

Wivelsfield Parish Council

Minutes of the Parish Council Meeting

Held Monday 5 June 2017

8pm, Wivelsfield Church Hall

Agenda Item	Description	Agreed	Responsible
Present	Councillors Ian Dawson (Chair – ID), Michelle van Bochove (MvB), Stella Phillips (SP) and Edward Pascoe (EP). Also in attendance: Liz Gander (Clerk) and four members of the public.		
Open Forum	<p>A resident of Church Lane had attended to express dismay about the stark, unattractive aluminium brackets which have been used to hang the ‘beautiful new lamps’ in the conservation area of the Lane. As well as not being in keeping, owing to their bright silver colour, they do not seem to sit properly and are drooping.</p> <p>The resident’s husband had contacted the supplier of the Albany lamps to enquire about brackets. They had provided a suggested specification and pointers about what would be needed, but do not make or supply them themselves.</p> <p>Another resident expressed ‘a howl of pain and frustration’ at the recent granting of permission for 55 homes off Valebridge Road. She also thanked the Clerk for having continued to pursue provision of a dog bin for the Theobalds Road area.</p>		
1	<p>Apologies for Absence</p> <p>Apologies had been received from Councillor Stoner who was unwell and Councillor Fair who had other commitments. County Councillor Sheppard and District Councillor Sugarman had also sent their apologies.</p>	Apologies accepted.	
2	<p>Declarations of Members’ Interests</p> <p>a To receive declarations of interest from Councillors in respect of items on the agenda.</p> <ul style="list-style-type: none"> o The Chairman declared an interest in item 11 on the agenda as he will be visiting Sourcieux-les-Mines later this month and receiving hospitality from French families. <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p>		
3	<p>To approve the minutes of the Meetings held 6 February, 3 April and 8 May 2017</p> <p>The three sets of minutes were agreed to be a true record and were signed by the Chairman.</p>	Minutes approved and signed.	All
4	<p>To Review and Re-Adopt the Following Documents:</p> <p>a Standing Orders</p> <p>b Financial Regulations</p> <p>c Complaints Procedure</p> <p>d Grievance Procedures</p> <p>e Dismissal & Disciplinary Procedures</p> <p>f Policy on Communications with the Press and Media</p> <p>g Freedom of Information Publication Scheme</p> <p>h Recording and Filming of Meetings Policy</p> <p>i Code of Conduct</p> <p>j Pensions Discretion Policy</p>	All policies, with the exception of items 4f and 4j were approved for re-adoption. 4j is to be resent to Councillors and 4f will be deferred for further consideration.	LG
5	<p>To Ratify Changes to the Working Group and Committee Structure Proposed at the Last Meeting</p> <p>a To create a Finance & Policies Committee (min. 3 members inc. Chair)</p> <ul style="list-style-type: none"> o Resolved that the Committee will comprise Councillors Fair, Dawson, Pascoe 	All proposed changes were	

