

Minutes of the Meeting Held Monday 8 January 2018
8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB), Phillips (SP) and Pascoe (EP). Liz Gander (Clerk) and four members of the public.	
Open Forum:	<p>One resident asked about the Local Plan Part 2 and where the proposed housing included within it for Wivelsfield was to be. The Chairman explained that this relates to the western part of the Parish on the edge of Burgess Hill.</p> <p>Another resident asked if the Parish Council was aware of any plans to sell a field adjacent to Colwell Lane South, to Mid Sussex? The Chairman clarified whether this was not part of the land already under Mid Sussex District Council (MSDC) ownership (designated for a country park) and was told it is not. The gentleman concerned provided a letter to the Parish Council and asked that this matter be looked in to.</p> <p>The owner of Great Ote Hall had attended the meeting to make representation about her planning application (item 4d), alongside the agricultural worker/night watchman who occupies the mobile home. They briefly explained the need for the retention of this accommodation.</p>	
1	Apologies for Absence County Councillor Sheppard.	
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 Minutes of the Parish Council meeting held 11 December 2017	Minutes agreed & signed.
4	Planning Matters New Planning Applications Considered at the Meeting a <u>LW/17/1001 - Valebridge, Valebridge Road</u> - Demolition of existing dwelling and outbuildings, and construction of replacement dwelling and carport, with altered drive access and hard standing. b <u>LW/17/1011 - 43 Downsview Drive</u> - First floor addition to existing 2 bed bungalow to create 4 bed house, demolition of existing garage. The Council resolved to support this application, but asked that the Clerk write separately to express some concern about the significant work already being undertaken at this address, prior to receipt of a planning decision. c <u>LW/17/1009 - The Royal Oak, Ditchling Road</u> - Variation of Planning Condition - Variation to Condition 1 relating to planning application LW/15/0827 to replace plots 4 & 5 garages with car ports for Gold Property Development Limited.	<p>To support the application.</p> <p>To support the application.</p> <p>To support the application.</p>

	<p>d <u>LW/17/1052 – Ote Hall Farm, Janes Lane</u> - Renewal of LW/14/0769 for the retention of a mobile home for occupation by agricultural worker/security and night watchman.</p> <p>To Acknowledge Notices of Planning Permission Received (for information only)</p> <p>e <u>LW/17/0967 – Travis Perkins, Green Road</u> - Remove boundary wall and replace with a steel palisade fence.</p> <p>Other Planning Matters</p> <p>f <u>Cala Homes</u> – general update – no update available.</p> <p>g <u>Update on Appeal Ref: Land at Rogers Farm</u> – this appeal is being conducted by means of written representations therefore there will not be a hearing at which it is possible to speak.</p> <p>h <u>Update on the Hurst Farm/Asylum Wood application</u> – MSDC has advised that the applicant has been asked to supply further information and that it is likely that the application will be re-advertised after this has been received.</p> <p>i <u>Lewes District Local Plan Part 2</u> - To approve the consultation response drafted by the Clerk. The Council approved the draft letter but requested the addition of a query regarding access to the Oakfields site and how this will be achieved with Theobalds Road being a private road.</p>	<p>To support the application.</p> <p>Letter approved subject to one agreed addition</p>
5	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment.</u> The Council approved payment of fifteen items totalling £7861.49, (fourteen of these had been on the original accounts for payment schedule, plus an addition of £100 as per agenda item 9g). Please see Appendix A for the full list of payments.</p> <p>b <u>To review the quarterly accounting statements previously circulated.</u> Councillors had reviewed the financial statements and no matters were raised.</p> <p>c <u>To note the advice from East Sussex Highways Lighting Supervisor to budget for the replacement of column A, Green Park Corner,</u> at an anticipated cost of approximately £2k.</p> <p>d <u>To agree to increase the repairs and maintenance budget for the current year by £1k</u> (to be taken from general reserves), to allow for the additional maintenance work approved for the football pitch.</p> <p>e <u>To finalise the 2018/19 budget and three-year forecast.</u> The draft budget as presented was approved. The increase in the budget as compared with the current year is due to a combination of taking on an Assistant Clerk, an increase to the Clerk's salary and increases in other budget areas such as street lighting.</p> <p>f <u>To agree the precept to be requested for 2018/19</u> – it was agreed to request a precept of £76,365. This will represent an increase of £1.02 per month on a band D property.</p> <p>g <u>To discuss moving money between the Council's bank accounts to maximise its protection under the Financial Services Compensation Scheme</u> (or to set up an additional account for CIL). It was agreed to transfer a sum of £35k to the Council's Barclays account.</p> <p>h <u>Notification that Lewes District Council is opening bidding for Community Infrastructure Levy (CIL) pot, between 8 Jan and 19 Feb and implications of this for Wivelsfield.</u> The Clerk had expressed disappointment to LDC at the lack of notice given for this. Previously, Councils had been advised that there would be two bidding rounds per year, one in June, the other in December. When bidding had not been opened for December, it had been assumed that the next possible round would therefore be June. It had been intended that a funding bid would be submitted for the planned upgrade to the Village Hall, however, given LDC's failure to follow its published</p>	<p>All payments approved.</p> <p>It was agreed to budget for this work.</p> <p>Agreed to transfer £1k to the repairs budget.</p> <p>Budget approved.</p> <p>Precept of £76,365 agreed</p> <p>£35k to be moved to Barclays.</p> <p>Clerks to advised Management Committee of CIL bidding window.</p>

