

Wivelsfield Parish Council

Minutes of the Annual Meeting of the Parish Council

Held Monday 8 May 2017

8pm, Wivelsfield Church Hall

Agenda Item	Description	Agreed	Responsible
Present	Councillors Ian Dawson (Chair – ID), Judy Stoner (JS), Stella Phillips (SP) and John Fair. Also in attendance: Liz Gander (Clerk), County Councillor Sheppard, District Councillor Sugarman and four members of the public.		
Open Forum	<p>An update was requested in respect of agenda item 15j. The Chairman apologised that he had not yet been able to speak to the agent for the Springfield Industrial Estate and therefore no update was available.</p> <p>County Councillor Sheppard apologised for not having attended the Annual Parish Meeting. The Chairman acknowledged that this was one of the few meetings that Councillor Sheppard has missed, and said that the Council very much appreciates his support.</p>		
1	<p>Election of Chairman Councillor Stoner nominated Councillor Dawson to continue as Chair. This was seconded by Councillor Phillips and accepted by Councillor Dawson who signed his declaration of acceptance of office.</p>	Councillor Dawson to continue as Chair.	
2	<p>Election of Vice-Chair The Chairman nominated Councillor Stoner to continue as Vice-Chair, which was seconded by Councillor Fair and accepted by Councillor Stoner.</p>	Councillor Stoner to continue as Vice-Chair.	
3	<p>Apologies for Absence Apologies had been received from Councillor van Bochove who had other commitments and Councillor Pascoe who was unwell.</p>	Apologies accepted.	
4	<p>Declarations of Members' Interests</p> <p>a To remind Councillors of the need to observe the Council's Code of Conduct.</p> <p>b To remind Councillors to update their Register of Members' Interest forms within 28 days of any of the information contained within them changing.</p> <p style="margin-left: 20px;">o The Clerk reminded Councillors of the need to observe a and b above.</p> <p>c To receive declarations of interest from Councillors in respect of items on the agenda.</p> <p style="margin-left: 20px;">o Councillor Dawson declared an interest in agenda item 15d as his son is looking to move into one of the Cala homes.</p> <p style="margin-left: 20px;">o Some debate took place as to whether Councillor Fair should declare an interest in item 15e. The Clerk advised that, if an application is likely to have an impact on a councillor's property, then a pecuniary interest should be declared. Councillor Fair however decided that, as 10 Blackmores is not immediately adjacent to his house, but across the road, this did not apply.</p> <p>d To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p>	<p>Councillors were reminded of their obligations in respect of the Code of Conduct and declaring members' interests.</p> <p>Councillor Dawson noted an interest in agenda item 15d.</p> <p>None noted.</p>	
5	<p>To approve the minutes of the Meetings held 6 February & 3 April 2017 Deferred for ratification until the next meeting.</p>	Deferred to next meeting.	All
6	<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>	Deferred to next meeting. Councillors to review all policies and procedures prior to the	All

	g h i	Freedom of Information Publication Scheme Recording and Filming of Meetings Policy Code of Conduct	meeting.	
7	a b c d	To Agree and Adopt Terms of Reference for the: Finance and Personnel Working Group Community Infrastructure Levy (CIL) Working Group Twinning Working Group Emergency Plan Group	Deferred until next meeting.	
8	a b c	To Agree the Appointment of Representatives to the Following Outside Bodies: a Lewes District Association of Local Councils: two members. b Wivelsfield Village Hall & Recreation Ground Committee: one member. c East Sussex Association of Local Councils: two members	Agreed the following reps: JS/SP LG ID/SP	
9		To Confirm the Dates of Meetings for the Forthcoming Financial Year Dates were agreed as shown in Appendix B.	See appendix B for dates.	
10		To Confirm Insurance Arrangements for the Forthcoming Year On 1 June, the Council will be commencing the second year of a three-year agreement with Zurich Insurance PLC. The recently purchased defibrillators have been added to the policy and the policy reviewed by the Clerk to ensure that it is still fit for purpose.	Policy continuing with Zurich.	
11		To Confirm Working Group Composition Within discussion of the working groups it was proposed that instead of having a Finance and Personnel working group, it would be more appropriate to have a Personnel Working Group and a Finance and Policies Committee. The latter would meet at least twice per year in April and the autumn to review policies and discuss budget proposals. It was also proposed to do away with a Twinning Working Group, but to introduce an Emergency Plan Working Group. These changes will be added to the next meeting's agenda for ratification. The following working group composition was agreed: <u>Personnel</u> – Chair and Vice-Chair <u>CIL</u> – all Councillors plus community representatives (presently S Blair, J Wigzell, D Stephenson and S Cox). <u>Emergency Plan</u> – MvB and JF.	To revise the working groups used and introduce a Finance & Policies Committee (subject to ratification at the next meeting).	LG
12		To Review and Approve the Final Design for the New Village Sign The Council was unable to approve the final design as the Blacksmith did not attend. A deposit has however been paid and work on the sign can commence. The only decision outstanding is on the colour of the central panel, which can be chosen once all components of the sign have been made.	Deferred to next meeting.	LG
13	a b c	To Discuss the Correspondence listed below and any other received in the intervening period a <u>Advisory note from Haywards Heath Town Council (HHTC) about the Mayor of HH being invited to open a memorial garden at St Peter and St James Hospice on 9 June. Consent of the Parish Council requested as in our area.</u> The Council felt that, as Marks and Spencer have provided funding for the garden, it should be one of their representatives that attends the official opening. Whilst the Council does not mind the Mayor attending, it would like to draw the Hospice's attention to the fact that it lies within the administrative area of Wivelsfield Parish Council (WPC) and that its Chairman would be happy to attend. It was suggested that perhaps the garden could be opened jointly by HHTC and WPC. b <u>Congratulations from Maria Caulfield on the dismissal of the Bovis appeal</u> – the Chairman read aloud the contents of this letter from our MP. c <u>Information from East Sussex Highways (ESH) about a speed survey being conducted by the Royal Oak bend and response regarding the Parish Council's request for signage on the approach to the village shop.</u> ESH had advised that a speed survey had been undertaken to help decide if any further safety	Clerk to write to the Hospice, asking if the Chairman may attend the opening. Clerk to follow up to ensure Council receives info about Royal	LG LG

