

Minutes of the Parish Council Meeting Held 4 November 2019

8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson, Pascoe, Rust, Haffenden, Martin and Jackson. Liz Gander (Clerk) and nine members of the public.	
Open Forum:	A resident asked if a meeting had yet been arranged with the Guinness Partnership who will be developing the Springfield site. It had not, as yet, since the Council was waiting to hear back from them.	
1	Apologies for Absence Apologies had been received from County Councillor Sheppard and District Councillor Bikson.	
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	Cllr Rust declared an interest in items 7j & 7k on the agenda.
3	To Approve the Minutes of: a The Parish Council Meeting held 7 October 2019	Minutes agreed & signed by the Chair.
4	Planning Matters New Planning Applications Considered at the Meeting: a <u>LW/19/0649 - 16 Blackmores</u> - creation of dormer to existing roof with installation of two rooflights to front elevation. b <u>LW/19/0687 - 20 Strood Gate</u> - Extension and new pitch roof to the annex. c <u>LW/19/0742 - 1 Myrtle Cottage</u> - Single storey rear extension. The Council wished to support the application, but asked the Clerk to add a comment to the effect that it is assumed that vehicles will park down the side of the property (to prevent further parking on the road) and that the Council would encourage the addition of an electric charging point as a part of the work. d <u>LW/19/0758 - Griggs Cottage, Ditchling Road</u> - Revised proposal for the removal of an existing extension and construction of a two storey side extension. Certificate of Lawful Use or Development (for information only) e <u>LW/19/0616 - 51 Ridgeway, Haywards Heath</u> - Proposed conservatory to rear. Notice of Planning Permission Received (for information only) f <u>LW/19/0628, Home Farm, Slugwash Lane</u> - Planning Application for 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 pig sties. Other Planning Matters g <u>Springfield Industrial Estate</u> - awaiting meeting with the Guinness Partnership.	To support. To support. To support, with additional comments as stated. To support & encourage inclusion of electric charging point.

5		<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved ten items for payment totalling £9885.44, (see Appendix A for further information).</p> <p>b <u>To review and monitor CIL expenditure to date on the Village Hall Improvement Project</u> – there had been no further expenditure on the Village Hall project and as such, the sum remaining in the allocated CIL pot stands at £94,817.50.</p> <p>c <u>Update on the fundraising position for phase 1 of the Hall Improvement Project</u> – there is a current shortfall of approximately £52k for phase 1.</p> <p>d <u>To review the draft budget and discuss any additions/changes</u> – the Clerk encouraged Councillors to consider any projects they would wish the Council to pursue next year, as well asking them to consider tucking money away towards the new office and playground equipment. The Clerk to find out whether the Council’s present website can be upgraded to meet the new Public Sector Bodies (Websites & Mobile Applications) (No.2) Accessibility Regulations 2018, which it is mandatory to be following by next September. If not, a sum will need to be allocated for commissioning a new, regulation-compliant, website. The Twinning group had asked for a sum to be allocated in next year’s budget for twinning, but had not given an indication as to how much. The Clerk will ask them to specify an amount needed.</p> <p>e <u>Notification of additional CIL payment</u> – the Council has received an additional Community Infrastructure Levy payment of £5,731.81, to reflect the index-linking of payments which had not been applied by Lewes District Council as required.</p> <p>f <u>To consider making a donation to the Wivelsfield Primary School PTA to allow for the purchase of new, much needed, outdoor exercise equipment using Community Infrastructure Levy (CIL) funds under S137 expenditure</u> – the Council agreed to make a donation of £7500 to the PTA to help them purchase the equipment. It was further agreed that, when the school has decided exactly what it would like, the Council would be willing to contribute a further (smaller) sum, if needed.</p> <p>g <u>To agree to set up a monthly standing order for the Council’s Sage 50 Accounts package</u> – agreed and a letter of instruction signed by two councillors to send to the bank.</p>	<p>Payments approved.</p> <p>Further consideration to be given to projects that the Council may wish to pursue.</p> <p>Donation of £7500 made to Wivelsfield School PTA, from CIL funds¹</p> <p>Agreed & letter signed.</p>
6	a	<p>Policies & Procedures for Review</p> <p>To review and adopt the updated Scheme of Delegation.</p>	Agreed.
7		<p>Report of Clerk</p> <p>a <u>To agree a response to the consultation forming item 9a on the agenda, taking into account the concerns of residents of Theobalds Road as expressed in writing and at a meeting held with representatives of the Theobalds Residents’ Association on 28 October</u> – it was agreed to strongly object to this document owing to its inclusion of a proposal for Theobalds Road to become a recognised cycle way, and for land adjacent to Rogers Farm to accommodate 25 dwellings. The Council fully supported the objections of Theobalds Road residents to the cycle way and maintained that many of the objections to the Rogers Farm site - identified when a previous planning application for the land was considered in 2017 – remain.</p> <p>b <u>To agree meeting dates for the 2020-21 Council year</u> – list of dates agreed. Please see Appendix B for info.</p> <p>c <u>Verge maintenance 2020. To discuss the alternative options being given by East Sussex County Council, along with associated costs. To agree the scope of works the Council would wish to see if seeking quotes from independent contractors</u> – it was agreed to seek quotes for urban verge cutting on a like-for-like basis with our current contract (six cuts per year, covering the same areas), but with the option to buy in extra cuts if needed.</p>	<p>To object in the strongest possible terms.</p> <p>Dates agreed.</p> <p>Quotes to be sought on like-for-like basis to current contract.</p>

