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Parish Council Office  
 Wivelsfield Village Hall  
 Eastern Road  
 Wivelsfield Green  
 RH17 7QG

**To Members of the Parish Council**

You are summoned to attend the **Annual Meeting of the Parish Council** to be held on **Monday 20<sup>th</sup> May 2024** at **7pm**, at the **Renshaw Room, Wivelsfield Village Hall**, Eastern Road, Wivelsfield Green, RH17 7QG.

Members of the public are welcome to attend all meetings and to participate in the Public Forum if required.

**Liz Gander** (Clerk)

Agenda Item	Description
1	<b>Election of Chair</b>
2	<b>Election of Vice-Chair</b>
3	<b>Apologies for Absence</b> To note any apologies for absence from this meeting
4	<b>Declarations of Members' Interests</b> 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
5	<b>Public Forum</b> Members of the public are invited to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of up to fifteen minutes and may be restricted to three minutes per person if necessary.
6	<b>To Approve the Minutes of:</b> a The Parish Council meeting held 8 <sup>th</sup> April 2024
7	<b>To Review the Following Policies &amp; Other Documents</b> a Standing Orders b Financial Regulations c Code of Conduct d Asset Register
8	<b>To Note &amp; Review the Following:</b> a Insurance arrangements b Annual subscriptions c Use of direct debits d Date & times of meetings for this Council year
9	<b>Appointment of Representatives to Outside Bodies</b> a Lewes District Association of Local Councils (1) b East Sussex Association of Local Councils (2) c Wivelsfield Village Hall Management Committee (2)

10		<p><b>Planning Matters</b> To consider any new applications received between the publication of this agenda and the meeting</p> <p><b>Tree Works Application Approved</b> (for information only) a <u>TW/24/0022/TPO – Watermead, North Common Road</u> – T1 Lime – a maximum crown reduction of 4m.</p> <p><b>Notices of Planning Approval Received</b> (To note for information only) b <u>LW/24/0106 - 11 Coppards Close</u> - Removal of existing detached garage, single storey side extension. c <u>LW/24/0159 - More House Farm, Ditchling Road</u> - Proposed barn extension for cattle housing.</p> <p><b>Other Planning Matters</b> d Feedback from the Manor Nursery Appeal, held on the 14<sup>th</sup> May e Update on the Springfield site f Street naming at new developments g Flooding on Green Road</p>
11		<p><b>Financial Matters</b> a To approve this month's payments b To note a receipt of £1550.70 in CIL for the former Travis Perkins site c To sign off the bank reconciliation for November 23 – March 24 d To agree the replacement of the lantern on column B, Ditchling Road, at a cost of £987.91 e To agree the approach to be taken for the replacement of the three lanterns and columns in the Church Lane car park f Parish map/information board costs g To note an insurance claim in progress following fire damage to a bus shelter on Green Road</p>
12		<p><b>Clerk's Report</b> a Confirmation of Village Green status for land at Charlwood Gardens b Request for the Council to adopt the two new bus shelters scheduled to be installed on South Road, in conjunction with the new development c To note the date of 15<sup>th</sup> June for Community Clean Up Day &amp; pavement clearing session d Community access to sandbags e To confirm who will attend the 'three tier' conference to be held on Friday 7<sup>th</sup> June f Community questionnaire &amp; consideration of a name change for the Parish Council</p>
13		<p><b>Reports from Parish Councillors</b> a To discuss and agree a working group to draw up a draft communications policy to put before the Council</p>
14		<p><b>Reports from District &amp; County Councillors, MP &amp; PCSO</b> To note any written reports received prior to the meeting</p>
15		<p><b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b> a Updated 'Guidance on Parking at New Development' from East Sussex County Council b Initial response to the Council's Community Match Appraisal application for additional traffic calming measures on South Road</p>
16		<p><b>Items for Noting or Inclusion on Next Agenda</b></p>

17	a	<b>Date of Next Meeting</b> Parish Council Meeting – 3 <sup>rd</sup> June 2024
18		<b>Staffing Matters</b> <u>Exclusion of the Press and Public</u> - by virtue of the confidential nature of the business to be transacted, the Council may resolve to exclude the press and public for this items (Public Bodies - Admission to Meetings - Act 1960)