

Minutes of the Parish Council Meeting Held 9 December 2019
8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Pascoe (EP), Haffenden (IH), Rust (BR), Martin (HM) and Jackson (NJ). County Councillor Jim Sheppard, Liz Gander (Clerk) and two members of the public.	
Open Forum:	<p>The Chairman of the Village Hall Management Committee had come along to mention two things. The first was that a resident of Green Road had asked for vehicular access across the top of the car park to get to the bottom of their garden where they wished to create a parking space. This had however been deemed inappropriate by the Management Committee as similar requests have previously been turned down and the trustees did not wish to get into creating prescriptive rights across the land.</p> <p>Secondly, the Management Committee seeks the Parish Council's approval for having the top entrance to the Village Hall car park upgraded, in preparation for it becoming the main temporary access point when building work at the Hall commences. The Council agreed to put this item on the January agenda for formal discussion.</p> <p>Another resident asked if the Council had thought any more about declaring a climate emergency and requested that councillors consider actions that could be taken in relation to this which might feed into the 2020-21 budget. The resident was pleased to see that the number of dwellings proposed for Somerset House, Green Road, has been reduced, but felt it would be good if they could all be wheelchair accessible and appropriate for the elderly. Finally, the resident left each council member with a pack of information which she asked everyone to read.</p>	
1	<p>Apologies for Absence Apologies had been received from District Councillor Bikson.</p>	
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>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:</p> <p>a The Parish Council Meeting held 4 November 2019.</p>	Minutes approved & signed.
4	<p>Planning Matters</p> <p>New planning applications considered at the meeting.</p> <p>a <u>LW/19/0816 - Somerset House, Green Road</u> - Proposed change of use from building to 14 dwellings. The Council resolved to object to this application on the grounds that:</p> <ul style="list-style-type: none"> • No plans had been submitted to show the number of parking spaces that would be provided and how the outside space would be arranged. 	To object on the grounds detailed.

		<ul style="list-style-type: none"> The Council was concerned about the impact on road safety, particularly at the difficult junction of Eastern Road and Green Road, where there is poor visibility. There was concern about noise from the development. <p>Ideally the Parish Council would wish to see either the building being returned to business use or the existing building flattened, to make way for sympathetically designed, purpose-built homes.</p> <p>b <u>LW/19/0827 - Viconella, Valebridge Road</u> - Proposed single storey rear extension and two storey side extension.</p> <p>c <u>LW/19/0829 - Winters Farm Courtyard, North Common Road</u> - continued use of part of the building for single residential dwelling. The Council resolved to make a neutral response to the application, but wished for a comment to be submitted querying why the breach of the original application had not been enforced.</p> <p>d <u>LW/19/0844 - 32 Charlwood Road</u> - Demolition of existing garage and construction of new, combined with single storey rear extension.</p> <p>e <u>LW/19/0817 - Moors Cottage, Slugwash Lane</u> - Change of use and conversion from an existing 3 bedroom dwelling with ancillary accommodation to form 2 x 2 bedroom dwellings, with retained residential curtilages, retained access to Slugwash Lane, and off road parking.</p> <p>Notices of Planning Permission Received (for information only)</p> <p>f <u>LW/19/0649 - 16 Blackmores</u> - Creation of rear dormer to existing roof with installation of two rooflights to front elevation.</p> <p>g <u>LW/19/0634 - Coldharbour Cottage, Hundred Acre Lane</u> - Conversion of existing potting shed and greenhouse to residential annex accommodation.</p> <p>h <u>LW/19/0687 - 20 Strood Gate</u> - Extension and new pitch roof to the annex.</p> <p>i <u>LW/19/0758 - Griggs Cottage, Ditchling Road</u> - Removal of an existing extension and construction of a two-storey side extension.</p> <p>j <u>LW/19/0742 - 1 Myrtle Cottage, South Road</u> - Single storey rear extension.</p> <p>Notice of Refusal (for information only)</p> <p>k <u>LW/19/0657 - Uplea, Green Road</u> - Erection of a single dwelling along with associated access, parking and hard/soft landscaping.</p> <p>Other Planning Matters</p> <p>l <u>Springfield Industrial Estate</u> - update. The Council had met with representatives of the Guinness Partnership, who had outlined their plans for the site. The Council had asked that various items be included as a part of the scheme, including a children's play area, dog bin, safe crossing point on the Ditchling Road and replacement of the two B2112 bus shelters. A public consultation will be conducted in the New Year, to gauge local opinion, prior to a formal planning application being submitted.</p>	<p>To support the application.</p> <p>Neutral response.</p> <p>To support the application.</p> <p>To support the application.</p>
5		<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> - the Council ratified payment of one item paid since the last meeting, and approved payment of seventeen new items, totalling £5255.48 (see Appendix A for details).</p> <p>b <u>To review and monitor CIL (Community Infrastructure Levy) expenditure to date on the Village Hall Improvement Project</u> - a net sum of £28,182.50 has been spent on the Village Hall project to date, leaving £91,817.50 of the £120k CIL money initially allocated for the scheme.</p> <p>c <u>To monitor overall CIL income and expenditure</u> - the Council has received £250,902.44 in CIL to date. Of this, £120k has been allocated to Phase 1 of the Hall Improvement Project and a further £20,459.69 has been spent. This leaves £110,442.75 at the Council's disposal. There is the potential for a some of this to be allocated to different phases of the Village Hall Improvement Project (to include provision of a bespoke Parish Council office), with a small</p>	<p>All payments approved.</p>

