



Minutes of the Annual Meeting of the Parish Council, held Monday 20th May 2024

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Parish Councillors H Martin (Chair), D Cumberland (Vice-Chair), C Broad, I Haffenden, J Keeley, S Morris, N Silverman, N Turner. L Gander (Clerk) and two members of the public.	
1	Election of Chair Harriet Martin was nominated as Chair, and the Council resolved to re-appoint her to this role.	Councillor Martin to be Chair.
2	Election of Vice-Chair David Cumberland was nominated to continue as Vice-Chair, and this was confirmed by a vote of the Council.	Councillor Cumberland to be Vice-Chair.
3	a Apologies for Absence Apologies had been received from Councillor R Morris.	Apologies accepted.
4	a Declarations of Members' Interests 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	None Noted.
5	Public Forum One resident advised that a group from the Church are currently putting together a welcome pack, in preparation particularly for the new developments on South Road and Ditchling Road. They would be happy to trial it in conjunction with the Parish Council. There is also a desire to have an eco group. The Chair said that this is a timely suggestion, since the Council has been considering how we can enhance the local environment, as well as ecological value. It was agreed that it would be good to put a group together to look at this. Another member mentioned a report that East Sussex County Council has collaborated in producing and are asking residents to get involved with. This can be found at sussexnaturerecovery.org.uk . There are said to be all sorts of grants available for nature-based/eco type projects, so it needs a group of champions to take this forward. Councillor Martin offered to be part of such a group.	

6	a	<p>To Approve the Minutes of: The Parish Council meeting held 8th April 2024</p>	Approved & signed.
7	a b c d	<p>To Review the Following Policies & Other Documents</p> <p><u>Standing Orders</u> – it was agreed to approve the Standing Orders as presented, including removing the expectation to review some policies at the annual meeting (as they are reviewed at other times during the year) and altering the wording of item 7a on Previous Resolutions, to read that ‘a resolution shall not be reversed within six months, unless the Clerk or member of the Council have a good reason for doing so, which is agreed by the Council as a whole.’</p> <p><u>Financial Regulations</u> – the Council agreed to adopt the new NALC Model Financial Regulations, tailored to the needs of the Council, as presented. This included retaining the ‘or’ option in clause 5.6, altering the sum under 9.1 to £1k and removing clauses numbered 6.6-6.8 in the model document. Other suggested monetary values from the Model were adopted as proposed.</p> <p><u>Code of Conduct</u> – agreed.</p> <p><u>Asset Register</u> – agreed.</p>	<p>Adopted as noted.</p> <p>Adopted as noted.</p> <p>Agreed.</p> <p>Agreed.</p>
8	a b c d	<p>To Note & Review the Following:</p> <p><u>Insurance arrangements</u> – the Clerk to check why the terms of the policy have changed, given that we are part way through a five-year agreement. The Council agreed to add back in the contract disputes cover (that had previously been standard) at the cost of an extra £22.40. The Clerk will also ask for a short summary, explaining the key elements of the policy.</p> <p><u>Annual subscriptions</u> – noted and agreed.</p> <p><u>Use of direct debits</u> – noted and agreed.</p> <p><u>Date & times of meetings for this Council year</u> – noted and agreed.</p>	<p>Insurance agreed including contract disputes cover.</p> <p>Items b-d noted and agreed.</p>
9	a b c	<p>Appointment of Representatives to Outside Bodies</p> <p>The Council agreed to appoint the following representatives to the bodies listed:</p> <p><u>Lewes District Association of Local Councils</u> – Councillor Martin.</p> <p><u>East Sussex Association of Local Councils</u> – Councillors Martin & Cumberland.</p> <p><u>Wivelsfield Village Hall Management Committee</u> – Councillors S Morris & Haffenden.</p>	Representatives agreed as detailed.
10	a b c d	<p>Planning Matters</p> <p>No new planning applications had been received for consideration at the meeting.</p> <p>Tree Works Application Approved (for information only)</p> <p><u>TW/24/0022/TPO – Watermead, North Common Road</u> – T1 Lime – a maximum crown reduction of 4m.</p> <p>Notices of Planning Approval Received (To note for information only)</p> <p><u>LW/24/0106 - 11 Coppards Close</u> - Removal of existing detached garage, single storey side extension.</p> <p><u>LW/24/0159 - More House Farm, Ditchling Road</u> - Proposed barn extension for cattle housing.</p> <p>Other Planning Matters</p> <p><u>Feedback from the Manor Nursery Appeal, held on the 14th May</u> – the Chair had represented the Council at the Appeal. She (and others attending) had felt that the format of an informal hearing had been preferable to those –</p>	