¹ *Spending agreed under S137(1) of the Local Government Act 1972

d	<u>To note that 2020 will mark the 75th anniversary of VE day and to consider whether the Council might wish to do anything to commemorate it</u> – it was agreed to set aside a budget of £1k to put towards community VE day celebrations.	£1k budget to be set aside.
e	<u>To consider whether, in the event of the death of a senior royal, the Council would wish to open a book of condolence in Wivelsfield</u> – the Council will seek to work with the Church on this, as the Church may be the most appropriate and publicly accessible place for people to go to to sign a book of condolence. It was agreed that it would be nicer and more appropriate to buy a nice, leather-bound book for this purpose, than to source the loose leaf, black edged paper and folder otherwise suggested.	Council to liaise with the Church. Leather bound book to be bought and put away.
f	<u>To consider a proposal for adding notice boards to the interior of the two newest bus shelters</u> – it was agreed to buy two large cork boards (at a cost of up to £120 for the pair) for the handyman to put up in the bus shelters on Green Road and South Road. (£150 budget allowed in total).	To purchase two cork boards for the bus shelters.
g	<u>To review the cost of updating the 'no dog fouling' sign on the Green Road bus shelter</u> – it was agreed to seek quotes for having five matching signs made up to be put by entrances to the recreation ground which encourage owners to pick up after their dogs, mention the fine for not doing so and advise that dog waste can be placed in any bin, not just dog bins.	Quotes to be sought for signs.
h	<u>Planning consent and licences for the red telephone box/book exchange</u> – the Clerk had investigated what permissions would be required to achieve consent for this scheme. She suggested applying for a Certificate of Lawful Development to ensure that the scheme was formally approved from a planning perspective but, on the basis of informal advice received which suggested that the installation of the phone box would probably be covered by permitted development, under paragraph A(b) Class A Part 12 Schedule 2 of the GPDO, which allows local authorities to erect information kiosks, public shelters, telephone boxes etc in connection with the operation of any public services administered by them, the Council did not feel this was necessary. It however approved applying for the two necessary licences from Highways, with the following one-off costs: <ul style="list-style-type: none"> • Licence to place a structure on the highway = £57.20 • Licence to make an excavation on the highway = £380 	Clerk to apply for the two Highways licences needed.
i	<u>To discuss whether to seek quotes and apply for a licence to install bollards on the verge along Eastern Road</u> – the Council has been considering whether it would be prudent to install bollards along the verge on Eastern Road, to prevent parking other than for designated Village Hall events. It would be necessary to apply to Highways for a licence, at a cost of £57.20, which would last for two years. However, the Council agreed that, in the first instance, it would write to residents of Eastern Road to seek their opinion on the proposal.	Clerk to write to residents of Eastern Road.
j	<u>Charters Gate Way – update re ongoing sewage/pumping station issues</u> – apparently Cala is arguing that there were reports of smells before the Cala development was built. The Clerk is liaising with LDC's Environmental Health Officer to arrange a site meeting with residents.	
k	<u>Planting on the Charters Gate Way site and adjacent to the drovers' road</u> –planting to fill in the identified gap in the hedge line adjacent to the drovers road is being undertaken this month, along with some further, site-wide planting. Having received reports of additional gaps in the hedge near the children's play area which are being used for easy access onto the drovers road (allegedly to use it as a toilet facility), the Clerk has asked the Management Company to review what it would take to strengthen the hedge line in this area too and is awaiting feedback.	Clerk awaiting feedback from Management Company re strengthening hedge line.
l	<u>Proposal to install a barrier at the bridleway entrance to West Wood, Hundred Acre Lane</u> – it was agreed to form a working party to clear	Clerk to prepare risk

