## Wivelsfield Parish Council

## Minutes of the Parish Council Meeting Held Monday 6 February 2017

8pm, Wivelsfield Church Hall

Agenda		Description	Agreed	Resp
Iter	n			onsi
Pre	sent	Councillors Ian Dawson (ID, Chairman), Judy Stoner (JS), Michelle van Bochove (MvB), John Fair (JF), Stella Phillips (SP) and Edward Pascoe (EP). Also in attendance: Liz Gander (Clerk) and five members of the public.		ble
Оре	en	No matters were raised.		
For	um			
1		Apologies for Absence		
		Apologies had been received from County Councillor Sheppard and Maria Caulfield MP.		
2		Declarations of Members' Interests	No declarations	
	а	To receive declarations of interest from Councillors in respect of items on the	of interest were	
		agenda	made or	
	b	To receive (and grant if appropriate) written requests for dispensations	dispensations	
	1	for disclosable pecuniary interests.	sought	
3		To approve the minutes of	Approved and	
	а	The Parish Council Meeting held 9 January 2016 – it was noted that the date for the	signed by the	
		next meeting shown at the end of the minutes was incorrect and should instead	Chairman	
		have read '6 February'. Subject to this addendum, the minutes were agreed to be		
		an accurate reflection of the meeting & were signed by the Chairman.		
4		Correspondence  Provision of a defibrillator to Wivelsfield School, by Cala Homes, Cala Homes has		
	а	<u>Provision of a defibrillator to Wivelsfield School, by Cala Homes</u> – Cala Homes has provided a defibrillator for the School and will order a child battery pack to go with		
		the adult one it arrived with.		LG
	b	Response to the Council's FOI request to Lewes District Council (LDC) – LDC had	Awaiting further	LO
		provided a link to national planning guidance on enforcements and had stated	response from	
		that over the last three years 854 enforcement complaints had been received	LDC	
		jointly by LDC and the South Downs National Park (SDNP). However, since the		
		response failed to address the key questions of whether LDC has its own policy on		
		enforcement and how many/what type of enforcement actions have been taken in		
		the last three years, the Clerk has put these questions to LDC again. District		
		Councillor Davy had been in touch to ask whether the Parish Council had received		
		a satisfactory response to its FOI request and had been informed of the position.		
	С	Details from the Lewes Citizens' Advice Bureau about local use of its services, with		
		a view to deciding whether to provide some financial support - during the 2015-16		
		financial year, Lewes CAB assisted 33 individuals from the Chailey and Wivelsfield		
		Ward, 9 of whom went on to receive special advice re benefits issues and debts.		
	d	<u>Link to information about East Sussex County Council's (ESCC) 2017/18 budget</u> –	To be carried	
		circulated by email to Council members. Carried forward to next meeting to	forward to next	LG
		summarise key elements of the County Council's spending plans.	meeting.	
	е	<u>East Sussex Pensions information</u> – circulated to members via email.		
	f	<u>Confirmation of use of Wivelsfield Village Hall's Outdoor Maintenance Grant</u> - the		
		Village Hall's Treasurer had confirmed that the Council's outdoor maintenance		
		grant of £600 for 2016/17 was used to trim three trees along the edge of the		
		carpark, the oak immediately adjacent to the hall entrance and four of the trees		
		along the southern boundary.		
	g	Public wifi in Council meetings – ESCC had written to enquire about availability of	Clerk to enquire	

