

Minutes of the Parish Council Meeting held Monday 1 October 2018
8pm, Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), van Bochove (MvB), Haffenden (IH), Pascoe (EP), Liz Gander (Clerk) and eleven members of the public.	
Open Forum:	<p>One gentleman said how disappointing it was that the Hurst Farm development had been supported at the recent Planning Committee. However, the Chair thanked District Councillor Nancy Bikson for representing the objections of the Parish Council at the Committee.</p> <p>The gentleman also queried why there is nothing online about the Village Hall Management Committee's plans for upgrading the Hall, and no evidence of its minutes.</p> <p>Several residents of Charters Gate (the new Cala Homes development) had attended the meeting to appeal for the Council's help with pursuing the issue they are facing with sewage backing up from the pumping station, causing sewage leaks and smells in neighbouring properties.</p> <p>Residents have been in touch with both Cala Homes and Southern Water. The issue appears to be that the Cala system has joined into the pumping station at a level lower than the overflow, causing sewage to back up.</p> <p>What is clear is that, whilst the Parish Council had been assured that the surface water drainage system had been designed to cope with a 1:100 year event, there have already been two such overflows in the time that the homes have been occupied.</p>	
1	<p>Apologies for Absence Apologies had been received from Councillor Stoner who was unwell and District Councillor Bikson.</p>	Apologies accepted.
2	<p>Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	None noted.
3	To Approve the Minutes of the Extra-ordinary Meeting held 17 September 2018	Approved & signed.
4	<p>Planning Matters To Acknowledge Notices of Planning Permission Received (for information only)</p> <p>a <u>LW/18/0456 & LW/18/0457 - Botches, North Common Road</u> - Proposed replacement of 2 roof lights to the main building roof slopes (North and South).</p> <p>b <u>LW/18/0607 – 6 Hawthorn Close</u> – side and rear kitchen extension and garage conversion.</p> <p>Notices of Refusal (for information only)</p> <p>c <u>LW/18/0371 – Shoulders, North Common Road</u> –2 no. two storey</p>	

		<p>detached houses to be built on the land that is currently an outdoor lit tennis court.</p> <p>Other Planning Matters</p> <p>d <u>Springfield Industrial Estate</u> – the Council understands that the site has now been sold to a developer, but no more is known at present.</p> <p>e <u>Cala Homes</u> – update on dumping of grass cuttings and sewage issues. Further to discussion in the Open Forum, the Clerk will try to find out what is happening by following up on this with Cala Homes, Southern Water and Environmental Health.</p> <p>f <u>Neighbourhood Plan</u> – advice about updating the Neighbourhood Plan. The Clerk read out part of an email received from the Neighbourhood Planning Officer at Lewes District Council. It distinguished between minor and more significant updates, and said that a community could help to direct development by proactively planning for development in preferred areas, but reminded that a Neighbourhood Plan cannot in any way be used to prevent development.</p> <p>Members of the Theobalds Road Residents Association had attended the meeting to find out whether updating the Neighbourhood Plan could afford better protection to the Theobalds area, as they had been led to believe by Maria Caulfield MP. The Chairman reiterated that Neighbourhood Plans are not tools to prevent development and stressed that the 100 homes allocation made for the Theobalds area was specifically for that area (ie planning for development elsewhere in the Parish would not negate that requirement).</p> <p>Residents hold that Theobalds Road is a private road, much of which has been a trackway for c.2000 years. However seemingly Lewes District Council has it down as a public highway, a status that residents dispute.</p>	Clerk to contact parties involved.
5		<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved payment of seven items deferred from the September meeting totalling £4364.10, and a further ten items for October, totalling £7512.96 (please see appendix A for details).</p> <p>b <u>To review and sign bank reconciliations to July 18</u> – deferred.</p> <p>c <u>To discuss moving forward with our accounts package given Sage’s decision to only provide the facility to manage VAT within the package to those on a monthly subscription</u> – comparison between current and proposed costs under the new model needed.</p> <p>d <u>To review and accept the letter of engagement for this year’ internal audit service</u> – approved.</p> <p>e <u>Estimated Parish Council election costs 2019</u> – the Council has been advised that the maximum it could be expected to pay in the case of a contested election next May is £5830. As the Council has an earmarked reserve of £4k for election costs, and has been struggling to get a full complement of councillors, it was considered reasonable not to budget for any additional sum next year, but to use the general reserve to top up any shortfall for the election costs, should this be needed.</p> <p>f <u>Confirmation of the completion of the 2017/18 external audit</u> – PKF Littlejohn has completed its audit of the Council’s Annual Return, and signed off the external audit section. A notice of conclusion of audit and exercise of electors’ rights has been posted on the Council’s website and notice board.</p> <p>g <u>To discuss increasing the Council’s proposed contribution of CIL for the Village Hall’s approved upgrade plans</u> – following some discussion about how the Management Committee proposes to phase the Hall improvement works, it was agreed to commit an additional £70k of CIL to the funding of phase 1 of the work (taking the total commitment to £120k). The Council further agreed that it would be willing to commit additional funds to subsequent phases of the project.</p>	<p>Payments approved & cheques signed.</p> <p>Deferred.</p> <p>Approved.</p> <p>Agreed not to add any further provision to the election budget for next year.</p> <p>Agreed an additional contribution of £70k (total £120k commitment) for phase 1 of Hall project.</p>

