

Minutes of the Extra-Ordinary Meeting Held Monday 9 July 2018 8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present	Councillors Dawson (ID, Chair), Stoner (JS, Vice-Chair), van Bochove (MvB), Pascoe (EP) and Haffenden (IH). Liz Gander (Clerk) and one member of the public.	
Open Forum	The Council was asked whether it had heard anything further in respect of agenda item 4i – the Springfield Industrial Estate. No updates had however been received.	
1	<p>Apologies for Absence</p> <p>It was noted that District Councillor Sugarman has stepped down and elections for a new ward councillor will be taking place later this week. County Councillor Sheppard had also tendered his apologies.</p>	Clerk to write to thank Councillor Sugarman.
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda – Councillor Stoner declared a personal interest in items 4d and 4g on the agenda, as she knows the owners of the respective properties.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	Personal interest declared by Cllr Stoner
3	<p>To Approve the Minutes of:</p> <p>a The Annual Meeting of the Parish Council meeting held 14 May 2018</p> <p>b The Parish Council Meeting held 4 June 2018</p> <p>c The Extra-ordinary Meeting held 18 June 2018</p>	All minutes were approved & signed by the Chair.
4	<p>Planning Matters</p> <p>New Planning Applications Reviewed</p> <p>a <u>LW/18/0396 – The Rosery, Valebridge Road</u>- modification of planning obligation – variation of S106 agreement in relation to LW/16/1040.</p> <p>b <u>LW/18/0456 & LW/18/0457 – Botches, North Common Road</u> – planning and listed building consent applications for the replacement of two rooflights to the main building roof slopes (north and south).</p> <p>c <u>TW/18/0047/TPO – Watermead, North Common Road</u> - 1 x Sycamore (T17 of the Order) 1 x Beech (T16 of the Order) we don't want to change shape or remove these trees - we just want to cut back - 20% overall and 15% crown thin. So we can allow more light on to my pub grounds and hopefully reduce the number of leaves, tree nuts and pollen on to my customers food when they are eating outside (following numerous complaints from customers).</p> <p>d <u>LW/18/0431 – 26 Green Park Corner</u> – two storey side extension.</p> <p>e <u>LW/18/0487 – 16 Blackmores</u> – two storey side extension, rear ground floor kitchen extension and free-standing garage. The Council supported the application, but had some concerns about whether the erection of the garage as proposed would leave sufficient turning space for vehicles.</p> <p>f <u>LW/18/0493 - Wivelsfield Village Hall</u> – Alterations and extensions to Wivelsfield Village Hall. The Council wished to reiterate its support for this application which will enable the Hall to meet the needs of our growing community in years to come. The Parish Council is looking forward to working with the Village Hall Management Committee and community as a</p>	<p>To support.</p> <p>To support.</p> <p>Neutral comment but reiterating the requests of the owner of Watermead. To support. Support with comment re turning space.</p> <p>To support, including the adjacent comment.</p>

		<p>whole, to get the project off the ground.</p> <p>Re-Consultation</p> <p><u>LW/18/0118 – Copper Beeches, North Common Road</u> - an altered layout plan has been submitted for this application for the construction of a new dwelling and access to highway. The Council resolved to object to the application for the same reasons as before. It was agreed to suggest that the householders should obtain a certificate of consent from the owners of the shared drive, before the application could be considered and that the plans should be resubmitted to show how the roots of the tree with the TPO would be protected.</p> <p>To Receive Notices Of Planning Permission (for information only)</p> <p>h <u>LW/18/0410 22 Downsview Drive</u> - Notice of Prior Approval for Residential Rear Extensions - GPD - Extensions for Erection of rear extension.</p> <p>Other Planning Matters</p> <p>i <u>Springfield Industrial Estate</u> – no update was available.</p> <p>j <u>Cala Homes</u> – update (to include responses to the concerns expressed via correspondence items 9g and 9h). To consider whether the Council should seek to retain a liaison link with the Cala site once Cala withdraw and the management company takes over.</p> <p>k <u>Royal Oak</u> – concern about trenching work and its effect on the road surface. It was said that, where trenching work has been undertaken on the road in relation to the Royal Oak site, the surface has been poorly reinstated and is already sinking.</p>	<p>To object, for reasons as described.</p> <p>Clerk to ask for details of Management Company. Cllr Pascoe to flag up with Highways on the Highways' website.</p>
5		<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved payment of seventeen items of expenditure, totalling £9769.78.</p> <p>b <u>IT contract</u> – the Clerk had received two quotes for IT services, but will seek more, by approaching other clerks to find out which companies other councils use and would recommend.</p> <p>c <u>CCTV system costs - To consider the quotes and advice given by East Sussex Highways Street Lighting in respect of folding lamp posts for CCTV cameras</u> – Highways had strongly recommended that we engage them to install the posts as they have the necessary equipment, safe dig procedure and insurance etc, plus would be able to provide utilities maps for the location. The Clerk to enquire whether they would also be willing and able to do the trenching work required.</p> <p>d <u>Request for a grant for the Church-based youth group 'Junior Wicked'</u> - the Council approved payment - under the Local Government (Miscellaneous Provisions) Act 1976 – of a grant of £500 to allow the group to purchase team building and sports equipment. The Group has grown considerably in recent months and welcomes all young people from within the community, so is felt to be a positive and worthwhile facility for the Council to support. The grant money is available within the budget from that set aside for the recently-disbanded Village Hall based Youth Group.</p>	<p>All expenditure approved. Clerk to liaise with other councils re IT. Clerk to ask if East Sussex Highways could do the trenching work for the CCTV system.</p> <p>Grant of £500 approved for the purchase of team building and sports equipment.</p>
6		<p>To Review and Re-Adopt the following Documents:</p> <p>a <u>Filming and Recording of Meetings Policy</u> – agreed, though further clarification to be sought about what would happen in the event of someone wishing to film if a vulnerable person were present.</p> <p>b <u>Standing Orders</u> – the revised standing orders (SO) (a compilation of the latest NALC model and the Council's former SO document) were approved and adopted.</p>	<p>Both documents agreed and adopted.</p>
7		<p>Report of Clerk and Assistant Clerk</p> <p>a <u>To review and adopt the proposed Councillor job description and adverts</u> – the</p>	<p>Councillor job</p>

