

Minutes of the Parish Council Meeting Held Monday 6 January 2020
8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Pascoe (EP), Haffenden (IH), Rust (BR), Martin (HM) and Jackson. Liz Gander (Clerk), District Councillor Bikson, County Councillor Sheppard and three members of the public.	
Open Forum:	<p>Following on from discussion at the last meeting, County Councillor Sheppard had spoken to East Sussex County Council regarding the Parish Council's wish for Wivelsfield residents to be allowed to continue to use the Burgess Hill tip. Apparently East Sussex had been talking to West Sussex County Council about it, but they are saying no.</p> <p>A member of the Church had brought along some photos of the Better Together Christmas lunch held at the Village Hall on Christmas Day. It is lovely that so many people help to make the event happen and it is a great example of community, worth celebrating. The Clerk suggested that we run an article about it in the next Wivelsfield News.</p>	
1	<p>Apologies for Absence All councillors were present, so no apologies were required.</p>	
2	<p>Declarations of Members' Interests</p> <p>a <u>To receive declarations of interest from Councillors on items on the agenda</u> – Councillor Rust declared a personal interest in relation to an item of correspondence (see item 9i) and refrained from discussion about this matter.</p> <p>b <u>To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</u></p>	
3	<p>To Approve the Minutes of: a The Parish Council Meeting held 9 December 2019</p>	Approved & signed.
4	<p>Planning Matters</p> <p>New Applications Considered at the Meeting.</p> <p>a <u>LW/841/CM - Wivelsfield Wastewater Treatment Works, B2212 Ditchling Road, Wivelsfield, BN17 7RF</u> - Proposed change of use from agricultural land to form an extension of the existing Wivelsfield Wastewater Treatment Works. The Council's only qualm about this application was whether extending the treatment works would cause any odours to spill closer to existing properties or the proposed Springfield development site. It was felt however that the documentation indicated this should not be the case and, since the treatment works are needed and it was acknowledged to be a good thing that money is being spent on the facilities, the Council resolved to support the application.</p> <p>b <u>LW/19/0875 - 5 Coppards Close</u> - Retrospective application for the creation of a porch. Some discussion took place regarding the retrospective nature of the application. However, since the porch appears to mirror the footprint of what was there before, and simply to be filling in a covered area, the Council resolved to support it.</p> <p>c <u>LW/19/0912 - Magpie Ridge South Road</u> - Demolition of existing single story side extension and erection of two storey side extension.</p>	<p>To support the application.</p> <p>To support the application.</p> <p>To support the application.</p>

	d	Notice of Planning Consent (for information only) <u>LW/19/0827 – Viconella, Valebridge Road</u> – single storey rear extension and two storey side extension.	
	e	Notice of Prior Approval (Under Permitted Development Rights) for information only <u>LW/19/0853 - 19 Downscroft</u> - Single storey rear extension.	
	f	Notice of Refusal (for information only) <u>LW/19/0816 – Somerset House, Green Road</u> – Lewes District Council has decided to REFUSE to give prior approval to the proposed change of use from B1 office building to 14 dwellings. Furthermore it has determined that prior approval is required for the proposed change of use as to transport and highways impacts, contamination risks, flooding risks and noise impacts.	
5	a	Financial Matters <u>To review and authorise cheques for payment</u> – the Council approved thirteen new payments, totalling £4026.38. A query was raised about how many dog bins the Council has, relative to litter bins, as the charge for emptying dog bins is so much greater. The Clerk to look this up and add it to the agenda for the next meeting.	The Clerk to look up the number of dog & litter bins we have.
	b	<u>To review the financial statements for the 3rd quarter of the current financial year</u> – the financial statements were noted and no questions raised. The Clerk was asked to follow up a quote for bollards along the verge opposite Barnard and Brough.	Clerk to seek bollard quote.
	c	<u>To review and discuss the updated budget for 2020-21</u> – this was discussed in conjunction with making a decision about the precept (item 5d below). It was agreed to allocate a provision of £5k to reviewing the Neighbourhood Plan and to make a small addition to the grants budget. The final budget was agreed and dovetails with the Council's precept request.	Budget agreed subject to amendments made at the meeting.
	d	<u>To agree the precept figure for 2020-21</u> – it was agreed to keep the Band D council tax figure per dwelling the same as for last year. This will result in a small increase in the overall precept received by the Council, owing to the new properties that have been added to the tax base.	To request a precept of £83,787.
	e	<u>To look at options for a credit card for making Council purchases (where a credit arrangement cannot be put in place)</u> – the Council agreed that the best option seemed to be the Barclays Business Flex credit card, which has no annual fee and resolved to request a £5k credit limit.	To apply for a Barclays Flex credit card & request a £5k credit limit.
	f	<u>Pensions update and 2020-21 contribution rates</u> (for information only).	
7	a	Report of Clerk <u>Maintenance of children's play area</u> – the bolt to repair the baby swing has finally been received and fitted by the handyman. Contractor lined up to do the other repairs.	
	b	<u>Signs for recreation ground</u> – following the lack of consensus on wording at the last meeting, the Council agreed for the Clerk to use her discretion and get some signs made up.	Clerk to get signs made up.
	c	<u>Reviewing the Neighbourhood Plan</u> - the Clerk had not yet heard from the Neighbourhood Planning Officer at Lewes District Council following the enquiries made in December, therefore item to be deferred to the next meeting.	
	d	<u>To approve the upgrading of the top entrance to the Village Hall car park, in preparation for the building work</u> – whilst the Council recognises that if this needs to happen, it needs to happen, it asked that the Management Committee consult East Sussex Highways to find out exactly what they feel the entrance would need to have done to it, (given that it will only be used temporarily) and what this would cost, prior to any formal decision being taken. It was also felt that the Parish Council should only contribute 50% of the cost, rather than to pay for the work entirely.	

