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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 3rd June 2024** at **7pm**, at the **Renshaw Room, Wivelsfield Village Hall**, Eastern Road, Wivelsfield Green, RH17 7QG.

Members of the public are welcome to attend all meetings and to participate in the Public Forum if required.

Liz Gander (Clerk)

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 Parish Council meeting held 20 th May 2024
5	a b c d	Planning Matters To consider the new application listed below and any others received between the publication of this agenda and the meeting <u>LW/24/0345 - Bramba Cottage, South Road</u> - Demolition of shed and addition of single storey rear extension to existing outbuilding. (Case Officer: James Smith)* <u>LW/24/0355 - The Old Wheel Cottage, Eastern Road</u> - Front/side single storey ground floor extension with single storey first floor extension to rear and fenestration alterations. (NB this property lies in Westmeston Parish, but is being included here given that much of Eastern Road is in Wivelsfield and development may affect Wivelsfield properties) (Case Officer: Ella Rigluth)** <u>LW/24/0359 - 56 Orchard Close</u> - Erection of double carport (Case Officer: James Emery)*** Tree Works Application for Consideration <u>TW/24/0054/TPO - 17 Charlwood Road</u> - T1- Oak - Overall crown reduction by 2metres and removal of two low limbs over the road. T2 - Oak - Remove dead wood and stem suckers. T3 - Oak - 2m crown reduction on the roadside. T4 - Oak - overall crown reduction by 2m T5 - Oak - 1.5 metre crown reduction over the swimming pool and remove deadwood. T6 - Oak - Overall crown reduction of 2m. (Case Officer: Mark Pullen)****

	<p>e</p> <p>f</p> <p>g</p> <p>h</p> <p>i</p>	<p>Notices of Planning Approval Received (To note for information only)</p> <p><u>LW/24/0193/CD - Land Opposite South Cottage, South Road</u> - Discharge of Condition 13 (Archaeological Investigation) in relation to LW/21/0754 allowed at appeal.</p> <p><u>LW/24/0159 - More House Farm, Ditchling Road</u> - Proposed barn extension for cattle housing.</p> <p>Notification of Planning Appeal (for information only)</p> <p><u>APP/P1425/D/24/3343284 – Clearview (The Barn), Nursery Lane</u> - householder appeal against Lewes District Council's refusal of Re-submission of LW/23/0648 - Erection of detached two bay, hippedroof carport, removal of existing external timber staircase to side elevation with window replacing first floor entrance. The appeal will be conducted on the basis of written representations, but, as a householder appeal, the Parish Council has no right to further comment.</p> <p>Other Planning Matters</p> <p>To note what was discussed at a meeting with the Chief Executive of Lewes District Council, in respect of the Council's concerns about planning processes.</p> <p>Section 62A Town Planning Designation.</p>
6	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p> <p>h</p> <p>i</p> <p>j</p> <p>k</p> <p>l</p> <p>m</p> <p>n</p> <p>o</p> <p>p</p> <p>q</p>	<p>Financial Matters</p> <p>To note the report from the year end internal audit.</p> <p>To review the effectiveness of internal audit.</p> <p>To resolve to continue to use Mulberry and Co for internal audit services for the forthcoming year.</p> <p>To review and sign the Financial Statements for the year ended 31 March 2024.</p> <p>To review, approve and sign Section 1 of the Annual Return - the Annual Governance statement.</p> <p>To review, approve and sign Section 2 of the Annual Return – Accounting Statements.</p> <p>To note the forthcoming publication of a Notice of Electors' Rights.</p> <p>To approve this month's payments.</p> <p>Request from Wivelsfield Village Hall's Management Committee to consider providing CIL funding for the extension and improvement of the outdoor area to the rear of the Hall.</p> <p>To consider providing funding to cover the Monday Group's repair costs for the bridge between Wivelsfield recreation ground and Green Park Corner.</p> <p>To consider looking into the cost of updating the children's play area, to include the installation of all-weather surfacing around the equipment.</p> <p>Confirmation of the Lewes District Council's acceptance of the Lewes Parish Remuneration Panel's recommendations on councillor allowances.</p> <p>In light of 6l above, to confirm the rate at which members' allowances will be paid to elected members of the Parish Council from April 2024.</p> <p>To review and adopt (as appropriate) the council's policy on members' allowances.</p> <p>To review and adopt a new policy on Travel and Expenses.</p> <p>To approve repairs to Lighting column D, Downsview Drive, at a cost of £861.30.</p> <p>To note repairs undertaken to the surface of Church Lane car park, pending drainage works later in the year.</p>
7		<p>Review of Policies & Procedures</p> <p>To consider establishing a working group to review the Council's policies and procedures</p>
8	<p>a</p> <p>b</p> <p>c</p>	<p>Clerk's Report</p> <p>Action list</p> <p>To agree terms of reference for the working group assigned to consider a communications policy</p> <p>Progress with organising a community information day</p>

	d e f g i ii iii	To consider introducing civic awards To agree how to distribute hedgehog holes & whether to make a charge for them To discuss whether to submit a request for a Community Governance Review to Lewes District Council, to increase the number of Council seats for the Parish Council To consider how to progress with creating an over-arching, umbrella community organisation to bring together representatives of different groups for networking, sharing of information and joint ventures, to include looking at developing: A living history project Welcome packs Eco group
9	a b	Reports from Parish Councillors To discuss (& agree if appropriate) the Draft agreement between the Parish Council and Village Hall. To discuss and agree the Public Toilet Arrangements document.
10		Reports from District & County Councillors, MP & PCSO To note any written reports received prior to the meeting
11	a b c d e	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Enquiry from Silvertime Legal about giving a talk in Wivelsfield Information about the London to Brighton Bike Ride and associated road closures Acknowledgement from East Sussex County Council of the Parish Council's letter about road safety concerns on the B2112 and subsequent request to log the issues that their initial review identified. Request to support a campaign to improve the safety of lithium batteries. Flooding at Woods Ground.
12		Items for Noting or Inclusion on Next Agenda
13	a	Date of Next Meeting Parish Council Meeting – 1 st July 2024

*Comments to be with Lewes District Council by 12 June 2024

**Comments to be with LDC by 14th June 2024

***Comments to be with LDC by 25th June 2024

****Comments to be with LDC by 26th June 2024