

**Minutes of the Extra-Ordinary Meeting held  
Tuesday 1 May 2018, 7.30pm, Church Room, Wivelsfield Parish Church**

Agenda Item	Description	Resolved
<b>Present</b>	Councillors Dawson, Stoner, van Bochove, Phillips and Pascoe. District Councillor Sugarman, Liz Gander (Clerk) and two members of the public.	
<b>Open Forum</b>	A couple had attended the meeting to strongly support item 4f on the agenda, in respect of the bollards needed for the – currently unprotected – verge opposite the shop.	
<b>1</b>	<p><b>Apologies for Absence</b> County Councillor Sheppard had been unable to attend as his car had broken down.</p>	
<b>2</b>	<p><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</p>	None noted.
<b>3</b>	<p><b>Planning Matters</b> <u>DM/17/2739 - Land To The East And West Of: Hurst Farm, Hurstwood Lane -</u> Outline application for development of up to 375 new homes, a 2 form entry primary school with Early Years provision, a new burial ground, allotments, Country Park, car parking, 'Green Way', new vehicular accesses and associated parking and landscaping. All matters are to be reserved except for access. Additional Transport Information and a response to Historic England received on 11 September. Additional information received on 29th March 2018 regarding the illustrative layout, drainage and a historic building response.</p> <p>The Council wished to object to this application on the grounds of:</p> <ul style="list-style-type: none"> <li>• Issues surrounding the relative siting of the school, burial ground and allotments as raised with LDC/MSDC previously.</li> <li>• The cumulative impact on surrounding roads having not been considered.</li> <li>• The dangers of funnelling all traffic onto the A272, particularly with it being quite hazardous for traffic turning right.</li> <li>• Concerns around the adequacy of a shared car park.</li> </ul> <p>The Council also wished to raise concerns about:</p> <ul style="list-style-type: none"> <li>• Mitigation scheme for surface water flooding and the run off from the burial ground not having yet been drawn up.</li> <li>• How the school being situated on a cross-border site will work in practise, and whether some places will be reserved for those from Wivelsfield Parish.</li> </ul> <p>It felt that, without prejudice to its former objections, if planning consent were to be granted, it would want to see:</p> <ul style="list-style-type: none"> <li>• A requirement for the school to be 50% ready before homes are built, to ensure that school places are available immediately.</li> <li>• A condition requiring excellent screening between the school and</li> </ul>	Letter of objection to the plans to include the points raised by Council.

		<p>burial ground.</p> <ul style="list-style-type: none"> <li>• A proportion of the allotments being reserved for Wivelsfield residents.</li> </ul> <p>Finally, as it is understood that local authorities cannot any longer build new schools, but that all new schools are free schools, the Council wished to know whether a sponsor was in place to guarantee the viability of the school plans.</p> <p>b <u>To review and approve (or amend, as appropriate) the draft response to the above, as provided by the Clerk</u> – the Council approved the draft letter, subject to the addition of extra comments as outlined above.</p> <p>c <u>Naming of the Royal Oak development</u> (for information only) – the Council was disappointed not to have been consulted on the name of the new development at the Royal Oak. The pub side of the site will known as Pepper close, with properties on the car park side being named/numbered as a part of Ditchling Road.</p>	<p>The draft letter as presented to be used as a basis for the objection, with additions as discussed.</p> <p>To express Council's disappointment at lack of consultation.</p>
<b>4</b>		<p><b>Financial Matters</b></p> <p>a <u>To review and authorise items for payment</u> – the Council approved payment of nine items totalling £12,267.90.</p> <p>b <u>To note the notification from NALC of a National Pay Award to be applied from 1 April</u> – the National Association has published new pay scales, to be applied from 1 April 2018. No briefing paper detailing percentage points applied has however been forthcoming.</p> <p>c <u>To review the accounting statements for the last quarter of 2017/18</u> – ongoing computer issues mean that these are still not available.</p> <p>d <u>To note the receipt of CIL monies and the implications for the 2018/19 year end audit</u> – we have been notified of three Community Infrastructure Levy (CIL) payments which will have gone into the bank on 28 April, totalling £180,151.24. As this, combined with our precept, will push the Council's income to over £200k in this financial year, the Council will be subject to an intermediate level review at the year-end audit. The requirements of the Local Government Transparency Code will also now apply. In light of the additional sums now being held at the bank, the Council wished to investigate setting up an additional bank account to split its money, in order to stay within the Financial Services Compensation Scheme thresholds.</p> <p>e <u>Insurance renewal</u> – the Council's insurance is due for renewal at the beginning of June. The Council is currently in a three year agreement with Zurich, so it is just the policy content that needs to be reviewed. Additions that will be required include cover for the outdoor gym, the extra dog bin at Theobalds Road and fidelity insurance to cover the increased sums held at the bank following receipt of CIL.</p> <p>f <u>To discuss East Sussex Highways' quote for replacing the 27 existing bollards on North Common Road with wood effect ones, more in keeping with the rural environment, and adding 7 further bollards on the verge opposite the shop. To confirm (if the wood effect bollards are agreed upon), the colour to be specified whether they should wrap around the end of the verges</u> – Lewes District Council had confirmed that it would be appropriate to use CIL for this scheme. The Parish Council consider it essential to have the additional bollards opposite the shop and, given how tatty the urban style bollards can look, and how vulnerable they are to damage and vandalism, it is felt that it would be beneficial to replace the existing bollards in this vicinity with white wood effect ones. Whilst brown would be in keeping with those along Green Road (opposite Barnard and Brough) it was felt that, on the bend near the shop, white ones would have greater visibility. There was however a query raised as to whether a full seven bollards (as proposed by</p>	<p>Payments approved.</p> <p>Salary scales referred to next meeting.</p> <p>Intermediate audit and Transparency Code to apply, as a result of increased income owing to CIL.</p> <p>Additional items to be added to insurance schedule.</p> <p>Councillors Stoner and van Bochove to review spacing of bollards and make recommendations to the Council.</p>