	m	the fly tipping and install some posts at the entrance to West Wood, to prevent further dumping of rubbish. Materials and equipment to be largely donated by Councillors Pascoe and Dawson to keep costs down. Clerk to prepare a risk assessment and to liaise with the East Sussex Rights of Way officer re gaps between posts and access etc.	assessment and liaise with Rights of Way.
	n	<u>Query from the Village Hall Management Committee as to which trees at the Green should be inspected</u> – the Clerk had confirmed that all trees on recreation ground land should be reviewed.	
		<u>CCTV scheme update</u> – the Clerk had met with representatives of the Village Hall Management Committee who had suggested that the cables be run straight to the cricket shed, to remove the need for an extra cabinet on the green. They had also proposed that the cables end in the shed, if the signal from the Hall’s wifi could be boosted sufficiently to reach it. The Clerk had however since measured the distance between where the play area cabinet would be situated and the cricket shed and found it exceeded the 100m maximum gap needed between the two. A cabinet near the hedge line on the southern perimeter of the green will therefore be needed.	Council to hire metal detector to check for underground services so that a route for the cable run may be drawn up.
	o	It is not viable to lay the cables behind the sheds and pavilion (which would have been the preferred choice) owing to drain runs and lack of space, therefore the trench will have to run in front of these buildings. The Council will hire a professional metal detector of the type utility companies use to identify any services under the ground. In the meantime, Councillor Pascoe will draw up a specification for the camera system and its coverage, so that a planning application can be submitted.	Cllr Pascoe to draw up specification for camera system & coverage so planning application can be submitted.
		<u>Bus shelter at Village Hall</u> – the Management Committee has agreed to the principle of including some sort of canopied waiting area at the front of the new Hall entrance when phase 1 of the Hall Improvement Project is undertaken, but it is unclear at what stage this will be incorporated into the plans.	
8	a	Reports from Councillors <u>Feedback from the ESALC Conference held on 10 October</u> – Councillors Rust and Pascoe had felt the conference was useful. They were impressed by a type of playground surfacing seen made of used tyres and suggested getting Breakthrough Communications in for a meeting sometime to talk about how the Council can better publicise what it does.	
9	a	Correspondence (Predominantly for information) <u>Mid Sussex Draft Site Allocations Development Plan Document - Regulation 18 Consultation</u> . The Site Allocations DPD forms part of the Mid Sussex District Plan 2014-2031, which was adopted in March 2018. Its preparation is in response to the requirement by the Planning Inspector to meet the residual housing and employment needs up to 2031. Consultation period ends at midnight on 20 November 2019.	See minutes of 7a for resolution in respect of this.
	b	<u>Emails from residents of Theobalds Road regarding the above and its proposals to turn the Theobalds Road bridleway into an official cycle route between Burgess Hill and Haywards Heath.</u>	
	c	<u>Mid Sussex Design Guide - Consultation Draft Supplementary Planning Document (SPD)</u> – consultation closes at midnight on 20 November.	
	d	<u>Named PCSO for every local community – Sussex Police.</u>	
	e	<u>Introduction from the Lewes, Wealden and Eastbourne’s Rural Crime PCSO.</u> The rural crime PCSO for this area, Olivia Clinton, has been in touch and has been invited to attend next year’s Annual Parish Meeting.	
	f	<u>Neighbourhood Planning and community health and well-being.</u>	
	g	<u>Invitation to attend a CPRE Sussex Affordable Housing Seminar on Saturday 9th November 2019 from 10am until 2pm at Barnham Community Hall, Yapton Road, Barnham, PO22 0AY.</u>	
	h	<u>Concerns about speeding traffic on North Common Road</u> – the Clerk has been in touch with the local Speed Watch co-ordinator who will try to get a team out to monitor traffic speeds on North Common Road	Clerk to report to Highways that flashing

