

## Wivelsfield Parish Council

# Minutes of the Extra-Ordinary Parish Council Meeting Held Monday 13 March 2017 8pm, Wivelsfield Church Hall

Agenda Item	Description	Agreed	Responsible
<b>Present</b>	Councillors Judy Stoner (JS) (Vice-Chair), Michelle van Bochove (MvB) and Stella Phillips (SP). Also in attendance: Liz Gander (Clerk), County Councillor Sheppard and two members of the public.		
Open Forum	<p>Councillor Stoner as Vice-Chair welcomed everyone to the meeting and introduced the Open Forum. One resident asked if she could please receive an update on item 7e? Councillor Stoner explained that nothing has yet been heard about the Bovis appeal and the Council is still awaiting a revised decision date.</p> <p>Another resident asked whether the Council plans to mention its links with Sourcieux-les-Mines and Sierra Leone on the village sign? Councillor Stoner advised that this will not be incorporated into the metal village sign that is being commissioned for the B2112, but it is something that has been considered for other road signs. No decisions will be made until the twinning link with Sourcieux-les-Mines has been formalised, and the cost of new signs may be prohibitive. The resident advised that, in Heathfield, the village sign gives the distance to the place that they are twinned with and suggested that this might be a fun addition to our signs, should we decide to incorporate the names of our linked places on to them.</p> <p>The Council was advised that persistent littering and anti-social behaviour continues to be a problem in the Church Lane car park. Residents are spending a lot of time clearing up and are regularly being disturbed by noise in the car park in the early hours of the morning. The Clerk advised that the police have been informed by a resident previously but that, since the car park is private land, there is little they can do, unless someone catches the number plate of the car(s) concerned and, with lager cans regularly being left behind, has concerns about drink driving.</p>		
<b>1</b>	<p><b>Apologies for Absence</b> Apologies had been received from the Chairman who was away and Councillor Pascoe who had work commitments. Councillor Fair was absent from the meeting.</p>	To accept the apologies given.	
<b>2</b>	<p><b>Declarations of Members' Interests</b></p> <p>a To receive declarations of interest from Councillors in respect of items on the agenda.</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p>	No declarations of interest were made or dispensations sought.	
<b>3</b>	<p><b>To approve the minutes of the Meeting held 6 February 2017</b> Item deferred to the next meeting.</p>	Deferred to next meeting.	LG
<b>4</b>	<p><b>To Review and Approve the Final Design for the New Village Sign</b> The Council accepted the Blacksmith's suggestion of having 3D carnations included within a bracket to go on the top of the sign. It was agreed that 'Wivelsfield' will be painted gold and Tom will provide a mock-up of the central panel to show how it would look with some colour. Once everything is approved, Tom will require a 50% deposit to start the work.</p>	Bracket and sign design approved. Central panel colour to be finalised.	
<b>5</b>	<p><b>Correspondence</b></p> <p>a <u>Request for a dog bin for the Orchard Close/Theobalds area and suggestion that dog bins should be asked for as a condition of development for larger sites.</u> Dog waste is becoming an increasing problem in Theobalds Road and, following Lewes</p>	See agenda items 7f and 8i.	