		Highways) is necessary on the small stretch of verge opposite the shop. Councillors Stoner and van Bochove to measure the verge and look at the intervals that would seem suitable between posts. In response to a concern being voiced about white posts looking grubby, it was agreed that these could be cleaned as part of the Community Clean Up days.	
<b>5</b>		<b>Other Matters</b>	
	a	<u>To formally approve the plans for the Village Hall upgrade</u> – the Parish Council was, in the main, extremely supportive of the proposed plans. It did however have concerns around the design of the new kitchen, and the benefits of extending it. In light of concerns raised by a number of people who regularly use the kitchen during events, the Council felt that it was unable to formally approve the plans until such time as these concerns have been adequately considered/addressed. It was suggested the Management Committee be asked to invite representatives of key user groups to a meeting to discuss this one issue. The primary concerns are that those serving in the kitchen will no longer be able to see what is going on in any meaningful way, or therefore feel part of what is happening in the hall. It is feared that this will result in a loss of volunteers to help at such events, which could ultimately lead to clubs dwindling. There could also be some potential safeguarding issues for Playgroup, owing to a lack of a clear view line down the hall from a re-positioned hatch and the introduction of a door leading directly from the hall to the kitchen. By contrast - with the proposed store room bolted on to the back of the existing kitchen, to give plenty more storage for crockery etc - it was suggested that reconfiguring the existing kitchen would be a better use of money, as well having the advantage of retaining the present location of the hatch.	The Management Committee to be asked to hold a meeting with key users of the kitchen, to gain input on the proposed kitchen plans.
	b	<u>To ratify the decision taken at the last meeting to submit the planning application for the Hall</u> – subject to the plans being agreed by the Council, it was agreed to pay for submission of the planning application for the Hall upgrade plans.	The Council to pay for the planning application.
	c	<u>To ratify the decision taken to purchase a suite of GDPR compliant policies from the Data Protection Officer</u> – it was agreed to buy the suite of policies at a cost of £50.	To buy GDPR - compliant model policies.
	d	<u>To discuss GDPR training, approve the overall cost and consider whether to sell places to other local organisations</u> – the Parish Council agreed to arrange GDPR training with the Data Protection Officer at a cost of £400. Places to be offered to local groups at a nominal cost of £10 per head, or to other Parish Councils at £15 per head.	To arrange GDPR training & invite guests.
	e	<u>To consider how to deal with the issues with the main office computer</u> – the office PC is now eight years old and has been struggling owing to lack of a wifi connection and running very slowly. Councillor Pascoe, having reviewed it, advised that, as an old machine with a low grade hard disk, which is struggling for space and was made for Windows 7 rather than Windows 10, the best solution would probably be to get a replacement. The Council approved a budget of £500 for a replacement processor (existing screen and keyboard to be retained). Councillor Pascoe to suggest an alternative machine with a good spec, in order to future-proof it.	To purchase a new hard drive for the office at a cost of up to £500.
	f	<u>To discuss having an 'opening ceremony' for the outdoor gym, and the possibility of running some instructor-led sessions</u> – it was agreed to hold a small opening ceremony for the gym on Sunday 13 May at 10am. The Chairman will open it and we will arrange for a fitness instructor to be on hand for a couple of hours to help users to get the most from the equipment. A £100 budget was agreed for this. Clerks to contact the Middy to see if a photographer would be available.	To hold an opening ceremony for the gym, with fitness instructor on hand.
	g	<u>To make plans for a small ceremony to mark the installation of the new</u>	