	<p>improvement measures are needed on the bend by the Royal Oak. The PC will be notified when all details are known. ESH had given several reasons to explain why it would be difficult to erect a sign warning of congestion by the shop, but not given a definitive answer.</p> <p>d <u>To confirm date for conducting a visioning exercise</u> – Clerk to go back to T Leggo to discuss dates as no clear consensus on those initially offered and it would be good to have all councillors present.</p> <p>e <u>Invitation to attend the ESALC AGM and autumn conference, Friday 6 October, 10am-4pm, Bexhill</u> (at £40 per delegate) – Councillors Dawson and Phillips are likely to be able to go along. Invitation to be circulated to those absent from the meeting.</p> <p>f <u>Village Hall Management Committee Response to resident's request to install a bench on the green</u> – the Management Committee is happy for an additional bench to be installed on the green near the children's play area.</p> <p>g <u>Reply from Lewes District Council re non-receipt of the Parish Council's comments about application LW/17/0186</u> – LDC could not explain why it had not received the Council's comments. However the officer handling the application said that all of the issues that had been raised by WPC had been addressed in her report 'with an explanation as to why it was considered that they did not amount to a reason to resist consent.'</p> <p>h <u>Response to queries about CIL</u> – the CIL officer at LDC had confirmed that it would be possible for the Playgroup to bid for CIL funds as long as the Management Committee was on board as a project partner. A deadline for receipt of bids in June has not yet however been set and likewise decisions about how to administer the pots (eg whether to wait for the pots to reach a certain level before accepting bids) are still awaited.</p> <p>i <u>Lewes Neighbourhood Plan</u> – an invitation to comment upon the Lewes NP had been received after publication of the agenda. This will be added to the next agenda for consideration.</p> <p>j <u>Seaford Neighbourhood Plan</u> – the Chairman of this group had contacted the Clerk to seek information on processes and documentation.</p>	<p>Oak bend in a timely manner.</p> <p>Clerk to liaise with SSALC.</p> <p>Invitation to be circulated for Cllrs to confirm availability.</p> <p>Awaiting decisions from LDC on the mechanics of bidding for CIL.</p> <p>To be added to next agenda.</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
14	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> - the Council approved thirteen new payments totalling £10,075.39 and ratified one further payment made since the last meeting.</p> <p>b <u>To confirm the annual insurance premium</u> – it was noted that the annual insurance premium will be £1055.78.</p> <p>c <u>To note a CIL receipt due later in the year</u> – the Clerk had been advised that the Council will receive a CIL payment of £8,595.00 for the development at Gyllyngdune. This will be paid to the Council in October unless requested sooner. The Council agreed that, in light of the resolution at the last meeting to use CIL money to provide a bench at the village green, the Clerk will ask for some or all of this sum to be made available shortly.</p>	<p>Payments approved.</p> <p>CIL money to be requested for purchase of a bench for the green.</p>	<p>LG</p> <p>LG</p>
15	<p>Planning Matters</p> <p><u>New Planning Applications for Consideration</u></p> <p>a <u>LW/17/0237- 7 Downscroft</u> - Erection of a single storey extension to the front elevation, a two storey extension to the rear elevation and an adjoining single storey conservatory.</p> <p>b <u>LW/17/0273 – Golf Course Farm, South Road</u> - 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. <ul style="list-style-type: none"> o A majority of Councillors voted in favour of this application, as improved mobile reception is needed in the village. </p> <p>c <u>LW/17/0258 - Wivelsden Farm, North Common Road</u> - Change of use from barn to livery yard and isolation boxes.</p>	<p>No comment.</p> <p>Support.</p> <p>Support.</p>	

