

**Minutes of the Parish Council Meeting Held Monday 7 January 2019**  
**8pm, Wivelsfield Church Hall**

<b>Agenda Item</b>		<b>Resolved</b>
<b>Present:</b>	Councillors Dawson (ID, Chair) Stoner (JS, Vice-Chair), van Bochove (MvB), Haffenden (IH) and Rust (BR). Liz Gander (Clerk), County Councillor Sheppard and three members of the public.	
<b>Open Forum:</b>	No open forum was required.	
<b>1</b>	<b>Apologies for Absence</b> Apologies had been received from Councillor Pascoe who was away with work, and District Councillor Bikson who was unwell.	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 Approve the Minutes of:</b> The Parish Council Meeting held 10 December 2018	Approved & signed.
<b>4</b>	<b>Co-Option of New Councillor</b> Harriet Martin had come along to the meeting to be considered for co-option. Mrs Martin had sent through a short summary about herself for information prior to the meeting and the Council voted unanimously to co-opt her. Mrs Martin signed a declaration of acceptance of office and took her place at the Council table.	Harriet Martin was co-opted as a member of Wivelsfield Parish Council.
<b>5</b>	<b>Planning Matters</b> <b>New planning applications received for consideration:</b> a <u>LW/18/0943 - 31 Downsview Drive</u> - Proposed new brick single level porch. New UPVC windows, new door to match existing. New UPVC window to front elevation. Total 6 SQM, roof tiles to match existing. Proposed new brick single rear extension. New UPVC windows and bi-fold doors. Total 16.2 SQM, roof tiles to match. <b>To Acknowledge Notices of Planning Permission Received</b> b <u>LW/18/0760 - Meadowlands Farm, Slugwash Lane</u> - Part retrospective and part full planning application for the conversion of a redundant barn to B8 storage use and expansion of existing B1 office space. c <u>LW/18/0769 - Edgewood, South Road</u> - Conversion of garage to play room, replacement of garage side door with window and replacement of garage door with window. <b>To Note the Granting of a Certificate of Lawful Development</b> d <u>LW/18/0820 - Rocky Bank, Valebridge Road</u> - Lawful Development Certificate (Proposed Use) for the erection of an orangery and a roof extension under Classes A and B, Part 1 of the Town and Country Planning (General Permitted Development) Order 2015. <b>To Note the Outcome of a Planning Appeal</b> e <u>LW/18/0431 - 26 Green Park Corner</u> - the appeal against Lewes District Council's decision to refuse permission for a two-storey side extension is dismissed (appeal ref. APP/P1425/D/18/3214993).	The Council resolved to support this application.

