

## Minutes of the Parish Council Meeting held Monday 1 March 2021

7.30pm, via the 'Zoom' Video Conferencing Platform<sup>1</sup>

Agenda Item	Description	Resolved
<b>Present:</b>	Councillors I Dawson, N Dutt, I Haffenden, H Martin, R Morris, S Morris, E Pascoe and B Rust. District Councillor Bikson, Liz Gander (Clerk) and eleven members of the public.	
<b>Open Forum:</b>	<p>One member of the public, in relation to item 6a on the agenda, wished to know what steps will be taken to make the area under the monkey bars on the large piece of equipment safer. She felt that it was not enough to have had the impact absorption testing done, that testing undertaken on wet ground in winter is no reflection of what the ground was like after a heat wave last summer and that something should be done to improve the safety surfacing.</p> <p>Another resident invited those present to attend a virtual information evening a week on Friday, about the Parish link with Sierra Leone.</p> <p>Finally, the resident who had suggested the heritage trail discussed at the last meeting, advised that this had come up as a result of Ote Hall Farm getting permission for a farm shop and café, and thinking that a circular route encompassing Ote Hall farm and Theobalds Road would be a nice addition.</p>	
<b>1</b>	<p><b>Apologies for Absence</b> None noted as all councillors present.</p>	
<b>2</b>	<p><b>Declarations of Members' Interests</b> <u>To receive declarations of interest from Councillors on items on the agenda</u> <u>To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</u> – Councillors Dawson, Martin, S Morris, R Morris and Pascoe had submitted dispensation requests to allow them to discuss and make recommendations concerning the Lewes District Council Land Availability Assessment (agenda items 4c and 4d). The quorum of members that had not submitted requests voted to accept the dispensation requests, which will run for the remainder of this council term (ie until May 2023).</p>	Dispensations approved – to run until May 2023.
<b>3</b>	<p><b>To Approve the Minutes of:</b></p> <p>a The Parish Council Meeting held 1 February 2021 b The confidential session held 1 February 2021 c The Extra-ordinary meeting held 18 February 2021 d The confidential session held 18 February 2021</p>	All minutes were approved and will be signed by the Chair.

<sup>1</sup> In accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

4		<p><b>Planning Matters</b></p> <p><b>New planning applications considered at the meeting:</b></p> <p>a <u>LW/21/0057 – 32 Downscroft</u> - Demolition of existing conservatory and replacement with single storey rear extension. Single storey extension to rear of existing garage to feature roof sloping down to the boundary line and associated alterations. (Amended submission following refused LW/20/0713).</p> <p>b <u>LW/21/0032 - Griggs Cottage, Ditchling Road</u> - Construction of a proposed detached garage.</p> <p><b>Other Planning Matters</b></p> <p>c <u>To discuss the progress made regarding the invitation to contribute feedback on the sites put forward under the Lewes District Council's 'call for sites'</u> (response required by 12 March). To agree any responses (if appropriate at this stage). The Council agreed to submit the comments compiled by the working group at its meeting last week.</p> <p>d <u>To agree comments to be submitted about the Lewes District Council Land Availability Assessment methodology</u>, (responses required by 12 March).</p> <p>e <u>Further explanation as to why the 14 unit scheme at Somerset House is not required to pay Community Infrastructure Levy (CIL)</u>. Unfortunately no further explanation had been received. Item to be rolled forward to next agenda.</p>	<p>To object owing to loss of light to neighbour and removal of parking space.</p> <p>To support.</p> <p>To submit the comments recorded.</p> <p>No comment at this stage.</p> <p>Add to next agenda.</p>
5		<p><b>Financial Matters</b></p> <p>a <u>To redraft the resolution to borrow from the Public Works Loans Board (made originally at the meeting of 14 December 2020), to include specific mention of the addition to the precept, which was consulted upon last autumn</u>. As a condition of the loan approval, the Ministry of Housing, Communities and Local Government (MHCLG) has requested that the original resolution is redrafted to read: 'At the Wivelsfield Parish Council meeting of 14 December 2020, it was resolved to seek the approval of the Secretary of State for the Ministry of Communities, Housing and Local Government, to apply for a PWLB loan of £225,000, over the borrowing term of between 17 and 17.5 years, for the Village Hall Improvement Project. The annual loan repayments will come to around £14,338. It is also intended to increase the council tax precept for the purpose of the loan repayments by 16.4%, which is the equivalent of an additional £12 per year, per band D property, as consulted upon in October-November 2020.'</p> <p>b <u>To review and authorise items for payment</u> – the Council approved payment of twenty-two general items of expenditure totalling £8587.80 and a further £1200 relating to the Hall Improvement Project (see Appendix A for details).</p> <p>c To review and approve the bank reconciliations for the period November 2020 - January 2021</p> <p>d To note the content of the interim internal audit report.</p> <p>e To move £1956 from the budget for office expenses to cover the cost of backdated members' allowances for the current financial year, following the adoption of the policy on Members' Allowances at the 1 February meeting.</p> <p>f To note the publication of a notice about members' allowances.</p> <p>g To agree to move the unspent grants budget of £4650 for the year to the earmarked reserve for grants.</p> <p>h To agree to move the unspent neighbourhood plan budget of £5k from this year, to the neighbourhood plan earmarked reserve, to fund costs associated with updating the Wivelsfield Neighbourhood Plan.</p>	<p>Resolution redrafted as detailed at the request of the MHCLG.</p> <p>All payments approved.</p> <p>Agreed.</p> <p>Noted.</p> <p>Agreed.</p> <p>Noted.</p> <p>Agreed.</p> <p>Agreed.</p>