	<p>d <u>LW/17/0264 - Land Adjoining North Common Road</u> - Application to vary Section 106 planning obligation attached to planning approval LW/13/0720 (Erection of up to 75 two, three and four bedroom dwellings to include affordable housing, access and public open space).</p> <ul style="list-style-type: none"> o Whilst the detail of this application was not fully understood, the Council resolved to object to this request to amend the S106 agreement, as permission for the development was granted on the S106 as agreed at the time. <p>e <u>LW/17/0288 - 10 Blackmores</u> - Proposed porch to front elevation. Application Granted Permission at Planning Committee:</p> <p>f <u>LW/16/1040 - Land To The Rear Of The Rosery, Valebridge Road</u> - Demolition of The Rosery and the erection of 55 residential homes, with associated access, car parking, cycle parking, refuse/recycling storage and landscaping. Notices of Planning Permission Received (for information only)</p> <p>g <u>LW/17/0040 - High Pines, Hundred Acre Lane</u> - revision to the existing side extension including new roof design, new roof lights, revision to fenestration and internal alterations.</p> <p>h <u>LW/17/0186 - Wivelsfield Hall, Slugwash Lane</u> - Erection of a three-bay garage with pitched roof. Updates on Ongoing and Planned Developments</p> <p>i <u>LW/15/0752 - Cala Homes Development, North Common Road</u> – including updates on Cala site pipes discharging onto bridleway and surfacing of presently closed footpath.</p> <ul style="list-style-type: none"> o <u>Village Gateways</u> - The Council has been disappointed to learn that, despite assurances that they would be stored safely, the Village Gateways due to be reinstated on North Common Road have gone missing. Cala had suggested building some replacements, but it needs to be made clear to them that they must comply with Highways' requirements. o <u>Dog Bin</u> – the site manager has said that he will speak to Remus about having a dog bin. The Clerk to provide an outline of purchase cost of a bin and emphasise the importance of having one, particularly since the development is crossed by a public footpath. o <u>Ongoing Closure of Footpath</u> – the Site Manager has advised that it will probably be necessary to keep the footpath closed for another three months in order to get the surfacing completed. The Council is keen for wooden edging not to be used as it is known to rot away leaving the uprights as trip hazards, however Cala say that they cannot dig down further to put in anything else owing to tree roots. The Site Manager seems convinced that it is a decision from the Parish Council on surfacing that will allow them to proceed, whilst East Sussex Rights of Way do not believe that they have seen the proposals for the path and are awaiting these. <p>j <u>LW/14/0790 - Springfield Industrial Estate, Ditchling Road</u> – no further updates have been received.</p>	<p>Object to the wish to alter the S106 Agreement upon which consent for the development was granted. No comment.</p> <p>Clerk to write to Cala Homes about village gateways, dog bin and footpath surfacing.</p>	
16	<p>Clerk's Report</p> <p>a <u>To agree a date for SSALC to run a 'Visioning' exercise with the Council</u> – see 13d.</p> <p>b <u>To consider the potential implications/opportunities highlighted by the report received on 'Devolution and the Voluntary Sector'</u> – it was felt that this document was not particularly helpful in making suggestions, however it may be that the report on Health and Wellbeing recently commissioned by the Surrey and Sussex Association of Local Councils (SSALC) will offer useful insights into how Parish Councils can work with the voluntary sector to help combat things like social isolation.</p> <p>c <u>To receive an update on the Council's request for a dog bin for Theobalds Road</u> – forward progress is being made and the Clerk and a resident of Theobalds Road will be meeting with an officer from LDC to discuss siting of the bin.</p> <p>d <u>Result of conversation with Lewes District Council following District Councillor</u></p>	<p>Clerk to keep an eye out for the publication of the SSALC report on Health & Wellbeing.</p> <p>Clerk to meet with LDC officer.</p> <p>Clerk to follow</p>	<p>LG</p>

