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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 the **Annual Meeting of the Parish Council** to be held on **Monday 9th May 2022** at **7pm**, at the **Renshaw Room, Wivelsfield Village Hall**, Eastern Road, Wivelsfield Green, RH17 7QG.

Liz Gander (Clerk)
 4th May 2022

OPEN 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.

AGENDA

Agenda Item	Description	Responsibility
1	Apologies for Absence	
2	Declarations of Members' Interests 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	All councillors
3	Election of Chair a To elect a Chair for the 2022-23 Council year. b To elect a Vice-Chair (if the Council wishes to do so)	All councillors
4	To Approve the Minutes of: a The Parish council Meeting held 4 th April 2022	All councillors
5	To Review the Following Policies & Other Documents a Standing Orders b Scheme of Delegation c Asset Register d Working Group Terms of Reference e Complaints Procedure f Freedom of Information Policy g Communications with the Press & Media h Employer Discretions 2014 – Mandatory i Employer Discretions 2014 – Non-Mandatory j Procedures for Online Banking	All councillors
6	To Note and Review the Following: a Insurance arrangements b Annual Subscriptions c Use of Direct Debits d Dates and times of meetings for this Council year	All councillors

7	a b c d e f	<p>Appointment of Representatives to Outside Bodies</p> <p>Lewes District Association of Local Councils</p> <p>East Sussex Association of Local Councils</p> <p>Wivelsfield Village Hall Management Committee</p> <p>Inter-council steering group to discuss proposed 3000 home development at East Chiltington and overall development proposals within the Lewes District.</p> <p>Police Community Safety Action Group (meets on the first Thursday of every month).</p> <p>Police & Crime Commissioner Focus Group</p>	All councillors
8	a b c d e f g h i j k l	<p>Planning Matters</p> <p>To consider the Planning Applications below and any others received between the publication of this agenda and the meeting</p> <p><u>LW/22/0224 – Clearview, Nursery Lane</u> - Retrospective Variation of condition 1 (Plans) relating to approval LW/20/0267 - The door arrangement has been altered to allow for bringing in sheep off the adjacent field and the two flank doors have been omitted as they are not required and simplify the building by reducing the number of openings over the approved scheme. (Case Officer: Julie Cattell)*</p> <p><u>LW/22/0228 – 30 Ash Way</u> - Single storey rear extension with flat roof and lantern rooflight. (Case Officer: James Emery).*</p> <p><u>LW/22/0289 – Kelowna, 94 Valebridge Road</u> – use of annex as a separate dwelling house. (Case Officer: Julie Cattell).**</p> <p>Notices of Planning Approval Granted (for information only)</p> <p><u>LW/21/1010 & LW/21/1011 - Pepper Hall, Green Road</u> – Erection of stables with tack room and feed store, exercise area with timber enclosure and extension of access road.</p> <p><u>LW/22/0155 – 53 Downsview Drive</u> – Erection of single storey rear extension.</p> <p><u>LW/22/0216 - Valebridge, Valebridge Road</u> - Non-material amendment relating to approval LW/20/0281 - Siting of external air source heat pump equipment in lieu of mains gas boiler.</p> <p><u>LW22/0065 – Wivelsden Farm, North Common Road</u> – erection of an agricultural barn.</p> <p><u>LW/22/0091 - Unit 3, Home Farm, Slugwash Lane</u> - Demolition of existing building and erection of 3 bed detached dwelling.</p> <p><u>LW/22/0008 – Jenners, Green Road</u> - Listed Building Consent Application for Removal of existing electrical apparatus and installation of under-ground supply.</p> <p>Notices of Refusal (for information only)</p> <p><u>LW/21/0754 - Land Opposite South Cottage, South Road</u> - Outline planning application (some matters reserved except for means of access) 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><u>LW/22/0097 – Green Park Farm, Green Road</u> - Conversion of existing barn to C3 Dwelling under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2 Part 3 Class Q.</p> <p>Other Planning Matters</p> <p>To note receipt of a copy of the Enforcement Policy Statement for Lewes District & Eastbourne Borough Councils.</p>	All councillors

9	a b c d e f	<p>Financial Matters</p> <p><u>General Finance</u></p> <p>To review and authorise items for payment.</p> <p>To approve the bank reconciliations for January - March 2022.</p> <p>To agree any year end movements in reserves.</p> <p>Grant application from the Community Speed Watch group for a new speed monitoring device.</p> <p>Notification of receipt of a tranche of CIL, totalling £17,122.03.</p> <p><u>Financial Matters Relating to the Hall Improvement Project</u></p> <p>Exclusion of the Press and Public</p> <p>By virtue of the confidential nature of the business to be transacted, the Council may resolve to exclude the press and public for the following items (Public Bodies - Admission to Meetings - Act 1960).</p> <ul style="list-style-type: none"> • The contractor's application for an extension of time. 	All councillors
10	a b c d e f	<p>Clerk's Report</p> <p>Actions list.</p> <p>Confirmation of the arrangements for the Annual Parish Meeting on 12th May.</p> <p>Feedback from the Clerks' Forum held on 7th April, including a recommendation that local councils buy a generator and put in place a resilience plan.</p> <p>Recommendations from a review of the council's Office 365 system.</p> <p>Help needed to list/map all road signs in the Parish to determine which we wish Burgess Hill town Council to quote for cleaning/painting.</p> <p>Asset inspection.</p>	Clerk
11	a	<p>Reports from Councillors</p> <p>Feedback from the Lewes District Association of Local Councils meeting held 9th May, including information from East Sussex Highways.</p>	
12	a b c	<p>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</p> <p>Notification of a change to East Sussex Highways' response to reports of vegetation defects.</p> <p>To ratify approval of a revised joint letter, to be sent by a group of Parish Councils to Lewes District Council, asking them to campaign with other local planning authorities against the current excessive housing targets created by the 'Standard Method'.</p> <p>Receipt of email from the Secretary of State, in response to a joint councils' letter sent earlier in the year, regarding the 'Standard Method' and the problems it is creating.</p>	Clerk
13		<p>Items for Noting or Inclusion on Next Agenda</p>	All
14	a b	<p>Date of Next Meeting</p> <p>Thursday 12th May 2022 – Annual Parish Meeting</p> <p>Monday 6th June 2022 – Parish Council Meeting</p>	

*Comments to be with Lewes District Council (LDC) by 5th May 2022 (extension granted until after the date of this meeting)

**Comments to be with LDC by 1st June 2022