



Minutes of the Parish Council Meeting Held Monday 9th September 2024

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Councillors H Martin (Chair), D Cumberland (Vice-Chair), I Haffenden, J Keeley, R Morris, S Morris, N Silverman & N Turner. L Gander (Clerk) and two members of the public.	
1	<p>Apologies for Absence</p> <p>a <u>To note any apologies for absence from this meeting</u> - none noted.</p> <p>b <u>To note the resignation of Chris Broad</u> - the Chair asked the Clerk to record the Council's thanks for Chris' contribution to the work of the Council during his time as a member.</p>	
2	<p>Declarations of Members' Interests</p> <p>a <u>To receive declarations of interest from Councillors on items on the agenda</u> - Cllr Cumberland noted a personal interest in item 5a.</p> <p>b <u>To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</u> - none noted.</p>	
3	<p>Public Forum</p> <p>One resident voiced that it would be great to have a community Eco Group. It sounds like there are quite a few residents that think this would be a good thing, amongst whom are some experts on certain nature-related topics.</p> <p>It was suggested that one potential action to improve the community's eco credentials would be to make better use of the recreation ground by having a wildflower strip or community garden. Spring bulb planting around the Parish was another suggestion, as was having wildflower verges, although it was felt that, whilst people might say that they liked this idea, few were seemingly willing to do the work needed to maintain them.</p> <p>The Vicar mentioned that a recent inspection of the Church building has shown work that needs doing. As probably the only historic public building in the Parish, he was wondering whether funding might be available under the District Council's Community Infrastructure Levy (CIL) scheme. The Church was encouraged to apply directly to Lewes District Council (LDC) for CIL, with a reminder to evidence that demands on the church's resources have grown as the community has.</p> <p>The Church would love to get a youth club up and running again - something which the Parish Council has also identified the lack of. It was suggested that the two organisations liaise to see if they could facilitate something between them.</p>	

		The community-based Harvest Festival will be taking place in the Village Hall on Saturday 5 th October, with stalls, refreshments and some competitions. Councillors were invited to go along at about 11am to give out some prizes. It was noted that, if any profit is made from the event, this will go to Crawley Open House – a charity supporting those experiencing homelessness.	
4	a	To Approve the Minutes of: The Parish Council meeting held 5 th August 2024	Approved & signed by the Chair.
5	a	Planning Matters New planning applications considered at the meeting <u>LW/20/0133 - Land To The East Of Tillershaw, North Common Road</u> - Outline planning application in relation to access (utilising existing access), landscaping, layout and appearance only for the demolition of 4no. poultry sheds and erection 4no. detached dwellings. Whilst recognising that this application is for a site that lies outside the planning boundary, the Council resolved to support it, only on the basis that it is a brownfield site, which is currently an eyesore, and that the scheme is to benefit the Hospice. The Council would however wish to see: <ul style="list-style-type: none"> • An appropriate access point being agreed which is both suitable and safe (given the speed of and bends in the road off which it would sit) • The type of housing approved being sympathetic to the environment (the Parish Council would argue that there is not a need for more four bed executive homes and that something like 2/3 bed dormer bungalows would be more suitable) • A pavement being built as part of the S278 Highway works, linking the new dwellings and Hospice site with the village of Wivelsfield Green, to improve accessibility for those needing to walk to the site (eg from the nearest bus stop) • That any application for CIL exemption be denied, unless the application of CIL would result in a corresponding loss of revenue to the Hospice 	To support the application, for the reasons outlined, but with certain provisos as detailed.
	b	<u>LW/24/0541 - Abbots Leigh, Slugwash Lane</u> - Repair of porch area including returns.	To support the application.
	c	Tree Works Application for Consideration <u>TW/24/0079/TCA - Wivelsfield Vicarage, Church Lane</u> - T4 - Ash - fell - Ash Die Back diseased. T5 - Corkscrew Willow - dying - fell. T6 - Ash - multi stemmed - remove 2 No. small thin stems, remaining 2 No. stems - crown lift away from building by 3 metres (by 2.5-3.0 metres). T7 - Holly - prune away from building by 1 metre (1.5 to 2.0 metres). T8 - Thorn - prune away from building by 1 metre (1.5 to 2.0 metres).	To support the tree works application.
	d	Planning Applications Approved by Lewes District Council (for information only) <u>LW/23/0451 - Multan Farm, Theobalds Road</u> - Proposed siting of three luxury glamping pods and associated infrastructure and landscaping.	Noted.
	e	<u>LW/24/0375 - 5 Downscroft</u> - Garage conversion into utility room and bedroom.	Noted.
	f	<u>LW/24/0428 - Chideok, Valebridge Road</u> - Approval of reserved matters including design, scale and landscaping relating to Outline Approval LW/21/0020 for two additional dwellings.	Noted.