	<p>District Council's (LDC) refusal to take on any more bins when asked a couple of years ago, residents have renewed their call for action to be taken. It has been suggested that all new developments should be expected to install dog waste bins.</p> <p>b <u>Response to the Council's request to East Sussex Highways re bulb planting</u> – Highways had received a big response to its invitation to suggest areas for bulb planting and will draw up a proposal to be implemented this summer/autumn.</p> <p>c <u>Further response from Lewes District Council to the Parish Council's FOI request re planning enforcement actions</u> - LDC has provided a few more specifics about enforcement complaints and action taken in recent years. Out of eleven formal complaints for Wivelsfield Parish in the last two years, only one had resulted in a formal notice being served.</p> <p>d <u>Information about East Sussex County Council's 2017/18 budget</u> – an email had been circulated, summarising key elements of the budget and changes which had been made to the savings proposals following public opposition. County Councillor Sheppard had succeeded in lobbying the Council to retain county funding for the Duke of Edinburgh Award scheme.</p> <p>e <u>Public wifi in Council meetings</u> – wifi will soon be available in the Village Hall, but is not available in the Church Hall.</p> <p>f <u>Nat West Skills and Opportunities Fund</u> – Maria Caulfield MP had written to the Council to make it aware of this funding opportunity for local communities.</p> <p>g <u>Application for funding from the Kent, Surrey and Sussex Air Ambulance service and request to come and talk to local groups</u> - the Air Ambulance Service had approached the Council seeking a £250 donation towards its services (please see discussion at item 6b). It also asked the Council to spread the word about awareness raising talks it can offer about the service. In response, the Council has invited a representative to attend the Annual Parish Meeting on 23 March.</p> <p>h <u>To consider the Recommendations from the Village Hall Management Committee re recreation ground maintenance April 17-March 18</u>. The Parish Council was content to accept the Management Committee's recommendations to renew the existing recreation ground maintenance contract, the cost for which has remained unchanged since 2010, (when it was assessed to provide significantly better value than any other quotes received).</p> <p>i <u>To acknowledge information received from East Sussex Highways regarding the speed reduction works at the Royal Oak bend on the B2112</u> – the Council had been advised that the two vehicle-activated signs on the B2112 will be replaced in the next couple of weeks. After this, East Sussex Highways will carry out a further speed survey on the northbound approach to the bend and will continue to monitor the safety record at this location, having been made aware of another recent crash.</p> <ul style="list-style-type: none"> <li>o The Parish Council agreed to ask Highways to erect a sign warning of 'x accidents in the last year' as a further warning of the dangers of the bend.</li> </ul> <p>j <u>Lewes Citizens Advice – thanks for donation</u>.</p> <p>k <u>Request for the Parish Council to push Cala Homes to honour their promises to residents to respond promptly to any queries</u> – after an ongoing lack of response from Cala to some of the queries posed by residents, the Council agreed that the Clerk will write to flag this up with senior management.</p> <p>l <u>Expression of concern re dogs off their leads</u> – the Council suggested that a couple of lines about this could be added to a Wivelsfield News and followed up with the Dog Warden to see if there are any relevant notices that could be put up. Additionally, it is thought that the field behind Eastern Road where this problem had been raised, is covered by the Countryside Stewardship Scheme, but guidance displayed about this has faded.</p> <p>m <u>Concern about potholes etc</u> – the tarmac entrance to the green from Green Road is deteriorating and badly rutted. Clerk to query whether this could be dealt with at same time as repairs to Church Lane car park. Clerk to find out whether other</p>	<p>Air Ambulance Service to be present at Annual Parish Meeting.</p> <p>Recreation ground maintenance contract to remain with existing provider.</p> <p>Council to ask Highways for an additional sign on B2112.</p> <p>Council to write to Cala re ongoing communication issues.</p> <p>Clerk to contact Dog Warden and research Stewardship Scheme.</p> <p>Clerk to approach contractor doing</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>