		Wivelsfield Parish Council Minutes of the Parish Council Meeting Held	-	
		wifi at public meetings to assist with the checking of information etc. Wifi will	about wifi at	LG
		shortly be available to hirers of the village hall, but provision at the Church Hall is	Church Hall.	
		not known.		
	h	East Sussex ALC Spring Conference, Tues 14 March, Hellingly, 9.30am-3.30pm.	SP & Clerk to go.	SP/
	i	<u>Littering and anti-social behavior in the Church Lane car park</u> – significant numbers	Signs to be put	LG
	ļ '	of lager cans are being discarded in the car park on a regular basis. Signs to go up	up.	LG
		and situation to be monitored.	up.	LG
	j	<u>Letter of objection re LW/16/1000</u> (agenda item 6a) – a letter had been received		
		objecting to the above planning application.		
5		Financial Matters		
	а	<u>To review and authorise cheques for payment</u> – the Council approved payment of	Agreed to make	LG
		thirteen payments totalling £6956.77. When reviewing the payments to be made,	payments listed.	
		the Clerk made several recommendations for increasing/reducing current year		
		budget figures, all of which were accepted by the Council. (Please see Clerk's		
		report for further detail).		
	b	To ratify the Council's decision to give a grant of £1100 to Wivelsfield Green	Grant approved.	LG
	٦		Grant approved.	LU
		Playgroup, under S137 (class 8) of the Local Government Act 1972.	Ta maalis s	
	С	To consider a grant request submitted by the Village Day Committee. Following	To make a grant	LG
		some discussion, the Council resolved to provide a grant of £2000 towards Village	of £2k to Village	
		Day. This is not to be considered a precedent for future years, as the grant	Day.	
		funding must be applied for annually. The Village Day Committee will be asked to		
		provide information about how the grant is spent.		
	d	To consider Lewes Citizens Advice Bureau's (CAB) request for funding – following	To donate £200	LG
		the information received from the CAB at 4c, the Council resolved to make a	to the Lewes	
		donation of £200 immediately and to provide £200 in subsequent years' budgets.	CAB.	
	e	To review and amend (as appropriate) the Council's budget for 2017/18 – the	To adopt the	
	C	Council resolved to adopt the draft budget, subject to the addition of £500 for	draft budget	
		·	•	
		twinning. This gives a total budgeted expenditure for 2017/18 of £62,900, of which	adding £500 for	
		the majority will be funded by the precept, with the difference being covered by	twinning.	
		reserves.		
	f	To set the precept for 2017/18 – the Council resolved to request a total precept of	To request a	
		£58k, an increase of 0.9% on 2016/17 – the equivalent of 57p more per band D	precept of £58k.	
		property for the year.		
	g	To confirm the engagement of Mulberry and Co as internal auditor for the 2017/18	To re-appoint	
		financial year – the Council resolved to re-appoint Mulberry & Co as internal	Mulberry & Co.	
		auditors.	maiserry a co.	
		Village Sign		
		The Chairman briefly suspended the business of the meeting in order to welcome		
		Tom Carter, Blacksmith, who had brought a full size (partial) sign design and		
		metalwork samples to show the Council. Tom explained that the sign will be made		
		in nine parts, each bolted together. He anticipates that the sign itself will cost £980		
		and recommends that the Council allows up to a further £300 should it wish to		
		have the sign galvanized and powder coated for a maintenance-free and long-		
		lasting finish. Tom will bring the completed design to the next meeting and has		
		asked that, in the meantime, the Council considers the colour(s) that it would like		
		to be used. The Chairman thanked Tom for attending and resumed the business		
<u> </u>		of the meeting.		
6		Planning Matters		
		New Planning Applications for Review		
	а	<u>LW/16/1000 - Manns Farm, North Common Road</u> – Change of use of an agricultural	To submit a	LG
		building (agricultural storage and lambing shed) to a residential dwelling house.	neutral	
		o After considerable discussion, the Council resolved to submit a neutral	response.	
		response, as it felt that it did not have sufficient information to support or	-1	
		object to the plans. If however work was found to have started on the building,		
		it would wish to see a retrospective application being completed.		
1		it would wish to see a retrospective application being completed.		

