

**Wivelsfield Parish Council**  
**Minutes of the Parish Council Meeting**  
**Held Monday 3 April 2017**  
 8pm, Wivelsfield Church Hall

Agenda Item	Description	Agreed	Responsible
<b>Present</b>	Councillors Ian Dawson (Chair – ID), Judy Stoner (JS), Michelle van Bochove (MvB), Stella Phillips (SP) and Edward Pascoe. Also in attendance: Liz Gander (Clerk), County Councillor Sheppard and five members of the public.		
Open Forum	<p>The Chairman had initially started on the formal agenda without giving members of the public the opportunity to participate in the Open Forum. He apologised for this oversight, suspended the business of the meeting at item four and convened the Open Forum.</p> <p>One resident wished to strongly object to planning application LW/16/1040 (item 7b on the agenda) and asked if it would do any good to write in to Lewes. The Clerk advised that, since the period for consultation has passed anyone wishing to speak at the planning committee this Wednesday, could try phoning Lewes District Council (LDC) by 12pm tomorrow to register.</p> <p>Another couple had come along with reference to item 7a on the agenda. The Chairman offered them the opportunity to wait until the appropriate point on the agenda, and make any points they wished to at this stage.</p> <p>An organiser of the Sierra Leone link invited a member of the Council to visit Aberdeen with a group which plans to go during the October half-term. Unfortunately, there is no equivalent body to the Parish Council there presently, but it would be good to have different groups from the Parish represented.</p> <p>With reference to the Welcome Packs, drawn up to put through doors of those moving into the parish, a resident asked whether there would be any benefit to trying to reinstate a representative for each road who can pick up on things like new people moving in, and pass the info on. The Parish Council felt this sounded like a good idea and suggested that an article be drafted for the next Wivelsfield News.</p>		
<b>1</b>	<p><b>Apologies for Absence</b>          Apologies had been received from Councillor Fair who was celebrating his birthday.</p>	Councillor Fair's apologies were accepted.	
<b>2</b>	<p><b>Declarations of Members' Interests</b></p> <p>a To receive declarations of interest from Councillors in respect of items on the agenda.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p>	No declarations of interest were made or dispensations sought.	
<b>3</b>	<p><b>To approve the minutes of the Meetings held 6 February 2017 &amp; 13 March 2017</b></p> <p>The minutes of 13 March were approved and signed by the Chairman. Unfortunately, Councillors had had difficulty in opening those from 6 February, so these will be approved at the May meeting, once they have been re-sent in an alternative format.</p>	13 March minutes approved. 6 Feb minutes deferred to next meeting.	LG

