be willing to contribute. Thirteen other items on the accounts for payment schedule were approved, totalling £3614.28, alongside two items paid since the last meeting, totalling £212.60. b <u>To review the initial draft budget for the 2018/19 financial year</u> – some of the routine annual figures were discussed and agreed. A sum of £250 was added to the grants budget for Wivelsfield Bonfire Society. The budget to be | Payments authorised and signed. Minor amendments made to the |

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| | c | discussed further at the December meeting. <u>To discuss any projects the Council wishes to take forwards during the forthcoming financial year, which need to be built into the budget</u> – there was a question mark over whether CCTV for the play area would come out of this year's budget, or next. Other anticipated projects will largely be funded by CIL and will not need to be precepted for. Further consideration to be given to this in preparation for the next meeting. | budget. To be discussed at the December meeting. |
| | d | <u>To note and agree the repayment of a duplicate CIL receipt, erroneously paid by Lewes District Council</u> – the Council agreed to repay a sum of £8595 wrongly paid twice by LDC. | Duplicate CIL payment to be repaid. |
| | e | <u>To discuss subscriptions to the Society of Local Council Clerks and whether the Council would be willing to fund a subscription for the Assistant Clerk</u> – the Council approved the subscription for the Assistant Clerk. | SLCC subs agreed for Asst Clerk. |
| | f | <u>To Appoint an Additional Member to the Finance & Policies Committee, or to review the use of this Committee Structure, following the resignation of Councillor Fair earlier in the year</u> – it was agreed that all councillors shall be members of the Committee, to avoid problems with meetings being called and not being quorate. | All councillors to be members of the F&P Committee. |
| | g | <u>To review and approve a proposal for the purchase of new desks and storage for the office</u> – the Clerks were asked to look into whether it might be possible to obtain second hand furniture to reduce costs. Failing that, a budget of up to £1000 was agreed to provide new desks and storage. | Budget of up to £1k approved for office furniture. |
| 6 | | Planning Matters New Planning Applications Reviewed | |
| | a | <u>LW/17/0788 – The Royal Oak, Ditchling Road</u> – three dwellings with associated access and landscaping. It was agreed that this proposal should be objected to on the same grounds as the application for four dwellings on this site, considered at the October meeting. Additionally, the Council supported residents' calls for an extra traffic calming measure at the site (roundabout or speed table). | To object on the grounds cited for the previous application for 4 dwellings. |
| | b | <u>To review the road layout plans for the Royal Oak site, as provided by East Sussex Highways</u> . The Council felt that the road layout scheme proposed has some merit, but does not go far enough in addressing the many safety concerns about this stretch of road. | |
| | c | <u>LW/17/0823 – 8 Church Lane</u> – demolition of existing garden building and replacement with new, single storey garden building. | To support the application. |
| | d | <u>LW/17/0826 – The Rosery, Valebridge Road</u> - Variation of condition 1 (plans) relating to planning approval LW/16/1040. To Acknowledge Notices of Planning Permission Received (for information only) | To support this application. |
| | e | <u>LW/17/ 0657 - Park Hill Hundred Acre Lane</u> – porch to utility room. | |
| | f | <u>LW/17/0503 - 14 Downscroft</u> - Proposed two storey side extension and conversion of existing integral garage. | |
| | g | <u>LW/17/0747 – 2 Allwood Crescent</u> - Single storey rear extension and pitched roof to bay. | |
| | h | <u>LW/17/0730 – Unit 32, More House Farm, Ditchling Road</u> - Change of use of redundant agricultural building to create two units, comprising a micro-brewery and a bottling plant. Notice of Refusal of Planning Consent (for information only) | |
| | i | <u>DM/16/3998 – Land at Rogers Farm, Fox Hill</u> – outline application for the redevelopment for up to thirty-seven residential units including proposed access. | |
| | j | Notice of Appeal <u>APP/D3830/W/17/3187318</u> - Land At Rogers Farm, Fox Hill - Outline | Register for a PC |

