



**Minutes of the Parish Council Meeting Held on Monday 29<sup>th</sup> November  
2021  
7.30pm, Wivelsfield Parish Church, Church Lane**

Agenda Item	Description	Resolved
<b>Present:</b>	Councillors I Dawson (Chair), I Haffenden, H Martin, R Morris and S Morris. Liz Gander (Clerk) and four members of the public.	
<b>Open Forum:</b>	One resident made representation regarding agenda item 4a and cited arguments for objection including: taking issue with the housing need figure being used by Lewes District Council, the Government's emphasis on a 'brownfield first' approach, lack of sustainability of the site, the physical aspects of the site, including the slope that it is on and flooding risks. If the application were to be granted, it was however suggested that the Council request a specific point of liaison with the on-site team, to help identify and troubleshoot any issues quickly and effectively.	
<b>1</b>	<b>Apologies for Absence</b> Apologies had been received from Parish Councillors N Dutt and E Pascoe, District Councillor Bikson, County Councillor Milligan and Maria Caulfield MP.	Apologies noted & accepted.
<b>2</b>	<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	None Noted.
<b>3</b>	<b>To Approve the Minutes of:</b> a The Parish Council Meeting held 25 <sup>th</sup> October 2021.	Agreed & signed.
<b>4</b>	<b>Planning Matters</b> <b>New planning applications considered at the meeting:</b> <u>LW/ 21/0754 - Land Opposite South Cottage, South Road -</u> Outline Planning Application - (some matters reserved except for means of access) for the erection of up to 45 homes (including 40% affordable) and formal and informal open space including new woodland planting and play areas for Wates Developments. The Council resolved to object to this on many grounds, including: volume of objections from residents; belief that the housing numbers to which LDC are working (and upon which the land supply figure is calculated) are flawed; it is a green field site; it is outside the development boundary contrary to the Lewes Local Plan Part 2 and the Wivelsfield Neighbourhood Plan; the Government is supporting a 'brownfield first' approach; significant visual impact due to topography of land; concerns re flooding; lack of sustainability owing to: high reliance upon private motor vehicles and lack of meaningful alternatives, poor infrastructure (public transport, road network, facilities and services including NHS provision and waste & recycling centres, school places, lack of safe walking and cycling routes, lack of employment, struggling sewerage network/pumping station - and an overstatement in	Resolved unanimously to strongly object on the grounds detailed.

		<p>the applicant's design &amp; access statement about the number of facilities and employment opportunities in the village), the amount of building that has already taken place in Wivelsfield and Wivelsfield Green during the plan period which exceeds the upper level advised in LDC's Rural Settlement Study Settlement Hierarchy and LDC's declaration of a climate emergency; there is no local need for further additional development, or for further affordable housing, particularly as the preferred site chosen by the community in the Wivelsfield Neighbourhood Plan has yet to be built; traffic information used was outdated and fails to take account of cumulative impact of other development in the intervening period; plus previous grounds for refusal and the findings of/statements made during other planning appeals and examination of the LPP1 where Wivelsfield Green was said <i>not</i> to be sustainable for further significant growth.</p> <p>Without prejudice to the many objections above, were the application to be granted, the Council would wish to see planning conditions imposed for the benefit of local residents, to include a limit to site working hours, wheel washing facilities to prevent mud on the road, no movements of site traffic/deliveries during school drop off and pick up times and a traffic management plan to avoid site traffic travelling through the village.</p> <p>b <u>LW/21/0833 - Green Park Farm, Green Road</u> - Conversion of existing barn to C3 Dwelling under The Town and Country Planning (General Permitted Development)(England) Order 2015 (as amended) Schedule 2 Part 3 Class Q.</p> <p>c <u>LW/21/0879 - 36 Ash Way</u> - Garage conversion for creation of rear outbuilding.</p> <p><b>Notices of Planning Approval Granted</b></p> <p>d <u>TW/20/0091/TPO - 3 Laurel Close</u> - oak (T1 &amp; T2) - reduce crown by 2m, lift crown to 4m.</p> <p>e <u>LW/21/0731/CD Uplea, Green Road</u> - Discharge of conditions 2 (Materials), 3 (hard landscaping and boundary treatment), 4 (finished floor levels), 5 (energy requirements) and 6 (charging points) in relation to appeal approval LW/19/0657.</p> <p>f <u>LW/21/0244 Weatherlys, Eastern Road</u> - variation of condition for alteration to the approved driveway (Condition 1) and surface water drainage layout (Condition 4) in relation to planning approval LW/20/0083.</p> <p>g <u>LW/21/0691 Keepers Cottage, Abbots Leigh, Slugwash Lane</u> - side and rear extensions to ground floor and first floor, with internal alterations.</p> <p><b>Notices of Refusal</b></p> <p>h <u>TW/21/0067/TPO - 7 Hawthorn Close</u> - T1 beech- fell due to being unstable , T2 beech- fell due to being unstable , T3 beech- fell due to being unstable.</p> <p>i <u>LW/21/0609 Unit 3, Home Farm, Slugwash Lane</u> - demolition of existing building and erection of 3 bed detached dwelling.</p>	<p>To submit a neutral comment.</p> <p>To support the application.</p> <p>Noted.</p> <p>Noted.</p>
<b>5</b>	a	<p><b>Financial Matters</b></p> <p><u>General Finance</u></p> <p><u>To review and authorise items for payment</u> – the Council ratified payment of four items, paid since the last meeting, totalling £4140; approved a further fifteen items of general expenditure, totalling £7070.57, and three items relating to the Hall Improvement Project, totalling £195,908.00, (see Appendix A for details).</p>	<p>Payments approved.</p>