	e f g	<p>much more formal affairs - attended previously. It had been much easier to refute points and bring up counter points and the inspector had given everyone who wanted to speak the opportunity to do so. It was felt that the points that needed to be made, had been, fairly and clearly.</p> <p><u>Update on the Springfield site</u> – the Guinness Partnership, which owns the site, is about to go out to tender for a building firm to deliver the project.</p> <p><u>Street naming at new developments</u> – a member of the Wivelsfield History Study Group had sent through some interesting information about notable people through history with a link to Wivelsfield, suggesting that perhaps some of these names could be used for road names at new developments. The Clerk to forward to the naming and numbering department at Lewes District Council, with a request for them to be considered for upcoming developments.</p> <p><u>Flooding on Green Road</u> – in response to a resident's appeals to Lewes District and East Sussex County Councils, to take action regarding the flooding on Green Road, near Barnard and Brough, the new Head of Development Management at Lewes District Council has asked Enforcement to investigate.</p>	Suggested names of historic importance to Wivelsfield to be forwarded to LDC.
11	a b c d e f g	<p>Financial Matters</p> <p><u>To approve this month's payments</u> – the Council ratified three items paid since the last meeting, and approved payment of a further seventeen items, totalling £4,986.24.</p> <p>To note a receipt of £1550.70 in CIL for the former Travis Perkins site</p> <p>To sign off the bank reconciliation for November 23 – March 24</p> <p>To agree the replacement of the lantern on column B, Ditchling Road, at a cost of £987.91</p> <p><u>To agree the approach to be taken for the replacement of the three lanterns and columns in the Church Lane car park</u> – subject to the input/approval of a conservation officer, the Council agreed to replace the existing columns with standard lighting columns, painted black, with heritage style lanterns on top.</p> <p><u>Parish map/information board costs</u> – Councillor Cumberland has been progressing this project with the Council's blessing. He has now met three times with a group of volunteers from the Parish to discuss and refine the kind of information that it would be useful and interesting to include on info boards. He has also identified a local artist who has experience of putting together something of this type and is willing to go and look at the various locations to be featured on the map in his own time.</p> <p>Owing to the specialist nature of this work, the need to have someone local who can easily review and research the relevant settings and the difficulty of finding others that fit this bill, it was agreed to look to source alternative estimates for the artwork, but, if not practical to do so, then to invoke Financial Regulations clause 5.12(i and or iv).</p> <p><u>To note an insurance claim in progress following fire damage to a bus shelter on Green Road</u> – the double-sided wooden bus shelter adjacent to the top of the village green, on green road, has been damaged by fire. The Clerk is seeking quotes for its repair.</p>	<p>Payments approved.</p> <p>Noted. Agreed & signed. Agreed.</p> <p>Clerk to liaise with conservation officer.</p> <p>Cllr Cumberland to continue to progress this project.</p> <p>Repair quotes being sought.</p>
12	a	<p>Clerk's Report</p> <p><u>Confirmation of Village Green status for land at Charlwood Gardens</u> – Lewes District Council had advised that an area of land at Charlwood Gardens has been accepted as a village green. Two adjacent areas of land had been applied for by residents. The grass area by the houses was accepted, but the wooded area turned down.</p>	Noted.