	g	<p>Tree Works Application Approved (for information only) <u>TW/24/0064/TPO – 8 Downscroft - T1 - Oak - Crown thinning by 15%, and removal of dead wood.</u></p>	Noted.
	h	<p>Other Planning Matters <u>To note the response to the National Planning Policy Framework (NPPF) consultation commissioned by the East Sussex Association of Local Councils -</u> the Council was grateful to have received this very helpful planning note.</p>	Noted.
	i	<p><u>To review and respond to the NPPF consultation –</u> it was agreed to comment on those parts of the consultation that were relevant to Wivelsfield. Additionally, whilst sections on green belt are not relevant, it was nevertheless felt important to highlight the risk and impacts of the coalescence of settlements, given the ever-increasing impact of greenfield development and erosion of the gap between different towns and parishes. This is particularly relevant when considered in the light of percentage increases in target housing numbers expected for different areas, with the target for Lewes District being 7%, but that for neighbouring Mid Sussex standing at 23%.</p>	To comment on those parts of the consultation relevant to Wivelsfield. Cllrs with any specific comments to inform the Clerk by 13 Sept.
	j	<p><u>Timescales for the Local Plan –</u> Lewes District Council (LDC) had recently written to all Town and Parish Councils, to ask for their support for a letter that LDC has sent to the Secretary of State for the Ministry of Housing, Communities & Local Government. The letter was written in response to the recent NPPF consultation and calls on the Government to allow Lewes District Council to move ahead with its Local Plan process as scheduled, in order to protect against unplanned development.</p>	Agreed to write a letter of support for the letter submitted by Lewes District Council.
6		<p>Financial Matters</p> <p>a <u>To approve this month's payments and to note and ratify items paid since the last meeting –</u> the Council ratified payment of three items, totalling £7,634.36, since the last meeting and approved a further seventeen payments totalling £10,726.84.</p> <p>b <u>To discuss long term planning for CIL receipts –</u> it was agreed to create a CIL Planning Working Group, to be comprised of both members of the Council and representatives of the Village Hall Management Committee. Council members will include Councillors J Keeley, S Morris, N Turner and H Martin.</p> <p>c <u>Monday Group –</u> request for donation and information about path 19/1 by Bethel Chapel & boardwalk along the footpath to Theobalds Road. It was agreed that the donation originally made towards improving footpath 19/1 by Bethel Chapel, will be taken instead as a donation towards the boardwalk towards Theobalds Road, since the Bethel Chapel path has been deemed too wet for it to be viable to make a meaningful difference to. East Sussex Rights of Way Team have been asked to look to see if there is anything they can do to improve this path.</p> <p>d <u>To review and note the increased costs associated with the revised Memorandum of Agreement, between East Sussex County Council and Wivelsfield Parish Council for street lighting maintenance –</u> the streetlighting maintenance contract price, (calculated on the basis of a charge per column, per year) has remained unchanged for a number of years at a total of £1776 per annum and will now be increasing to £2061 annually.</p> <p>E <u>To consider whether to continue with East Sussex Highways or move to an alternative street lighting maintenance provider –</u> whilst there had been some issues earlier in the year with the time taken by East Sussex Highways to undertake streetlight repairs, the Council - having reviewed the costs of the only alternative option found - agreed that there was no compelling reason to</p>	<p>Payments approved.</p> <p>To create a working group to develop plans.</p> <p>Former donation to be put towards boardwalk work.</p> <p>Increase in costs noted.</p> <p>To remain with East Sussex Highways as the provider of streetlighting</p>