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| | | <p>application for the Redevelopment for up to thirty seven residential units including proposed access. Whilst the Council did not wish to submit any new or additional comments for consideration, it favoured registering to speak at the hearing to affirm its position.</p> <p>Other Planning Matters</p> <p>k <u>Cala Homes</u> – update on general issues. The electricity substation has been upgraded, planting has happened behind Downsview Drive as per the landscaping plans and the scrap metal which had been presenting an eyesore has been removed. An issue with litter is being addressed, Rentokil continue to monitor the rodent issue and Cala has won a regional award for its community liaison at the Charters Gate site. The current site manager will be leaving in the coming weeks, but as his successor already works on-site, no issues with continuity are envisaged.</p> <p>l <u>Lewes District Local Plan Part 2</u> – the Council has been given advanced sight of the documentation relating to Wivelsfield and will comment upon it in due course once the proposals go to public consultation.</p> <p>m <u>To receive an update on the Springfield Industrial Estate</u> (if available) - no further information available at this time.</p> <p>n <u>To consider giving the Clerk delegated authority to respond to planning applications on the Council’s behalf, should there be a situation in which the Council cannot meet to discuss an application within the required timeframe</u> – following some discussion, it was agreed that, in exceptional circumstances, if the Council has been unable to meet to formally discuss an application and the Clerk has sought the informal views of councillors, she may submit comments provided that these are ratified at the next meeting.</p> <p>o <u>To discuss how and when Councillors would like to receive the planning updates being prepared by the Assistant Clerk</u> – documentation to be sent out with the agenda prior to a meeting.</p> | <p>representative to speak at the hearing.</p> <p>Clerk given delegated authority to respond to planning apps in exceptional circumstances. Summaries to go out with agenda.</p> |
| <p>7</p> | | <p>Report of Clerk</p> <p>a <u>Road safety posters</u> – have been printed and will be distributed to councillors for putting up around Wivelsfield Green.</p> <p>b <u>Timings for the Wivelsfield News going forwards</u> – the Council was happy with the proposed timetable for future issues which will see publication dates go back by a month against the original timings. The initial proof to be circulated to councillors when received.</p> <p>c <u>To note further vandalism that has taken place at the children’s play area and to ratify remedial action taken</u> – some planks on the top pedestrian gate to the children’s play area had been kicked in and have been repaired for safety.</p> <p>d <u>Parking on the pavements and verges</u> – parked vehicles have been presenting an obstruction on both the pavement and road along Green Road near Tanners Field. As there are no yellow lines etc no traffic enforcement action can be taken, however the police can act if a vehicle is causing a danger. The property to which the vehicles belong presently has no drive, hence the need for on street parking. The Clerk to speak to LDC to find out if there are any plans to create a driveway.</p> <p>e <u>Potential closure of the Village Hall Youth Group</u> – the number of children attending the youth group has dwindled to a level which renders it pointless to run. The youth leaders have therefore proposed that it closes. The Parish Council however feels that, in light of the numbers of new people moving into the parish and the work that has been put in to develop the Group and secure the youth room, further attempts should be made to publicise the group and generate support, prior to considering closure.</p> <p>g <u>Key points arising from the Clerks’ Technical Networking day</u> – this training had reiterated the need for councillors to have separate, Parish Council-</p> | <p>Posters to be put up. Proof of the News to be circulated to Cllrs on receipt.</p> <p>Clerk to contact LDC regarding potential for driveway at Baldings Cottages.</p> <p>Youth Group to be encouraged to continue at least into next year.</p> <p>‘Risk of violence’ to be</p> |

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| | g | specific, email addresses, as well as suggesting that the 'risk of violence' should be added to the Council's risk assessment. <u>To discuss having a stock of the updated 'welcome guide' printed, for distribution to the new housing developments & to review associated quotes</u> – it was agreed to have a run of A5 copies of the booklet printed, to be distributed at the Cala and Thakeham Homes sites (and to other properties in the Parish that have recently changed hands). | added to risk register. 120 A5 copies of the booklet to be printed. |
| | h | <u>Feedback on clogged up gullies and sunken patches along Green Road</u> – East Sussex Highways (ESH) had advised that utility companies (or their contractors) can only be required to make good poorly patched roads within two years of the initial work being carried out. Since the work undertaken on Green Road falls outside of that, ESH have no recourse to the contractors and the sunken areas do not meet ESH thresholds for repair. | |
| 8 | a | Report from Assistant Clerk <u>Defibrillator update</u> – the two remaining defibrillators have now been installed outside the Parish office at The Cock Inn, and on the side of the substation in Orchard Close. A defibrillator familiarisation session will take place this Wednesday at the Village Hall. | |
| | b | <u>Assets of Community Value</u> – Balcombe's experience with Half Moon pub. The community in Balcombe have made a successful bid for the pub, which is now being run as a community venture. The Parish Council was however only involved on the periphery as a facilitator. | |
| | c | <u>Suggestions for ways to tackle vandalism</u> – amongst other ideas proposed, it was suggested that it may be helpful to have a Council Facebook (FB) page on which incidents of vandalism could be publicised and information sought. The Assistant Clerk to be asked to research the pros and cons of having a social media presence, alongside what would be involved. | Asst Clerk to undertake research on Council FB pages. |
| | d | <u>Follow up on discussion re the BT substation</u> – BT has confirmed that they have no plans to dispose of the substation on South Road. This however is contrary to what a council member had been led to believe by BT engineers. As such, given the useful position of this site at the heart of the village, the question of whether the substation should be registered as an asset of community value will be added to a future agenda. | To add discussion re BT substation to future agenda. |
| | e | <u>Further findings re Multi-Use Games Areas (MUGAs)</u> – research has established that it is recommended not to site a MUGA within 50m of residential properties. As such, it would be difficult to find a location at the green to accommodate one. As, in other places, MUGAs are known to have been installed adjacent to schools to encourage shared use, it was suggested that the Council consider alternative locations, such as off South Road. Since the field adjacent to Wivelsfield Primary School is registered as a Green Space within the Wivelsfield Neighbourhood Plan, it would however be necessary to check whether something like a MUGA would be acceptable, or contrary to this designation, prior to finding out whether any land would be available. | To look into alternative locations for MUGA and check whether classification as Green Space would preclude having a MUGA. |
| 9 | a | Reports from Councillors <u>Update from meeting with Chloe Rowling (East Sussex Highways) re the drovers road adjacent to the Cala Homes site (bridleway 18a & b).</u> Subject to written confirmation of the verbal agreement from Cala Homes that ESH can access the bridleway via Charters Gate and the Parish Council contributing 40% of the cost, remedial work to the bridleway should be able to happen towards the start of the next financial year. It was however felt equally important that Cala honours the planting scheme shown adjacent to the bridleway - designed to be a buffer to the woodland - since, at present, with open access to the bridleway, the edges of this ancient drovers' road are | MvB to liaise with Cala about planting along the woodland buffer, as well as the possibility of a fence. |

