

Minutes of the Parish Council Meeting Held Monday 3 July 2017 8pm, Church Hall, Church Lane

Agenda Item	Description	Agreed
Present:	Councillors Dawson (Chair), Stoner, Pascoe, Phillips and Liz Gander (Clerk), plus five members of the public and County Councillor Jim Sheppard.	
Open Forum	<p>One member of the public asked about item 6g on the agenda. The Clerk advised that little progress has been made since, whilst there are various potential buyers interested in the site, no sale has taken place.</p> <p>A resident requested help in getting Highways to cut back the hedge adjacent to the pavement on Ditchling Road south of the mini-roundabout, as it is impossible to get a wheelchair past. County Councillor Sheppard undertook to pursue this on the resident's behalf.</p> <p>A gentleman wished to object to the planning application listed as item 6a on the agenda, reiterating objections submitted via a letter.</p> <p>Another gentleman thanked the Parish Council for keeping residents informed about the Cala Homes development and told the Council of some damage to the balancing posts at the children's playground.</p> <p>He also made the Council aware of a forthcoming visit from visitors from Sierra Leone and asked for the Council to give some financial support for this visit, in addition to that for the visitors from Sourcieux-les-Mines.</p>	
1	<p>Apologies for Absence Apologies had been received from Councillor van Bochove.</p>	Apologies accepted.
2	<p>a Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda</p> <p>b o Councillor Pascoe declared a pecuniary interest in item 6g on the agenda. To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	Pecuniary interest declared by Cllr Pascoe.
3	<p>a To approve the Minutes of the Parish Council meeting held 5 June 2017</p> <p>b Extra-ordinary meeting held 19 June 2017</p>	Item deferred to a future meeting.
4	<p>a Correspondence <u>To note the information received from D Wynn, Tree Officer, Lewes District Council (LDC), on management of woodland, following the Parish Council's query about woodland for sale off Hundred Acre Lane</u> – the tree officer had advised that not all tree felling is bad and that some coppicing, tree felling and general maintenance of woodland can be good for wildlife. Only very limited felling is permitted without a licence, so permission would need to be sought from the Forestry Commission if prospective new owners wished to do more significant work.</p> <p>b <u>Confirmation of defibrillator registration</u> – registration with the Ambulance Service has been confirmed for the defibrillators at the Church and Village Halls, so they are now up and running.</p>	

	<p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p><u>Response from Cala Homes to Council's letter</u> – the Chairman read out a letter from Cala Homes confirming that:</p> <ul style="list-style-type: none"> o Cala is liaising with East Sussex Highways re replacement of the lost village gateways; o The Site Manager is arranging for the installation of a dog bin adjacent to the footpath in the site; o The matter of on-site working outside of permitted hours is being brought to the attention of the site manager; o Cala is unable to help with funding an outdoor gym. <p><u>Invitation to comment upon the Plumpton Neighbourhood Plan under its Regulation 14 consultation period</u> (expires 31 July 2017) -Councillor Phillips had reviewed the Plumpton NP and said that it was very detailed and quite interesting. Councillors were asked to send any comments to the Clerk.</p> <p><u>Copy of an objection sent to Lewes District Council in respect of item 6a</u> – this letter had been circulated to Councillors for information.</p> <p><u>Confirmation of 'visioning' evening to be run for the council by the Sussex and Surrey Association of Local Councils (SSALC), Thurs 27 July, 7pm</u></p> <p><u>Confirmation of meeting with East Sussex Highways on Thursday 6 July and topics to be discussed</u> – the Clerk and Councillors Stoner and Phillips will meet with Dan Witcher and Mike Higgs from Highways this Thursday to discuss the pedestrian entrance to the green, bollards around the shop, the bend by the Royal Oak and the village gateway near the Cala site.</p>	
<p>5</p>	<p>a</p> <p>b</p> <p>c</p> <p>d</p>	<p>Financial Matters</p> <p><u>To review and authorise cheques for payment</u> – the Council ratified payment of one item paid since the last meeting and approved a further fourteen payments totalling £5027.06. An additional cheque for Wivelsfield Green Playgroup was written to replace a misplaced cheque issued earlier in the year. (Please see appendix A for details).</p> <p><u>To review the quarterly accounting statements for the period 1 April-30 June</u> – the Council noted the content of the financial statements and had no queries.</p> <p><u>To note changes to the Council's phone and broadband package</u> – in order to take advantage of a lower monthly price, the Clerk has updated the Council's contract with BT, to include Fibre broadband and a cloud phone package.</p> <p><u>To sign revised bank mandate forms as per the resolution made on 19 June 2017</u> – key documents were signed for the Barclays account and each councillor given a personal details form to complete and take to a branch of Barclays with relevant ID. The promised mandate form from the Co-op has not yet arrived.</p>	<p>Payments approved.</p> <p>Council's BT phone & broadband package updated</p> <p>Barclays mandate forms distributed for completion</p>
<p>6</p>	<p>a</p>	<p>Planning Matters</p> <p>New Planning Applications for Comment</p> <p><u>LW/17/0472 – Shoulders, North Common Road</u> – 2 x two storey detached houses to be built on the land that forms part of the grounds.</p> <ul style="list-style-type: none"> o Councillor Pascoe left the room for discussion of this item having declared a pecuniary interest. o The Council resolved to object to this application on the following grounds: <ul style="list-style-type: none"> • The application does not address housing need in the village, which has been more than met by the Cala Homes development of 75 dwellings currently under construction. • There is no further need for large homes of this type. • There is concern that, with the proposed size of the dwellings and large pitched roofs, neighbouring properties would feel overlooked and may suffer a loss of privacy. 	<p>To object to the application on the grounds listed.</p>