	<p>Council agreed to adopt the Councillor job description prepared by the Assistant Clerk. Councillors also agreed to use draft adverts 2, 3 and 6 to put up around the Parish seeking new council members.</p>	<p>description & adverts approved.</p>
b	<p><u>Update on work to the drovers' road</u> – it is anticipated that the work to improve the surface of the drovers' road will be done in a couple of weeks' time. The contribution due to be paid by the Parish Council should be £2536.</p>	
c	<p><u>To note the response from Highways regarding the potential to upgrade the bridleway running from the bottom of Eastern Road to St George's. To discuss whether the Council would wish to conduct any local surveys to gauge support for this, prior to deciding whether to submit a request for a feasibility study</u> – the Clerk had received a request from residents to look into whether this bridleway could be upgraded to make it suitable for year-round use for walkers and cyclists as an off-road link to Burgess Hill. As this mirrored requests received within our Neighbourhood Plan consultations, the Clerk had sought Highways' advice. Their view was that, whilst no funding would be available from County for such a scheme, it would be possible to seek a feasibility study (at a cost of c. £500-£1k) to determine the feasibility and cost of this, with a view to subsequently being able to apply for matched funding. Since this land however lies within Ditchling, the Clerk to contact the Clerk of Ditchling to see if they would be willing to work together on this, to benefit both communities.</p>	<p>The Clerk to contact Ditchling PC to see if it would be willing to work together to get improvements made to the bridleway which runs from the bottom of Eastern Road to St Georges.</p>
d	<p><u>To acknowledge receipt of Highways' email regarding a feasibility study for a pavement at the northern end of Hundred Acre Lane</u> – Highways could undertake a feasibility study to determine the practicality of introducing a pavement at this location, but would charge £500 & VAT. However, in light of the planning application for two new homes on land at Coldharbour Farm and the Council's request for a pavement to be considered as a planning condition if consent is granted, this will be put on the backburner for now.</p>	<p>No further action to be taken while we wait to see if pavement could be taken forward by developer.</p>
e	<p><u>Further information about acting as a guarantor for a Community Library facility</u> – the Clerk had established that the Village Hall Management Committee, as the organisation running the library, would have the right to charge overdue fees, or fees for lost or damaged books. As such, since the costs of damaged or missing books would be covered and – one assumes – the overall collection would be covered by the Hall's insurance, the Council it seems would essentially be guarantor in name only. The Clerk to check with the Hall that it would insure the collection and go back to East Sussex County Council to query the purpose of having a separate guarantor in these circumstances.</p>	<p>Clerk to liaise with ESCC and the Village Hall Management Committee re insurance & acting as guarantor.</p>
f	<p><u>To note completion of the maintenance work at the children's playground</u> – the routine maintenance required has been carried out. The fencing of the den and replacement of the bottom gate are yet to be done.</p>	<p>Clerk to follow up re den fencing.</p>
g	<p><u>Village sign ceremony</u> – this will be postponed until the trailing red carnations requested for the top of the sign are added. The Council noted that, whilst pleased with the sign, the colours are more muted than had been anticipated.</p>	
h	<p><u>Update on bollards (verge marker posts) for North Common Road</u> – awaiting an updated quote based upon the Council's revised requirements. The Council however feel it is unnecessary for the bollards to extend in front of the Parish Council office.</p>	<p>Clerk to advise Highways re extent of bollards.</p>
g	<p><u>To discuss and agree a letter to send to households with overgrown trees or hedges</u> - the draft letter was agreed subject to an amendment to say that anyone having trouble with maintaining their trees/hedges themselves can contact the Parish Council for advice.</p>	<p>Letter approved subject to amendment.</p>
i	<p><u>To agree potential dates for GDPR training</u> – the Clerk to arrange something for September.</p>	<p>Arrange training for Sept.</p>
j	<p><u>Dog bin near play area by Dumbrells Cottages</u> – it was agreed to seek to tape up the current crack in the bin, which is not impairing its function. The Clerk to find out the charges and frequency for emptying different types of bin, with a view to assessing whether, when dog bins need replacing, it would be more</p>	<p>Clerk to find out info re costs and emptying cycle from LDC.</p>

