

## Minutes of the Meeting Held Monday 10<sup>th</sup> January 2022

7.30pm Wivelsfield Church Hall, Church Lane, Wivelsfield

Agenda Item	Description	Resolved
<b>Present:</b>	Councillors: I. Dawson, I. Haffenden, H. Martin, N. Dutt, S. Morris , R. Morris and District Councillor N. Bikson, County Councillor M. Milligan and four members of the public.	
<b>Open Forum:</b>	<p>Sheila Blair talked about the churchyard as a wonderful wildlife reserve in its own right. Recent surveys have shown that it has 96 different varieties of wildflowers and is a significant site for fungi. The fungi specialist described it as a rare and special habitat. There is, therefore, a need to be careful with its maintenance.</p> <p>The owners of Hammonds Cottage gave their concerns about the proposed development at the old Travis Perkins site. They share a boundary with this site. There are inconsistencies in the plans, for example they show the demolition of a garage which actually belongs to Hammonds Cottage and do not show a considerable drop in level at the boundary line. Concerns were also raised about flooding following the removal of the concrete base and disturbance to the main drainage of adjoining properties.</p>	Item 9 to be discussed after item 5.
<b>1</b>	<p><b>Apologies for Absence</b> Cllr E. Pascoe and Liz Gander (Clerk).</p>	Apologies accepted.
<b>2</b>	<p><b>Declarations of Members' Interests</b></p> <p>a <u>To receive declarations of interest from Councillors on items on the agenda</u> Cllr Martin declared that she lived close enough to the old Travis Perkins site to receive a planning notification but, as her property does not have a boundary with the site, it was deemed not relevant.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p>	None
<b>3</b>	<p><b>To Approve the Minutes of:</b></p> <p>a The Parish Council Meeting held 29<sup>th</sup> November 2021</p>	Approved.
<b>4</b>	<p><b>Planning Matters</b></p> <p><b>New Planning Applications Considered at the Meeting.</b></p> <p>a <u>LW/21/0993 and LW/21/0995 Pepper Hall, Green Road – Erection of front single storey 2 bay oak framed garage with secure storage, clay pitched roof and increase of on-site parking.</u></p>	Chair to contact case officer.

	<p>b</p>	<p>The Council decided that it was unable to comment on this proposal as the entry on the Council website was confusing. Both entries appeared to relate to the same proposal and there was no planning application for stables and a sand exercise yard referred to in the uploaded documents.</p> <p><u>LW/21/0988 – Former Travis Perkins Site, Green Road</u> – Demolition of existing commercial buildings and construction of a residential redevelopment scheme comprising 3 pairs of semi-detached houses, detached garage building with 1 flat above, new access road and turning head, retention and adjustment of public footpath, refuse and recycling store and associated landscaping.</p> <p>This is a brownfield site and within the planning boundary and as such the Council was in support of the principle of development if the houses numbers, type and design were appropriate. However, it felt that the density of housing proposed is too high. It is given as 35 dwellings per hectare whereas for the village it is understood that this should be no more than 25 dwellings per hectare. The Council thought that given the recent Somerset House development and likely Springfield development, all of which are smaller 2 to 3 bedroom dwellings, 3 larger houses would be better.</p> <p>Councillors also wanted clarification on the issues raised by the neighbours present at the meeting: the site boundary is unclear, demolition of the garage, risk of flooding and damage to main drain when the concrete is cleared.</p>	<p>Not supported in its current form</p>
	<p>c</p>	<p><b>To ratify the response submitted to the following application</b></p> <p><u>LW/21/0867 – Springfield Industrial Estate, Ditchling Road</u> Redevelopment of existing site to deliver 30 new residential dwellings with new access road and associated landscaping, amenity space, car parking, cycle and refuse storage.</p>	<p>Agreed</p>
	<p>d</p>	<p><b>Notices of Planning Consent</b></p> <p><u>LW/21/0205 – Nuggets, Valebridge Road</u> Variation of condition 1 (plans) in relation to planning approval LW/18/0566 – An increase of 9 parking spaces, change of house types on plots 1 – 14, relocating the car ports in plots 2, 3, 4, 5, 6, 7, 8, 13 and 14 to the gardens of these plots, creating a detached car port for plots 2 – 8, plots 5 and 6 are now semi-detached, the road by plots 10 and 14 has been extended, plot 11 has been shifted northwards and plot 14 has shifted southwards, this allows for detached car port to be provided at plots 13 and 14.</p>	
	<p>e</p>	<p><u>LW/21/0285– St Peter and St John the Baptist Church, Church Lane</u> – alterations to south porch roof and new glazed doors to replace wooden doors.</p>	
	<p>f</p>	<p><u>LW/21/0696 – 35 Downsview Drive</u> – single storey front extension with mono-pitched roof.</p>	
	<p>g</p>	<p><u>LW/21/0683 – Uplea, Green Road</u> – two storey rear and side extensions</p>	
	<p>h</p>	<p><u>LW/21/0682 – Uplea, Green Road</u> – Erection of 1 dwelling and car port.</p>	
<p><b>5</b></p>	<p>a</p> <p>b</p>	<p><b>Financial Matters</b></p> <p><u>General Finance</u></p> <p>To review and authorise items for payment</p> <p>To review the updated 2022/23 budget in conjunction with the LDC ‘ready reckoner’ for reviewing the implication of different precept figures on the band D council tax.</p>	<p>Payments approved.</p>

