



Minutes of the Parish Council Meeting held Monday 7 October 2019

8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Pascoe (EP), Rust (BR), Martin (HM) and Jackson (NJ). Liz Gander (Clerk), District Councillor Bikson and three members of the public.	
Open Forum:	<p>One resident drew the Council's attention to the fact that Lewes District Council (LDC) has declared a climate emergency and asked if the Parish Council would consider doing likewise. They also said it would be useful to know whether LDC had any plans for sequestering carbon, suggested that the garden waste bin service should be provided to residents for free, and felt it would be good if people could be discouraged from having bonfires.</p> <p>Another resident had come along to discuss the ongoing problems with the pumping station that serves Charters Gate Way, as the pumping station sits on their land. They advised that they have been trying to get Southern Water to commit to undertaking regular maintenance of the pumping station, but to no avail. As such, they feel they have no choice but to refuse access across their land to the pumping station, until such time as Southern Water presents their promised report and have a solution for local concerns.</p> <p>A third resident complained that planning applications for the Lewes District do not appear in the local paper for our area, the Mid Sussex Times.</p>	<p>The Council agreed to contact LDC regarding these queries.</p> <p>Council to contact Hospice regarding installation of grease filters, & Chief Exec of Southern Water.</p> <p>The Clerk to write to LDC about this.</p>
1	<p>Apologies for Absence Apologies had been received from Councillor Haffenden who was away and from County Councillor Sheppard.</p>	Apologies accepted.
2	<p>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</p>	None noted.
3	<p>To Approve the Minutes of: a The Parish Council Meeting held 9 September 2019</p>	Agreed & signed by the Chair.
4	<p>Planning Matters It was agreed to bring item 8a forward on the agenda for discussion at this point. 8a <u>Proposal for the Council to make it a standard response when reviewing an application for new developments or significant extensions, that the applicants should provide an electric charging point.</u> The Council resolved that, where existing properties are subject to building work/extensions, the Council, in its comments to Planning, will</p>	Resolution passed as detailed.

	say it <i>encourages</i> the installation of electric vehicle charging points. Where there is new development it will say it would <i>wish to see</i> electric vehicle charging points as a condition of planning approval.	
4a	New Planning Applications Considered at the Meeting: <u>LW/19/0628 – Home Farm, Slugwash Lane</u> - Conversion and extension of redundant mill building (Building A) to form a 3 bedroomed dwelling including demolition of an area of former store buildings and pigstys.	To object to items 4a&b as they are outside the planning boundary.
b	<u>LW/19/0629 – Home Farm, Slugwash Lane</u> - Conversion of redundant general farm buildings and pig buildings (Building B) to form a 3 bedroom dwelling including formation of a new link corridor. The Council was disappointed not to have had bigger/clearer plans and more information about the above two applications. It resolved to object to them on the grounds that they are outside the planning boundary. However, without prejudice to that objection, if the applications were to be granted consent, the council would wish to see a condition requiring electric vehicle charging points to be installed.	
c	<u>LW/19/0657 – Uplea, Green Road</u> - Erection of a single dwelling along with associated access, parking and hard/soft landscaping. The Council resolved to object to this application, which was not felt to be substantially different to the last one for this site (LW/19/0135), which was refused. The proposed dwelling is considered too large for the plot, out of keeping with the local environment and would detrimentally impact on the residential amenity of surrounding dwellings. There is a question mark over how sewage would be dealt with and it is felt this should have been addressed prior to the application being submitted. Additionally, residents are concerned about the impact of such a proposal on surface water flooding. Without prejudice to the above objections, should LDC decide to grant consent, the Parish Council would wish to see provision of electric charging points as a condition of development.	To object on the grounds detailed.
d	<u>LW/19/0634 - Coldharbour Cottage, Hundred Acre Lane</u> - Conversion of existing potting shed and greenhouse to ancillary residential accommodation. The Council did not have any specific comments to make to this application in terms of supporting or objecting to it. However, it asked for the following points to be noted: <ul style="list-style-type: none"> • Councillors felt that there wasn't enough information available about this application. • If the application were to be approved, the Council would wish to see the ancillary accommodation tied to the existing dwelling. • The Council would not wish to see any further development of the site. • If approved, it would also wish to see a condition requiring the installation of electric charging points. 	No formal comment in support or to object, but items for noting, as detailed.
e	<u>LW/19/0659/CD - The Rosery, Valebridge Road</u> - Proposed discharge of Condition 9 (Tree Protection) Relating to approval LW/17/0826. Tree Works Consultation	No comment.
f	<u>TW/19/0072/TPO – Fernlea, Theobalds Road</u> - Proposed works to reduce 2 limbs on an Oak tree over the rear of the garden by 2m and to thin tree by 20%. To reduce Hawthorn, coppice Hazel, cut back Holly, remove 2 self - seeded Hazels in the rear Garden.	To support.
g	Notice of Planning Permission Received (for information only) <u>LW/19/0499 – Winters Farm Courtyard, North Common Road</u> - erection of front porch.	
h	<u>LW/19/0436 – Twin Oaks, Valebridge Road</u> - Demolition of existing redundant outbuildings / storage and erection of ancillary accommodation to existing dwelling.	
i	<u>LW/19/0555 – 3 Rose Walk</u> - Erection of a two-storey side extension.	