	b	<u>Request for the Council to adopt the two new bus shelters scheduled to be installed on South Road, in conjunction with the new development</u> – after some debate about the value of having bus shelters in the proposed locations, it was agreed that the Council will adopt them once installed. It was suggested that perhaps the developer for the South Road site could also be asked to fund and install one of the community information boards discussed under item 11f above, on the new site, perhaps by the pond.	Agreed to adopt the bus shelters.
	c	To note the date of 15 th June for Community Clean Up Day & pavement clearing session – noted.	Noted.
	d	<u>Community access to sandbags</u> – an issue had arisen on Green Road on bank holiday Monday, owing to extremely heavy rain and resultant flooding. Residents had tried to contact the Clerk to see if it would be possible to have access to its small supply of sandbags, but – being a bank holiday – the council's main phone number and email was not monitored. Individual councillors had not received calls and a debate about the relative merits – and individual councillor preferences – of having personal numbers listed on the Parish Council's website, ensued. It was suggested that any change to the current system should be a part of the Communications Working Group's review of comms. In the longer term, it also highlights the need for, if not an emergency plan, then some kind of schedule for who could be contacted when, should some kind of emergency arise. In this case however, East Sussex Highways came and closed the road and various agencies (including East Sussex Highways and Lewes District Council) are looking into investigating the cause of the flooding.	Communications policy to consider what contact information is published for councillors and how the Parish Council should be contactable out of office hours.
	e	<u>To confirm who will attend the 'three tier' conference to be held on Friday 7th June</u> – Councillors Martin and Cumberland to attend.	Cllrs Martin & Cumberland.
	f	<u>Community questionnaire & consideration of a name change for the Parish Council</u> – the community questionnaire is due to go out in the Wivelsfield News this week. Within it there is a question about the name of the Parish Council, alongside lots of others to elicit useful information. The Chair and Clerk had attended the Wivelsfield School fair on Saturday, in order to start raising the Council's profile and make people aware of the consultation.	
13	a	Reports from Parish Councillors <u>To discuss and agree a working group to draw up a draft communications policy to put before the Council</u> – a working group comprising Councillors Broad (as Chair), Keeley and Cumberland was agreed.	Setting up of a working group and its composition agreed.
14		Reports from District & County Councillors, MP & PCSO Reports from Maria Caulfield MP, County Councillor Milligan and District Councillor Nicholson were noted. The Council stated its concern about the Section 62A Town Planning Designation for Lewes District Council (referred to in District Councillor Nicholson's report), which means that it has been put into 'special measures', allowing developers to choose to go straight to the Planning Inspectorate for the determination of planning applications if they so wish.	
15	a	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Updated 'Guidance on Parking at New Development' from East Sussex County Council	Noted.
	b	<u>Initial response to the Council's Community Match Appraisal application for additional traffic calming measures on South Road</u> – East Sussex Highways	

		had responded to the Council's application for a community match appraisal, by saying that all applications go through an initial 'sense check' prior to going ahead with the appraisal itself. Feedback from the sense check included the Highways officer noting that the road surface and belisha beacons at the crossing etc were degraded. Residents are of course already very much aware of this, so the Clerk will write back and ask that, as they have now identified this, Highways deals with it under their routine maintenance schedule. Highways had also said that it would be necessary to have a traffic survey done, to inform their decision about any further traffic calming measures. The Council agreed to this, so long as the cost is no more than around £500.	
16		Items for Noting or Inclusion on Next Agenda Feedback from the meeting to be held with Lewes District Council's Chief Exec on 23 rd May.	
17	a	Date of Next Meeting Parish Council Meeting – 3 rd June 2024	
18		Staffing Matters The Personnel Working Group noted that they had undertaken the Clerk's annual appraisal.	

Accounts for Payment for the Meeting of 20th May 2024

Items paid since the last meeting for ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Salaries	May 24		2,576.75	Bank transfer	950
Tetrabyte	New laptop		748.07	Bank Transfer	951
BT	Telephone & broadband 1 Jan – 31 May 24		224.07	DD	968
Total expenditure			3,548.89		

Items Approved for Payment at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
East Sussex Pension Fund	Pension contributions May 24		909.24	Bank transfer	952
Lewes District Council	Car park & pavilion bin emptying April 24		48.00	Bank transfer	953
Lewes District Council	Charters Gate Way dog bin emptying May 24		93.60	Bank	

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
				transfer	954
Lewes District Council	Charters Gate Way dog bin emptying June 24		93.60	Bank transfer	955
Lewes District Council	Outdoor Gym & Play Area Inspection May 24		36.00	Bank transfer	956
Lewes District Council	Outdoor Gym & Play Area Inspection June 24		36.00	Bank transfer	957
Sage UK Ltd	April 24 Sage 50 Accounts subscription		92.40	DD	958
Tetrabyte	IT support & Office 365 licences - May		158.03	DD	959
ESALC	ESALC & NALC subscription 2024/25		826.14	Bank transfer	960
Adobe Systems	Monthly Adobe Acrobat subscription		19.97	DD	961
E Gander	Reimbursement for Amazon Stationery order for Annual Parish Meeting		21.38	Online	962
Kelly Engineering Solutions Ltd	Repair of South Road bus shelter notice board		40.00	Bank transfer	963
Zurich Municipal	Annual Premium		1507.76	Bank transfer	964
Zurich Municipal	Additional Contract Disputes Cover		22.40	Bank transfer	964a
Barcombe Landscapes	Recreation ground maintenance, war memorial maintenance and verge cutting 15-30 April		949.72	Bank transfer	965
Wivelsfield Village Hall	Renshaw Room hire May & June 2024		72.00	Bank transfer	966
Wivelsfield Village Hall	Main hall hire for Annual Parish Meeting on 1 st May		60.00	Bank Transfer	967
Total General Expenditure			4,986.24		

All invoices listed have been examined, verified and certified by the Clerk, as RFO.