

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 5 June 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**

<b>Agenda Item</b>	<b>Description</b>	<b>Responsibility</b>
<b>1</b>	<b>Apologies for Absence</b>	
<b>2</b>	<b>Declarations of Members' Interests</b>	All councillors
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	
<b>3</b>	<b>To approve the Minutes of the Parish Council meetings held:</b>	All councillors
a	6 February 2017	
b	3 April 2017	
c	8 May 2017	
<b>4</b>	<b>To Review and Re-Adopt the Following Council Documents</b>	
a	Standing Orders	
b	Financial Regulations	
c	Complaints Procedure	
d	Grievance Procedures	
e	Dismissal & Disciplinary Procedures	
f	Policy on Communications with the Press and Media	
g	Freedom of Information Publication Scheme	
h	Recording and Filming of Meetings Policy	
i	Code of Conduct	
j	Pensions Discretion Policy	
<b>5</b>	<b>To Ratify Changes to the Working Group and Committee Structure Proposed at the Last Meeting</b>	
a	To create a Finance & Policies Committee (min. 3 members inc. Chair)	
b	To set up an Emergency Plan Working Group	
c	To maintain the Personnel and CIL Working Groups	
<b>6</b>	<b>To Agree and Adopt Terms of Reference for the Committee and Working Groups Listed in 5 above</b>	
<b>7</b>	<b>Correspondence</b>	Clerk
a	Invitation to comment upon the Lewes Town Neighbourhood Plan.	
b	Confirmation of the types of projects that CIL may be spent on and information about CIL administration going forward.	

	<p>c Letter from the District Monitoring Officer regarding proposed visits to/from overseas bodies.</p> <p>d Request from Community Ad to provide a Facebook review and 'like' on their page and to have a reciprocal arrangement displaying each other's' logos on our websites.</p> <p>e Concern about aluminium brackets put up with the new streetlights in Church Lane.</p> <p>f Request from Taylor Wimpey for a bus shelter specification for the Ridge Way site.</p> <p>g Request to consider signing up to the East Sussex Against Scams Partnership's (ESASP) charter to signal the Council's commitment to raising awareness about the impact of scams upon East Sussex residents.</p> <p>h Update on the arrangements for the Hospice's Memorial Garden opening on 9 June.</p> <p>i Email from East Sussex Highways re: the results of a speed survey undertaken on the B2112 by the Royal Oak.</p>	
<b>8</b>	<p><b>Financial Matters</b></p> <p>a To review and authorise cheques for payment.</p> <p>b To receive the year end Internal Audit report.</p> <p>c To complete and sign the Annual Governance Statement.</p> <p>d To agree and sign off the accounting statements section of the Annual Return.</p> <p>e To ratify expenditure on bulbs for the war memorial planted by volunteers.</p> <p>f To consider the quote(s) received for upgrading the path from Green Road to the children's play area.</p> <p>g To discuss the quote received for installation of the defibrillator at the shop and arrangements for installing the unit in Orchards Close.</p> <p>h Update on receipt of CIL for purchase of bench and arrangements for bidding for further funds from the community CIL 'pot'.</p>	Clerk
<b>9</b>	<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/17/0339 - 1 Croft Cottages, North Common Road</u> - Demolish existing garage and replace with single storey extension.*</p> <p>b <u>LW/17/0401 - April Cottage, North Common Road</u> - Demolition of existing double garage and erection of new garage with storage space over.**</p> <p><b>To Note Notices of Planning Permission Received (for information only)</b></p> <p>c <u>LW/17/0273 - Golf Course Farm, South Road</u> - notice that prior approval is given for the installation of 1 x 15m Phosco Monopole with 6 x antennas, 2 x 0.6m dishes, 4 x equipment cabinets and ancillary development, within a 6x7m compound surrounded by a sapling screen.</p> <p>d <u>LW/17/0258 - Wivelsden Farm North Common Road</u> - Change of use from barn to livery yard and isolation boxes.</p> <p><b>Other Planning Matters</b></p> <p>e <u>LW/16/1040 - Land to the Rear of the Rosery, Valebridge Road, Burgess Hill</u> - the Council has received confirmation from Lewes District Council that the 55 homes recently granted approval on this site will count towards the allocation of 100 homes for the area.</p> <p>f <u>Cala Homes</u> - update on general issues</p> <p>g <u>Affordable Housing Units at Cala Site</u> - update on take-up of rental and shared ownership properties.</p>	All councillors
<b>10</b>	<p><b>Report of Clerk</b></p> <p>a To agree a date for this year's remaining Community Clean Ups.</p> <p>b Forthcoming introduction and requirements of the General Data Protection</p>	Clerk

Wivelsfield Parish Council      Agenda for the Meeting of the Parish Council to be Held 5 June 2017

	c	Regulation (GDPR). To discuss and agree the location for a dog bin in Theobalds Road.	
<b>11</b>	a b	<b>Twinning</b> To review and approve the signing documents for the Twinning arrangement with Sourcieux-les-Mines. To give formal Council approval for the Chairman's visit to Sourcieux-les-Mines this month.	All
<b>12</b>		<b>Report from Village Hall</b>	Clerk
<b>13</b>		<b>Items for Noting or Inclusion on Next Agenda</b>	
<b>14</b>		<b>Date of Next Meeting</b> Monday 3 July – Parish Council Meeting	

\*Comments to be with Lewes District Council (LDC) by 9 June 2017

\*\*Comments to be with LDC by 24 June 2017