



Minutes of the Parish Council Meeting Held Monday 10 June 2019

8pm, Wivelsfield Church Hall

Agenda Item	Description	Resolved
Present:	Councillors Dawson, Pascoe, Haffenden, Rust, Martin and Jackson. Liz Gander (Clerk), District Councillor Bikson and one member of the public.	
Open Forum:	<p>The member of the public present expressed their concern and disappointment at the way in which permission for 25 studio and one bed flats at the former Beer Piper company building has been granted under permitted development.</p> <p>District Councillor Bikson assured the Council she had done everything she could to follow this up and try to find a way in which it could be challenged, but to no avail.</p> <p>Councillor Martin agreed to look back at what conditions were imposed when the permitted development rights were granted.</p> <p>Councillors seemed to recall that there were a couple of elements of the plans (including parking provision) that would need to go through the normal planning system and which the Parish Council could therefore comment on.</p> <p>Councillor Pascoe felt that electric charging points should be a mandatory part of the development. The Clerk to write to Lewes District Council (LDC) to make this request.</p> <p>Councillor Martin had attended a meeting at which a representative from the LDC Planning Department had apologised for the systems error which resulted in the Beer Piper building proposals being consulted upon, when there was no right for residents to comment, given the application's status as permitted development.</p>	<p>Cllr Martin to review conditions re Somerset House permitted development.</p> <p>Clerk to write to LDC to ask that electric charging points be mandatory as part of this conversion.</p>
1	<p>Apologies for Absence Apologies had been received from County Councillor Jim Sheppard.</p>	
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	None noted.
3	<p>To Approve the Minutes of:</p> <p>a The Annual Meeting of the Parish Council held 13 May 2019 - Subject to a minor correction to a name under item 16c, the minutes were agreed to be a true record of the meeting and were signed by the Chair.</p>	Agreed & signed subject to a minor amendment.
4	<p>Planning Matters</p> <p>New Planning Applications Considered at the Meeting.</p> <p>a <u>LW/19/0335 – 24 Downsview Drive</u> – Proposed ground floor wraparound extension, floor plan redesign and associated works. The Council resolved to object to this application as it is concerned about the loss of an off-road parking space if the extension is permitted. The Council also wished to query whether the size of the proposed extension falls within the dimensions allowed for a property of this size.</p>	To object for the reasons given.

	b	<p><u>LW/19/0387 - St Michaels Cottages, Ditchling Road</u> - Erection of a four bedroom dwelling in the side garden of 2 St Michael's Cottage (resubmission iro LW/19/0082). The Council previously had concerns about the size of the plot and access to it, and it does not seem that these issues have been addressed in the latest plans. There are also concerns about drainage as the land here is believed to lie low. Crucially however, the site is also outside the planning boundary and therefore development in this location is contrary to the Wivelsfield Neighbourhood Plan.</p>	To object for the reasons given.
	c	<p><u>LW/19/0222 - Griggs Cottage, Ditchling Road</u> - Proposed removal of existing extension, erection of two storey side extension.</p>	To support this application.
		<p>Application for permission to carry out work on Preserved Trees</p>	
	d	<p><u>4 Hawthorn Close</u> - Oak T1 and Ash T2 - reduce branch lengths over decking area, flower beds and overhanging house by up to 2.5m, to suitable growth points to reduce shading to the property. The height of the trees will not be reduced by this work.</p>	Support.
		<p>Notice of Planning Permission Received (for information only)</p>	
	e	<p><u>LW/19/0244 - The Homestead, Homestead Lane</u> - Proposed single storey side/rear extension.</p>	
	f	<p><u>LW/19/0252 - 49 Ridgeway</u> - Erection of conservatory to rear of property.</p>	
		<p>Certificate of Lawful Use or Development (Proposed)</p>	
	g	<p><u>LW/19/0094 - Somerset House, Green Road</u> - Implementing the scheme applied for in LW/18/0900. Internal alterations as shown on submitted plans.</p>	
		<p>Notice of Refusal (for information only)</p>	
	h	<p><u>LW/19/0135 - Uplea, Green Road</u> - erection of a new dwelling.</p>	
		<p>Other Planning Matters</p>	
	i	<p><u>Springfield Industrial Estate</u> - no new updates.</p>	
	j	<p><u>Charters Gate Way</u> - residents are concerned that, although a permanent fix has now been put in place to prevent sewage backing up to houses, there remains a Consented Sewer Outfall which, during times of heavy rain, allows untreated (albeit diluted) sewage to discharge into the adjacent stream.</p> <p>The Council believes that a contributory factor to the pump at times being overwhelmed is that there is a lot of surface water, rather than just sewage, getting into the pipe which runs from the Hospice. It was therefore suggested that the Clerk writes to Southern Water, asking that they investigate this matter.</p>	
5		<p>Financial Matters</p> <p><u>To review and authorise cheques for payment</u> - the Council approved payment of nine items, totalling £17824.20. Of these, two related to the Village Hall improvement project and will be funded by Community Infrastructure Levy (CIL) money. For further details please see Appendix A.</p> <p><u>To note the report from the year end internal audit</u> - the Council had received a positive year-end internal audit report and the Chair asked that the Council's thanks to the Clerk be recorded.</p> <p><u>To review and sign the year end bank reconciliation</u></p> <p><u>To agree to move £8k from the general reserve to the earmarked reserve for office accommodation, in preparation for the building of a purpose-built Parish Council office at the Village Hall.</u></p> <p><u>To review and sign the Financial Statements for the year ended 31 March 2019.</u></p> <p><u>To review and complete Section 1 of the Annual Return - the Annual Governance statement.</u> In accordance with the assurance given by internal audit and its own internal systems, the Council agreed to all assertions on the Annual Governance Statement.</p>	<p>Payments approved.</p> <p>Audit report & thanks to Clerk noted. Agreed & signed.</p> <p>Agreed.</p> <p>Agreed & signed.</p> <p>Agreed & signed.</p>