	h	<u>To hear the Management Committee's progress with putting together a CIL bid. To agree to hold an extra-ordinary meeting to discuss and approve the CIL application for the Village Hall, prior to submission</u> – the CIL bid is well on the way to being completed. An extra-ordinary meeting will be held on 15 October to sign off the bid for submission.	
	i	<u>Receipt of balance from Village Hall Youth Group bank account</u> – a sum of £7.65 has been received from the disbanded Youth Group following the closure of its bank account.	
6		Report of Clerk	
	a	<u>To agree dates for GDPR training</u> – it was agreed to arrange a date in January for GDPR training.	Jan date to be sought.
	b	<u>To agree dates for a meeting with the Emergency Planning Officer at East Sussex County Council</u> – to ask for the meeting to take place on Monday 26 November.	Meeting to be arranged for end Nov.
	c	<u>Outdoor gym inspections</u> – the Clerk to draw up a rota for Councillors to undertake the monthly inspections.	Rota to be drawn up.
	d	<u>Meeting with Ditchling Parish Council regarding the suggestion to upgrade the bridleway from Eastern Road to St Georges</u> – the Clerk is waiting to hear back from the Ditchling Clerk.	
	e	<u>Update on bollards (verge marker posts) for North Common Road</u> – Councillors had been given the impression at the last SLR meeting that its request for the new bollards was simply going to be actioned, however an email with an increased quote had just been received and will be queried.	Quote to be queried.
	f	<u>Church Lane car park surface</u> – Clerk to chase the contractor again.	
	g	<u>To confirm whether to act as a guarantor for the proposed community library facility</u> – the Council agreed that as long as the Management Committee has insurance cover and due diligence processes in place to ensure that the books are secure and protected, it is happy to act as guarantor.	Agreed to act as guarantor.
	h	<u>Quotes for tree works at the perimeter of the Village Hall car park</u> – the Clerk to request a copy of the tree report from Councillor Stoner.	Clerk to seek copy of report.
7		Reports from Councillors	
	a	<u>Twinning and the Remembrance Service</u> – to discuss covering some costs associated with the Service of Remembrance to take place at the war memorial.	Item deferred.
	b	<u>CCTV</u> – the Management Committee would like an additional post in order to have a camera trained on the cricket nets. Councillor Pascoe to arrange a meeting with Eric Ware from East Sussex Highways to discuss the scope of the work and seek a quote for the trenching and post installation.	Cllr Pascoe to arrange a meeting with Highways' Officer.
	c	<u>Door step sales and cold calling</u> – following an increase in the number of door step sellers, Councillor van Bochove had looked to see what can be done about this and established that, working with Lewes District Council, it would be possible to set up 'no cold calling' zones. There is an online toolkit to work through and a scheme that can be applied for for communities that are interested, but it is quite involved and requires a big community consultation to see if residents would support it.	No further action at present.
8		Correspondence	
	a	<u>Draft Local Plan Part 2 - Consultation on long-term plans for Lewes District</u> . Consultation runs 24 September – 5 November.	To be discussed on 15 Oct.
	b	<u>Proposals to introduce a permanent gypsy and traveller site on land south of the Plough in Plumpton</u> . It was noted that there are already several permanent sites in the area which seem to work well, so it was felt that no comments needed to be made.	
	c	<u>Request to confirm if the Parish Council would like East Sussex Highways to continue to undertake four additional grass cuts per year</u> . It was agreed to engage East Sussex Highways to undertake four additional cuts a year at an anticipated cost of £387.	Agreed.