	<p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<ul style="list-style-type: none"> • Contrary to what is indicated in the proposals, Shoulders is not 'surrounded by' residential development. • Neither is it adjacent to the planning boundary, as is suggested in the plans. • The access road is very narrow (and, since we understand another property in the vicinity previously had an application turned down for an additional access point, it would be unfair to allow one in this case). <ul style="list-style-type: none"> ○ The Council also felt that the information contained within the application was very sketchy and would wish to see more detailed plans <p><u>LW/17/0482 - 8 Church Lane</u> - Listed Building Consent Application - Move access door of outhouse /boiler room.</p> <ul style="list-style-type: none"> ○ The Council resolved to support this application. <p>To Acknowledge Notices of Planning Permission Received (for information only)</p> <p><u>LW/17/ - 10 Blackmores</u> – proposed porch to front elevation.</p> <p><u>LW/17/0339 - 1 Croft Cottages North Common Road</u> – permission to demolish existing garage and replace with single storey extension.</p> <p>Other Planning Matters</p> <p><u>Cala Homes</u> – a general update was provided.</p> <p><u>Affordable Housing Units at Cala Site</u> – update on take-up of rental and shared ownership properties. No information yet received from the Housing Association.</p> <p><u>Springfield Industrial Estate (LW/14/0790)</u> – the land has not yet been sold and therefore no further progress has been made.</p>	<p>To support.</p>
<p>7</p>	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p>Report of Clerk</p> <p><u>Update on recruitment for Assistant Clerk</u> – the Clerk has received a couple of expressions of interest in the post, however applications will go directly to the Sussex Association of Local Councils and the closing date is not until 14 July.</p> <p><u>Burgess Hill Shed – to discuss how the Parish Council may look to promote and/or support this venture</u> – Councillor Phillips and the Clerk had attended a recent open day at the Shed. It was felt to be a great facility and a very inclusive project which is looking to expand its offerings to appeal to those interested in crafts as well as woodworking etc. Given the amount of equipment and space required to offer a fully equipped workshop, it is not considered practical to try to replicate something similar in Wivelsfield. Wivelsfield residents are however welcome to go along to the Shed and the Council will look to promote its facilities to residents. The next edition of the Wivelsfield News will include an article on the Shed and Councillor Phillips suggested arranging an open day aimed at residents of the Parish.</p> <p><u>Sale of local woodland and the questions this raises about whether the community would wish to see the registration of certain community assets</u> – this issue raised some debate amongst councillors. It was noted that registration might be a double-edged sword in that, whilst being registered might be a good thing for the community by allowing time for a community bid to be placed, finding that a property is registered as an asset of community value could put off other genuine buyers who might be equally keen to keep valuable community assets running.</p> <p><u>To consider engaging a funding specialist to bid for funding for an outdoor gym on the Parish Council's behalf</u> – it was agreed to engage a bid writer to help with preparation of a grant funding application for an outdoor gym. There will be no cost to the Council as this will be covered by the outdoor gym provider.</p> <p><u>To discuss whether the Parish Council wishes to have a presence at Village</u></p>	<p>To look to promote the Shed to residents.</p> <p>To add discussion of assets of community value to the September agenda.</p> <p>Bid writer to assist with grant funding application.</p>