		around 7am (the time around which complaints have been received). It was noted that the flashing 30mph sign on North Common Road is not working.	speed sign is not working.
	i	<u>Invitation to the Gatwick Airport Airspace & Noise Management Board (NMB) annual public meeting to be held on 3rd December 2019 at the Hilton Hotel, South Terminal, Gatwick Airport.</u>	
	j	<u>Concerns about shipping container that has appeared on the edge of West Wood, Hundred Acre Lane, and the clearing of trees nearby.</u> The Clerk had been in touch with the District Tree Officer, who believed that the owners of West Wood had obtained a felling licence from the Forestry Commission. This could not be verified as the Forestry Commission's website only displays decision notices that have been issued within the last 28 days.	
	k	<u>Response from the Hospice regarding the Council's query about fat going into the pumping station</u> – the Hospice's Head of Estates has confirmed that, shortly after Southern Water took over responsibility for the pumping station in October 2016 (when they were said to have cleaned the pumping station of fat build-up), SW visited the Hospice to advise on how to help prevent fat from going into and clogging the drainage system. In response to this, the Hospice now uses a ph-neutral bioactive biotechnology grease trap cleaner and degreaser product that digests and eliminates greasy build-up and other organic residue in grease traps.	
	l	<u>Consultation on proposals to increase council tax for empty and unfurnished homes in Lewes district</u> – consultation closes 5pm, 31 December 2019. The Council wished to object to this proposal. Councillors noted that the policy makes no distinction between the reasons for which a property may be empty. It was felt that if the owner is making an effort to let the property, sell it, or if the owner has just died, you should not be forced to pay council tax. If the property is empty, no-one is using services to be charged council tax on, therefore it would be more appropriate to have a six-month grace period in which no council tax is charged.	
	m	<u>Response to expression of concern re trees on North Common Road</u> – the owners of the trees in question had replied that they are undertaking a programme of work on their trees and would ensure those bordering the road were checked.	
	n	<u>Letter of thanks from Wivelsfield Community Club for the recent provision of a grant.</u>	
10		Items for Noting or Inclusion on Next Agenda	
	a	Plan for reviewing the Neighbourhood Plan.	
	b	CIL money – review of what has been received, what has been spent and what remains.	
	c	Burgess Hill's apparent wish to change the boundary line to encompass part of Wivelsfield.	
11		Date of Next Meeting	
	a	Monday 9 December 2019 – Parish Council Meeting	

Items Approved for Payment at the Meeting

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary Nov 19		1502.42	100953	82
East Sussex Pension Fund	Pension contributions Nov 19		626.27	100954	83
Transparity Solutions Ltd	Oct 2019 Office 365 Subscription		43.20	100955	84
Lewes District Council	Nov 2019 play area inspection		18.00	100956	85
E Gander	Reimbursement for thank you flowers and cards to community volunteers SLR meeting refreshments Wireless Mouse	24.00 6.90 9.99	40.89	100957	86
Travis Perkins Trading Co Ltd	1 pack 30mm galvanised staples for play area		3.66	100958	87
Wivelsfield PCC	Hall hire 28 October 19		10.00	100959	88
Sage UK Ltd	November Sage 50 Accounts subscription		96.00	DD	89
Bruce Cumner	Maintenance work at playground		45.00	100960	90
Wivelsfield School PTA	Donation for outdoor exercise equipment		7500.00	100962	91
Total Expenditure			9885.44		

Meeting dates for the Council Year

May 2020 – April 2021

All meetings will take place on **Monday evenings at 8pm in the Church Hall** (unless otherwise stated on the agenda)

Month & Year	Date
May 2020	4 th
June 2020	1 st
July 2020	6 th
August 2020	No meeting
September 2020	7 th
October 2020	5 th
November 2020	2 nd
December 2020	14 th
January 2021	11 th
February 2021	1 st
March 2021	1 st
April 2021	12 th

Additional meetings may be arranged as required

Annual Parish Meeting – 7pm, Thursday 11th March – Wivelsfield Village Hall