1 4 41				_	
Wive	Istiel	d P	arısh	າ ( ດ	uncil

	_	Wiveished Fahsh Council Mindles of the Fahsh Council Meeting Hel		
	b	<u>LW/17/0009 - 9 Shepherds Close</u> – replacement of side window with doors for	To support the	
		Hastoe Housing Association.	application.	
	С	<u>LW/17/0035 – Wivelsden Farm, North Common Road</u> – erection of farm building	To support the	
		for storage of hay.	application.	
	d	<u>LW/17/0005 – 34 Allwood Crescent</u> - Erection of two storey front and side	To support the	
		extension (amendment to planning application LW/16/0457).	application.	
		Notice of Appeal		
	е	APP/P1425/16/3165824 re: LW/16/0804 - Springfields, Ditchling Road -erection of		
		first floor extension.		
7		Report of Clerk		
	a	To review, amend and re-adopt (as appropriate) the Council's Risk Register and	Risk register to	LG
		<u>Strategy</u> – agreed to re-adopt documents, subject to ensuring that it is clear that	be re-adopted.	
		a reserve for election costs only needs to be topped up when it falls below £4k.		
	b	Meeting with ESCC Highways to discuss forms of partnership working - the	To apply to Social	LG
		meeting with Sam Neame (ESH) and Catherine Tipton (CostainsCH20) had been	Value Team for	
		helpful in understanding what the new Highways contract offers. A big focus of	litter picks to be	
		the contract is 'social value' and all staff are given two days paid leave to	carried out on	
		volunteer. As such, if the Parish Council/community has anything that it would	the B2112, South	
		like doing, it may approach the social value team. Highways would also be happy	Road and North	
		to provide signage/cones for community events, provide traffic management for	Common Road.	
		litter picks etc.		
	C	Summary of visit to East Sussex Highways depot – a useful visit getting to see the		
		Highways Contact Centre and meet staff that cover our area.		
	d	<u>Village sign</u> – awaiting final design at next meeting.		
	е	<u>Feedback on the query re Manor Field School admissions</u> – Manor Field has spare		
		capacity so could potentially accommodate children from the west of Wivelsfield		
		Parish.		
	f	<u>Update on Church Lane car park clean up, littering and surface works</u> – a		
		successful Clean-Up was carried out at the end of January, focussing on clearing		
		overgrowth from around the car park. The Council would like to thanks Carola		
		Godman Irvine for her help on the day and in arranging to have the resulting		
		debris removed. Now that this work has been done, a contractor will be lined up		
		to repair the car park surface. The second Community Clean Up of 2017 will be		
		held on Sunday 2 April 2-4pm.		
	g	<u>Wivelsfield News</u> – content for the March edition is in hand. It has been pleasing		
		to see more content being put forward by parish groups.		
	h	Update on CIL payments that the Council may expect to receive to put towards		
		infrastructure projects – no info yet known re timescale for receiving CIL		
		payments.	SSALC to be	LG
	i	Proposal to undertake a 'visioning' exercise outside of a council meeting in order	asked to run	
		to review the Council's priorities and develop forward-looking plans – SSALC to be	visioning	
		engaged to run this. Clerk to seek a selection of dates for councillors to choose	exercise.	
		between.		
	j	Proposal to advertise for an admin assistant, in the light of growing	Recruitment of	LG
		responsibilities for the Parish Council and associated workloads – the Council	an assistant to	
		approved the addition of an assistant, the anticipated costs for which had been	the Clerk agreed.	
		agreed in the budget. Clerk to look into the cost of using SSALC's recruitment		
		service.	CIL working	LG
	k	<u>To discuss the use of Working Groups</u> – Chairman to review existing groups. The	group to be set	
		Council agreed to the Clerk's proposal to have a CIL working group, to which will	up and to meet	
		be invited representatives of the Management Committee and others who have	on 22 February.	
		expressed an interest in being involved. This group's initial meeting will be held		
		on Wednesday 22 February.	To collage and	
	1	<u>Prospective CIL receipts, assessment of priorities and project management</u> - the	circulate	
		Clerk will circulate a collated list of the suggestions made by residents during the	infrastructure	
		3 of 5	<del></del>	

	Wivelsfield Parish Council	Minutes of the Parish Council Meeting Held 6 February 2017
--	----------------------------	--