	j k	<p>Other Planning Matters</p> <p><u>Springfield Industrial Estate</u> – the Guinness Partnership have confirmed that they now have plans to share with the Parish Council and would like to arrange a meeting. The Clerk to arrange this on a separate evening to a Parish Council meeting and to check whether residents may attend.</p> <p><u>Charters Gate Way</u> – update re ongoing smell of sewage. An officer from Environmental Health has been following up on this and had arranged for a meeting to take place this week between himself, Cala Homes and Southern Water. Unfortunately, however, Southern Water did not have anyone with knowledge of the case able to attend, so the meeting has been postponed. In the meantime, a company has been engaged to undertake odour assessments, so residents are hopeful this will lead to action.</p>	To arrange a meeting.
5	a b c d e f g	<p>Financial Matters</p> <p><u>To review and authorise cheques for payment</u> – the Council approved twelve items of expenditure, totalling £6226.45 (see Appendix A).</p> <p><u>To review and monitor CIL expenditure to date on the Village Hall Improvement Project</u> – no new items had been presented for payment, so the balance of CIL earmarked for the project remained at £94,817.50.</p> <p><u>Confirmation and findings of the in-house audit checks and review of bank reconciliations</u> – the invoice for one transaction checked had not been signed, as it had been received via email just before the meeting at which the cheque was signed, and there had been no time to print it. However, all other items checked (including bank statements) were satisfactory.</p> <p><u>To note the contents of the quarterly financial statements</u> – noted.</p> <p><u>Confirmation of conclusion of audit for the 2018-19 Annual Return</u> – the External Audit part of the Annual Return 2018/19 has been signed off without comment or qualification. The required Notice of Conclusion of Audit has been displayed.</p> <p><u>To discuss and approve (if appropriate) the cost of removing the fly tipping at the edge of West Wood</u> – the Council felt that, if the rubbish was simply removed, without some sort of barrier to people dumping waste there in future being installed, it would just give the green light to more fly tipping, (with people thinking, 'great, we dump it, they clear it'). As such, prior to clearing the rubbish, the Council favoured asking East Sussex Rights of Way for permission to install a barrier which would still allow pedestrian/equestrian access, whilst preventing vehicles from reversing off the highway to dump waste. Councillor Pascoe has some treated wooden poles that he would be willing to donate for this purpose. Once this has been pursued with Rights of Way, it was suggested that the Council forms a working party to go and remove as much of the waste as possible, as it felt that the estimate for £300 from LDC for clearing it was very steep. (It is thought that the pile is smaller than it was, with people seemingly having taken some of the wood).</p> <p><u>To approve costs of replacing the frayed rope sections of the large climbing structure at the children's playground</u> – The Council agreed to purchase two ropes with wooden footholds to replace those that have frayed at ground level, and one rope with top bar to replace the one for the ramp by the helter-skelter style slide, at a total cost of £450.</p>	
6	a	<p>Policies & Procedures for Review</p> <p><u>To review and adopt the new model Financial Regulations</u> – the new Financial Regulations were agreed and adopted. The thresholds for expenditure approval were agreed as:</p> <ul style="list-style-type: none"> • Up to £100 – Clerk • £100 - £500 Clerk in conjunction with Chair • £500+ full council 	Agreed & adopted.