6		<p><b>Clerk's Report</b></p> <p><u>To note the content of the report from the impact absorption testing at the play area.</u> The results of the testing under and around all pieces of equipment was satisfactory and deemed to be low risk, other than where it was recommended that the surfacing at one side of one piece of equipment is extended slightly.</p> <p>With regard to a mother's request that something be done about the surfacing under the semi-circular monkey bar style hand holds, the Council said that it would find out what it would cost to replace the rubber grass mats with wetpour tarmac under that part of the equipment. If it would prove impractical or would cost more to replace this section of the grass mats than the cost of another impact absorption test, then the Council will look instead to have the impact absorption tests repeated after a period of dry weather. This would show how much of a difference ground conditions make to the impact absorbing properties of the existing surface. Aside of this, the Council felt that the only other alternative would be to remove the semi-circular rings/play equipment entirely, which it would prefer not to do as it is well-used and appreciated. The Council acknowledged that there is an inherent risk with any play equipment, but this may be mitigated, to an extent, by appropriate parental supervision. The Clerk said that the accidents reported to the Council last autumn were the first that she had been made aware of in her 13 years as Clerk. The equipment has an appropriate impact attenuating surface in the form of the rubber grass mats, which the recent testing showed are doing the required job. The play equipment installed was deliberately chosen to ensure that it would cater to a wide range of age groups, but this means that parents need to assess whether each element of the equipment is appropriate for the age and ability of their child.</p> <p><u>To agree to seek quotes to extend a small area of wetpour surfacing around a part of the old slide unit.</u> It was agreed to seek quotes for extending the area of wet pour as recommended, as well as finding out what it would cost to replace the rubber grass mats with wet pour tarmac under the semi-circular yellow monkey bar section of the large Lars Laj equipment in the centre of the park.</p> <p><u>Repairs to top entrance to play area</u> – it was agreed that once the ground dries out sufficiently, the concrete path just inside the top pedestrian gate will be widened slightly and given a tapered edge.</p> <p><u>To discuss the information provided by East Sussex Highways Lighting about current lighting standards and to accept the risk of current lights not meeting lighting standards, if deemed appropriate to do so</u> – it was agreed that, when a lantern requires replacement, it should be replaced with a modern LED one. The Council did not consider it necessary, or financially viable, to have a lighting design scheme drawn up for each road as lights need replacing and are therefore content to replace lights on a like-for-like basis in terms of number and position.</p> <p><u>In light of 6e above, to agree upon whether to replace the lantern on South Road (outside South Cottage) with a new or second-hand lantern.</u> New LED lantern to be requested.</p> <p><u>Feedback from the East Sussex Clerks' Forum, which met on 4 February 2021</u> – the forum had provided a number of useful updates on various matters including local elections, the impact of coronavirus regulations ending on 7<sup>th</sup> May (and the potential expectation for councils to return to face to face meetings), and the future of the East Sussex Association of Local Councils. The need for electric vehicle charging points within local communities in</p>	<p>Noted.</p> <p>To seek quotes for small areas of wet pour surfacing.</p> <p>Remedial work agreed.</p> <p>Lights to be replaced, when required, on like-for-like basis with LED lamps.</p> <p>New LED lantern to be requested.</p>
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		years to come was also brought up as something to be considered in future years' budgets.	
	g	<u>To confirm a date for the Annual meeting of the Council in light of advice given under 6f</u> – decision to be made at the April meeting.	Date to be confirmed at next meeting.
	h	<u>Confirmation of provisional date and speakers for the Annual Parish Meeting</u> - the date of 27 May was provisionally arranged (however, this will depend upon what the Government announces in terms of the roadmap for easing coronavirus restrictions and whether or not provision for holding virtual meetings is extended).	Provisional date agreed.
	i	<u>Neighbourhood Plan review</u> – the Council agreed to arrange an initial working group meeting. Members of the Theobalds Road Residents' Association offered to be involved in the review.	Working group meeting to be arranged.
	j	<u>Flashing speed sign on North Common Road</u> – councillors reported that the 30mph flashing speed sign is working only intermittently, and is sometimes coming on when there aren't any vehicles approaching it. There was a suggestion that, if it is solar powered, it may be that not enough light is getting to it if it is being overshadowed by foliage. The Clerk to contact East Sussex Highways about the sign.	Clerk to contact East Sussex Highways.
	k	<u>Trees in overhead cables</u> – the Management Company at Charters Gate Way has cut back all the overgrowth that was getting entangled in overhead cables along North Common Road.	
<b>8</b>	a	<b>Reports from Councillors</b> <u>Freedom of information requests and the Parish Council's use of email</u> – Councillors were reminded of the need to ensure that email correspondence is professional and courteous and that the Code of Conduct is being adhered to at all times.	
	b	<u>Temporary speed indicator device locations</u> – the Council discussed the list of suggested sites that had been pared down and revised by the working group. The Chair to update the list on the basis of the discussion, for the Clerk to send over to Highways.	Chair to update list and send to Clerk.
<b>9</b>	a	<b>Village Hall Improvement Project</b> <u>To confirm whether the contract for the Hall Improvement Project has been signed, in line with the resolution passed at the meeting of 18 February.</u> The contract has not yet been signed (pending final review and amendments), but the contractor has requested a letter of intent, giving authority for an initial sum to be committed to the project. This will be discussed at an extra-ordinary meeting next week.	Extra-ordinary meeting to be held next week to discuss letter of intent.
	b	<u>To agree any further actions required prior to the commencement of work</u> – the Council will need to commission the electrical design work for the western end of the building, at a cost of £3984 & VAT.	Agreed.
<b>10</b>	a	<b>Correspondence</b> Suggestion about 'Sussex Day'.	Noted.
	b	To note the Sussex Heritage Trust 'Peers of the Public Realm' document.	Noted.
	c	CPRE Sussex: supporting Lewes District Council's decision to consult Town and Parish Councils on development sites proposed in their area.	Noted.
	d	Change to meeting cycle of the Lewes District Council Planning Applications Committee.	Noted.
	e	Request for action to be taken at the children's playground – discussed under item 6a.	
	f	Request for inter-council steering group to discuss proposed 3000 home development at East Chilmington and overall development proposals within the Lewes District.	Councillors Martin & Pascoe to attend.