	g	<u>To agree and sign Section 2 of the Annual Return – Accounting Statements.</u>	Agreed & signed.
	h	<u>To review a list of regular annual subscriptions.</u>	Noted.
	i	<u>To review the effectiveness of internal audit</u> – the Council was happy with the quality of service, scope of the work, independence and effectiveness of its current internal audit services. It noted that the auditors regularly review and update their audit plans to take account of new regulations or good practice, and thus help to ensure that the Council remains up to date with requirements.	The Council was happy with the effectiveness of internal audit.
	j	<u>To agree to continue to use Mulberry and Co for internal audit services for the forthcoming year.</u> In light of 5i above, the Council agreed to continue to have Mulberry and Co to provide its internal audit service.	To continue to use Mulberry & Co for internal audit services.
	k	<u>To ratify the Council's agreement to repairs to the Green Road bus shelter (adjacent to the recreation ground) at an approximate cost of £120.</u> The Council was happy with the proposed repairs to the notice board section of the bus shelter. However, it was felt that, should it be subject to vandalism again, the Council would look to have this section strengthened by the addition of a metal plate or such like, which would be more difficult to kick in.	Agreed.
6		Report of Clerk	
	a	<u>Progress with obtaining a temporary vehicle activated speed sign (VAS)</u> – the Clerk is awaiting the advice of the Police's Community Speed Watch Co-ordinator, as regards what type of unit to purchase.	
	b	<u>To confirm details of this year's grass cutting schedule and the areas being cut</u> – East Sussex Highways have a schedule on their website which shows when verge cutting in the different parts of the county is timetabled for. So far only the early cuts of the season have been scheduled. It was noted that the map showing which verges in Wivelsfield they cut is not entirely accurate as they seem to go further with their cutting along the northern verge of North Common Road (as far as 'Shoulders') than is indicated on the plan. The Highways' map is however out of date as it does not show Charters Gate Way. The Clerk to ask for this to be updated.	Clerk to ask Highways to update grass cutting map.
	c	<u>To agree to the purchase of replacement defibrillator pads for all four defibrillators in the Parish</u> – the present defib pads have an expiry date of July 2019. It is advised to have two sets with each defibrillator (one for use plus a spare). Eight sets are therefore required at a total cost of £247.60.	Clerk to purchase eight sets of defibrillator pads.
	d	<u>Update on bollards for North Common Road, opposite the shop</u> – East Sussex Highways have advised that they have to get a quote for the work to install verge marker posts opposite the shop (to match the existing), in spite of the fact that they have undertaken to install them at no cost to the Parish Council. It is not known how long it will take for them to get the quote and put the work in hand.	
7		To Review the Following Policies & Procedures	
	a	The Council's Scheme of Delegation.	
	b	Register of Assets.	
	c	Complaints Procedure.	
	d	Policy on Communications with the Press and Media.	
	e	Grievance Procedures.	
	f	Dismissal & Disciplinary Procedures.	
	g	Freedom of Information Publication Scheme.	All documents had been reviewed and are to be re-adopted.
8		Reports from Councillors	
	a	<u>Dust and grit on roads and pavements</u> – it is thought that Cala Homes stopped cleaning North Common Road before construction traffic had fully vacated the site and, as such, a lot of dust and grit – believed to be a result of the site works – has accumulated. The Clerk was asked to write to Cala Homes to request that they organise a final sweep of North Common Road.	Clerk to write to Cala Homes to request a final road sweeping.