4	<p><b>To Review and Approve the Final Design for the New Village Sign</b> The blacksmith did not attend the meeting to be able to review the final colour choice for the central panel of the sign, therefore this discussion postponed to the next meeting.</p>	Final choice of colour postponed until next meeting.	
5	<p><b>Correspondence</b></p> <p>a <u>Request for the Parish Council to take on the Village Voice column in the Mid Sussex Times, or to help find someone who will</u> – the Clerk noted that, if recruitment for an assistant is successful, this could come under the umbrella of the Parish Council, (if no community volunteer can be found) but there is no capacity to take it on at present. The Chairman has volunteered to run the column for a few weeks in the meantime and volunteers will be sought via the Wivelsfield Life Facebook page and Council website. The Chairman wished to thank Rosemary Fair for having run the Village Voice column since Richard Spencer left.</p> <p>b <u>Suggestion about providing allotments</u> – a suggestion had been received that, following the Secretary of State’s decision regarding Bovis’ plans for land east of Ditchling Road, now might be a good time to approach the landowner with a view to a part of the field becoming allotments. The Chairman pointed out that the provision of allotments is one of the Parish Council’s few duties, provided there is a demand, but we have not had significant expressions of interest. The Clerk advised that there would be quite a lot to research and discuss if the Council wished to pursue an allotments project at some point. It was decided to keep the idea in mind as something to perhaps explore in the future.</p> <p>c <u>Request to install a bench adjacent to but outside the children’s play area (for adults with a dog in tow to sit and supervise children playing)</u> – the Council agreed that this would be a nice idea and resolved to put up to £800 of CIL money towards it, subject to the agreement of the Village Hall Management Committee.</p> <p>d <u>Objection to planning application LW/17/0186</u> – the Chairman asked for this to be included as part of the discussion at agenda item 7a.</p> <p>e <u>To consider and (if appropriate) offer support for the recommendations of the report on proposed football pitch improvements</u> – the Council acknowledged the need for work to improve the drainage of the football pitch. It agreed to pay for the cost of the work, on the understanding that it would withhold the outdoor maintenance grant usually provided in order to put it towards the cost.</p> <p>f <u>Advice from AiRS that, working in conjunction with Wave Leisure, they will be running a 10-week pilot Strength and Balance class which will commence on Tuesday 25th April 3-4pm in the Church Hall</u> (for info only).</p> <p>g <u>Request to confirm PC representative for Village Hall Management Committee in preparation for its AGM next week</u> – Clerk to continue in role.</p> <p>h <u>Reports of overflowing dog bin in Church Lane car park</u> – several people have reported the dog bin as overflowing. When taken up with the guy who empties the bins for Wivelsfield he apologised that this must have been when he was away for three weeks. Since someone else should have been covering his work, the Parish Council will ask LDC for a credit against its account for the cost of the missed collections.</p>	<p>Chairman to take on Village Voice column temporarily (in his capacity as a resident of the parish).</p> <p>Possibility of an allotment project to be borne in mind for the future.</p> <p>Resolved to put up to £800 of CIL towards purchase of bench.</p> <p>To pay for the specified improvements to football pitch drainage.</p> <p>Clerk to remain as PC rep.</p> <p>Clerk to seek credit for missed bin collections.</p>	
6	<p><b>Financial Matters</b></p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved payment of ten items totalling £4372.26.</p> <p>b <u>To approve the purchase of a new, dog waste bin or dual-purpose bin for Theobalds Road</u> (in readiness for LDC finding the capacity to install and empty it). The Council agreed to fund the cost of a new dog bin (at £344.98 &amp; VAT) in the Theobalds area and outlined to Councillor Sheppard the issues that we have been facing with trying to secure a new bin. Councillor Sheppard will follow up with the Waste and Recycling team.</p> <p>c <u>To authorise a 50% payment to commission the new village sign</u> – the Council</p>	<p>Payments approved.</p> <p>Cost of a dog bin approved.</p> <p>Deposit</p>	<p>LG</p> <p>LG</p> <p>LG</p>

		resolved to write a cheque for £500 as a deposit for the sign.	authorised.	
<b>7</b>		<p><b>Planning Matters</b></p> <p><b>New Planning Applications for Review</b></p> <p>a <u>LW/17/0186 - Wivelsfield Hall, Slugwash Lane</u> - Erection of a three bay garage with pitched roof. Having discussed the application and heard representations from neighbours, the Council resolved to object to the application because:</p> <ol style="list-style-type: none"> <li>1. It is considered that the planned location of the garage would be visually intrusive for neighbours.</li> <li>2. Car movements in and out of the garages, particularly at night, would result in lights and noise that would affect neighbours.</li> <li>3. The removal of trees would exacerbate the visual intrusion of the proposed garage.</li> <li>4. It is felt that the proposed garage could be relocated to reduce its impact on neighbours.</li> </ol> <p><b>To Consider Whether the Parish Council wishes a Councillor to speak at 5 April Planning Committee With Reference to:</b></p> <p>b <u>LW/16/1040 - Land To The Rear Of The Rosery, Valebridge Road</u> -Demolition of The Rosery and the erection of 55 residential homes, with associated access, car parking, cycle parking, refuse/recycling storage and landscaping. It was resolved that the Clerk will prepare a statement for Councillor Pascoe to read at Committee. (It was subsequently discovered that the application had been put back to the Committee of 26 April and agreed that the Chairman would represent the Council as Councillor Pascoe had other commitments).</p> <p><b>Notice of Dismissal of Appeal (for information only)</b></p> <p>c <u>LW/15/0607 - APP/P1425/16/3145053</u> – the Secretary of State ruled on 14 March 2017 that the appeal should be dismissed, and therefore the refusal of planning permission by Lewes District Council is upheld.</p> <p><b>Updates on Ongoing Development</b></p> <p>d <u>LW/15/0752 – Cala Homes Development, North Common Road</u></p> <ul style="list-style-type: none"> <li>o Residents have ongoing concerns about rats in gardens, but with traps having been laid around the perimeter of the site, there is little else that Cala can do. The Clerk to seek an article from LDC on deterring vermin from gardens to put in the Wivelsfield News.</li> <li>o Sewage issues – Southern Water is delaying doing the necessary work to upgrade the pumping station to cope with demand from the new homes. Southern Water are being unresponsive despite frequent calls from Cala. The Council agreed to Councillor van Bochove making a fact-finding phone call to find out what the issue is and their timescale for completing the work. The Clerk to write to Southern Water to add the Council's voice to the call to get it sorted.</li> <li>o Some of the housing association owned properties are now inhabited, but people are known to have contacted Amicus Horizon to express an interest, and have failed to hear anything back. Amicus also to be asked what their policy is on anti-social behaviour.</li> </ul>	<p>To object to the application for the reasons stated.</p> <p>Clerk to prepare a statement to be read at Committee by Councillor Pascoe.</p> <p>Clerk to seek article from LDC.</p> <p>MvB to phone Southern Water.</p> <p>Clerk to write to Southern Water.</p> <p>MvB to call Amicus Horizon.</p>	<p>LG</p> <p>LG/EP</p> <p>LG</p> <p>MvB</p> <p>LG</p> <p>MvB</p>
<b>8</b>		<p><b>Clerk's Report</b></p> <p>a <u>Update on CIL payments that the Council may expect to receive to put towards infrastructure projects</u> – the CIL officer had confirmed that the capped CIL for the second phase Greenhill Way development (£93,200) will become available during this financial year. If a project is put forward to them, they will try to honour the remaining money up to the full 15% CIL had it not been capped. As the District CIL pot is small however, they do not think they would be able to provide the equivalent of the 25% uncapped rate which we would have received had the Neighbourhood Plan been made a few weeks earlier.</p> <p>b <u>Review of the Annual Parish Meeting (APM) on 23 March</u> – preparation for the APM had worked much better for having had access to the Hall to prepare the Council's</p>		