	g	Dog waste bin on Western side of Parish – it was suggested that another dog waste bin would be useful in the western part of the Parish, if the landowner were happy for one to be installed on their land, and Lewes District Council prepared to install and empty one. The Clerk to clarify the location and check with the landowner and LDC.	Clerk to clarify location and check with landowner & LDC.
	h	Complaint about bridleway 18 – a letter had been received from a resident regarding the poor state of parts of this bridleway; particularly the stretches adjacent to both sides of South Road. The Parish Council plans to do some work to improve the area to the north of South Road (continuing the work that was undertaken in recent years by Highways) and will ask Highways to review the section which leads from South Road into Golf Course Farm.	Clerk to follow up with East Sussex Highways Rights of Way Team.
11		<b>Items for Noting or Inclusion on Next Agenda</b> None noted other than those mentioned under item 9 above.	
12	a b	<b>Dates of Next Meetings</b> Monday 8 March 2021 – Extra-Ordinary Meeting Monday 12 April 2021 – Parish Council Meeting	

The meeting closed at 9.33pm.

## Appendix A

### Accounts Approved for Payment at the Meeting of 1 March 2021

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary March 21		1738.83	Online	293
East Sussex Pension Fund	Pension contributions March 21		624.51	Online	294
HMRC	Quarter 4 PAYE & NI contributions		2,047.98	Online	295
Ian Dawson	Basic & Chairman's Allowance 2020-21		760.08	Online	296
Ian Haffenden	Basic Allowance 2020-21		391.20	Online	297
Edward Pascoe	Basic Allowance 20-21		391.20	Online	298
Lewes District Council	March 2021 play area inspection		18.00	Online	299
Lewes District Council	Jan 2021 outdoor gym inspection		18.00	Online	300
Lewes District Council	Feb 2021 outdoor gym inspection		18.00	Online	301
Lewes District Council	March 2021 outdoor gym inspection		18.00	Online	302
Lewes District Council	Weekly dog bin emptying – Charters Gate Way – Nov 2020		93.60	Online	303
Lewes District Council	Weekly dog bin emptying – Charters Gate Way – Dec 2020		93.60	Online	304
Lewes District Council	Weekly dog bin emptying – Charters Gate Way – Jan 2021		93.60	Online	305
Lewes District Council	Weekly dog bin emptying – Charters Gate Way – Feb 2021		93.60	Online	306

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
Lewes District Council	Weekly dog bin emptying – Charters Gate Way – March 2021		93.60	Online	307
Transparency Solutions Ltd	February 2021 Office 365 Subscription		53.64	Online	308
Sage UK Ltd	March Sage 50 Accounts subscription		102.00	SO	309
Trident Computers UK Ltd	IT contract April 21		55.80	Online	310
Playsafety Ltd	Impact absorption testing at children's play area		660.00	Online	311
Mulberry & Co	Interim internal audit		126.00	Online	312
Alun Gedrych	Removal of balancing posts at play area and infill of topsoil		294.00	Online	313
Wel Medical Limited	Defibrillator batteries x 4		802.56	Online	314
<b>Total General Expenditure</b>			<b>8587.80</b>		
<b>Village Hall Improvement Project</b>					
Robinson Low Francis LLP	QS/project management services for Hall Improvement Project		1200.00	Online	315
<b>Total Village Hall Expenditure</b>			<b>1200.00</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>9787.80</b>		

Online payments set up by the Clerk on: 5 March 2020. Authorised by I Dawson.