

Clerk: Ms Liz Gander  
Tel: 01444 471898



Parish Council Office  
The Cock Inn  
North Common Road  
Wivelsfield Green  
RH17 7RH

**To Members of the Parish Council**

You are summoned to attend a Parish Council meeting to be held in the **Church Hall, Church Lane**, on Monday 2 October 2017 at 8pm.

Liz Gander (Clerk)

**OPEN FORUM**

Members of the public are invited to put questions to or draw relevant matters to the attention of the Council, prior to the commencement of business. This is for a period of up to fifteen minutes and may be restricted to three minutes per person if necessary.

**AGENDA**

Agenda Item	Description	Responsibility
1	<b>Apologies for Absence</b>	
2	<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	All councillors
3	<b>To Approve the:</b> a Minutes of the Parish Council meeting held 4 September 2017 b Addendum to the minutes of 26 July, as discussed at the last meeting.	All councillors
4	<b>Correspondence</b> a <u>South East Water Draft Drought Plan 2017</u> – consultation. The Plan may be viewed at <a href="http://southeastwater.co.uk/droughtplan">southeastwater.co.uk/droughtplan</a> and comments are invited by 29 <sup>th</sup> October. b <u>East Sussex Libraries – The Way Forward</u> – consultation on future changes to the East Sussex Library Service. Consultation period ends 14 December 17. c <u>Lewes District Council – letter about the Local Plan Part 2 and Neighbourhood Planning</u> . For information only. d <u>Invitation to attend the CPRE AGM</u> , to be held Saturday 14 October, 2.45pm, Iford Village Hall, to be followed by a talk from the Sussex Branch Director. e <u>Invitation to attend the 2017 Annual Employers Pension Forum for the East Sussex Pension Fund</u> , Civic Community Hall, Wealden District Council, Vicarage Lane, Hailsham, BN27 2AX on 5th December 2017. f <u>Invitation to put forward any strategic or unresolved queries to Sussex Police</u> , via SSALC's biannual meeting in November. g <u>Invitation to comment upon Lewes District Council's (LDC) Statement of Licencing Policy</u> – consultation period runs until 23 <sup>rd</sup> October.	Clerk
5	<b>Financial Matters</b> a To review and authorise cheques for payment. b To review the financial statements for the quarter ending 30 Sept. c To note the conclusion of the audit of the 2016/17 Annual Return. d Confirmation of CIL due.	Clerk

6	<p><b>Planning Matters</b></p> <p>To consider the planning applications listed below along with any others received between the publication of this agenda and the meeting.</p> <p><b>New Planning Applications for Review</b></p> <p>a <u>LW/17/0730 - Unit 32, More House Farm, Ditchling Road</u> - Change of use of redundant agricultural building to create two units, comprising a micro-brewery and a bottling plant.*</p> <p>b <u>LW/17/0747 - 2 Allwood Crescent</u> - Single storey rear extension and pitched roof to bay.**</p> <p>c <u>LW/17/0768 - The Old Granary, Meadowlands Farm, Slugwash Lane</u> - erection of a single storey extension and porch extension.***</p> <p>d <u>LW/17/0789 - The Royal Oak, Ditchling Road</u> - Full application for 4 dwellings with associated access and landscaping.****</p> <p><b>To Acknowledge Notices of Planning Permission Received</b> (for information only)</p> <p>e <u>LW/17/0657 - Park Hill Hundred Acre Lane</u> - porch to utility room.</p> <p>f <u>LW/17/0503 - 14 Downscroft</u> - Proposed two storey side extension and conversion of existing integral garage.</p> <p><b>Other Planning Matters</b></p> <p>g <u>Cala Homes</u> - update on general issues.</p> <p>h <u>LW/17/0593 - Asylum Wood</u> - update on application.</p>	All councillors
7	<p><b>Report of Clerk</b></p> <p>a To discuss and approve additional costs associated with painting and galvanizing the new Village Sign.</p> <p>b To confirm details of a defibrillator familiarisation session being run on Wed 8 November.</p> <p>c To receive a summary of the Project Management Course attended by the Clerk.</p> <p>d Update on anti-social behaviour in Wivelsfield Green.</p> <p>e To approve the purchase of replacement parts for the large Mastodont climbing unit.</p> <p>f To discuss work to be undertaken at the den in the children's play area.</p> <p>g To receive an update on the village gateways for North Common Road.</p> <p>h Update re funding application for an outdoor gym.</p> <p>i To share the initial findings of conversations with other councils about Multi-use Games Areas (MUGAs).</p> <p>j To note the information received from Highways regarding the costs of additional speed reduction features on Green Road.</p> <p>k To agree and adopt the terms of reference for the Council's sub-committees and working groups.</p> <p>l To review and discuss the experiences shared by other Clerks of registering assets of community value.</p>	Clerk
8	<p><b>Report from Assistant Clerk</b></p> <p>a To note the briefing paper circulated on the General Data Protection Regulations which come into effect next May.</p> <p>b In line with the advice given at the above course:</p> <p>i To agree to each councillor having a Parish Council specific email address to be used only for Parish Council business and retained as a stand-alone system</p> <p>ii To note that the Clerk/Assistant Clerk are looking into the possibility of switching to a .gov domain and associated email addresses.</p> <p>iii To give the Clerk/Assistant Clerk delegated authority to purchase an</p>	Asst Clerk

	c	appropriate Office 365 (or equivalent) package, to allow for multiple email addresses and secure file-sharing facilities.	
	d	To review the proposal circulated for the printing and distribution of road safety posters.	
	e	To give an update on the agreed locations for the remaining defibrillators and progress with obtaining quotes for installation. To discuss giving delegated authority to the Clerk & Assistant Clerk to receive and review the quotes and appoint a contractor.	
		Update on Welcome Pack.	
<b>9</b>		<b>Report from Councillors</b>	
	a	To receive any update on proposals for CCTV coverage of the children's play area.	EP
	b	To discuss issues with the roads in Wivelsfield Green including: <ul style="list-style-type: none"> <li>• State of gulleys</li> <li>• Sunken drain covers etc from previous repairs</li> </ul>	EP
<b>10</b>		<b>Items for Noting or Inclusion on Next Agenda</b>	
<b>11</b>		<b>Date of Next Meeting</b> Monday 6 November – Parish Council Meeting	
<b>12</b>		<b>Staffing Matters</b>	
	a	To approve the Contract of Employment for the Assistant Clerk	
	b	To discuss updating the Clerk's contract to bring it in line with the current model and to reflect new responsibilities.	
		<b>Exclusion of the Press and Public</b> By virtue of the confidential nature of the business to be transacted, the Council may resolve to exclude the press and public for this item (Public Bodies - Admission to Meetings - Act 1960).	

\*Comments to be with Lewes District Council (LDC) by 6<sup>th</sup> October 2017

\*\*Comments to be with LDC by 13<sup>th</sup> October '17

\*\*\*Comments to be with LDC by 20<sup>th</sup> October '17

\*\*\*\*Comments to be with LDC by 27 October '17