	<p>b <u>Dumping of household waste on the drovers' road.</u> The drovers' road is being used (seemingly by some residents of Charters Gate Way) as a dumping ground for garden waste. (The contractors working on the pumping station have also, during the course of the work, deposited what they've dug out onto the drovers' road, but residents have been assured that they are required to make good before they leave the site). It was agreed that Councillor Pascoe will look to make up some signs advising people not to dump grass cuttings (or anything else) and not to dam up the stream.</p> <p>c <u>Improvements to bridleway signs on the drovers' road</u> – Councillor Pascoe had noted that the distinction between the bridleway and footpath signs on the direction posts on the drovers' road is not very clear. On paths in other areas of East Sussex he had noted a much better contrast between the two and had circulated photos to Council members. It was agreed that the Clerk would ask Rights of Way if the bridleway signs could be replaced to make them more obviously different to the footpath ones.</p> <p>d <u>CCTV project update</u> - Clerk to find out when cricket season finishes to help with scheduling the work.</p> <p>e <u>To discuss the options of fencing or planting the edge of Charters Gate Way bordering the drovers' road, to direct pedestrians through certain points and prevent general erosion of the edges of the drovers' road.</u> The Charters Gate Way Residents' Association had discussed these options and favoured planting to retain the woodland edge feel, rather than the installation of a more formal fence. The Council proposed the planting of mature hedge plants such as pyracanthus to encourage use of the recognised footpath access to the drovers' road.</p>	<p>Cllr Pascoe to source/prepare signs.</p> <p>Rights of Way to be asked about signage.</p> <p>Clerk to seek info. Hedge plants such as pyracanthus to be proposed.</p>
9	<p>Correspondence</p> <p>a <u>Invitation to comment on the Chailey Neighbourhood Plan (Regulation 14 Consultation).</u> Consultation period runs until 5pm, 28 June 2019.</p> <p>b <u>Invitation to attend a briefing in relation to the planning arrangements for the 2019 Lewes Bonfire Celebrations,</u> Friday 21 June, 2.30-4.30pm, Southover House, Lewes.</p> <p>c <u>Invitation to attend the CPRE AGM,</u> Friday 5 July, 10.30am, Bates Green Farm, Arlington.</p> <p>d <u>Complaint about the quality of the reinstatement of the road surface around the new Pepper Close (former Royal Oak) development, following utility works.</u></p> <p>e <u>Southern & South East Water invitation to attend a stakeholder workshop,</u> 'Working Together to build a Resilient Water Future for the South East'. 9.30am-3pm, Thursday 27 June, Amex Stadium.</p> <p>f <u>Invitation to participate in a neighbourhood planning service review for Action in Rural Sussex.</u> Consultation ends Friday 28 June.</p> <p>g <u>Letter regarding changes to SLR meetings and to decide, in light of this, whether we wish to proceed with the meeting scheduled for 27 June.</u> The Council found it somewhat frustrating that Highways have chosen to reduce the frequency of SLR meetings, rather than review the way in which they are staffed. As most SLR meetings have had between 2 and 4 Highways officers present, it would have been preferable to reduce this to one (perhaps the Highways Steward), but keep the frequency of meetings, with the option of inviting a more senior member of the team to up to two meetings a year. The Clerk to check whether the new limit of two meetings per year will be based upon a calendar year, or a rolling year from when the new rules are brought in (1 July). If per calendar year, the Council will need to ascertain whether the meeting already held this year (28 March) will count as one of the two meetings. If so, the Council will seek to have its next meeting in September/October. If not, it will go ahead with the meeting planned for 27 June.</p>	<p>Noted.</p> <p>Noted.</p> <p>Noted.</p> <p>Highways to follow up with utility company. Cllr Pascoe might attend.</p> <p>No wish to comment.</p> <p>Clerk to clarify new rules on SLR meetings and arrange a date for the next one as appropriate.</p>

	H i	<u>Advance notification of cycling event passing through Wivelsfield on 7 September 2019.</u> The map for this cycle event seems to indicate that Slugwash Lane forms a part of the route. The Clerk was asked to write to advise the organisers that the British Heart Foundation stopped using the Lane as it was considered too narrow for large volumes of cyclists. <u>Road closure consultation</u> – Downsview Drive street party, Saturday 17 August.	Clerk to write to organisers to make them aware of Slugwash Lane. Support.
10	a	Items for Noting or Inclusion on Next Agenda Request for a dog waste bin at the bottom of Strood Gate.	
11	a	Date of Next Meeting Monday 1 July 2019 – Parish Council Meeting	

The meeting closed at approximately 9.25pm.

Appendix A

Items Approved for Payment at the Meeting of 10 June 2019

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
Clerk	Salary June 19		1502.22	100895	23
East Sussex Pension Fund	Pension contributions June 19		626.27	100896	24
HMRC	Quarterly PAYE/NI		1384.97	100897	25
Zurich Insurance Ltd	Annual Insurance Premium		1206.70	100898	26
Transparency Solutions Ltd	May 2019 Office 365 Subscription		54.48	100894	22
Lewes District Council	June 2019 play area inspection		18.00	100893	21
Mulberry & Co	Year end internal audit fee		137.16	100899	27
Total of General Costs			4929.80		
Costs Associated with Village Hall Improvements					
Crowther Associates Architects	Professional services rendered: for RIBA Work Stage 4, re the Village Hall improvement works.		6600.00	100900	28
Stephen Wilson Partnership Ltd	Structural and civil engineering services during May (35% of fee for design work and drawing preparation)		4094.40	100901	29
Total of CIL Project costs			10694.40		
Total Expenditure June 2019			17824.20		