b	<p><u>To review the updated 2022/23 budget</u> – the Council approved the updates to the budget made since the last meeting and thanked the Clerk for preparing it.</p>	<p>Updates approved.</p>
c	<p><u>To review fencing quotes (if available)</u> – only one of the three additional fencing quotes sought had been received. The Council therefore approved a maximum spend of £595 to cover the quote received, on the understanding that, were a cheaper, like-for-like quote to come in, then the Clerk would go with this.</p>	<p>Expenditure of up to £595 approved.</p>
d	<p><u>To consider a request to provide funding for the paint and other materials needed to restore the phone box</u> (estimated cost of £284.94). The Council agreed to cover the cost of this expenditure under S137 of the Local Government Act 1972. The volunteers were invited to come back to the Council if more money is required to cover, for example, the installation of a solar light.</p>	<p>Agreed to cover the cost of the materials.</p>
e	<p><u>To review, agree and sign the payroll services contract</u> which will take effect from 1 April 2022.</p>	<p>Agreed and signed.</p>
f	<p><u>Financial Matters Relating to the Hall Improvement Project</u> To review and approve the sixth payment to Sunninghill Construction Ltd for the Hall Improvement works.</p>	<p>Approved.</p>
g	<p>To review, discuss and make decisions regarding any matters arising from the sixth Hall cost report, site meeting of 18<sup>th</sup> November and architect's reports, to include (but not limited to):</p>	
i	<ul style="list-style-type: none"> <li>• <u>The contractor's application for an extension of time</u> – the contract administrator's report on the extension of time claim has concluded that a seven-week extension of <i>time</i> is due, owing to three specific factors, (although the contractor has only officially applied for six). However, whilst the Parish Council agreed to the extension of <i>time</i> required for completion of the project, it wished the Contract Administrator to make clear that it does not accept the associated costs at this stage and wishes to have a conversation with key parties involved to discuss these, prior to any charges for the additional time being made. Practical completion is now due on 17<sup>th</sup> December.</li> </ul>	<p>Clerk to write to say that whilst the Council agrees to the extension of time needed to get the project finished, it does not agree to the associated costs and wishes to have a discussion with the contractor and other relevant parties before any charges for these are made.</p>
ii	<ul style="list-style-type: none"> <li>• <u>Additional cost for electrical work</u> – the Council and Management Committee also wished to take issue with an extra £5k that had appeared in the latest cost report, attributed to electrical boards, as the need for any additional costs for the electrics had not been communicated to the Parish Council and Management Committee.</li> </ul>	
iii	<ul style="list-style-type: none"> <li>• Costs of replacing some of the flooring in the east loft – had been agreed by the Management Committee.</li> </ul>	
iv	<ul style="list-style-type: none"> <li>• New fire door for the main hall kitchen – necessary as the existing one doesn't meet current specifications.</li> </ul>	
v	<ul style="list-style-type: none"> <li>• Taps for the children's toilets – money will be coming back on these.</li> </ul>	
vi	<ul style="list-style-type: none"> <li>• Original lights ordered for the front of the building that were too wide will also be going back and a refund obtained.</li> </ul>	
vii	<ul style="list-style-type: none"> <li>• The ditch at the back of the Hall will need to be dug out, as a blockage further down it is resulting in the water level in the ditch sitting higher than the outlet pipe from the attenuation tank which is meant to feed into it.</li> </ul>	
6	<p><b>Policies</b> <u>Updates to the draft Grants Policy</u> – this policy is now agreed. The Clerk to write to all clubs at the beginning of the New Year, explaining the new process and inviting grant applications.</p>	<p>Policy approved. Clerk to write to clubs in the New Year.</p>