	e	<p><u>To discuss and approve the quote for removing the fallen oak from near to the Village Hall car park entrance</u> – Councillors felt that, rather than have to pay for the tree to be removed in its entirety, it would make more sense for locals to be able to use the smaller branches for fire wood. As there is no rush to have the tree removed, it was decided that a working party will chop up the smaller branches into pieces that locals can take, after which the main trunk can be removed. A resident who owns a saw mill has offered to turn the trunk into something for the village (eg a bench), so whilst there will still be a cost in having the trunk transported to the saw mill, it would be less than the quote received from a tree surgeon to remove it.</p>	
8	a	<p>Reports from Councillors</p> <p><u>Suggested signage for drovers' road</u> – a member of the Historical Society had provided some wording to give an explanation of the historical significance of the drovers road, but it was felt that any signs should also mention the need to protect it by not damming the stream, fly tipping (including the dumping of garden waste) or galloping horses along its length (as this risks damaging the recently improved surface). It could also make mention of wildlife to be found in the vicinity.</p> <p>The Clerk has made contact with Mid Sussex District Council to try to find out where they had the signs around the Burgess Hill Green Circle made, as these had been cited as a good example of the kind of thing we could have (albeit on a smaller scale).</p> <p>In the context of this discussion, the Clerk was asked to request some more fly tipping signs from Lewes District Council to put up in areas where this is known to be a problem. There seems to be an issue with residents not recognising that dumping garden waste on footpaths/bridleways is unacceptable and constitutes fly tipping.</p> <p>A resident of Theobalds Road spoke to say that signage warning of horses and riders is desperately needed on their road. With three livery stables along there, horses regularly use the road (which is a recognised bridleway), but visiting vehicles are often unaware of the likelihood of encountering horses and drive too fast.</p>	<p>The Clerk to report back on costs of signage similar to those used on the Burgess Hill Green Circle.</p> <p>The Clerk to request more anti fly-tipping signs from LDC.</p> <p>East Sussex Rights of Way to be asked for signs warning of horses.</p>
9	a	<p>Correspondence</p> <p><u>Street lighting on Janes Lane</u> – the Clerk had received information from West Sussex County Council about the type of lights used on Janes Lane (which councillors had highlighted as an example of good lights) and passed this to East Sussex Highways to find out if we could have matching bulbs in the Parish Council's lights. Unfortunately, our lights would not accommodate these bulbs, as it would necessitate changing the components they plug into. In many of the lights there would not be space for this and for others, we are advised it would probably not be worth the expense of doing so owing to the age of the lights. In order to improve the quality of the light on North Common Road around Charters Gate Way however, Highways would be prepared to offer two free issue, second hand, LED lanterns to replace the existing ones, for which the Council would just be charged an installation cost. Subject to finding out the cost of this, the Council was happy to go with this solution.</p> <p><u>Buffer zone between Orchard Close and Theobalds Road</u> – Councillors had been made aware, for information, of correspondence between a resident of Theobalds Road and Lewes District Council regarding breaches of the above buffer zone.</p> <p><u>Letter regarding trees bordering Eastern Road</u> – following the tree referred to in 7e above, having fallen down, the Council had received</p>	<p>Awaiting confirmation of cost for fitting two free issue, second hand, LED lanterns on North Common Road.</p> <p>Council satisfied that</p>