	f	<b>Other Planning Matters</b> <u>Springfield Industrial Estate</u> – update if available. No update had been received from the developer. A resident had however alerted the Council to a fire that had occurred in the now boarded-up property to the north of the driveway to the Springfield site. The Council suggested that it would be a good idea to contact the gas board, to ensure that the gas supply to the property is turned off.	
	g	<u>Charters Gate Way</u> – update on sewage issues. The Site Manager had been in touch with the Council before Christmas to advise that a number of steps had been taken to ensure no recurrence of the sewage problems over the festive period. A second additional pump had been installed and the sewage from the Hospice redirected through some over-ground pipes, to take the strain off the pumping station. The Environmental Health Officer from Lewes District Council had been content with the steps that were being taken to address the problems and there has not been any significant rain fall since before Christmas to further test the system.	
	h	<u>Five Year Housing Land Supply - To note Lewes District Council's confirmation that it has a five-year housing land supply in place.</u> This news was very much welcomed by the Council as it means that the policies of the Local and Neighbourhood Plans continue to have precedence in planning decisions.	
<b>6</b>	a	<b>Financial Matters</b> <u>To review and authorise cheques for payment</u> – the Council approved payment of all (ten) items of expenditure, at a total cost of £5180.37, (please see Appendix A for details). A query was raised as to whether, given the greater cost of emptying dog bins than litter bins, it would be more cost-effective in the long-run to replace all of our dog bins with the dual-purpose litter/dog waste bins. It was felt that the initial cost of this was likely to be prohibitive, however (subject to ratification at a meeting where this item has been included on the agenda) it was agreed that, when dog bins need replacing, they will be substituted for dual purpose bins (unless there is a clear reason not to).	All payments approved & cheques signed.  Add item to next agenda to ratify proposal re dog/litter bins. The budget for 2019/20 was agreed.
	b	<u>To agree the budget for 2019/20</u> – in line with the decision made regarding the precept (please see item 6c below), it was agreed to set the budget for next year at £82,104.13. This money will come from the Parish precept, precept grant and a small sum of interest. (Please note that for the purposes of our standard budget, Community Infrastructure Levy (CIL) money, is being kept separate, as this is specifically for infrastructure projects and cannot be used to fund ordinary day to day costs). The difference between the precept raised during 2018/19 and 2019/20 will be put towards infrastructure projects such as the proposed parish office at the Village Hall. The matter of recruiting a new Assistant Clerk to be added to the next agenda.	The extra money raised from the precept as compared with the current year will go towards infrastructure projects. It was agreed that the Parish precept charged to each household will remain the same as currently.
	c	<u>To agree the precept requirement for 2019/20</u> – it was agreed to keep the precept (parish element of the Council Tax) per property the same as for the current financial year. This will result in a modest increase in the overall monetary sum received by the Council, owing to an increase in the number of properties (tax base) in the Parish during the last year. The band D charge will remain at £73.10 per household, giving a total precept of £82040.13.	
	d	<u>To note the report from the recent interim internal audit visit</u> – the internal auditor had made a small number of minor recommendations, however the Chairman asked the Clerk to record his thanks for her hard work in securing what he described as a 'glowing report'.	
<b>7</b>	a	<b>Report of Clerk</b> <u>Update on the tree work required to trees at the perimeter of the Village Hall car park and arrangements for a meeting with the Village Hall Management Committee</u> – the tree work is scheduled to take	The Chairman to raise the need for the

	<p>place between the 29<sup>th</sup> January and 1<sup>st</sup> February. The Management Committee has been advised of the need for the tree side of the car park to be entirely clear, and has been asked to make local residents and hall hirers aware. The appointed tree surgeon has kindly agreed to drop off some bollards and barriers in advance, to allow this area to be cordoned off. Any cars left in this area will cause disruption to the work and are likely to result in additional charges.</p> <p>The difficulty we currently have is that the Management Committee has not yet acquiesced to having the work done or arranged the joint meeting between its members and the Parish Council to discuss this (as was requested after the Council's December meeting).</p>	<p>tree work to be done at the Hall Improvement Team meeting he is attending tomorrow evening.</p>
b	<p><u>To discuss possible locations for a mobile speed indicator device</u> – the Council devised a wish list of approximate locations it would like to have approved to allow us to have a temporary vehicle activated sign which flashes up vehicle's actual speeds. These locations were:</p> <ul style="list-style-type: none"> <li>• Ditchling Road (either side of the mini roundabout in both directions).</li> <li>• Both approaches to the Village Shop (Green Road/North Common Road).</li> <li>• North Common Road for cars leaving the village (as they tend to speed up from the pub out).</li> <li>• Green Road (near the green).</li> <li>• South Road.</li> </ul> <p>Highways officers have said that there needs to be evidence of speeding as justification for sites being put forward/approved for the mobile VAS. The Clerk to liaise with the local Speed Watch co-ordinator to see what evidence he may hold.</p>	<p>Council drew up a list of desired locations for a temporary vehicle activated sign. The Clerk to liaise with the local Speed Watch group regarding evidence to support these requests.</p>
c	<p><u>To confirm the arrangements for the forthcoming GDPR training</u> – our GDPR training session will take place on Monday 14 January at 7.45pm in the Church Hall.</p>	
d	<p><u>To confirm the date for the planned Resilience session</u> – the Resilience session will take place on Monday 25<sup>th</sup> February, at 7pm in the Church Room.</p>	
e	<p><u>To review the quote from East Sussex Highways for doing the trenching and installing posts and cabinets, for a CCTV system at the recreation ground</u> – East Sussex Highways had quoted £15k for the trenching work alone, which the Council considered to be too much on top of the posts, cabinets and CCTV equipment that would be needed. It was suggested that quotes be sourced for a solar powered system, which would do away with the need for trenching and cabling as, although the initial outlay may be greater for a solar panelled system, these costs may pale into insignificance relative to the cost of trenching and cabling. Other options might be to see if it is possible to hire a trenching machine with operative, or to ask a local ground work specialist whether they would be willing to help.</p>	<p>Councillor Pascoe to be asked to gather quotes for a solar powered CCTV system and to explore other options.</p>
f	<p><u>To discuss and agree arrangements for this year's Annual Parish Meeting (APM) to be held on Thursday 14 March</u> – the Council agreed to follow the normal format for the APM.</p>	<p>Clerk to invite clubs and speakers to the APM.</p>
g	<p><u>Update on the Council's request to buy bright pink chalk paint to spray on areas of dog fouling</u> – before buying chalk paint spray, the Clerk has been looking to ensure that it is pet safe. Having found that, in other areas, District Councils are supporting 'pink poo' initiatives by providing fliers for door dropping to inform residents about the campaign, as well as coming to clean up the poo, she has contacted Lewes District Council to see if they would consider running something similar and is awaiting a response.</p>	
h	<p><u>To note the discussion which took place at the recent Strengthening Local Relationships (SLR) meeting with East Sussex Highways. To agree how the Council would like to proceed re concerns about parking and highway safety around the village shop</u> – discussion at the SLR meeting had included confirmation from the Highways</p>	