	b	With the Clerk being given authority to spend up to £1k in the case of an emergency. <u>To review and adopt the updated Risk Assessment Schedule – agreed.</u>	Agreed & re-adopted.
7	a	Report of Clerk <u>Village Hall improvement project update</u> – the Hall’s architect had circulated an update to say that basically the project is now on hold until the funding for phase 1 is in place. The Clerk had forwarded to him a copy of the Council’s Standing Orders on procurement, to ensure that tender documents will be drawn up in accordance with Council procedures.	
	b	<u>War memorial maintenance</u> – the School has indicated a willingness to help with light maintenance of the War Memorial site.	
	c	<u>Maintenance of children’s play area</u> – the handyman has been asked to undertake a few maintenance tasks at the play area. Our contractor for recreation ground maintenance is willing to quote for crown lifting branches of the trees in the play area which are getting close to play equipment. Councillor Jackson to meet with the Clerk on site to agree what needs to be done. It was also mentioned that the path to the play area from Green Road is becoming overgrown by hedging. The Clerk to write to the householder to seek agreement for our contractor to cut it back.	Cllr Jackson & Clerk to meet to agree work to trees to be specified.
	d	<u>Red telephone box</u> – the phone box has now been bought and is awaiting renovation. The Clerk is waiting to hear from Highways regarding licences and will contact LDC to find out whether planning permission is also required.	Clerk to write to LDC.
	e	<u>To note the legal advice given about an item thought to have been incorrectly recorded in the April minutes</u> – the Council’s solicitor had confirmed that amendments cannot be made to approved minutes. However, the Council agreed to note that, in relation to item 4h of the 1 April 2019 minutes, Councillor Pascoe did not, and was not asked, to write to the Planning Inspectorate on the Council’s behalf in relation to this item.	To note that minute 4h of 1 April 2019 was incorrect.
	f	<u>CCTV scheme</u> – the CCTV cable installation has been put on hold, whilst the Council finalises some of the detail. A meeting to take place to discuss this.	Meeting to take place to discuss details.
	g	<u>Temporary flashing speed sign</u> – Highways has advised that we run potential sties past them prior to seeking speed data, to make sure they are considered appropriate.	Council to determine proposed sites.
	h	<u>Allotments</u> – coincidentally, the Hospice had had the same thought as the Council and is willing to consider using some of its land for allotments. The Clerk will be meeting the Chief Executive of the Hospice next month to discuss this. Councillor Martin asked to attend.	Clerk & Cllr Martin to meet with Hospice Chief Exec.
	i	<u>To consider the approach the Council wishes to take re cyber security and whether it would wish to seek Cyber Essentials accreditation</u> - the Council felt it unnecessary to go for Cyber Essentials accreditation and will instead seek an IT security review from its IT consultants, using some of the contract’s pre-paid hours.	IT security review to be requested.
8	a	Reports from Councillors <u>Proposal for the Council to make it a standard response when reviewing an application for new developments or significant extensions, that the applicants should provide an electric charging point.</u> The Council resolved earlier in the meeting, to bring this item forward for discussion. Please therefore see notes at the start of item 4.	See minute at start of item 4.
	b	<u>Remembrance Day service preparations</u> – the Council’s Chair is co-ordinating the arrangements for this this year. A meeting will be held next Monday evening for those involved, to discuss details.	
	c	<u>Fly tipping on the drovers’ road</u> – garden waste is still being dumped on the drovers’ road, which is unacceptable. The Council took the opportunity, when the owner of the drovers’ road was present at the start of the meeting, to ask whether it would be permissible for the Council to put up some signs discouraging fly tipping (and perhaps	