	<p>and Phillips.</p> <p>b To set up an Emergency Plan Working Group</p> <ul style="list-style-type: none"> o Membership to include Councillors van Bochove, Fair and Pascoe, in conjunction with any community volunteers. o Working Group to review model emergency plans as provided by LDC and AiRS alongside the East Sussex Highways Winter Plan. <p>c To maintain the Personnel and CIL Working Groups – agreed.</p> <ul style="list-style-type: none"> o Personnel group to comprise the Chair and Vice-Chair o CIL group to include all Councillors, plus various community reps. 	agreed and composition of the Committee and Working Groups confirmed.	
6	<p>To Agree and Adopt Terms of Reference for the Committee and Working Groups Listed in 5 above</p> <p>It was agreed that this item would be deferred in order for the Terms of Reference to be updated, to match the newly agreed working group and committee structure.</p>	Deferred to a future meeting so that the Terms of Ref can be updated.	LG
7	<p>Correspondence</p> <p>a <u>Invitation to comment upon the Lewes Town Neighbourhood Plan</u></p> <ul style="list-style-type: none"> o Councillors Phillips and Dawson agreed to have a look and circulate key points. Clerk given delegated authority to respond on the Council's behalf. <p>b <u>Confirmation of the types of projects that CIL may be spent on and information about CIL administration going forward.</u></p> <ul style="list-style-type: none"> o The CIL Officer from LDC had confirmed that permitted uses of CIL are quite wide and can include new infrastructure projects or improvements/repairs to existing infrastructure, where the improvements made will also benefit those from new developments. <p>c <u>Letter from the District Monitoring Officer regarding proposed visits to/from overseas bodies.</u></p> <ul style="list-style-type: none"> o Following an issue in another Council where overseas visits had been made by a Councillor, purporting to represent the Council, when in fact the Council concerned had had no knowledge of such visits, LDC has advised that Councils should have a policy in place to cover such visits. The monitoring officer has agreed to send some guidance over to enable the Clerk to draft a suitable policy. <p>d <u>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.</u></p> <ul style="list-style-type: none"> o The Council felt that it was not the role of the Council to endorse a business and therefore agreed to say no to this request. <p>e <u>Concern about the aluminium brackets used to mount the new streetlights in Church Lane.</u></p> <ul style="list-style-type: none"> o The Council had received a letter raising the concerns also mentioned in the Open Forum and agreed the following actions: <ul style="list-style-type: none"> • Clerk to seek quote for painting the brackets • Also to get quote for replacing the brackets • Check if bracket replacement would be something we could use CIL for. • Check if the brackets would need to meet certain standards to comply with requirements eg of the electricity company. • Find out if the existing brackets could also be tightened so that they sit better. <p>f <u>Request from Taylor Wimpey for a bus shelter specification for the Ridge Way site.</u></p> <ul style="list-style-type: none"> o The Clerk had provided images of a number of different bus shelters that might work in this location. The Council felt that, owing to the shelter's proximity to a play area, it was essential for the shelter to have glass in most or all sides, so that there would be no risk of, for example, a child shooting out from the side of the shelter without being visible to approaching traffic in advance. o Of the shelters considered, the Council felt that a type such as the 'Go Shelter 2 	<p>Clerk to submit a response as appropriate.</p> <p>Clerk to draft suitable policy for approval by the Council.</p> <p>Clerk to say no to Community Ad's request.</p> <p>The Clerk to look into a number of things in relation to the Church Lane lighting brackets.</p> <p>The Clerk to advise Taylor Wimpey's transport adviser of the type of shelter the Parish Council</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>

	<p><u>bay enclosed bus shelter'</u> or the equivalent wooden shelter (such as the <u>Redmile</u> from Littlethorpe of Leicester) would be preferable. The Clerk to relay this to Taylor Wimpey's transport consultant.</p>	would favour.	
g	<p><u>Request to consider signing up to the East Sussex Against Scams Partnership's (ESASP) charter</u> to signal the Council's commitment to raising awareness about the impact of scams upon East Sussex residents.</p> <ul style="list-style-type: none"> o Whilst the Council has already started to spread the word about scams by including an article about it in the next Wivelsfield News, it also agreed to be formally registered as a supporter of the scheme. 	Agreed to be a 'charter partner' to the East Sussex Against Scams Partnership. Vice-Chair to be asked if free to attend.	LG
h	<p><u>Update on the arrangements for the Hospice's Memorial Garden opening on 9 June.</u></p> <ul style="list-style-type: none"> o The Chairman is now unable to attend. Clerk to ask the Vice-Chair if she could. 		LG/JS
i	<p><u>Email from East Sussex Highways re: the results of a speed survey undertaken on the B2112 by the Royal Oak.</u></p> <ul style="list-style-type: none"> o A recent speed survey showed a small reduction in the general speed of vehicles. However, accidents are still happening, and at the end of last month a motorcyclist was critically injured on the bend. o Highways is said to have planned to resurface this stretch of road in the next financial year, however the Council could not see how this would help when the road surface is relatively good and not perceived to be a source of the problem. o The Council approved a draft letter, urging Maria Caulfield MP to bring some pressure to bear on East Sussex to find a more robust solution to safety concerns on the bend, bend before more serious (or indeed fatal) incidents occur. The letter will be copied to our District and County Councillors, the Chief Constable of Sussex Police, Giles York, Lewes District Council's Planning Department and Highways officers. 	The Clerk to contact Maria Caulfield seeking a better solution to safety concerns at the Royal Oak bend.	LG
j	<p><u>Letter from East Sussex Rights of Way advising of outcome of assessment of Bridleway 18a and b, which runs from North Common Road to South Road to the east of the Cala Homes site, and is at times virtually impassable in places owing to poor drainage.</u></p> <ul style="list-style-type: none"> o East Sussex Rights of Way have reviewed the options for the path and identified three possible solutions of differing magnitudes, costing £2-3k, £5-7k or £20-30K respectively. o The first option would involve repairing the two very worst muddy stretches (c. 50m), the second would comprise stone repairs to all four of the bad muddy stretches (c.150m) and the third would involve laying a stone surface down the whole length of the path (approx. 780m). o None of these options could be financed by East Sussex Highways in the foreseeable future. o The Parish Council was averse to option 3 as it was considered that, to lay a stone surface down the whole length of the path would fundamentally alter the look and feel of this presently very natural bridleway. o It however felt that option 2 might represent the best compromise between enabling the bridleway to be used year-round and retaining the rural feel. o Since residents from the Cala site will have direct access to the bridleway and may become its primary users, the Council agreed to ask Cala Homes if it would pay half, if the Council were to pay the remainder. 	<p>The Council favoured option 2 – laying stones on the four key muddy stretches of the bridleway to enable year-round passage.</p> <p>Due to East Sussex Highways' funding constraints, the Clerk to ask Cala Homes if it would pay for 50% of the work, if the Council were willing to fund the remaining 50%.</p>	
k	<p><u>Concern about sale of woodland off Hundred Acre Lane</u> – a resident had approached the Council concerned about the prospective sale of woodland off Hundred Acre Lane. The woodland is well-loved and much used by local people and it is feared what might happen to it if it changes hands. There was a suggestion of seeking crowd-funding to buy it, but it is understood that the sale price is £265k and that it is already under offer.</p>	Clerk to make enquiries about the sale.	
l	<p><u>'Visioning'</u> – it was agreed to hold a visioning evening on Thursday 27 July, to be run by the Director of the Sussex Association of Local Councils.</p>	Clerk to confirm date with SSALC.	