		<p>timetable, the Village Hall project is not as 'shovel ready' as those involved would have liked it to be to maximise the chances of a successful bid. It has also proved frustrating that LDC is not yet clear on how applications will be determined and whether projects will be assessed on an all-or-nothing basis, or if the Board might be willing to grant some, but not all of the bid amount, if competition for funds is too high. The Parish Council to relay the present situation to the Management Committee and encourage a funding bid to be submitted.</p> <p>i <u>To agree the contract with Transparency for providing Office 365 licences and to set up a direct debit mandate for this purpose.</u> The Council asked for further quotes to be obtained.</p> <p>j <u>To discuss and agree a budget for clearing of the path from Green Road to the children's play area twice yearly.</u> It was agreed to accept the Cricket Club's offer to maintain the path at a cost of £100 per time.</p> <p>k <u>To approve and sign the Street Lighting maintenance agreement from East Sussex County Council</u> - agreed and signed by the Chairman and Clerk.</p>	<p>Additional quotes to be sought.</p> <p>Cricket Club to maintain path twice yearly.</p> <p>Maintenance agreement signed</p>
6		<p>Policies & Procedures</p> <p>a <u>To review and re-adopt (as appropriate) the Council's Risk Management Policy and Risk Register.</u></p> <p>b <u>To agree and adopt the proposed Social Media Policy.</u> Policy agreed and adopted as proposed, on the understanding that it may need to evolve.</p>	<p>Updated Risk Register approved.</p> <p>Social Media Policy approved.</p>
7		<p>Report of Clerk and Assistant Clerk</p> <p>a <u>To agree the content of the draft community questionnaire for distribution with this month's Wivelsfield News.</u> It was agreed to keep the number and scope of questions minimal to encourage a good response and to focus on seeking input about projects. The Council favoured the inclusion of the questionnaire in the centre pages of the Wivelsfield News, rather than as a loose leaf insert, as this will not incur any cost. However, with not spending anything on the printing or distribution of the questionnaire, it was agreed to purchase a £50 Amazon voucher (from s137 expenditure) to offer as a participation incentive (ie for one winning entry drawn from all completed questionnaires).</p> <p>b <u>To discuss holding 'surgeries' to allow residents to discuss the community questionnaire and view plans /proposals for the projects being considered</u> - this idea was considered unnecessary at the present time.</p> <p>c <u>Preparation and content for the Annual Parish Meeting</u> - it was agreed to ask staff at Lewes District Council to come along to talk about the new recycling system being rolled out later in the year. The Clerk to also approach Wel Medical and CPRE.</p> <p>d <u>To discuss registering the BT exchange on South Road as an asset of community value</u> - as there have been rumours of this building becoming redundant in the future and given its location at the heart of the village, the Council resolved to list it as an asset of community value.</p> <p>e <u>To adopt the proposed Scheme of Delegation</u> - the Council resolved to adopt the Scheme of Delegation.</p> <p>f <u>To discuss whether to purchase a grit spreader which will cope with wet salt</u> - since such spreaders are very expensive (c£1k), it was agreed to instead try purchasing a couple of tubs of 'ice melt', a dry, granular de-icing product to trial. The wet salt can then be used for topping up the grit bins.</p> <p>g <u>Village Sign</u> - update and discussion of installation 'ceremony' if appropriate. There has been a delay caused by the blacksmith having to wait to take the sign to be galvanised. Further updates will be provided when available.</p>	<p>Type of questions and method of distribution of questionnaire agreed.</p> <p>Amazon voucher to be purchased for prize draw.</p> <p>Clerk to invite various speakers.</p> <p>BT exchange to be registered as asset of community value.</p> <p>To adopt the Scheme.</p> <p>To purchase two tubs of 'ice melt'.</p>