		change providers. Not only would the alternative charge for some parts which are included under the standard maintenance contract with Highways, but the Council would have to also move to a new energy provider, with a possible increase in costs. This decision having been made, the Chair and Vice-Chair signed the revised East Sussex County Council's Memorandum of Agreement for the streetlighting maintenance contract.	maintenance & energy. Memorandum of Agreement signed.
	f	<u>DM Payroll revised contract terms from 1 April 2025</u> – a small increase in costs was noted.	Noted.
	g	<u>To review and agree to the cost of the traffic surveys necessary to proceed with a Community match appraisal</u> – it was resolved to authorise the carrying out of the traffic surveys deemed necessary, at a cost of £840.	Traffic surveys authorised to go ahead.
	h	<u>To consider whether the Council feels that there would be merit in obtaining traffic modelling to take into account the likely impact of new development</u> – the Council was disappointed that traffic modelling had not been undertaken as part of the evidence base for the South Road development, but felt that there was no justification for spending additional money on having this done.	No traffic modelling to be pursued.
	i	<u>To review the quote for playground repairs, work to the football wall and replacement basketball hoop and board</u> – the Council agreed, in principle, to approving the basic repairs to the playground and basket ball hoop, and to have targets painted on the football wall, but asked for this not to be actioned until the Council has met with the Hall's Management Committee later this month.	Repairs approved in principle.
	j	<u>Indicative cost of installing wetpour surfacing around some of the playground equipment</u> – the costs, which had been obtained simply as a guide, were noted.	Noted.
7		Clerk's Report	
	a	<u>Action list</u> – noted.	
	b	<u>Bridleway at Lunces Common</u> – queries had been raised about whether the new housing at Fox Hill had contributed to flooding on the adjacent bridleway, and this had been followed up with the relevant Planning Officer from Mid Sussex District Council. Their conclusion was that it had not, so the poor state of the bridleway has been brought to the attention of East Sussex Rights of Way, who will be monitoring it.	
	c	<u>Letter from the Department of Levelling Up, Housing & Communities re withholding councillors' sensitive interests & home addresses</u> – the Council agreed to write to the Monitoring Officer at Lewes District Council to request permission to redact all councillor addresses.	To write to LDC requesting redaction of addresses.
	d	<u>To appoint a representative to attend a meeting of the Lewes District Association of Local Councils, to be held on 23rd September, at 2pm in Lewes</u> , which will include a Police Crime Commissioner/Parish focus group meeting – the Clerk to attend if possible, in place of councillors.	Clerk to attend.
	e	<u>To discuss any agenda items that the Council may wish to put forward for the meeting above</u> – the Police's role in protecting councillors and do they support the redaction of personal addresses.	
	f	<u>To agree alternative dates for meeting with the Village Hall Management Committee</u> – it was agreed to hold the meeting on 24 th September.	Meeting date agreed.
	g	<u>Remembrance Day service preparations</u> – the person who has kindly organised the Service for the last few years has asked to pass the mantle on this year, although he will remain involved. The Clerk was asked to put up a post on Facebook, seeking a volunteer from the community willing to help.	Facebook to be used to seek volunteer.
8		Reports from Parish Councillors	
	a	<u>Update on map/info board project</u> – councillors were shown an initial draft of the map board project and were impressed with what they saw. A few small changes were suggested, which were noted to pass on to the artist.	Minor changes suggested.