8	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> – the Council approved eight items of expenditure totalling £3373.17.</p> <p>b <u>To receive the year end Internal Audit report</u> – as the internal audit visit had been delayed, items b-d were deferred to an extra-ordinary meeting.</p> <p>c <u>To complete and sign the Annual Governance Statement</u> – see note for 8b above.</p> <p>d <u>To agree and sign off the accounting statements section of the Annual Return</u> – see note for 8b above.</p> <p>e <u>To ratify expenditure on bulbs for the war memorial planted by volunteers</u> – the Council approved the expenditure of £23.94 on bulbs and compost. The Chairman wished to express the Council’s thanks to the Thwaites family for taking the time and effort to undertaken the planting.</p> <p>f <u>To consider the quote(s) received for upgrading the path from Green Road to the children’s play area</u> – as yet only one quote has been received. Its specification will be used as a basis for seeking other, like-for-like, quotes.</p> <p>g <u>To discuss the quote received for installation of the defibrillator at the shop and arrangements for installing the unit in Orchards Close</u> – following an electrician’s advice about potential issues with installing the defibrillator outside the shop, the Council resolved to find out whether it could instead be mounted on an external wall at Travis Perkins. Trinity Estates (management company for the Orchard Close development) have advised that the defibrillator can go on the green area to the left as you go up into the site. This is next to a cabinet that they believe power can be taken from, however it will be necessary to look at how it can be mounted (and on to what).</p> <p>h <u>Update on receipt of CIL for purchase of bench and arrangements for bidding for further funds from the community CIL ‘pot’</u> – no bank statement has yet been received for May to know whether the anticipated CIL receipt has arrived. Likewise, as yet, LDC has not agreed the process for bidding for CIL, when the deadline will be or whether they will wait for the community ‘pot’ to build up to a certain level before accepting bids.</p>	<p>Expenditure approved.</p> <p>Items b-d were deferred to an extra-ordinary meeting.</p> <p>Further quotes to be sought.</p> <p>Clerk to ask if Travis Perkins would have a defibrillator outside its shop.</p> <p>Location for defib at Orchard Close agreed.</p> <p>Awaiting further info on the administration of CIL from LDC.</p>
9	<p>Planning Matters.</p> <p><u>New Planning Applications for Review</u></p> <p>a <u>LW/17/0339 - 1 Croft Cottages, North Common Road</u> - Demolish existing garage and replace with single storey extension. o The Council resolved to support this application, with the proviso that, owing to the age of the building, it is fully checked for asbestos before the roof is removed.</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. o Following an equality of votes between submitting a neutral or positive comment, the Chairman used his casting vote and it was agreed to support this proposal.</p> <p><u>To Note Notices of Planning Permission Received (for information only)</u></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. Other Planning Matters</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>To support, providing the structure is checked for asbestos before demolition.</p> <p>To support.</p>

