

## Minutes of the Extra-Ordinary Meeting Held Monday 23 November 2020 7.30pm, via the 'Zoom' video conferencing platform<sup>1</sup>

Agenda Item	Description	Resolved
<b>Present:</b>	Councillors Ian Dawson, Edward Pascoe, Ian Haffenden, Bernard Rust, Harriet Martin and Nick Dutt. Liz Gander, Clerk.	
<b>Open Forum:</b>	No members of the public were present, therefore no open forum was required.	
<b>1</b>	<b>Apologies for Absence</b> District Councillor Bikson had sent her apologies as she was attending a meeting of Lewes District Council.	
<b>2</b>	<b>Declarations of Members' Interests</b> 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	None noted.
<b>3</b>	<b>Planning Matters</b> <b>Notices of Planning Permission Received</b> (for information only) <u>LW/20/0696 - Somerset House, Green Road</u> – Change of use from B1 to C3 - Conversion of building to provide 14 no. 2 storey dwellings with associated parking and landscaping. In addition to receiving a copy of the decision notice, the Case Officer had advised the Parish Council that, as per its requests at the last meeting, the developer had agreed to 15 electric vehicle charging points and had made available the contact details for different members of the team for liaison purposes. They said however that they were unable to offer money towards highway improvements as, with the delays and money wasted having initially expected to implement the 26 unit scheme, their budget on the 14 unit scheme would now be tight.	
<b>4</b>	<b>Financial Matters</b> a <u>To review and accept the notice of conclusion of the year end audit for 2019/2020.</u> b <u>To review the financial statements for the current year so far.</u> c <u>To sign off bank reconciliations for the year to date.</u> The bank reconciliations were agreed but councillors asked if there was a way to make the information on the printout from Sage easier to cross-reference to the bank statement. Presently where a payment has been made against a regular supplier account, Sage simply records this as a 'purchase payment' on the list, which gives no indication of what the payment was for (whereas the narrative for bank payments is included). The Clerk to look at this. d <u>To review and discuss the draft budget for 2021-22.</u> The budget was discussed on a line-by-line basis and figures agreed. The majority of figures	Accepted/noted.  Noted. Agreed. Clerk to look at whether there is a way to make the payments list clearer.

<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

	<p>were confirmed as per the Clerk's draft. Specific budgets that were debated included:</p> <ul style="list-style-type: none"> <li>• Street lighting – the Council resolved to increase this to £7500 to allow provision for if a column needs to be replaced.</li> <li>• Litter services – it was agreed to leave this at £3k, on the basis that if any bins were to deteriorate during the year and need replacement, the Council would use the Village Improvement Fund reserve to cover it.</li> <li>• Repairs and maintenance – budget to remain at £10k as for this year, to allow for tree works at the green and a contribution towards bridleway improvements.</li> <li>• The Clerk suggested that the £1k that had been included in this year's events and refreshments budget for VE day celebrations, could be tucked into an earmarked ready for the Queen's Platinum Jubilee in 2022.</li> <li>• It was agreed to put £2500 into next year's budget for reviewing the Neighbourhood Plan.</li> </ul> <p>The Council resolved that, where there are areas of underspend this year, some of which are as a result of the pandemic (eg grant funding because several events have not been able to go ahead), this money will be put into an appropriate earmarked reserve for future use. With grants it was suggested that, with some events such as Village Day, the Spirit of Christmas and the Bonfire Society's 'Big Bang', which are very well attended and greatly valued by the community, this year's unspent budget could be added to next year's to give these events a boost, particularly as opportunities for fundraising have been and are likely to be very limited.</p> <p>Subject to confirmation at a subsequent meeting (prior to the precept request having to be submitted to Lewes District Council) the Council agreed that the precept requested for next year would be equivalent to keeping the Band D figure for revenue budget purposes the same as this year, with the addition of a sum of up to £12 (per band D dwelling) to service the loan for the Village Hall Improvement Project.</p>	Budget figures discussed and agreed.
e	<u>To review and re-adopt the Council's Financial Regulations</u> – it was agreed to make some amendments to these, to better reflect the fact that, since the pandemic, the majority of payments are being made by bank transfer, rather than cheque. To be brought back to the December meeting.	To be updated & reviewed at December meeting.
f	<u>To agree to engage Lewes District Council to undertake monthly inspections of the outdoor gym equipment, at a cost of £15 per month (&amp; VAT).</u>	Agreed.
g	<u>To discuss having impact absorption testing conducted on the rubber grass mat surfacing at the children's play area</u> – it was agreed to engage Rospa to undertake the testing.	Agreed.
h	<u>Parish Council CIL expenditure report 2019-20</u> – the Council noted and approved the CIL report for the last financial year, which will now be uploaded to the website.	Approved.
i	<u>To review the Handyman's quotes for:</u> <ul style="list-style-type: none"> <li>• Removing the broken Village Hall sign on the verge of Eastern Road – it was agreed that a Council working party will dig out the existing (redundant) sign.</li> <li>• Replacing the cork board in the bus shelter opposite the Green. The handyman's quote for replacing the cork board was accepted.</li> </ul>	To be done by Council working party.
j	<u>To review a quote obtained for removing the rotten balancing logs at the children's play area</u> – the Council accepted a quote from Alun Gedrych to remove the remaining balancing logs, fill the holes and turf the strips left.	Agreed. Quote accepted.