	<p>h</p> <p>i</p> <p>j</p> <p>k</p> <p>l</p>	<p><u>village sign</u> – the Clerk to speak to the Historical Society to find out what format the ceremony took for the hanging of the original sign. Depending on progress, it may be appropriate to incorporate this into Village Day.</p> <p><u>Update from East Sussex Highways regarding poor state of Green Road and the verge opposite Barnard and Brough. To decide whether the Council would wish to seek a quote for the installation of bollards on this verge</u> – the Highway Steward had confirmed that he had raised an observation, noting the bumpy nature of Green Road and suggesting a scheme be considered to level and re-site the drain covers in aprons, away from the main carriageway. However as the drains do not meet Highways’ intervention level, this will not be a priority.</p> <p>It was noted that, since members of the Council spoke to the Manager of Barnard and Brough, parking on the verge has reduced considerably. It was suggested that, rather than bollarding the verge, it could be turned into a flower border or (given the need to maintain a formal border) a wildflower verge. Councillors to review options and make recommendations.</p> <p><u>Feedback from the recent SLR meeting</u> – Highways officers had confirmed that the budget for the planters proposed for the area of Green Road around the green is no longer available as so much time has gone by. A pothole by the mini roundabout on Ditchling Road has been filled and an observation raised about having it resurfaced. The 30mph roundel that had been missing from the gateway on South Road has been replaced and potholes down Downsview Drive have been fixed.</p> <p><u>To review the recommendations for provision of dog poo bags around the Parish</u> – it was agreed to buy an inexpensive, stick on bag holder and supply of bags for the dog bin on North Common Road near the pub, as a low cost way to see if supplying bags would help to reduce the incidence of dog fouling.</p> <p><u>To discuss the suggestion that the Council forms a working group to identify overgrown trees around the Parish</u> – the options open to the Council in terms of addressing the issue of overgrown trees and hedges were discussed. The Clerk advised that, from experience, if deciding to write to householders where foliage was overgrown, the Council would need to do so Parish-wide. Alternatively, if there are isolated cases, these could be passed to East Sussex Highways for them to follow up. The Council can only identify where overgrowth is contrary to East Sussex Highways guidance on how foliage at the perimeter of properties should be maintained and cannot comment on safety or other aspects. Councillors Stoner and Pascoe to discuss further to identify any particular areas of concern where foliage is presenting an obstruction.</p> <p><u>To discuss and agree proposals for maintenance at the children’s playground</u> – as per the proposal of the Assistant Clerk, it was agreed to: have certain identified jobs undertaken by the handyman, the damaged log run removed and the ground made good, the boulders removed for safety and to engage the company which gave the cheaper of the quotes received the other work as quoted for.</p>	<p>Councillors to make recommendations about the verge opposite Barnard &amp; Brough.</p> <p>To trial supplying bags at one of the dog bins.</p> <p>Councillors Stoner and Pascoe to note any areas of particular concern in respect of overgrowth.</p> <p>Maintenance work at the children’s play area to be undertaken as specified.</p>
<p><b>6</b></p>	<p>a</p> <p>b</p> <p>c</p>	<p><b>Correspondence</b></p> <p><u>Queries regarding the mobile phone mast off South Road</u> -</p> <p>Confirmation that the Oakfields site will be removed from the revised version of the Local Plan Part 2.</p> <p>Invitation from Action for Deafness to find out what they may be able to offer to assist people in our community.</p>	
<p><b>7</b></p>	<p>a</p>	<p><b>Dates of Next Meetings</b></p> <p>Annual Meeting of the Parish Council – Monday 14 May 2018</p>	

Accounts for Payment for the Extra-Ordinary Parish Council Meeting of  
1<sup>st</sup> May 2018

Accounts approved for payment at the meeting:

<b>Payee</b>	<b>Expenditure</b>	<b>Value</b>	<b>Total</b>	<b>Chq No</b>	<b>Voucher Ref</b>
		<b>£</b>	<b>£</b>		
Wivelsfield PCC	Hire of the Church Hall for May-Sept meetings (invoice CH00249 sent by email Thurs 19 <sup>th</sup> April)	60.00			
	Hire of Church Room for this meeting	10.00	70.00	100756	178
Bruce Cumner	Re-filling of salt bins		46.50	100757	179
Hugh Harris Ltd T/A Fresh Air Fitness	First payment for outdoor gym		9928.80	100758	180
SSALC	Assistant Clerk attendance of Time Management & Creativity workshop - 1 May		72.00	100759	181
Clerk & Assistant Clerk	Salaries May 2018		2112.76	100760	182
				100761	183
Jakks Leisure	Refreshments for SLR meeting 26 April.		11.90	100762	184
Lewes District Council	May play area inspection		18.00	100763	185
E Gander	Wifi adapter for office computer		7.94	100764	186
			12,267.90		