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Parish Council Office  
 Wivelsfield Village Hall  
 Eastern Road  
 Wivelsfield Green  
 RH17 7QG

You are summoned to attend a **Parish Council meeting** to be held on **Monday 11<sup>th</sup> December 2023 at 7pm**, at the **Renshaw Room, Wivelsfield Village Hall**, Eastern Road, Wivelsfield Green, RH17 7QG.

Liz Gander (Clerk)

## Agenda

Agenda Item	Description
1	<p><b>Apologies for Absence</b>            To note any apologies for absence from this meeting</p>
2	<p><b>Possible Co-option of New Councillor</b></p>
3	<p><b>Declarations of Members' Interests</b>            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</p>
4	<p><b>Public Forum</b>            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.</p>
5	<p><b>To Approve the Minutes of:</b>            a The Parish Council meeting held 6<sup>th</sup> November 2023</p>
6	<p><b>Planning Matters</b>  <b>To consider the new application listed below and any others received between the publication of this agenda and the meeting</b></p> <p>a <u>LW/23/0680 - Cads, Valebridge Road</u> - Change of use and conversion from workshop to dwelling house with integral garage.*</p> <p><b>Notices of Planning Approval Received (To note for information only)</b></p> <p>b <u>LW/23/0288 - Land Opposite South Cottage, South Road</u> - Approval of Reserved Matters following Outline Planning Permission (reference LW/21/0754) relating to the Layout, Scale, Appearance and Landscaping for the erection of up to 45 homes, (including 40% affordable) and formal and informal open space including new woodland planting and play areas.</p> <p>c <u>LW/23/0572 - 9 Baldings Cottages, Green Road</u> - demolition of porch, conservatory &amp; garden shed &amp; replacement with a single storey side and rear extension.</p> <p>d <u>LW/23/0516 - Hedgerows, Theobalds Road</u> - two storey side extensions to both ends, two storey and single storey rear extensions, 2 no. pitched roof dormers to the front and 3 no. rear, alterations to fenestration, installation of solar panels to front and boundary amendments.</p>

	e	<u>LW/23/0350 – Kelowna, Valebridge Road</u> – change of use from ancillary annex to residential dwelling house and retrospective permission for first floor accommodation and roof lights.
	f	<u>LW/22/0786 – Wivelsden Farm, North Common Road</u> – hay and straw barn for agriculture.
		<b>Other Planning Matters</b>
	g	<u>Consultation on Lewes Local Plan - 'Towards a Lewes Local Plan: Spatial Strategy and Policy Directions'</u> – consultation runs until 8 <sup>th</sup> February and all residents are encouraged to respond.
	h	<u>Planning Appeal Decisions &amp; Analysis</u> – Committee Report for Lewes Planning Applications Committee (for noting and information).
<b>7</b>		<b>Financial Matters</b>
	a	To approve this month's payments
	b	To review and sign off the bank reconciliations for September and October
	c	To note the new national salary scales issued in November, to be backdated to 1 April
	d	To review the draft Budget 2024/25
	e	To discuss a request from the residents of Charters Gate Way for the Parish Council to contribute towards the cost of tree works
	f	Tree works on the green
	g	To discuss whether to continue with the Council's Zoom subscription when due for renewal
	h	To note a refund from our former IT contractor
<b>8</b>		<b>Policies for Adoption or Review</b>
		<u>To consider adopting the following new policies:</u>
	a	Dignity at Work Policy (required to comply with the Civility & Respect Pledge)
	b	Equality & Diversity Policy
		<u>To review and update the following existing policies:</u>
	c	Communications with the Press & Media
	d	Social Media Policy
	e	Data Protection Policy
	f	Data Sharing Agreement
	g	Filming & Recording of Meetings Policy
	h	Freedom of Information Publication Scheme
	i	Information Security Incident Policy
	j	Internet & Email Usage Policy
	k	IT Security Policy – Councillors
	l	IT Security Policy – Staff
	m	Privacy Notice - Staff
<b>9</b>		<b>Clerk's Report</b>
	a	GDPR training
	b	Annual Play Area Inspection
	c	Church Lane car park update
	d	To agree a date for an informal meeting to discuss community consultation
	e	Information about street lighting under the new East Sussex Highways contract and awaited lighting repairs
	f	Action list
	g	To discuss a location for the temporary speed indicator device on South Road
<b>10</b>		<b>Reports from Parish Councillors</b>
	a	Feedback from the ESALC AGM & Conference, held 14 November 2023
	b	Liaising with Village Hall Management Committee regarding respective responsibilities

11		<b>Reports from District &amp; County Councillors, MP &amp; PCSO</b> To note any written reports received prior to the meeting
12		<b>Items to be taken to the Next Lewes District Association of Local Councils Meeting</b>
13		<b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b>
	a	Sussex Police letter to MPs and Councillors
	b	East Sussex Highways presentation as given at ESALC AGM
	c	<a href="#">Consultation on Lewes District Council's priorities for the next four years</a> (consultation runs until 31 <sup>st</sup> December.
	d	<a href="#">Consultation on the East Sussex draft Local Transport Plan 4</a> (LTP4). Consultation runs until 25 <sup>th</sup> February 2024.
	e	<a href="#">Transport for the South East, State of the Region 2023 Report</a> (to note for information).
	f	Letter from parents re bus service to Wivelsfield Primary School
14		<b>Items for Noting or Inclusion on Next Agenda</b>
15		<b>Date of Next Meeting</b>
	a	Monday 15 <sup>th</sup> January 2024

\*Comments to be with Lewes District Council by 3 January 2024