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		local councils have taken on responsibility to fill potholes etc to give a more responsive service and how this works from a practical and financial perspective.	Church Lane car park re repair.	
<b>6</b>		<b>Financial Matters</b>		
	a	<u>To review and authorise cheques for payment</u> – the Council approved payment of twelve items totalling £3211.03.	Payments approved.	LG
	b	<u>To consider the Air Ambulance Service’s request for funding</u> – the Council approved payment of a grant of £250 to the Air Ambulance Service <sup>1</sup> , known to have been called at least once to an incident in Wivelsfield.	£250 grant approved.	LG
<b>7</b>		<b>Planning Matters</b>		
		<b>New Planning Applications for Review</b>		
	a	<u>LW/17/0040 - High Pines Hundred Acre Lane</u> - Revision to the existing side extension including new roof design, new roof lights, revision to fenestration and internal alterations. o The Council resolved to support this application.	To support the application.	LG
		<b>Notices of Planning Permission Received (for information only)</b>		
	b	<u>LW/17/0009 - 9 Shepherds Close</u> - Replacement of side window with doors.		
	c	<u>LW/17/0005 - 34 Allwood Crescent</u> - Erection of two storey front and side extension (amendment to planning application LW/16/0457).		
		<b>Notice of Refusal Received (for information only)</b>		
	d	<u>LW/17/0035 - Wivelsden Farm, North Common Road</u> – notice of refusal of prior approval for agricultural development re: erection of farm building for hay storage.		
		<b>Updates on Ongoing Appeals and Developments</b>		
	e	<u>LW/15/0607 - APP/P1425/16/3145053</u> - Update on Bovis Planning Inquiry for land east of Ditchling Road (if available) – no revised decision date has been received.	Clerk to write to Chris Traill to emphasise importance of drovers road & need for prompt follow up to enquiries.	LG
	f	<u>LW/15/0752</u> - Cala Homes Development, North Common Road. There have been just a few recent complaints that MvB has passed to Cala. The Site Manager is understood to be writing a proposal for ditch clearance to be undertaken at the side of the site near the old drovers’ road and had intended to liaise with someone from East Sussex Water Courses. MvB has requested a copy of the proposal and stressed the importance of a) not undertaking work until relevant permissions are obtained and b) ensuring that wildlife etc will not be disturbed. o The first phase of the building work is on schedule to be finished this month, with the second section planned for completion in June. The first four affordable housing units have been handed over to Housing Association Amicus Horizon. o Closer links have been forged with the school – the site manager will be running a fundraising stall at the school spring fair on 25 March – and he has suggested that the Council writes a proposal for something else it feels Cala could contribute to in the Parish. o In light of 5a, the Clerk to ask Cala if dog/litter bins will/can be installed on site and emptied as part of site management arrangements.	JS to speak to East Sussex Rights of Way re drovers’ road. Cala to be asked to help with funding an outdoor gym, plus dog bins on Cala site.	JS LG
<b>8</b>		<b>Clerk’s Report</b>		
	a	<u>To seek Parish Council approval for revised plans for the Village Hall (subject to their acceptance by the full Management Committee on 14 March), prior to these being displayed at the Annual Parish Meeting (APM)</u> – the plans were supported but for a concern that users of the Youth Room would seem to have to go outside to access the public toilet facility.	Clerk to pass on Council’s support & comments	LG
	b	<u>Update on CIL payments that the Council may expect to receive to put towards infrastructure projects</u> – deferred to next meeting.	Deferred to next meeting	LG
	c	<u>Preparation for the Annual Parish Meeting on 23 March</u> – preparations in hand. The Air Ambulance and East Sussex Highways will be coming to speak (in addition to usual contributors), clubs will be providing information for display, Wivelsfield	Setting up for APM to start at	All