		Neighbourhood Plan process. CIL group members are asked to add any other	ideas.	
		ideas to the list.		
	m	To consider having the front of the War memorial planted with bulbs and/or	To wait and see if	
		bedding plants – the present contractor would charge an around an additional	the area can be	
		£350 per year to plant and maintain this area with bedding plants. East Sussex	planted by East	
		Highways equally may be in a position to plant some bulbs for us, or it could be	Sussex, or	
		that a small group of residents would be willing to plant up the area.	whether	
	n	Grass cutting – the dates of grass cuts were not yet available on East Sussex's	residents would	
		system, but the Clerk will put a note in the Wivelsfield News asking householders	be willing to take	
		to pick up any rubbish from outside their houses, so that it doesn't get diced and	it on.	
		scattered further.		
	0	Review of grit spreading on pavements – the grit spreader itself was of limited		
		success as the grit clumped up inside owing to its moisture content. However,		
		the grit put out proved useful and was much appreciated by residents.		
	р	Emergency and Winter Planning – LG, MvB, ID and EP to review the existing		
		Emergency Plan and pro-forma plan provided by AiRS,		
	q	<u>Conclusion of formal Leadership Programme</u> – the formal Leadership		
		Programme has ended, but the group will continue to get together for		
		networking, support and educational visits to other councils. It has been well		
		worthwhile.		
	r	Crash on the Royal Oak bend, 29 Jan 17 – despite the new 40mph speed limit,		
		another accident occurred on the bend recently and has been flagged up with		
		East Sussex County Council.		
	S	<u>Preparation for the Annual Parish Meeting on 23 March</u> – all in hand. A number of speakers have been arranged.		
9		Working Group Reports		
		Communications Group		
	а	Website – no further updates.		
		Asset & Planning Group		
	b	<u>Update on Bovis Planning Inquiry for land east of Ditchling Road</u> (if available) –		
		awaiting decision date of 13 Feb.		
	С	Feedback from the Planning Committee held Wed 1 Feb re development at Hole		
		<u>Farm</u> – the Committee refused the application for prior approval at Hole Farm.		
	d	<u>Update on Cala Homes Development, North Common Road</u> - MvB recently		
		attended the first meeting since Andy De'ath had left. Andy's successor is Nigel		
		Johnson and will be our first point of contact alongside Paul Howick, Site Manager.		
	е	<u>Findings of the recent Asset Inspection</u> – not yet completed. Resend from.		
		<u>Community Development</u>		
		Twinning – on 17 <sup>th</sup> June there will be a twinning ceremony in Sourcieux-les-Mines,		
		as a part of an Anglo-French celebration including a 'musical extravaganza'. Ideally,		
		the organisers would like 6-10 Wivelsfield residents to go over for the event. The		
10		next twinning meeting will take place on 16th Feb at 7.30pm.		
10	_	Items for Noting or Inclusion on Next Agenda Cala		
	a b	Bovis		
	ט	DOVIS		
11		Date of Next Meeting		
		Monday 6 <sup>th</sup> March		
	a	monday o manen		
	а	Annual Parish Meeting – Thursday 23 <sup>rd</sup> March		

The meeting closed at 10.10pm.

## Accounts for Payment for the Parish Council Meeting of 6 February 2017

Accounts for consideration at the meeting:

Payee	Expenditure	Value	Total	Chq No
		£	£	
Lewes District Council	February play area inspection		18.00	100558
E Gander	February salary		1124.19	100559
East Sussex Pension	Pension contribution Feb 2017			100560
Fund			365.13	
EAC Software	Email hosting Feb 2017		36.00	100561
Bruce Cumner	Assembly of grit spreader and re-filling grit			100562
	bins	52.80		
	Gritting pavements on 24 Jan	37.20	90.00	
The Cock Inn	Donation for use of office – Jan 2017		200.00	100563
Quality Garden	40x25kg bags of white de-icing salt			100564
Supplies			155.46	
E Gander	Travel to Leadership Course & Ringmer			100565
	Depot for Highways Tour and meeting		20.16	
Ansty & Staplefield	Share of Street Lighting Costs for			100566
Parish Council	Valebridge Road area		235.11	
Barcombe	Recreation Ground & War Memorial			100567
Landscapes	Maintenance Jun-Aug 16	1464.86		
	" Sept-Nov 16	1014.86	2479.72	
Wivelsfield Village	Hire of Main Hall for Annual Parish			100568
Hall	Meeting – 23 March		33.00	
Lewes Citizens Advice	Donation			100569
Bureau			200.00	
Wivelsfield Village	Grant			100570
Day			2000.00	
Total			6956.77	