	<p>Other Planning Matters</p> <p>f <u>Cala Homes – update on general issues</u></p> <ul style="list-style-type: none"> o There have been three or four complaints about early or late working on site and these have been referred to the Enforcement Officer at Lewes District Council who was going to speak to the Site Manager. o Cala have agreed to distribute welcome packs to residents. o The Council's meetings with Cala will be re-arranged to fall a few days before Parish Council meetings in case any items need to be brought to an agenda. o Work will shortly be undertaken on the footpath through the middle of the site so that it can be re-opened. Councillor van Bochove to be invited to see the path. <p>g <u>Affordable Housing Units at Cala Site</u> – no further information had been received from Amicus Horizon (now 'Optivo') regarding uptake of the shared ownership and rental properties.</p>		
10	<p>Report of Clerk</p> <p>a <u>To agree a date for this year's remaining Community Clean Ups</u> - The Council proposed dates of the 9th July and 10th September for Clean-Ups.</p> <p>b <u>Forthcoming introduction and requirements of the General Data Protection Regulation (GDPR)</u> – it was agreed to have a working party comprising Councillors Dawson, van Bochove and the Clerk to look into the requirements of this.</p> <p>c <u>To discuss and agree the location for a dog bin in Theobalds Road</u> – it was agreed that the bin should be situated on the Theobalds Road side of the Orchard Close emergency access gate, as recommended by LDC. The Clerk to ask whether the lid can be fitted with a rubber edging to minimise noise for nearby residents.</p>	<p>Clerk to go back to the lady at Optivo.</p> <p>Clerk to publicise Clean-Up dates.</p> <p>Working party to consider.</p>	<p>LG</p> <p>LG/ ID/ MvB</p>
11	<p>Twinning</p> <p>a <u>To review and approve the signing documents for the Twinning arrangement with Sourcieux-les-Mines</u> - the content of the Charter document was approved. Two copies of the document will be signed, one later this month when the Chairman visits Sourcieux-les-Mines, the other when representatives from France attend Village Day.</p> <p>b <u>To give formal Council approval for the Chairman's visit to Sourcieux-les-Mines this month</u> – the Council supported the Chairman's visit to Sourcieux-les-Mines to sign the twinning charter, (which is not an official twinning document, but one that sets out the two communities' intention to work together and strengthen links). The Chairman will be paying his own air fare, but will be given food and accommodation with French families.</p>	<p>Charter document approved.</p> <p>Chairman's visit to Sourcieux-les Mines approved.</p>	
12	<p>Report from Village Hall</p> <p>The Management Committee continues to look at plans for upgrading the present facilities in the Hall and improving facilities at the pavilion. It has been decided to split the two into separate projects, with work to the Hall (including the creation of a new entrance way on the end of the Hall, improved toilet facilities, the inclusion of children's toilets and the installation of a staircase to the east loft) to be done first.</p>		
13	<p>Items for Noting or Inclusion on Next Agenda</p> <ul style="list-style-type: none"> a Possibility of installing CCTV following a spate of low-level anti-social behavior. b Defibrillator update c Village Sign update d Village Day e Road Safety Signs 		
14	<p>Dates of Next Meetings</p> <ul style="list-style-type: none"> a Extra-Ordinary Meeting to sign off Annual Return – Monday 19 June 2017 b Parish Council Meeting – Monday 3 July 2017 		

The meeting closed at 10.20pm.

Appendix A

Accounts Approved for Payment at the Meeting:

Payee	Expenditure	Value	Total	Chq No
		£	£	
Lewes District Council	June 2017 Monthly Play Area Inspection		18.00	100606
EAC Software	Email hosting		36.00	100607
E Gander	Salary June 2017		1157.96	100608
East Sussex Pension Fund	Pension contributions June 2017		407.21	100609
Wivelsfield Cricket Club	Cricket pitch maintenance grant		700.00	100610
Wivelsfield PCC	Hire of Church Hall for monthly Parish Council meetings March-Dec (9 @ £15 and 1@£10)		145.00	100611
HMRC	Quarterly PAYE/NI		885.06	100612
Angus Thwaites	Reimbursement for bulbs and compost bought for War Memorial site		23.94	100613
Total			3373.17	