8		<p>Reports from Councillors</p> <p>a <u>To receive a costed proposal from Councillor Pascoe re CCTV at the children's play area</u> – Councillor Pascoe had provided costings for various elements of a CCTV system. Foldable metal poles were considered best for cleaning/maintenance purposes and it was agreed that battery operated cameras would be better from in terms of not having to channel a cable across the green. The subject will be discussed with the Village Hall Management Committee at the joint party meeting on Wednesday.</p> <p>b <u>To receive the recommendations of Councillor Stoner regarding fencing the gap at the back of the den in the children's play area</u> – it was agreed that the most appropriate solution would be to continue the post and rail fencing to the rear of the den, and clad it with stock fencing. This would both be strong enough to prevent children getting out onto the lane, whilst retaining the rural feel.</p> <p>c <u>Proposal to have a follow-up to the visioning session undertaken last July</u> – it was agreed to have a rerun of the visioning session, to be held on Monday 19th Feb at 7.30pm.</p> <p>Councillor van Bochove left the meeting.</p>	<p>CCTV project to be discussed with Management Committee.</p> <p>Quotes to be sought for post & rail/stock fencing.</p> <p>Clerk to book room for visioning.</p>
9		<p>Correspondence</p> <p><u>New items of correspondence</u></p> <p>a <u>Future of the Village Hall youth group and need for both Council input and volunteers</u>. The Council will arrange a meeting with the Youth Leader to discuss plans for the Group going forwards. It was suggested that the Horsham & Mid Sussex Voluntary Action group and/or Chailey School might be a potential source of volunteers.</p> <p>b <u>Inconsiderate parking in the vicinity of Wivelsfield Primary School</u> – this has been flagged up with East Sussex Highways.</p> <p>c <u>Email from Highways advising who to contact if, in light of 8b above, the Council wishes a review of parking to be undertaken in Wivelsfield</u>.</p> <p>d <u>Advanced notice of a cycling event that will come through Wivelsfield on Saturday 3 March</u> for information only.</p> <p>e <u>Invitation to receive a presentation from Lewes District Council about its new 'Neighbourhood First' team</u>. With some members having seen this presentation at the Town and Parish Conference, it was not considered necessary to accept this invitation.</p> <p><u>Items brought forward from the last meeting</u></p> <p>f <u>The Conservation Volunteers – request for donation of £75 from this East Sussex based health and well-being charity</u> – having looked at the areas in which this charity operates, it would not be appropriate to support it.</p> <p>g <u>CPRE Sussex</u> – request for urgent funds to help challenge unwanted development in the Lewes district. As CPRE have been – and continue to be – extremely supportive in challenging unsustainable development in our area, it was agreed to make a donation of £100 under S137.</p> <p>h <u>Email from a concerned resident highlighting West Sussex County Council's suggestion that it may introduce a proof of residency condition to those wishing to use its rubbish tips</u> – since residents of Wivelsfield look to the towns of Haywards Heath and Burgess Hill for services, this proposal would be of significant concern. The nearest East Sussex tip is Lewes, which is considerably further away. The Clerk to write to West Sussex County Council (WSSC) to express these concerns.</p> <p>i <u>Opportunity to book a 'Dementia Friends' information session</u> – it was agreed to invite the Dementia Friends to the Annual Parish Meeting and to set up an information session for any interested residents.</p>	<p>Clerks to arrange meeting with Youth Leader.</p> <p>Clerks to seek a review of parking in the village.</p> <p>To make a donation of £100 to CPRE, using S137.</p> <p>Clerks to write to WSSC expressing concern about proposal.</p> <p>To set up a Dementia Friends session.</p>

10	a b	Items for Noting or Inclusion on Next Agenda Slugwash Gardens planning application status. Update on Springfield Industrial Estate (if appropriate).	
11		Date of Next Meeting Monday 5 February – Parish Council Meeting	
12	a	Staffing Matters <u>Exclusion of the Press and Public</u> By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for these items (Public Bodies - Admission to Meetings - Act 1960). <u>To discuss whether to backdate a salary increase for the Clerk to when the Assistant Clerk joined the Council in September 2017.</u> The Council agreed to implement a pay increase for the Clerk with immediate effect, to recognise her experience, knowledge and greater responsibilities relative to the new Assistant Clerk.	Clerk's salary to be increased with immediate effect.

The meeting closed at 10.25pm.

Appendix A

Items approved for payment at the meeting of 5 January 2018

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Barcombe Landscapes Ltd	Recreation Ground Maintenance 24.6.17- Additional work to spread sand across the football pitch, (as agreed at the Council meeting of 3.4.17) War Memorial maintenance	1578.00 1860.00 222.04	3660.04	100694	115
Wivelsfield PCC	Hall hire for PC meetings Jan-April		60.00	100695	116
Lewes District Council	January 2018 Monthly Play Area Inspection Dog bin emptying 1 Jan-31 March 18 Litter bin emptying 1 Jan-31 March 18	18.00 655.20 54.29	727.49	100696	117
EAC Software	Email hosting Jan 2018		36.00	100697	118
Clerk & Assistant Clerk	Salaries January 2018		1669.05	100698 100699	119 120
East Sussex Pension Fund	Pension contributions January 2018		401.37	100700	121
E Gander	Reimbursement for stationery items		8.91	100701	122
Carola Godman Irvine	Peppercorn rent for Church Lane car park		1.00	100702	123
Jaks Leisure	Donation for use of office at The Cock Inn		300.00	100703	124
Parish Online	Annual subscription to mapping facility		54.00	100705	125
Bruce Cumner	Adjustment to playground gate and checking salt in grit bins		19.20	100706	126
Ansty & Staplefield Parish Council	Share of street lighting costs for Valebridge Road		224.72	100707	127
BT	Quarterly phone and broadband		599.71	DD	128
CPRE	Donation for work in Lewes District		100.00	100708	129
Total			7861.49		

An additional cheque for £35k was written to transfer funds between the Co-op Community Account and Barclays Base Rate Tracker account, as per agenda item 5g.