7	<ul style="list-style-type: none"> <li>a</li> <li>b</li> <li>c</li> <li>d</li> <li>e</li> </ul>	<p><b>Clerk's Report</b></p> <p>Actions list – noted.</p> <p><u>Update on phone box/book exchange</u> and possibility of extending the concrete base – it was agreed that, in order to create a large enough base to allow people to step off the pavement before opening the phone box door (as opposed to it standing on a base little bigger than the phone box itself), the Council would increase the budget for this work to up to £2k (net).<sup>1</sup></p> <p><u>Broken village gateway on South Road</u> – the Parish Council had become aware that one of the village gateways on South Road had been broken and the de-restriction board on it bent. It was suggested that perhaps one explanation for the damage was that a hedge cutter might have caught it, but the Clerk will make enquiries of those living in the locality to see if anyone can verify the exact circumstances in which the damage occurred.</p> <p><u>Hedge at the front of Charters Gate Way</u> - the management company have agreed to add this to their maintenance programme so that it will be cut every six weeks.</p> <p><u>Meeting time and venue for meetings taking place in 2022</u> – in order to be able to start meetings at an earlier time of 7pm and to make use of wifi access, the Council resolved to move its meetings back to the Renshaw Room at the Village Hall in the New Year. A list of meeting dates for the 2022-23 council year (May 2022 – April 2023) was agreed.</p>	<p>Increased budget of up to £2k agreed, to allow base to be made larger.</p> <p>Clerk to investigate cause of damage.</p> <p>Meetings to revert to the Renshaw Room and to be held at earlier time of 7pm.</p>
8	<ul style="list-style-type: none"> <li>a</li> <li>b</li> </ul>	<p><b>Reports from Councillors</b></p> <p>West Wood – no update available.</p> <p><u>Platinum Jubilee Commemorative Medal for Schools</u> – following some discussion, the Council agreed that, rather than provide medals for pupils at Wivelsfield Primary School (as it felt these may not be fully appreciated), it would offer a sum of up to £200 to the school, for it to use on Jubilee celebrations for the children to enjoy (and suggested that the School could always put in a bulk order for medals for any parents who wished to order and pay for one).</p>	<p>Council to make up to £200 available for the School to use on Jubilee celebrations.</p>
9	<ul style="list-style-type: none"> <li>a</li> <li>i</li> </ul>	<p><b>Village Hall Improvement Project</b></p> <p>To discuss any matters relating to the Project not covered under item 5, including:</p> <p><u>Official opening</u> – an official opening is being planned for Friday 7<sup>th</sup> January, to which various people will be invited. This will include those involved in the creation of the original Hall, members of clubs that use the Hall and residents. Maria Caulfield MP has been invited to cut the ribbon.</p>	
10	<ul style="list-style-type: none"> <li>a</li> <li>b</li> <li>c</li> <li>d</li> </ul>	<p><b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b></p> <p><u>Opportunity to be named as a potential user of a contract for the provision of 7- 22kW electric vehicle charging infrastructure, being sourced by Lewes District Council.</u> The Council resolved to be put forward as a potential contract user, as this leaves the option open, without committing it to anything at this stage.</p> <p>Invitation to attend an Infrastructure Provider Training session for CIL Bidding (various dates available).</p> <p>Consultation on the soundness and legal compliance of the proposed revised policies of the <a href="#">East Sussex, South Downs and Brighton &amp; Hove Waste and Minerals Local Plan</a>.</p> <p>The <a href="#">Woodland Trust Big Climate Fight Back</a>.</p>	<p>Agreed.</p> <p>Noted.</p> <p>Noted.</p>