	<p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p><u>To agree the precept to be requested for the 2022/23 financial year.</u> Agreed that precept should remain the same in terms of the financial sum coming to Council.</p> <p><u>Fencing work at the children's playground.</u> The Council discussed this and agreed they would go with the second contractor but that the Clerk should be asked to go back and ask how much more close boarding would be.</p> <p><u>Request for grant for Churchyard maintenance</u> – The clerk will be writing to organisations with the new grants policy shortly. The Church will submit an application in accordance with this policy once it has received this information.</p> <p><u>Financial matters relating to the Hall Improvement Project</u></p> <p>To ratify approval of the seventh payment to Sunninghill Construction Ltd for the hall improvement works.</p> <p><u>To review, discuss and make decisions regarding any matters arising from the site meeting of 9<sup>th</sup> December and architect's reports.</u> It was noted that the building regulation certificate has now been issued but there are likely to be recommendations for further work, for example replacement of doors. It was also noted that there are no hand driers in the toilets by the Parish Council offices.</p> <p><b>Exclusion of the Press and Public</b></p> <p>By virtue of the confidential nature of the business to be transacted, the Council resolved to exclude the press and public for the following items (Public Bodies - Admission to Meetings - Act 1960), as a consequence, this item was left for discussion until the end of the meeting.</p> <ul style="list-style-type: none"> <li>• The contractor's application for an extension of time.</li> </ul>	<p>Precept agreed.</p> <p>Agreed.</p>
6	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p>	<p><b>Clerk's Report</b></p> <p><u>Actions List</u> – this has not changed recently. It was agreed that it would be helpful to indicate what has been completed and for these items to be greyed out or deleted. The Council has not yet arranged a system to recruit volunteers to help it.</p> <p><u>Phone and broadband options for the new office</u> – Following discussion the Council agreed that a fixed line should be installed, for the following main reasons: poor/unreliable reception in village hall, security issues sharing a wi-fi available to the public, advantages of second/ dedicated line in the event of a 'disaster', reliable communication for the Clerk, particularly important as she could be working on her own in the building, if BT is the provider the Parish Council could keep its phone number. Clerk to investigate the costs of providers other than BT before arranging installation.</p> <p><u>New office equipment</u> – the Council added some kind of alarm, blinds, whiteboard, coat stand and rubbish bins to the list of equipment needed. Cllr Bikson offered some furniture that she has available.</p> <p>The Clerk, Chair and Vice Chair will be given a fob to open the doors.</p> <p><u>To discuss arrangements for the Annual Parish Meeting.</u> Following discussion, it was agreed that this would not happen on the 10<sup>th</sup> March as previously proposed but on the 19<sup>th</sup> May. Councillors were concerned about the uncertainty resulting from the omicron variant of Covid-19 and felt that it would be risky to plan an event in March. Moving to May also allows time for consideration of speakers. These will be agreed at the next meeting.</p> <p><u>To clarify potential queries around Grants Policy</u> – The Council agreed the answers provided by Cllr Dutt in his email.</p> <p><u>Redirection of mail</u></p>	<p>Agreed to a fixed landline with associated broadband. Comparative costs to be investigated.</p> <p>Annual Parish Meeting to be held on the 19<sup>th</sup> May.</p> <p>This was agreed for 12 months.</p>