<sup>1</sup> Payment to be made under S137 of the Local Government Act 1972

		Films will be running a bar and the WI providing other refreshments. Boards to be set up in the Renshaw Room during the afternoon to save time in the evening. Evening set up to take place from 5.30pm.	5.30pm	
d		<u>Recommendation regarding contractor for Church Lane car park</u> – the Council agreed to instruct Drivepoint to undertake remedial work to the car park surface.	Clerk to instruct contractor to carry out work.	LG
e		<u>Delayed publication of the March Wivelsfield News</u> – there had been a series of delays with this quarter’s edition of the Wivelsfield News, but it should be delivered early next week in advance of the Annual Parish Meeting.		
f		<u>To decide whether to use SSALC’s recruitment service for engaging an assistant</u> – the Council resolved to ask SALC to run the recruitment process at a cost of £250 (with an optional £85 discounted ‘new clerks’ training day).	SSALC to be engaged to run recruitment & to suggest dates for visioning session.	LG
g		<u>To discuss whether to book SSALC to run a visioning exercise to assist with the preparation of a three-year budget &amp; business plan</u> – Council agreed to visioning session. Clerk to seek some convenient dates from SSALC.		
h		<u>To consider the potential implications/opportunities highlighted by the report received on ‘Devolution and the Voluntary Sector’</u> – deferred to next meeting.	Deferred to next meeting.	LG
i		<u>To receive an update on the situation regarding requests for extra dog bins</u> – LDC is still facing capacity issues with its waste and recycling service. As such it will only be able to install a bin for Theobalds Road once officers identify another elsewhere which is disused and can be removed.		
j		<u>Update on the parking available outside Baldings Cottages</u> – it appears work is currently ongoing to provide additional parking spaces in the car park on the northern side of Green Road. LDC has not given any information about the number of extra spaces being provided.		
k		<u>To discuss possible dates for defibrillator training and to approve any associated costs</u> – still awaiting a call back from the appropriate person.		
l		<u>To accept the proposed changes to Working Groups</u> – the Council agreed to proposals to disband several now redundant working groups, leaving only the Finance & Personnel, CIL and Twinning groups.	Three working groups to be carried forward.	LG
<b>9</b>		<b>Working Group Reports</b>		
		<b>CIL Working Group</b>		
a		<u>Update on the work undertaken by the CIL group to date and preparation for a board at the Annual Parish Meeting</u> – the CIL group has compiled a list of infrastructure projects suggested by the community during Neighbourhood Plan research, along with other ideas that have been put forward subsequently. These will be displayed at the APM, along with a box for comments.	Possible CIL projects to be displayed along with comments box.	
		<b>Twinning Group</b>		
b		<u>Update on Twinning</u> – including news of a group visit from Sierra Leone – Reverend Harold from Sierra Leone is bringing a party to the UK this year. Likewise, Wivelsfield residents have been invited to go over to Sourcieux-les-Mines in June to celebrate the twinning arrangement.		
		<b>Reports from Councillors</b>		
a		<u>Proposal to support the MND (Motor Neurone Disease) Charter</u> – The Council agreed to encourage the County Council to adopt the Charter (which has more relevance to principal authorities). Cllr Phillips to contact County Cllr Sheppard.	To encourage adoption of the MND’s Charter at County level.	SP
b		<u>Proposal to consider setting up a ‘Mens’ Shed’</u> – to be borne in mind for future.		
c		<u>Findings of recent asset inspection</u> – Cllr Fair had reported that some of the grit bins are being used for litter.	To be checked at Clean-Up.	
<b>10</b>		<b>Items for Noting or Inclusion on Next Agenda</b> None noted		
<b>11</b>		<b>Date of Next Meeting</b>		
a		Annual Parish Meeting – Thursday 23 March		
b		Parish Council Meeting – Monday 3 April 2017		

The meeting closed at 10.24pm.

### Accounts for Payment for the Meeting held 13 March 2017

Accounts approved for payment at the meeting:

Payee	Expenditure	Value £	Total £	Chq No
Lewes District Council	March play area inspection		18.00	100571
EAC Software	Email hosting Feb 2017		36.00	100572
E Gander	March salary		1124.19	100573
East Sussex Pension Fund	Pension contribution March 2017		365.13	100574
HMRC	Quarterly PAYE & NI Contributions (Jan-Mar 17)		745.61	100575
SSALC	Clerk Finance Training	90.00		100576
	Spring Conference (Cllr Phillips & Clerk)	96.00		
	Clerks' Networking Event	78.00	264.00	
Wivelsfield Films	Donation for running bar at Annual Parish Meeting		20.00	100577
E Gander	Travel expenses (x4 training/development days)	79.02		100578
	Purchase of office items	17.39	96.41	
East Sussex County Council	Replacement of lantern on Column C, Church Lane*		191.90	100579
S Phillips	Travel to East Sussex ALC Conference		19.80	100580
E Gander	Office expenses		79.99	100581
Kent, Surrey & Sussex Air Ambulance Service	Donation		250.00	100582
<b>Total</b>			<b>3211.03</b>	

\*A query had been raised with East Sussex Highways about when this work was from as there was no record of this being authorised in the current financial year. Since the meeting, East Sussex Highways has confirmed that the work dated from March 2015 and that they are just trying to catch up with invoicing.