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| | b | being eroded by pedestrians. To consider the use of CCTV at the children's play area – a working party of councillors had visited the green to review the possibilities for CCTV. It was felt that it should be feasible to install a solar powered system, to remove the need for trenching and expensive electrical connections. The Clerk to liaise with the Management Committee to find out whether it would be possible to have an aerial on the Hall. Councillor Pascoe to research costs and bring this information to the next meeting. | Clerk to liaise with the Village Hall Mgt Cttee. Councillor Pascoe to research costs. |
| 10 | | Items for Noting or Inclusion on Next Agenda Items as noted at relevant points in these minutes. | |
| 11 | | Date of Next Meeting Monday 11 December – Parish Council Meeting | |
| 12 | a b | Staffing Matters To approve the updated Contract of Employment for the Clerk. To consider the salary figures as presented to the Council, alongside recommendations received from the Sussex Association of Local Councils. Exclusion of the Press and Public By virtue of the confidential nature of the business to be transacted, the Council may resolve to exclude the press and public for these items (Public Bodies - Admission to Meetings - Act 1960). | Owing to time constraints, these matters were deferred for discussion at the next meeting. |

Appendix A

Accounts for Payment for the Parish Council Meeting of
6 November 2017

Accounts paid since the last meeting (for ratification):

| Payee | Expenditure | Value | Total | Chq No(s) |
|------------------|-----------------------------------|-------|---------------|-----------|
| | | £ | £ | |
| Action Press | Printing of road safety posters | | 195.60 | 100661 |
| RBL Poppy Appeal | Wreath for service of Remembrance | | 17.00 | 100662 |
| Total | | | 212.60 | |

Accounts approved for payment at the meeting:

| Payee | Expenditure | Value | Total | Chq No(s) |
|-------------------------|------------------------------------------------------|-------|---------|-----------------|
| | | £ | £ | |
| Lewes District Council | November 2017 Monthly Play Area Inspection | | 18.00 | 100663 |
| EAC Software | Email hosting | | 36.00 | 100664 |
| Clerk & Assistant Clerk | Salaries November 2017 | | 1644.65 | 100665 & 100666 |
| E Gander | Travel Expenses – Technical Networking Day – 2 Nov | 13.32 | | |
| | Development Course – 7 Nov | 8.46 | | |
| | Budget Prep Course – 9 Nov | 8.46 | 30.24 | 100667 |
| L Thwaites | Travel Expenses – New Clerks' Training | | 9.45 | 100668 |
| S Phillips | Travel Expenses – SSALC Autumn Conference in Seaford | 18.00 | | |
| | Cllr Briefing & Awareness Training, | 14.85 | 32.85 | 100669 |

| Payee | Expenditure | Value | Total | Chq No(s) |
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| | Crowborough | | | |
| East Sussex Pension Fund | Pension contributions October 2017 | | 401.37 | 100670 |
| Bruce Cumner | Repairs to seat in B2112 northbound bus shelter | 40.00 | | |
| | Repair of the vandalised gate at the children's play area | 79.12 | 119.12 | 100671 |
| KJB Electrical Ltd | Installation of defibrillators outside Parish office and in Orchard Close | | 318.00 | 100672 |
| The Cock Inn | Thank you gift for former Councillor | | 30.00 | 100673 |
| Society of Local Council Clerks | Annual subscription – Clerk Assistant Clerk? | 157.00 118.00 | 275.00 | 100674 |
| Sussex Association of Local Councils | Cllr Briefing & Awareness Course – 19 Oct | 66.00 | | |
| | ESALC Conference – 6 Oct | 96.00 | | |
| | Project Mgt Training – 7 Sept | 78.00 | | |
| | Clerks Development Programme x 3 | 132.00 | | |
| | GDPR Training – 13 Sept | 57.60 | | |
| | Meeting Procedures Training – 14 Sept* | 156.00 | | |
| | Health & Safety Training – 4 May | 96.00 | 681.60 | 100675 |
| L Thwaites | Bulbs for war memorial | | 18.00 | 100676 |
| Total | | | 3614.28 | |

*In the end the Clerk was unable to attend this event, so a credit is instead being put against the budget setting training that she is attending on 9 November.

Additionally, cheque 100677 was written for the sum of £8595, to reimburse Lewes District Council for the CIL money inadvertently paid twice (please see agenda item 5d). This has not been included on the above schedule since it does not constitute a Council expense.