	d	amount being earmarked for improvements to the Church Hall and garden which are regularly used by community groups. <u>To consider whether the Council would wish to put further CIL money towards phase 1 of the Village Hall Improvement Project</u> – the Council agreed to consider putting additional money towards the project once costings have been received and the funding gap is known.	To consider additional funding once costs are known.
	e	<u>Notification of SALC and NALC subscriptions figures for next year</u> – noted.	
	f	<u>To review and discuss the updated budget for 2020-21</u> – it was agreed to add a further £4k to the repairs and maintenance budget for 2020-21, to allow for any tree works needed at the recreation ground.	To add £4k to the repairs & maintenance budget.
	g	<u>To note the report from the Interim Internal Audit</u> – the content of the report was noted.	
	h	<u>Findings from the quarterly in-house audit checks</u> – Councillor Martin had checked a sample of transactions to ensure they were appropriately authorised, entered onto Sage and had cleared at the bank. All transactions were satisfactory.	
	i	<u>To note the review of bank reconciliations</u> – Councillor Martin had similarly checked and signed off the recent bank reconciliations.	
	j	<u>To discuss applying for a credit and/or debit card for making Council purchases</u> (where a credit arrangement cannot be put in place) – it was agreed that the Clerk will look into options for a council credit card.	To look into obtaining a council credit card.
6	a	Policies & Procedures To adopt the revised Code of Conduct as issued by Lewes District Council.	Agreed.
7	a	Report of Clerk <u>Trident IT onboarding visit and review: to note the report provided following this visit and to discuss whether the Council would wish to accept any of the recommendations for additional work/services.</u> If there would be no additional costs in doing so, the Council would be willing to transfer its current Office 365 subscriptions licences to Trident, so that all IT management is under one organisation. It would also be willing to pay the £15 per machine charge to have Trident securely wipe the hard drives of old machines, provided they would return the machines to the Council for recycling. The Council did not feel it necessary to accept the quotes for any of the other suggested work at this stage.	Willing to transfer Office 365 licences to Trident if no additional costs to be incurred. Would be willing to have old machines wiped, if then returned.
	b	<u>Request for an additional street light on North Common Road near Charters Gate Way</u> – there are already reported to be two lights in this area, one near the Mormon church, the other beyond the Charters Gate Way entrance, so it is felt unnecessary to have another. The former is however said to be lit during the day, whilst the latter is not working at night. The Clerk to report these issues to Highways. As some of the lights in the Parish do not give our a great deal of light, it was suggested that the Council looks to replace the bulbs in its lights with ones akin to those down Janes Lane (just into West Sussex) which are said to be much better. The Clerk to try to find out what kind of bulbs are used in these units.	No additional street light was felt to be needed. The Clerk will report issues with the existing ones.
	c	<u>Maintenance of children’s play area</u> – having reviewed the quotes obtained for work needed at the children’s play area, it was resolved to engage Paul Watson, the contractor also used by Lewes District Council.	The Council to engage Paul Watson for the work.
	d	<u>Grass cutting contract</u> – having reviewed the various quotes obtained, it was agreed to engage Barcombe Landscapes to undertake the Council’s urban grass cuts next year, in place of East Sussex County Council.	Barcombe Landscapes to be engaged for urban grass cuts.
	e	<u>Feedback from meeting with the Hospice</u> – Councillor Martin and the Clerk had attended a very useful meeting at the Hospice with its Chief Executive, Head of Fundraising and Head of Estates. The planning application for the former chicken shed site has been withdrawn whilst	Councillor Martin to