		sensible to install a multi-purpose bin instead.	
8	a	Reports from Councillors Information from the CIL briefing session attended on 19 June – Councillor Stoner advised that this had been a very helpful session, with several pointers given as to what needed to be done to ensure a successful CIL bid going forwards. Despite previous advice to the contrary, Lewes District Council (LDC) is now advising that the Parish Council submits the bid, that it should not include work for extending the Hall's kitchen as this is not considered necessary for community benefit and that there should be evidence of other fundraising/grant applications. Contrary to its original schedule of bidding rounds in June and December, LDC plan to open bidding again in September this year.	Parish Council to submit a bid for CIL on the Hall's behalf when the bidding window opens in September.
9	a b c d e f g h i	Correspondence To note a letter from West Sussex County Council advising that their Joint Minerals Local Plan has been found sound by an examiner. Letter of objection to Copper Beeches application. Notification of a cycling event passing through Wivelsfield on 8 th September. Notification of change of polling station for the 12 July District Council election. Update on fundraising to replace the red telephone box that was demolished on Green Road - £700-800 has been raised for replacing the phone box, however this falls far short of the approximately £2k needed to purchase a new one. Alex Orchin, who raised the funds, had been wondering about instead commissioning a carpenter to build a wooden police box style kiosk – however the Council felt that a wooden structure would be unwise because of the risk of arson. Instead it agreed that, if the funds can be boosted to £1k, the Council will match fund another £1k. It would then look to use the phone box as an information point. Confirmation that a representative from the Ouse and Adur Rivers Trust will come along to speak to the Council and parishioners about local flooding just before the September Parish Council meeting (ie 7.30pm Monday 3 Sept). Offer from the East Sussex Emergency Planning Officer to come and talk to the Parish Council about how we can make a difference (90 min session). Clerk to arrange this for an evening during the autumn. Query about when dog bins will be installed on the Cala site – a dog bin has now been installed. Complaint about seemingly incomplete planting on the southern edge of the Cala site and expression of concern about householders dumping garden waste etc, (along with suggestions as to how this might be tackled). Clerk to pursue this with Cala Homes and the Enforcement Officer at LDC.	Council willing to match fund £1k towards a new red telephone box. Session to be arranged during autumn.
10	a	Items for Noting or Inclusion on Next Agenda Siting of the new village gateways on North Common Road.	
11	a	Date of Next Meeting Monday 3 rd September – Parish Council Meeting – to be preceded by a meeting with a representative of the Ouse and Adur Rivers Trust at 7.30pm.	

The meeting closed at 9.44pm.

Accounts for Payment for the Parish Council Meeting of
9th July 2018

Accounts approved for payment at the meeting:

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary July 2018		1476.52	100783	45
East Sussex Pension Fund	Pension contributions July 2018		520.77	100784	46
Lewes District Council	July 2018 play area inspection	18.00		100785	47
	Dog bin emptying 1 Jul – 30 Sept	655.20			
	Litter bin emptying 1 Jul – 30 Sept	54.29	727.49		
Jaks Leisure	Donation for use of office 1 July-30 Sept 18		300.00	100786	48
Transparity	June & July 2018 Office 365 Subscription		90.72	100787	49
Mulberry & Co	2017-18 year end audit		139.68	100788	50
Sage UK Ltd	Annual Sage 50 Accounts Cover membership		754.80	100789	51
CPRE	Annual subscription		36.00	100790	52
Wivelsfield Green Cricket Club	2 nd half of cricket pitch maintenance grant		350.00	100791	53
Crowther Associates	Planning application fee for Village Hall upgrade plans		462.00	100792	54
Lewes District Association of Local Councils	Annual membership fee		20.00	100793	55
RJ Playground Services Limited	Maintenance work at children's playground as per original quote	1182.00		100794	56
	Additional work requested subsequently	240.00	1422.00		
East Sussex County Council	Charge for additional four urban grass cuts		310.80	100795	57
Wivelsfield PCC	Hire of hall for the meeting		15.00	100796	58
Wivelsfield Bonfire Society	Grant		250.00	100797	59
Drivepoint Limited	Resurfacing of pedestrian entrance way onto Green		2394.00	100798	60
Wivelsfield PCC	Grant for sports equipment		500.00	100799	61
Total			9769.78		