	g h	<u>Repositioning of defibrillator outside pub.</u> <u>Handyman update</u> – following discussion the Council asked the Clerk to discuss with the handyman whether he would be prepared to continue if a solution to the insurance could be found and to explore whether it would be possible for the Council to insure him when he is working for it.	Agreed
<b>7</b>	a	<b>Reports from Councillors</b> <u>Mess left along Green Road after hedge cutting between the war memorial and Green Park Farm</u> – the Clerk to write to the owner to ask that they keep the road clear next time they cut.	
<b>9</b>	a  b	<b>Village Hall Improvement Project</b> <u>To discuss any matters relating to the Project not covered under item 5.</u> Funds still available were discussed. It was noted that no allowance had been made in the budget for replacing a lighting column. It was agreed that as there is only £300 left in the funds allocated to the Village Hall Project to allocate the remaining CIL fund (£25,905), Village Improvement fund (£15,227) and Infrastructure Improvement Fund (£10,000) to the Village Hall Project to provide sufficient money for the January invoice and retention. <u>Feedback from the official opening</u> – there was a good turnout, members of the public present at the meeting expressed appreciation of all the work that has gone into improving the Hall and that it enhances the life of the community. It was suggested that there should be a report of the opening in the next Wivelsfield News.	
<b>10</b>	a b c d e f	<b>Correspondence</b> <u>Request to having a new clothing bank</u> – the Council appreciated the offer but resolved to turn it down. <u>To ratify putting Wivelsfield Parish Council's name to the collective letter.</u> - the Council were concerned that Wivelsfield does not appear to be on the letter, the Clerk to check this. <u>20s plenty campaign</u> <u>Information on tree surveying programme being undertaken by East Sussex</u> <u>Lost Woods of the Low Weald and Downs Project</u> this to be given further consideration in terms of possible sites, for example West Wood. <u>Beacons and other arrangements for the Queen's Jubilee</u> the Council has previously agreed that there should be no beacon. It was suggested that the Village Day Committee be asked if they would consider incorporating a jubilee theme into this year's day.	Not agreed  Ratified  Not supported Noted
<b>10</b>	a b	<b>Items for Noting or Inclusion on Next Agenda</b> West Wood Clearview - update	
<b>12</b>	a	<b>Date of Next Meeting</b> Monday 7 <sup>th</sup> February 2022 – Parish Council Meeting	

The meeting closed at 9.50 pm.

Minutes prepared by Cllr Martin in the Clerk's absence.

Accounts for Payment for the Meeting of 10<sup>th</sup> January 2022

## Items Paid Since the Last Meeting – for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>Village Hall Project</b>					
Sunninghill Construction Co. Ltd	Seventh month of Village Hall works		89,070.71*	Letter of Instruction/ CHAPS	477
Total Village Hall Expenditure			89,070.71		

\*Paid from Barclays account

## New Items Approved for Payment at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary January 22 (including overtime for December 21)		1767.70	Online	478
East Sussex Pension Fund	Pension contributions January 22		654.37	Online	479
Lewes District Council	Outdoor Gym & Play Area Inspection Jan 22		36.00	Online	480
Lewes District Council	Charters Gate Way Dog Bin Emptying Jan 22		93.60	Online	481
Lewes District Council	Litter bin emptying by pavilion Nov 21		16.80	Online	482
Lewes District Council	Dog bin emptying 1 Jan – 31 March 22		655.20	Online	483
Lewes District Council	Litter bin emptying 1 Jan – 31 March 22		54.29	Online	484
Transparity Solutions Ltd	December 2021 Office 365 Subscription		47.76	Online	485
Sage UK Ltd	January 22 Sage 50 Accounts subscription		102.00	SO	486
Trident Computers UK Ltd	IT contract January 22		60.60	Online	487
BT	Quarterly bill		216.00	DD	488
Warren Drives	Installation of concrete base and phone box for book exchange		2352.00	Online	489

<b>Payee</b>	<b>Expenditure</b>	<b>Value</b>	<b>Total</b>	<b>Payment Type</b>	<b>Voucher Ref</b>
Val Orchin	Purchase of paint brushes & masking tape etc for phone box project		30.17	Online	490
Wivelsfield PCC	Hire of Church Hall for January 10th Meeting		15.00	Online	491
'GeoXphere Ltd	Parish Online Subscription		72.00	Online	492
<b>Total General Expenditure</b>			<b>6173.49</b>		
<b>Village Hall Improvement Project</b>			None		
<b>Total Expenditure</b>	General & Village Hall		<b>6173.49</b>		