		<p>Steward that a number of loose kerb stones have recently been fixed. A resident had raised the possibility of reducing the speed limit along Slugwash Lane and this was discussed at some length. Highways do not have the resources to reduce speed limits unless there is a proven crash record (and even then they only have the budget to tackle some sites). The Parish Council queried whether, if it's a case of budget, it could fund some signs. However, Councillors were informed that the signage itself is only a small part of the cost since any reduction in a speed limit has to be effected via a Traffic Regulation Order, the work for which costs approximately £15k. Councillors queried whether instead it would be possible to have some other signage, eg ones warning of riders/walkers and of the road narrowing, but again there would have to be justification for this and there is a push to reduce, not increase, signage.</p> <p>Discussion had also taken place about ways to try to improve safety in the vicinity of the shop. The number of cars often parked outside the shop regularly forces westbound traffic onto the wrong side of the road and, with the bend in the road resulting in an impaired view line, there are frequent confrontations between drivers and near misses on this bit of North Common Road.</p> <p>It had been suggested that introducing a short stretch of double yellow lines to the east of the shop might at least give a safe place for cars to pull in if, on their approach, drivers spot oncoming traffic. However, it was acknowledged that these might not deter people from stopping to pop into the shop, and the Council would not wish there to be any adverse impact on the shop's business.</p> <p>It was suggested that if all shop staff were asked to park elsewhere, this would reduce the number of vehicles routinely outside the shop, which would help (Councillor van Bochove to speak to the shop's owners).</p> <p>It was also suggested that we ask Highways if we could create a permanent small build-out on the shop side (eg with a planter on it) to enable us to have 'road narrowing' and priority signs to help slow traffic and/or an extension of the 20mph limit currently on South Road near the school.</p> <p>i <u>To confirm whether Highways will allow the Council to seek independent quotes for replacing the verge marker posts opposite the shop – awaiting response from Highways.</u></p>	<p>MvB to speak to shop owners re staff parking elsewhere.</p> <p>Clerk to speak to Highways about the possibility of a build-out and extending the 20mph limit to encompass the area around the shop.</p>
<b>8</b>	<p>a <u>Feedback from the meeting at St Peter &amp; St James Hospice to review their plans for the former chicken sheds site</u> – Councillors understood that owners of neighbouring properties are broadly supportive of the proposals to construct a small number of dwellings on this site. It was suggested that, rather than standard market housing, the Hospice considers using the properties as sheltered accommodation.</p> <p>b <u>Proposal to use CIL to construct a pavement on North Common Road between Charters Gate Way and the drovers' road</u> – it was agreed that this stretch of verge (as it is currently), is used quite regularly by walkers wishing to get to the drovers' road. The Council approved the Clerk's request to buy a trundle wheel, in order to measure the distance that we would be looking to have surfaced. The Clerk to approach East Sussex Highways to enquire about the possibility of creating a pavement here, as the verge belongs to them.</p>	<p>Clerk to purchase a trundle wheel. Permission to be sought from Highways to turn verge into a footpath.</p>	
<b>9</b>	<p>a <u>Consultation on Lewes District Gambling Policy</u> – consultation ends 28 January at 5pm. Clerk to resend this email as the formatting (after it was forwarded previously) made it unreadable.</p> <p>b <u>Request from Councillor Pascoe for the Council to cover the cost of upgrading his computer to Office 2010 so that he may set up his</u></p>		