	<p>display boards during the afternoon, with full setting up taking place from 5.30pm. Turnout was comparatively poor, but probably to be expected given the lack of contentious issues at present, but it was nevertheless disappointing given the various speakers and displays that had come along. It was suggested that next year the Council looks to do a leaflet drop in advance of the APM.</p> <p>c <u>To agree a date for SSALC to undertake a 'Visioning' exercise with the Council</u> – awaiting dates from SSALC.</p> <p>d <u>Update on recruitment of an Assistant</u> – awaiting info from SSALC.</p> <p>e <u>To consider the potential implications/opportunities highlighted by the report received on 'Devolution and the Voluntary Sector'</u> – deferred until next meeting.</p> <p>f <u>To receive an update on the situation regarding requests for extra dog bins</u> – waiting to find out if LDC identify a disused bin which can be de-commissioned in order for a new bin to be installed at Theobalds instead. As per item 6b, Councillor Sheppard to intervene on our behalf.</p> <p>g <u>To discuss possible dates for defibrillator training and to approve any associated costs</u> – unfortunately despite leaving two messages with the relevant Ambulance Service person, no response has been received.</p> <p>h <u>Welcome packs for the Cala Homes site</u> – the Cala Site Manager has informed Councillor van Bochove of some imminent dates for residents moving in to the development. There are various updates/amendments that need to be made to the Welcome Pack before it is distributed, however these need to be relayed to Alan Janes as he has produced the Pack in a programme called Quark. Councillor van Bochove offered to type the pack up in Word if necessary.</p> <p>i <u>To discuss District Councillor Davy's suggestion of holding an event to encourage take-up of shared ownership housing</u> – Clerk to talk to LDC about the benefits of having an event to promote shared ownership and how this might work, and to other local councils who may similarly wish to promote this.</p> <p>j <u>Report from the Clerks' Networking Day</u> – a useful day. Of particular interest was a report commissioned looking at Health and Well-Being and the role that local councils can play in supporting this. Clerk is awaiting copy of report.</p> <p>k <u>To make recommendations about procedures to be followed when commenting upon planning applications</u> – the Clerk advised that the Council looks to compile a list of valid planning reasons for supporting/objecting to an application and that these are referred to when deciding upon how to comment. Comments should be based upon fact, with subjective opinion to be avoided. If the Council wishes a member to speak at Planning Committee, a speech will be prepared and agreed in advance.</p>	<p>Add to next meeting agenda.</p> <p>Deferred to next meeting.</p> <p>Amendments to be raised with A Janes.</p> <p>Clerk to speak to LDC and other Councils.</p> <p>Clerk to seek copy of report.</p> <p>Clerk to compile guidance for commenting upon planning applications.</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
9	<p><b>Working Group Reports</b></p> <p><b>CIL Working Group</b></p> <p>a <u>Feedback on potential CIL projects from the Annual Parish Meeting</u> – only three comments slips had been completed, but these favoured cycle paths, a path to the Fox and Hounds, additional dog waste bins, allotments and Village Hall improvements. The Clerk to submit a project to the East Sussex Highways Match Funding scheme for a feasibility/cost exercise to be carried out.</p> <p><b>Twinning Group</b></p> <p>b <u>Update on Twinning</u> – a group from Wivelsfield has been invited out to Sourcieux-les-Mines on the weekend of 17 June to celebrate twinning. The Reverend Harold from Sierra Leone is going to be coming to Wivelsfield in August and there are plans for a meet and greet with the Parish Council.</p> <p>Another twinning-related initiative brought to the attention of the Parish Council is that of toilet twinning! For around £240 they can build and install a suite of four toilets in, for example, a school in Sierra Leone. It has therefore been suggested that if the public toilet project goes ahead at the pavilion, the Parish could support the provision of some toilets in Sierra Leone and have a plaque on the wall of our toilets with a picture of the toilets that they are twinned with.</p>	<p>Clerk to submit suggestion of footpath or dual footpath/cycle path to the Fox and Hounds to East Sussex Highways for feasibility study.</p>	