	d	<u>Dates for the free NHS Health Checks to be run within the Parish</u> – possible dates were shared for information.	
	e	<u>Thank you for the grant funding awarded earlier this year to Junior Wicked</u> (for information only).	
	f	<u>Invitation to attend the Action in Rural Sussex (AirS) AGM.</u> 18 Oct, 5pm, Crowborough Community Centre.	
	g	<u>Concern about parking around the school and parking restrictions</u> – a parent from the school had contacted the Council having witnessed a resident of Fair Place confront another parent about parking in spaces adjacent to the cut through onto South Road. The resident held that these spaces are private and intended only for the use of residents, although there is no signage to this effect. The Council expressed frustration, but no surprise, that parking issues are arising, given that this was one of the concerns that everyone had both when the school was first built and then subsequently extended. Parking is in short supply and it is only natural that parents will seek to park wherever spaces are available. The Clerk will however contact Lewes District Council to see whether the spaces belong to them and, if so (and they are intended for resident-only use), to ask that signage is put up.	
9		Items for Noting or Inclusion on Next Agenda	
	a	Report of siting of permanent caravan without planning consent.	
	b	Speed of vehicles along Nursery Lane and whether, as a public right of way, signing could be put up warning of walkers/children to slow vehicles down.	
10		Date of Next Meeting	
	a	Monday 15 October - Extra-Ordinary Meeting	
	b	Monday 12 November 18 – Parish Council Meeting (Councillor Haffenden sends his apologies for this meeting)	

The meeting ended at 10.11pm.

Appendix A

Accounts for Payment for the Parish Council Meeting of
1st October 2018

Items deferred from the September meeting, now approved:

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary September 2018		1476.52	100806	68
East Sussex Pension Fund	Pension contributions September 2018		520.77	100807	69
Transparity	Sept 2018 Office 365 Subscription		45.36	100808	70
Crowther Associates	Planning application fee for Village Hall upgrade plans (reduced fee applied – original cheque torn up)		231.00	100809	71
Wivelsfield PCC	Hall hire for Oct-Dec 18 meetings		45.00	100810	72
Barcombe Landscapes	Recreation ground maintenance Jun-Jul War Memorial maintenance Jun-Jul Recreation ground maintenance Apr-May War memorial maintenance Apr-May	1007.98 190.32 701.99 95.16	1995.45	100811	73
The Cock Inn	Voucher for thanks to Village Day Committee		50.00	100812	74
Total			4364.10		

Items approved for payment for October:

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
HMRC	PAYE & NI quarter 2		1388.82	100813	75
Clerk	Salary October 2018		1476.52	100814	76
East Sussex Pension Fund	Pension contributions October 2018		520.77	100815	77
Transparity	October 2018 Office 365 Subscription		45.36	100816	78
PKF Littlejohn	External Audit fee 2017-18		480.00	100818	79
Lewes District Council	Sept & Oct play area inspections Emptying of litter bins 1 Oct – 31 Dec 18 Dog bin emptying 1 Oct-31 Dec 18	36.00 54.29 655.20	745.49	100819	80
East Sussex County Council	Contribution towards surface repairs to bridleway		2536.00	100820	81
Wivelsfield PCC	Hall hire 15 October Extra-Ordinary Meeting		10.00	100821	82
The Cock Inn	Donation for use of office 1 Oct-31 Dec '18		300.00	100822	83
The Cock Inn	Refreshments for SLR meeting		10.00	100823	84
Total			7512.96		