	b	<u>Parish Council website</u> – members of the Communications Working Group and Clerk had met with representatives of three different website companies to discuss what they could offer. Having considered the advice received and pros and cons of each, it was agreed to appoint Parish Council Websites to design a new website for the Council.	New website company to be appointed.
	c	<u>Community based harvest festival</u> – councillors to attend in order to help with judging of competitions.	Cllrs to attend.
	d	<u>Feedback from courses attended</u> – including the Chair’s attendance at a Charing More Effectively session and one about Engaging with Young People. The Chair didn’t feel that there was much to say about the courses, but she has a Powerpoint presentation from the Chairs one that can be shared.	
9	a	Reports from District & County Councillors, MP & PCSO <u>To note any written reports received prior to the meeting</u> – a report from the County Councillor was noted.	Noted.
10	a	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting <u>To consider whether the Council would wish to support the sending of a joint-parish letter seeking our MP’s support for fighting green field and new town development in our area</u> – as Wivelsfield and some other parishes that were formerly part of the Lewes constituency now form part of the new East Grinstead and Uckfield constituency, it is less easy to submit a cohesive voice from all the parishes in the Lewes District. It was however agreed to write to LDC and to our MP, focussing on the need to strengthen the position of the Local Plan, which is key to protecting our area from excessive development. Cllr Turner offered to draft some letters and circulate them amongst the Council. It was noted that it will also be important for the Council to foster working relationships with other councils from Lewes District, which find themselves part of the new constituency.	Cllr Turner to draft letters to LDC and our MP, confirming the Council’s support for any measures that can be introduced to strengthen the position of the emerging Local Plan.
	b	<u>Registering a wildlife or meadow verge with East Sussex County Council</u> (deadline 15 th September)	Noted.
	c	<u>The Tree Council - Branching Out Fund</u> – grants available for tree, hedge and	Noted.
	d	orchard planting	
	e	Mayfield Fire Station consultation – invitation to Stakeholder Forum	Noted.
	f	New National Association of Local Councils (NALC) website Mid Sussex Local Plan examination hearings.	Noted. Noted.
11	a	Items for Noting or Inclusion on Next Agenda Posts for the bottom of Slugwash Lane	
	b	To agree upon a name for the Council going forwards	
12	a	Date of Next Meeting Parish Council Meeting – 7 th October 2024	

Accounts for Payment for the Meeting of 9th September 2024**Items Paid Since the Last Meeting – for Ratification**

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
General Expenditure					
Information Commissioner's Office (ICO)	Annual data registration fee	35.00	DD	1023	26 July 24
Society of Local Council Clerks	Updated copy of the Clerks' Manual	52.90	Card payment	1024	19 Aug 24
Public Works Loans Board	First of the two annual repayments of a loan for the Village Hall Improvement Project	7,546.46	DD	1025	5 Sept 24
Total expenditure since the last meeting		7,634.36			

New Items Approved for Payment

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
		£			
General Expenditure					
Salaries	September 24 Salary run	2576.75	Bank transfer	1026	11 Sept 24
East Sussex Pension Fund	Pension contributions September 24	909.24	Bank transfer	1027	11 Sept 24
Members' Allowances	For the period 1 April – 30 Sept 24	918.55	Bank transfer	1028	11 Sept 24
HMRC	Quarter 2 PAYE & NI contributions	3099.93	Bank transfer	1029	11 Sept 24
Lewes District Council	Car park & pavilion bin emptying Aug 24	38.40	Bank transfer	1030	11 Sept 24
Lewes District Council	Charters Gate dog bin emptying September 24	93.60	Bank transfer	1031	11 Sept 24
Lewes District Council	Play area & outdoor gym inspection September 24	36.00	Bank transfer	1032	11 Sept 24
Sage UK Ltd	September 24 Sage 50 Accounts subscription	100.80	DD	1033	16 Sept 24
Tetrabyte	IT support & Office 365 licences – September 24	158.03	DD	1034	Invoice not yet presented
Adobe Systems	Adobe Acrobat Subscription September 24	19.97	Bank transfer	1035	6 Sept 24
DM Payroll	Payroll administration April - Sept 24	139.50	Bank transfer	1036	11 Sept 24

Payee	Expenditure	Total	Payment Type	Voucher Ref	Date of Payment
Chris Broad	Reimbursement for set of council name badges	126.37	Bank transfer	1037	11 Sept 24
ESALC	H Martin attendance at training session	48.00	Bank transfer	1038	11 Sept 24
Balfour Beatty	Ditchling Road, Column B - work as approved in May	1,185.49	Bank transfer	1039	11 Sept 24
Balfour Beatty	Church Lane - Column A - work as approved in April	1,160.21	Bank transfer	1040	11 Sept 24
Wivelsfield Village Hall	Renshaw Room hire - 9th August	26.00	Bank transfer	1041	11 Sept 24
Kelly Engineering Solutions Ltd	Repairs	90.00	Bank transfer	1042	11 Sept 24
Total General Expenditure		10,726.84			

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