	e	<u>Davy's suggestion of holding an event to encourage take-up of shared ownership housing</u> – no update available.	up.	
	e	<u>To consider SSALC's recommendations on the recruitment of an assistant the Director of SSALC had advised that, in order to attract high calibre candidates, it would be wiser to advertise for an Assistant Clerk, than an admin assistant. He also recommended that the job should be advertised at a minimum of £11.50 per hour. The Council resolved to accept these recommendations and agreed a starting salary for an Assistant Clerk based upon SCP 26 of the National Payscale. Since there will have been a period at the start of the financial year where the additional cost of an assistant will not have to have been met, this will offset the additional cost of a higher hourly rate than initially budgeted for.</u>	Clerk to notify SSALC of the newly agreed job title and salary for an assistant.	LG
	f	<u>To consider whether the Council would wish to work with another local Parish to recruit a shared assistant, with the resultant reduction in training costs etc</u> – as Ditchling is currently looking for an Assistant Clerk for a few hours a week, the Council agreed that, if practical, it would be happy to advertise the two posts jointly as a package. The Clerk to liaise with the Ditchling Clerk and SSALC.	Clerk to liaise with Ditchling Parish Council re possible shared post.	LG
	g	<u>Feedback from the Health and Safety training event attended on 4 May</u> – a key learning point from this useful training session was that, although rules state that a Health and Safety (H&S) Policy must be in place for organisations with five or more employees, for the purposes of H&S in parish councils, councillors and volunteers are counted in this number. The Clerk will therefore be drafting a H&S policy for adoption in the near future.	Clerk to draft H&S policy for submission to Council.	LG
	h	<u>Remedial work needed to remove 'dip' in path into play area</u> – Clerk to seek a quote from the contractor used for the resurfacing of the Church Lane car park for widening and improving the path from the Green Road entrance to the green, round to the children's play area. The suggested specification for the path can then be used as a basis upon which to seek comparative quotes.	Quote to be sought for widening and improving footpath.	LG
	i	<u>Bollards in the wrong place opposite shop</u> – despite having repeatedly raised the issue of the bollards promised for the verge opposite the shop having not materialised (and having been put in the wrong place when they did), this has not been rectified and no further updates have been given by East Sussex Highways.	Clerk to pursue.	LG
	j	<u>Build up of grit and dirt in gulleys along Green Road</u> – this has been reported to Highways, who in turn said they would pass it to LDC's street cleaning team.	Clerk to follow up if no action.	LG
17		Reports from Councillors		
	a	<u>Feedback from meeting with promoters of the MND Charter</u> – Councillors Phillips and Dawson had met with the Secretary and local representative of the Motor Neurone Association to discuss what the Parish Council can do to help to promote the Charter at Principal Authority level. Since the meeting, Councillor Phillips has contacted County Councillor Bill Bentley and Director of Adult Social Care and Health, Keith Hinkley, seeking their support to promote the Charter at County Council level.		
	b	<u>Footpath Clearance</u> – the Chairman was pleased to report that, following the Annual Parish Meeting, at which he spoke to the East Sussex Highways officers present and reported a badly overgrown (and impassable) footpath behind Wivelsden Farm, the path has been cleared.		
18		Items for Noting or Inclusion on Next Agenda		
	a	Update on CIL		
	b	Planting at War Memorial		
	c	Twinning		
19		Date of Next Meeting		
	a	Parish Council Meeting – Monday 5 June 2017		

The meeting closed at 9.38pm.

Accounts for Payment at the Meeting of 8 May 2017

Item paid since last meeting (for ratification).

Payee	Expenditure	Value	Total	Chq No
		£	£	
Sage UK Ltd	Sage (telephone & email) Support		283.20	100592
Total			283.20	

Accounts approved for payment at the meeting:

Payee	Expenditure	Value	Total	Chq No
		£	£	
Lewes District Council	May 2017 Monthly Play Area Inspection		18.00	100593
EAC Software	Monthly email hosting		36.00	100594
E Gander	Salary May 2017		1142.07	100595
E Gander	Travel Expenses for Health & Safety Course 4 May 2017		26.46	100596
East Sussex Pension Fund	Pension contributions May 2017		414.01	100597
Wivelsfield Youth Group	First half of grant		750.00	100598
Lewes District Association of Local Councils	Annual Subscription		20.00	100599
East Sussex County Council	Street lighting maintenance and electricity charge 2016-17		5003.21	100600
Simon P Goacher	Payroll Services 2016-17		147.66	100601
Wivelsfield Village Hall	Hire of the pavilion for Clean Up day on 2 April 2017		15.00	100602
Lewes District Council	Annual Play Area Inspection		37.20	100603
Zurich	Annual Insurance Premium 1 June 17-31 May 18		1055.78	100604
Drivepoint	Re-surfacing of entrance area - Church Lane car park		1410.00	100605
Total			10,075.39	



Meeting dates for the Council Year May 2017 – April 2018

All meetings will take place on Monday evenings at 8pm in the Church Hall (unless otherwise stated on the agenda)

Month & Year	Date
May 2017	8 th
June 2017	5 th
July 2017	3 rd
August 2017	No meeting
September 2017	4 th
October 2017	2 nd
November 2017	6 th
December 2017	11 th
January 2018	8 th
February 2018	5 th
March 2018	5 th
April 2018	16 th

Additional meetings may be arranged as required

**Annual Parish Meeting – 7pm, Thursday 22nd March –
Wivelsfield Village Hall**