	<p>the architects look at how an additional entrance to the site off North Common Road could be created to serve the proposed houses, in response to residents concerns about the already dangerous current shared access. Plans are also in the pipeline to remodel the interior of the existing Hospice building to create more functional space.</p> <p>The Hospice is keen to work with the Parish Council to create some allotments for local people. This will dovetail well with existing plans to open a repair shed, intended to be a place for people (particularly men) to volunteer and come together to keep busy and have a sense of purpose, especially after bereavement. It is envisaged that the allotment area could include a community garden which those with an interest in gardening, but perhaps lacking the time to have an allotment of their own, could help out with. Hospice staff will organise a working party to progress the allotment project. Councillor Martin to be the Parish Council's representative on this, as she has previously had an allotment.</p> <p>f <u>Feedback from the CPRE workshop 'Building Beautiful'</u> – the workshop was useful, giving participants the opportunity to collectively review some design schemes to get a feel for what does and does not constitute good design, and what elements it is valid to comment upon. It was said that good design is like good manners – reflecting the character of the local area, being sympathetic to its surroundings etc.</p> <p>g <u>Signs for recreation ground</u> – much debate was had over the wording for signs for the recreation ground to discourage dog fouling, but no consensus was reached.</p> <p>h <u>Reviewing the Neighbourhood Plan</u> – the Clerk has contacted LDC's Neighbourhood Planning Officer for advice and will report back when she knows more.</p> <p>i <u>Annual leave/office closure over the Christmas period</u> – it was agreed that the office shall be closed from Thursday 19 December until Monday 6 January. The Clerk will be taking some of this period as annual leave, but otherwise working from home.</p>	<p>represent the Council on an allotment working party.</p> <p>Office closure for Christmas period agreed.</p>
8	<p>Reports from Councillors</p> <p>a <u>Feedback from the Local Government Finance workshop attended by Councillor Rust</u> – the workshop was said to be useful.</p> <p>b <u>Query over access across the top of the Village Hall Car Park to adjacent gardens and feedback from discussion at the Village Hall Management Committee</u> – the Management Committee had agreed to refuse this request, therefore no discussion was needed by the Council.</p> <p>c <u>Suggested signage for drovers' road</u> – to be deferred to the next meeting.</p>	<p>Deferred to next meeting.</p>
9	<p>Correspondence</p> <p>a <u>Letter of thanks from Wivelsfield School for the recent donation for outdoor fitness equipment.</u></p> <p>b <u>Statement of Community Involvement for Lewes District. Consultation runs until 5 Jan 2020.</u> Clerk to respond on the Council's behalf.</p> <p>c <u>East Sussex County Council response to the Parish Council's objection to the proposed diversion of Footpath 35 (for information only).</u></p> <p>d <u>Consultation on Strengthening Police Powers to Tackle Unauthorised Encampments.</u></p> <p>e <u>Environmental enhancement work and the Sussex Lund grant.</u></p> <p>f <u>Burgess Hill Town Council response to query over proposed boundary changes.</u> The Council asked the Clerk to find out which officers at LDC may be aware of this and what the District and County Councils' take on this would be, given the implications for Council Tax revenue, schools etc.</p> <p>g <u>Responses from residents of Eastern Road regarding the suggestion of cordoning off the wide grass verge.</u> There had been a limited</p>	<p>Clerk to contact LDC and East Sussex County Council about this.</p>

		response to this idea. However, of those that responded, one supported the proposal, whilst two others objected.	
10	a	Items for Noting or Inclusion on Next Agenda To discuss the state of the southern end of the drovers' road (footpath 18a/b) and what (if it is considered appropriate) might be done to remedy it.	
11	a	Date of Next Meeting Monday 6 January 2019 – Parish Council Meeting	

December 2019 Expenditure

Item Paid Since the November Meeting and Ratified at this Meeting.

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
Village Hall Imp. Project					
Robinson Low Francis LLP	Preparation of tender documents		3600.00	100963	93
Total Expenditure			3600.00		

Items approved for payment at the meeting.

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary Dec 19		1502.22	100964	94
East Sussex Pension Fund	Pension contributions Dec 19		626.27	100965	95
HMRC	Quarter 3 PAYE/NI contributions		1385.17	100966	96
Transparency Solutions Ltd	Nov 2019 Office 365 Subscription		36.44	100967	97
Lewes District Council	Dec 2019 play area inspection		18.00	100968	98
E Gander	Travel expenses & CPRE event ticket		38.20	100969	99
Lars Laj	Parts for large piece of play equipment at play area		540.00	100970	100
Wivelsfield PCC	Hall hire 18 Nov 19 – Meeting with Guinness Partnership		10.00	100971	101
Sage UK Ltd	December Sage 50 Accounts subscription		96.00	SO	102
SLCC	Annual subscription		196.00	100972	103
SALC	Clerk's Technical Networking Day 7 November	132.00			
	B Rust – Local Govt Finance Workshop – 19 Nov	84.00	216.00	100973	104
Office Furniture Online	2 x notice boards for bus shelters		84.24	100974	105
Trident Computers UK Ltd	IT Contract Dec 19	51.00		100961	92
	IT contract Jan 20	60.60	111.60	100975	106
Mulberry & Co	Interim Internal Audit fee		178.74	100976	107
Travis Perkins Trading Co. Ltd	Materials for installation of posts at West Wood		42.60	100977	108
Neat & Stripy Ltd	Planting of hawthorn bushes by edge of drovers road		138.00	100978	109
Bruce Cumner	Maintenance at play area and installation of cork boards in bus shelters		36.00	100979	110
Total Expenditure			5255.48		