<sup>1</sup> Local Government Act 1972, s137

	e	<u>Civility &amp; Respect newsletter and email</u> – the email received echoed information that Councillor Martin had heard at a recent ESALC councillor training session at which she was shocked to learn that one of the biggest problems in local councils is complaints about bullying and harassment, particularly targeted at Clerks. It was suggested that perhaps the Council should put something on its website regarding civility and respect, although no formal decision on this was reached.	Invitation to be forwarded to HM.
	f	<u>Invitation to attend an online interactive workshop to help tackle loneliness and improve community wellbeing in East Sussex</u> – invitation to be forwarded to Councillor Martin, who will attend if available.	
<b>11</b>	a	<b>Items for Noting or Inclusion on Next Agenda</b> The Clerk was asked to check when planning applications LW/21/0729 and LW/21/0754 would be heard at the Lewes District Council Planning Committee (if not turned down under delegated authority) and it was noted that the Council would wish to have a representative speak in each case.	
	b	Feedback from the ESALC conference held in November 2021, including information on collecting traffic data re speeding and issues around this.	
<b>12</b>	a	<b>Date of Next Meeting</b> Monday 20 <sup>th</sup> December 2021– Parish Council Meeting	

Accounts for Payment for the Meeting of 29<sup>th</sup> November 2021

## Items paid since the last meeting (for ratification)

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
PVL	Printing of anti-littering signs		259.20	Online	455
Lemonade Print Group	Orders of service for Remembrance Day event		49.52	Online	456
<b>Village Hall Project</b>					
Crowther Associates	Riba Stage 5 Payment 6 of 6		1500.00	Online	457
RLF	Post Contract QS & CA Services – Month 6		2640.00	Online	458
<b>Total Village Hall Project Expenditure</b>			<b>4140.00</b>		

## New Items Approved for Payment

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary December 21		1546.49	Online	459
East Sussex Pension Fund	Pension contributions December 21		555.34	Online	460
HMRC	Quarterly PAYE & NI Contributions		1417.39	Online	461
Lewes District Council	Outdoor Gym & Play Area Inspection Dec 21		36.00	Online	462
Lewes District Council	Charters Gate Way Dog Bin Emptying Dec 21		93.60	Online	463
Lewes District Council	Litter bin emptying at pavilion 2 bins x twice per week for September " " " for October (amounts in dispute)	33.60 33.60	67.20	Online	464
Lewes District Council	Installation of two dual purpose bins at Hurstfield Close & Ash Way		765.43	Online	465
Transparency Solutions Ltd	November 2021 Office 365 Subscription		47.76	Online	466
Sage UK Ltd	November Sage 50 Accounts subscription		102.00	SO	467
Trident Computers UK Ltd	IT contract November 21		60.60	Online	468

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
E Pascoe	Reimbursement for branch cutter for the Monday Group		24.99	Online	469
Society of Local Council Clerks	Annual Membership		208.00	Online	470
ESALC	H Martin attendance of Chairman & Councillor Training		48.00	Online	471
Bruce Cumner	Handyman jobs April-October 21		74.50	Online	472
Costain Ltd - ESCC	New lighting Column for Strood Gate		2023.27	Online	473
<b>Total General Expenditure</b>			<b>7070.57</b>		
<b>Village Hall Improvement Project</b>					
South Coast Catering Equipment Ltd	40% payment required prior to delivery of kitchen equipment for Hall		5977.60	Online	474
Sunninghill Construction Limited	Sixth month of Village Hall works		187,290.40	Online	475
RLF	Month 7 QS and CA Services		2640.00	Online	476
			<b>195,908.00</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>202,978.57</b>		