	<p>f</p> <p>g</p> <p>h</p> <p>i</p> <p>j</p> <p>K</p> <p>L</p> <p>m</p> <p>n</p>	<p><u>Day</u> – the Council agreed that whilst it will have a stall for Twinning, we do not presently have the resources to man a Parish Council specific stall.</p> <p><u>Information about brackets for new Church Lane lights, as discussed at the meeting of 5 June</u> – whilst East Sussex Highways had provided details of some brackets that may be suitable, no costs had been provided. These will be requested and the matter added to the September agenda.</p> <p><u>Update on the introduction of new policies deferred from 5 June meeting</u> – to be deferred to the September meeting.</p> <p><u>To (re-)adopt the Pensions Discretion Policy and the revised Policy on Communications with the Press and Media</u> – the Council agreed to re-adopt both policies. It was agreed that there was no need to amend the Communications Policy.</p> <p><u>To consider the use of CCTV around the Parish</u> – the Clerk had read the CCTV Code of Practice which stresses that use of a CCTV system must be ‘justified, necessary and proportionate’. Whilst there may have been a recent spate of low-level anti-social behaviour, it was agreed that this is not sufficient to justify use of a CCTV system.</p> <p><u>Update on registration and installation of defibrillators and potential first aid training</u> – the Clerk is waiting to hear from Travis Perkins about whether a defibrillator could be mounted on the external wall of one of their buildings. The Clerk has yet to meet with an electrician to discuss installation of the defibrillator at Orchard Close. It is understood that the Church is also looking to run some first aid training. The Clerk to liaise with Church Wardens to see if we can work together on this.</p> <p><u>To review progress to date on the new village sign and confirm the colours to be used</u> – unfortunately images of the potential colour options had not been received in time for the meeting. It was however agreed that it would be great to ‘unveil’ the new sign at Village Day.</p> <p><u>To confirm regularity of visits by the LDC road sweeper following concerns expressed about gravel from driveways spilling onto pavements</u> – the Clerk had learned that the road and pavement sweepers have been out of action. LDC will however ensure that they are sent out to Green Road as soon as possible.</p> <p><u>Road safety poster update</u> – to be taken to the printers this week.</p> <p><u>Response to Council’s query about having a chain of office for the Chairman</u> – no response had been received from SSALC.</p>	<p>Clerk to seek costs of brackets & add to Sept agenda.</p> <p>Pensions & Communications Policies re-adopted.</p> <p>No justification for CCTV.</p> <p>Clerk to pursue installation of remaining defibs and liaise with Church re first aid training.</p> <p>Village sign to be unveiled at Village Day.</p> <p>Clerk to action.</p> <p>Clerk to follow up.</p>
8	<p>a</p> <p>b</p>	<p>Twinning</p> <p><u>Summary of the recent Twinning visit to Sourcieux-les-Mines</u> – the Chair and Vice-Chair had both made the trip to Sourcieux-les-Mines for the festival weekend. They had been made to feel very welcome and thoroughly enjoyed their stay in what was described as a ‘delightful place’. The Chairman had signed the twinning charter and the hope is to broaden twinning activities in future.</p> <p>In return, six French visitors will be coming to Wivelsfield for Village Day weekend and host families are currently being sought.</p> <p><u>To discuss and approve expenditure on hospitality for those visiting Wivelsfield from Sourcieux-les-Mines to coincide with Village Day</u> – the Council noted that we have £500 in this year’s budget for twinning activities. Those on the twinning group considered that a budget of up to £300 will probably be needed to cover food and visits for our French visitors.</p> <p>Also discussed was provision of some funding for the other twinning visit taking place this summer – that of visitors from Sierra Leone coming to Wivelsfield in August. The Parish Council agreed to make up to £150 available towards the cost of a minibus to collect and deliver our visitors from and to Heathrow. P Welch to look into costs and advise the Clerk</p>	<p>Budget of up to £350 available for hospitality for French visitors & up to £150 for minibus for visitors from Sierra Leone.</p>

		accordingly.	
9	a	Report from Councillors Update from a meeting of the Lewes District Association of Local Councils (LDALC) – two key things which had been discussed at the meeting were plans to give more weight to Neighbourhood Plans once past the referendum stage and the prospect of changes to CIL. Attendees were advised that CIL (The Community Infrastructure Levy) is to become LIT (the Local Infrastructure Tariff), which will be similar to Section 106 Agreements.	
10		Items for Noting or Inclusion on Next Agenda None noted – although Council was advised that an extra-ordinary meeting may need to be called to deal with new planning applications being submitted over the summer period.	
11		Date of Next Meeting Monday 4 September – Parish Council Meeting	

Appendix A

Accounts for Payment – July 2017

Item paid since the last meeting:

Payee	Expenditure	Value	Total	Chq No
		£	£	
Cash	Petty cash top-up		40.61	102512
Total			40.61	

Accounts approved for payment at the meeting:

Payee	Expenditure	Value	Total	Chq No
		£	£	
Lewes District Council	July 2017 Monthly Play Area Inspection	18.00		100614
	Dog Bin Emptying 1 July-30 Sept	655.20		
	Litter Bin Emptying 1 July-30 Sept	54.29	727.49	
EAC Software	Email hosting		36.00	100615
E Gander	Salary July 2017		1142.07	100616
E Gander	10 x A4 notebooks		23.72	100617
East Sussex Pension Fund	Pension contributions July 2017		401.37	100618
Jaks Leisure	Donation for Use of Office Jul-Sept 17		300.00	100619
Wivelsfield PCC	Hire of Church Hall for Extra-Ordinary Meeting		10.00	100620
Sage (UK) Ltd	Sage Cover renewal		698.40	100621
Mulberry and Co	Internal Audit Services 2016-17		345.36	100622
Stella Phillips	Travel to LDALC AGM		6.48	100623
CPRE	Annual Subscription		36.00	100624
BT	Quarterly phone and broadband		255.97	DD
East Sussex Highways	New lanterns & brackets on Columns E & G, Theobalds Road		1044.20	100625
Action in Rural Sussex	Annual subscription		50.00	100626
Total			5027.06	

The Council also wrote a replacement cheque (chq no.100627) for Wivelsfield Green Playgroup to replace the original cheque for £1100 (chq no.100557) which had gone missing prior to being presented at the bank.