		others such as the history trails signs discussed at a previous meeting). They agreed, subject to the signs' wording having their approval.	
9		Correspondence	
	a	<u>Letter from the Council's payroll provider regarding a small uplift in fees from April 2020</u> - a small increase of 50p per payslip will be applied from April.	Increase noted.
	b	<u>Email from Maria Caulfield passing on a teenage resident's request for an older teenage youth group and improvements to the basketball court and hoop.</u> The Clerk had responded with details of the Church's older youth group, Wicked, and will pass the request for improvements to the basketball hoop and court to the Village Hall Management Committee.	To be passed to Hall Management Committee.
	c	<u>Offer of a small oak tree for planting</u> - though grateful for the offer, the Council could not, at present, think of anywhere for this to go. It was suggested that if at some point allotments are created, then this might be somewhere for it.	
	d	<u>Request for support for a CPRE campaign, 'brownfield first'</u> - the Council, whilst supportive of CPRE who have been very helpful in the past, did not wish to support this particular campaign.	Not to support this campaign.
	e	<u>Invitation to attend the Action in Rural Sussex AGM, Thurs 17 Oct, 5.30pm, Buxted Park Hotel</u> - Councillor Martin to attend with District Councillor Bikson.	Cllr Martin to attend.
	f	<u>Concern about tall trees on North Common Road</u> - the Council had received a letter from residents concerned about the height of some trees along North Common Road. The Clerk to write to the owner of the trees to pass on these concerns.	Clerk to write to householder.
10		Items for Noting or Inclusion on Next Agenda	
	a	Bus shelter notice boards - as some people are stapling notices to the inside of the two newer wooden bus shelters, it was suggested that the Council gets some costings for mounting notice boards in them, so there is a designated space for this.	
	b	Bus shelter sign - the sign on the end of the Green Road bus shelter adjacent to the green is looking very tatty. The handyman to be asked to quote for restoring/replacing it.	
	c	The Village Hall sign by the car park entrance on Eastern Road has been broken and tatty looking for some time. The Management Committee to be asked to address this.	
	d	To consider providing money to the Wivelsfield School PTA to help supply a new adventure playground (or equivalent), as the existing one needs to be replaced.	
11		Date of Next Meeting	
	a	Monday 4 November 2019 - Parish Council Meeting	

The meeting closed at approximately 10.15pm.

Items to be paid during October 2019

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary Oct 19		1502.22		
East Sussex Pension Fund	Pension contributions Oct 19		626.27		
Transparity Solutions Ltd	Sept 2019 Office 365 Subscription		38.47		
Lewes District Council	Oct 2019 play area inspection Dog bin emptying 1 Oct -31 Dec 19 Litter bin emptying 1 Oct-31 Dec 19	18.00 655.20 54.29	727.49		
CPRE	Annual membership		36.00		
Wivelsfield Community Tea Club	Grant		400.00		
Jaks Leisure	Donation for use of office 1 Oct – 31 Dec 19		300.00		
Sage UK Ltd	October Sage 50 Accounts subscription		96.00	DD	
SSALC	Clerk attendance at Legal & Finance day, 26 Sept 19 2 x ESALC Conference- 10 Oct 19	144.00 144.00	288.00		
Trident Computers UK Ltd	IT maintenance contract October 19 Pre-pay support hours IT Contract November 19	51.00 510.00 51.00	612.00		
PKF Littlejohn Ltd	Completion of year end external audit		600.00		
Alex Orchin	Supply and restoration of K6 red telephone box as book exchange		1000.00		
Total Expenditure			6226.45		