5	a b c	<p><b>To Review, Update and Re-adopt the Following Documents:</b></p> <p><u>Standing Orders</u> – it was agreed to add in clauses with respect to holding virtual meetings and to carry this forward to another meeting.</p> <p><u>Risk Management Strategy</u></p> <p><u>Risk Assessment Schedule</u> – the Chair said that he would prefer to have the assessment of risk broken down into probability and impact. As such, a working party comprising Councillors Dawson, Dutt and Rust will be convened in the new year to review and update the risk assessment document(s).</p>	Deferred to next meeting. Working party to be convened in new year to update risk assessment.
6	a b c d	<p><b>Correspondence</b></p> <p><u>Public consultation on the East Sussex Local Cycling &amp; Walking Infrastructure Plan (LCWIP)</u>. Consultation closes 11 December 2020.</p> <p><u>Haywards Heath draft Town Centre Masterplan consultation</u>. Consultation ends Monday 21 December, at 5pm.</p> <p><u>Response from the Traffic Safety team re the accident on Green Road</u> – the Traffic Safety team had responded by saying that they were very sorry to hear about the accident, had contacted the police for further details and hoped the child made a speedy recovery. They went on to say, “the resources that we have available for more substantial road safety improvements are very limited and priority must be given to locations with the most personal injury crashes (PIC's) in the latest available 3 year period. I can, however, appreciate your concerns and the Road Safety Team will review the location further, to investigate whether it might be appropriate to provide some warning signs on the approaches to the Village Green.” The Clerk will continue putting together a letter to Highways, seeking a review of various danger points around the village.</p> <p>It was also felt that it is key is for schools to be teaching and reinforcing the principles of the Green Cross Code and that buses which are carrying children on a school run should have a warning of this on the back. The Clerk to check with both Wivelsfield and Chailey Schools for reassurance that they are delivering lessons on the Green Cross Code and to see if they have liaised with the bus companies. One councillor further suggested that it would be helpful if, as he had experienced in America, we had a rule preventing vehicles from overtaking buses stopped on the highway. The Clerk was asked to write to Maria Caulfield MP, requesting that she consider bringing this suggestion forward under a private member's bill.</p> <p><u>Request for work to be done to upgrade the bridleway between the bottom of Eastern Road and St George's</u>. A councillor who has cycled this route recently believes that some improvement works have been undertaken, but noted that there are some areas which remain very muddy. Clerk to liaise with East Sussex Rights of Way team and Westmeston/Ditchling Parish Councils as appropriate.</p>	<p>No response, as nothing in our area. No comment.</p> <p>Clerk to finish letter to East Sussex Highways raising various issues with highway safety around the village and to liaise with Wivelsfield and Chailey Schools.</p> <p>Clerk also to write to Maria Caulfield MP.</p>
7		<p><b>Items for Noting or Inclusion on Next Agenda</b></p> <p>None noted.</p>	
8	a	<p><b>Date of Next Meeting</b></p> <p>Monday 14 December 2020 – Parish Council Meeting</p>	
9		<p><b>Village Hall Improvement Project</b></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 may resolve to exclude the press and public for the following items (Public Bodies - Admission to Meetings - Act 1960).</p>	

	a	<u>To provide some confidential updates to the Council with respect to the Project.</u> The Clerk provided updates on matters which remained confidential at the present time, but will be discussed openly at the December meeting.	
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The meeting closed at 9.32pm.