		<p>a further expression of concern about the trees adjacent to the Village Hall car park, with a request that more work be done to them. The Council was satisfied that it had sought the advice of a qualified professional and had had recommended work undertaken accordingly. Whilst it was unfortunate that the tree fell, the risk had been managed by the tree surgeon having identified that it was the most vulnerable of all the trees bordering the car park, and had reacted accordingly by cutting it down significantly to leave a shortened central trunk. An annual tree inspection of all trees on Village Hall land is already in hand to be carried out this month and the Council will take the advice of the tree surgeon about any work that needs doing.</p>	<p>risk is being managed appropriately.</p>
	d	<p><u>Play area inspections</u> – the Council has been invited to have an annual play area inspection, and given the option of having evaluations of play value, DDA and life expectancy done in addition to the standard inspection. The Council resolved to request all elements (as the additional inspections have not been done for a number of years) at a total cost of £77.35.</p>	<p>The Council to request all inspections to be completed.</p>
	e	<p><u>Questionnaire regarding Councillor Allowances</u> – councillors were asked to complete the Councillor questionnaire sent out by Lewes District Council to help inform decisions of its Remuneration Panel. The Clerk to complete the Council questionnaire. (All responses due by 15 January).</p>	<p>Councillors & Clerk to complete questionnaires.</p>
	f	<p><u>Concerns about clearance work in West Wood</u> – the Clerk had been in contact with the local area officer for the Forestry Commission who had confirmed that a felling licence is in place for land at West Wood.</p>	
	g	<p><u>Information from the Rights of Way team about work undertaken at the historic drovers’ road (bridleway 18a & b)</u> – the Rights of Way Officer had sent over a plan of the work that was undertaken on this bridleway back in summer 2018. It appears that the area reported to now be very bad is the final section at the southern end of the path, beyond where the improvement works reached. As such, the Council will ask Rights of Way for a quote for undertaking similar work along the remaining stretch, with it being hoped that they would again be prepared to share the cost.</p>	<p>Rights of Way team to be asked for a quote for carrying out improvement works on southern stretch of path.</p>
	h	<p><u>Confirmation of Order for diversion of public footpath 35.</u> The Council resolved to reiterate the comments made to the original application.</p>	<p>To reiterate previous comments.</p>
	i	<p><u>Complaint about inadequacy of additional planting on edge of drovers’ road</u> – Councillors had been to review the planting undertaken in response to the Council’s request and had found it woefully inadequate. As such the Council has suggested forming a working party to buy and plant more hawthorns (or equivalent) to provide a proper deterrent to people pushing through onto the bridleway.</p>	<p>Clerk to check with Management Company re Council working party.</p>
10		<p>Items for Noting or Inclusion on Next Agenda</p>	
	a	<p>Annual Parish Meeting.</p>	
	b	<p>Update re allotments at the Hospice.</p>	
11		<p>Date of Next Meeting</p>	
	a	<p>Monday 3rd February 2019 – Parish Council Meeting</p>	

Appendix A

Items Approved for Payment January 2020

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary Jan 20		1502.42	100980	111
East Sussex Pension Fund	Pension contributions Jan 20		626.27	100981	112
Lewes District Council	Dog bin emptying 1 Jan – 31 Mar 20 Litter bin emptying 1 Jan – 31 Mar 20 Jan 2020 play area inspection	655.20 54.29 18.00	727.49	100982	113
Transparity Solutions Ltd	Dec 2019 Office 365 Subscription		38.64	100983	114
Wivelsfield PCC	Hall hire Jan- June meetings		90.00	100984	115
Sage UK Ltd	December Sage 50 Accounts subscription		96.00	SO	116
Trident Computers UK Ltd	IT contract Feb 20		60.60	100985	117
Jaks Leisure	Donation for use of office 1 Jan – 31 March 2020		300.00	100986	118
Carola Godman Irvine	Peppercorn rent for use of Church Lane car park		1.00	100987	119
Edward Pascoe	Expenses associated with installing posts at the fly tipping site on Hundred Acre Lane		81.52	100988	120
GeoXphere Ltd	Parish Online annual subscription		63.00	100989	121
E Gander	Stationery items for office including A4 printer paper, notebooks, pens & folders		71.40	100990	122
BT	Quarterly phone & broadband		368.04	DD	123
Total Expenditure			4026.38		