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

To Members of the Parish Council

You are summoned to attend a **Parish Council meeting** to be held on **Monday 12th June 2023** at **7pm**, at the **Renshaw Room, Wivelsfield Village Hall**, Eastern Road, Wivelsfield Green, RH17 7QG.

Liz Gander (Clerk)

AGENDA

Agenda Item		Description
1	a	Apologies for Absence To note any apologies for absence from this meeting
2	a b	Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests
3		Public Forum 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.
4	a	To Approve the Minutes of: The Annual Meeting of the Parish Council held 15 th May 2023
5	a b c d e	Planning Matters To consider the new applications below and any received between the publication of this agenda and the meeting LW/23/0272 - Park Hill, Hundred Acre Lane - Erection of agricultural plant/equipment shed. (Case Officer: James Emery)* LW/23/0241 - Kiplings, Nursery Lane - Single Storey Rear Extension, Single Storey First Floor Extension Above Existing Attached Garage. (Case Officer: Julie Cattell)* LW/23/0194 - Ridge House, Ditchling Road - Retrospective use of annex as separate dwelling. (Case Officer: James Emery)** LW/23/0288 - Land Opposite South Cottage, South Road - 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. (Case Officer: James Smith)*** Tree Works Application Approval Received (for information only) TW/23/0031/TPO - Land West Of 10, Charlwood Road - T25,26,27,28 - Four oak trees growing in close proximity to one another, effectively forming one crown - Reduce height by approx 2 metres and radial spread by 2-3 metres, T31 - Stand-alone oak inbetween garage buildings - Reduce height by approx 3 metres and radial spread by approx 1.5 - 2 metres, T33, 34 - Two bifurcated hornbeam (4 stems) in close proximity to each other,

	f	effectively forming one crown - Reduce height by approx 3-4 metres and radial spread by 2 metres, T35 - Hornbeam - Reduce crown by 3-4 metres all round, remove 4-5 lowest limbs of approx 100mm diameter, T36 - Hornbeam - Reduce crown by 3-4 metres all round.
	g	<u>TW/23/0039/TPO - Wood House , North Common Road</u> - T1-Oak - 2.5m crown reduction on the south west side of the tree.
	h	Other Planning Matters Lewes District Council five year housing land supply. To discuss whether to request a meeting with Lewes District Council's Planning Department to discuss the Local Plan, strategic approach to refusals and concerns about development in the Parish.
6	a	To Review the Following Policies & Other Documents
	b	Scheme of Delegation
	c	Working Group Terms of Reference
	d	Procedures for Online Banking
	e	Grants Policy
	f	Complaints Procedure
	g	Grievance Procedure
	h	Dismissal & Disciplinary Procedure
		Health & Safety Policy
7		Financial Matters
		<u>General Finance</u>
	a	To note the report from the year end internal audit.
	b	To review the effectiveness of internal audit.
	c	To resolve to continue to use Mulberry and Co for internal audit services for the forthcoming year.
	d	To consider whether it would be appropriate to reallocate the earmarked reserve for office accommodation.
	e	To review and sign the Financial Statements for the year ended 31 March 2023.
	f	To review, approve and sign Section 1 of the Annual Return - the Annual Governance statement.
	g	To review, approve and sign Section 2 of the Annual Return – Accounting Statements.
	h	To note the forthcoming publication of a Notice of Electors' Rights.
	i	To approve this month's payments.
	j	To consider applying for a Co-operative Bank debit card
	k	To consider purchasing Adobe Acrobat Pro (or similar package)
	l	Chair's Fund
8		Clerk's Report
	a	Summary from Police & Crime Commissioner Focus Group
	b	To discuss community consultation
	c	Village Day
	d	Emergency planning
9		Reports from District & County Councillors, MP & PCSO
		To note any written reports received prior to the meeting
10		Items to be taken to the Next Lewes District Association of Local Councils Meeting
11		Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting
	a	To note information about the Government's Community Ownership Fund.

	b	Transport for the South East Electric Vehicle Charging Infrastructure Strategy (for info).
12		Items for Noting or Inclusion on Next Agenda
13	a	Date of Next Meeting Monday 3 rd July 2023 – Parish Council Meeting

*Comments to be with Lewes District Council (LDC) by 9th June 2023 (but extension sought until after this meeting)

**Comments to be with LDC by 15th June 2023

***Comments to be with LDC by 16th June 2023