	<p><b>Reports from Councillors</b></p> <p>a <u>Communication with East Sussex County Council re supporting the MND Charter</u> – Councillor Phillips has arranged a meeting with promoters of the MND Charter to see what the best next steps would be. County Councillor Bill Bentley to be invited (as per Councillor Sheppard’s suggestion).</p> <p>b <u>Report from the East Sussex Association of Local Councils Conference</u> – Councillor Phillips attended this event at which she said there had been a particularly good talk on scams. It was suggested that an article on this topic be sought for a future Wivelsfield News.</p> <p>c <u>Report on First Aid Training from St John Ambulance</u> – the first aid training had been good and St John Ambulance is keen to get as many people trained as possible. Councillor Phillips had brought back leaflets about the training that they offer for children in schools. It was agreed to write to Wivelsfield Primary and Chailey Secondary Schools promoting this training.</p>		SP
<b>10</b>	<p><b>Items for Noting or Inclusion on Next Agenda</b></p> <p>a Remedial work needed to remove ‘dip’ in path into play area.</p> <p>b Bollards in the wrong place opposite shop.</p> <p>c Build up of grit and dirt in gulleys along Green Road.</p> <p>d Cala site pipes discharging into ditch /bridleway.</p> <p>e Update on Springfield Industrial Estate development.</p>		
<b>11</b>	<p><b>Date of Next Meeting</b></p> <p>a Annual Meeting of the Parish Council – Monday 8 May 2017</p>		

The meeting closed at 10.13pm.

### Accounts for Payment for the Meeting held 3 April 2017

Accounts approved for payment at the meeting:

Payee	Expenditure	Value £	Total £	Chq No
Lewes District Council	April play area inspection Dog bin emptying 1 April-30 June Litter bin emptying	18.00 655.20 54.29	727.49	100583
EAC Software	Email hosting April 2017 Annual website hosting & support	36.00 156.00	192.00	100584
E Gander	April salary inc. March overtime		1340.56	100585
East Sussex Pension Fund	Pension contribution April 2017		461.45	100586
SLCC	Clerk attendance of Uckfield Regional Training Seminar		94.80	100587
E Gander	Travel expenses for above		11.07	100588
East Sussex ALC Ltd	ESALC Subscription 2017-18 NALC Subscription 2017-18	499.73 113.74	613.47	100589
BT	Quarterly phone and broadband		131.42	DD
Tom Carter	50% deposit for commissioning of new Village Sign		500.00	100590
The Cock Inn	Donation for use of office 1 April-30 June 17		300.00	100591
<b>Total</b>			<b>4372.26</b>	