	c	<u>Parish Council specific email</u> – the Council was not prepared to fund this as it would set a precedent that could make things difficult in future.	
	d	<u>Advice received from East Sussex Highways in response to the Village Hall’s query about using the top access to the car park while building work is carried out at the Hall</u> – a Highways officer had indicated that the current access way is ‘unmade’ and would be unlikely to be strong enough for prolonged use. As such, he recommended that the Village Hall apply to East Sussex for a ‘vehicle crossover’. This advice has been passed to the Chairman of the Management Committee.	
	e	<u>Confirmation that Southmill Ltd (the contractor for the Royal Oak development) will now be responsible for any Highways works arising in the vicinity of the site for the next twelve months.</u>	
	f	<b>Correspondence Received Since Publication of the Agenda</b> (for information) <u>Email from the owner of Antye Field</u> – objecting to the idea of an Asset of Community Value application. The Clerk to respond to make clear that this is very different from a Green Space designation.	
		<u>Draft letter from the Chairman of the Village Hall Management Committee regarding Village Halls and VAT</u> – which he would propose to send jointly with the Chairman of the Parish Council to our MP. The Council had no objections to this.	
<b>10</b>	a	<b>Items for Noting or Inclusion on Next Agenda</b>	
	b	Assistant Clerk post Registration of footpaths.	
<b>11</b>	a	<b>Date of Next Meeting</b> Monday 4 <sup>th</sup> February 2019 – Parish Council Meeting	

## Expenditure Approved at the Meeting of 7 January 2019

<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 Jan 19		1476.52	100845	108
East Sussex Pension Fund	Pension contributions Jan 19		520.77	100846	109
Transparity	December 2018 Office 365 Subscription		45.36	100847	110
Lewes District Council	Jan 2019 play area inspection	18.00			
	Dog bin emptying 1 Jan-31 March 19	655.20			
	Litter bin emptying "" "" "" ""	54.29	727.49	100848	111
Jaks Leisure	Donation for use of Parish Council Office	300.00			
	Refreshments for 13 Dec 18 SLR meeting	22.50	322.50	100849	112
Wivelsfield Parochial Church Council	Hall hire Jan-April 2019		60.00	100850	113
Mulberry & Co	Interim audit fee		257.58	100851	114
GeoXphere Ltd (Parish Online)	Mapping facility subscription		60.00	100852	115
Barcombe Landscapes	Recreation Ground maintenance	1589.99			
	war memorial maintenance	95.16	1685.15	100853	116
Wivelsfield PCC	Hire of Church Hall on 14 Jan & Church Room on 25 Feb		25.00	100854	117
<b>Total</b>			<b>5180.37</b>		