

Wivelsfield Parish Council

Minutes of the Annual Meeting of the Parish Council

Held Monday 6 June 2016

8pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Agreed	Responsible
Present:	Councillors Ian Dawson (ID, Chairman), Judy Stoner (JuS), John Fair (JF) and Michelle van Bochove (MvB). Also in attendance: Liz Gander (Clerk), District Councillor Sugarman, County Councillor Sheppard and four members of the public.		
Open Forum	No questions were raised in the Open Forum. The Chairman advised that the Council was expecting a local Blacksmith, Tom Carter, to attend the meeting to discuss options for a new sign on the B2112. It was agreed that, when he arrived, the meeting would be temporarily suspended in order to hear from him.		
1	<p>Apologies for Absence</p> <p>There were no apologies to report. However, with regret the Chairman reported that Alex Orchin has tendered his resignation as it was too much combined with his work commitments and early starts.</p> <p>The Council is now down to four councillors and would love to co-opt some new members. Those present were asked to come forward if interested, or to encourage others to apply.</p>		
2	<p>Declarations of Members' Interests</p> <p>a To receive declarations of interest from Councillors on items on the agenda</p> <p>b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests.</p> <p>No declarations were made or dispensations applied for.</p>		
3	<p>To approve the minutes of</p> <p>a <u>The Annual Meeting of the Parish Council held 9 May 2016</u> - the minutes were agreed to be a true record of the meeting and were signed by the Chairman.</p>	To accept the minutes	
	<p>Tom Carter - Wivelsfield Blacksmith</p> <p>The Chairman suspended the business of the meeting in order to welcome Tom Carter. Tom had brought his portfolio of work to show the Council, who were impressed with the quality of the work therein. Councillors put various questions to Tom regarding his work and the longevity/likely cost of a metal sign, which were answered as below:</p> <ul style="list-style-type: none"> • The cheapest way to make a sign would be to relief cut it from one big sheet of metal. • It would be easy to do something like buildings or flowers in this way and then to make, for example, some 3D flowers. • Our existing sign is approximately 3'x2' and, assuming the current post is strong enough, Tom could work with using that. • The life expectancy of a metal sign, if galvanised - which is a must for external use - is probably around 30-40 years. • Tom would be happy to paint it once a year to maintain it. • If the sign was of a simple design, we could go for a very thick coat of galvanising to protect it. • Alternatively, you could apply a powder coating which would last for 10-15 years without the need for painting, but this of course would be more expensive. • For the simplest sign design (plasma cut from a flat sheet), Tom thinks it would be 2-3 weeks' work, with anything more intricate taking longer. • Tom felt that it would be impossible to give an idea of cost without knowing 		

		<p>what the Council wanted and suggested that the best way forward might be for the Council to set a budget, and for Tom to then work on some designs around that.</p> <p>The Chairman thanked Tom for coming along, said that the Clerk would be in touch once costs and designs have been discussed and then resumed the meeting.</p>		
4	a	<p>To Approve the Following Council Documents:</p> <p><u>Standing Orders</u> - agreed.</p>	Agreed	
	b	<p><u>Policy on Communications with the Press and Media</u> - this policy had been amended as requested at the last meeting, and the new wording was agreed.</p>	Agreed	
5		<p>Correspondence</p>		
	a	<p><u>Road name proposal for Cala Homes development off North Common Road</u> - the Street Naming officer for Lewes District Council (LDC) had passed the Parish Council's historic naming suggestions to Cala Homes. Of those proposed, Cala wished to use two together to make 'Charters Gate Way'. It was felt to be a bit of a shame that the 'Charter' and 'Gate' put together two names from different historical periods, but the Council was pleased that Cala had agreed to take account of local history in this way.</p> <p>It was agreed that, in preparation for other forthcoming housing developments - including Ridge Way and the Thakeham Homes development off Valebridge Road, the Clerk will contact LDC to request that similar account is taken of the history of the area and reflected in the road names therein. The Historical Society to advise on appropriate names.</p>	Clerk to request that the Parish Council be consulted on road names for future developments in the Parish and to use historic names where possible.	LG
	b	<p><u>Joint Core Strategy</u> - Confirmation that the Joint Core Strategy was adopted by LDC at full Council on 11 May 2016.</p>		
	c	<p><u>Bovis Public Inquiry</u> - Acknowledgement from the Planning Inspectorate of the Parish Council's comments in respect of the Bovis appeal for land east of Ditchling Road. The Council has been asked to advise the Inspector at the start of the inquiry that it wishes to have a representative speak.</p>		
	d	<p><u>CPRE</u> - Invitation to attend a Lewes District CPRE tour of Falmer Village on Sunday 31 July. Councillor Stoner might attend.</p>		
	e	<p><u>Wivelsfield Church</u> - thanks had been received for the Parish Council's donation to this September's Flower Festival.</p>		
	f	<p><u>Cessation of paper copies of planning applications being sent to Parish Councils</u> - the Chairman of the Lewes District Association of Local Councils (LDALC) had enquired of LDC what savings they expected to make having stopped sending out paper copies of all planning applications. The response was between £11,300 and £17,000, plus the costs of printing. The Chairman of the LDALC argued that, if you took it as £17k plus £3k in printing cost, making a total of £20k and divided this up between the approximate number of people in the Lewes District (100,000), it would work out at about 20p per person to cover the equivalent cost. This is likely to be less than the burden on tax payers from individual parishes, if each parish council has to buy appropriate equipment to display planning applications on.</p>		
	g	<p><u>Request for a reference for a former councillor</u> - the Clerk will look into whether it is appropriate for the Council to respond. If it is deemed to be ok to do so, the Council is happy to give a basic character reference, but feels it would not be appropriate to do more as the Councillor concerned was not an employee.</p>		LG
	h	<p><u>Request for information from Turley (re Bovis inquiry)</u>. The Clerk had received a request for information about the Parish Council's contact with developers during the Neighbourhood Plan process, and will be responding in the coming days.</p>	Clerk to supply information as requested.	
	i	<p><u>Primary School expansion</u> - concern had been expressed by those attending the planning committee on 18 May, (at which the proposed expansion of Wivelsfield Primary School was discussed) because of the way in which the Parish Council's</p>	Clerk to write to	LG

	<p>view on the application was erroneously portrayed. Councillor Fair, when speaking at the Committee, had clearly stated multiple times that the Parish Council fully supports the expansion of the school itself and this indeed was evident in the letters submitted by the Council, during the consultation process. However, the Chairman introduced Councillor Fair as speaking on behalf of the Parish Council which <i>opposes</i> the plans. It was also said that the Parish Council wished the school to retain the temporary car park created for works traffic, once the building work had been completed - but the Parish Council's wider plea for ESCC to look more generally at how the car park could be re-configured to maximise spaces was ignored.</p> <p>It appeared that a number of members on the planning committee had not looked at the plans/reports prior to the committee meeting and there were evident errors/inaccuracies in the reports that they were working from. Only one planning committee member challenged what was written, pointing out that there is a net gain of 7 spaces, rather than the 8 quoted. This member abstained from voting on the application. Another member did say that the numbers didn't add up and that 23 spaces in a car park were not enough. They suggested that the Committee delay and debate the question, but instead it was voted through. The Council instructed the Clerk to write to ESCC/LDC to express its concern and disappointment at the ways in which both the facts and the Parish Council's position had been wrongly represented.</p> <p>j <u>Royal Oak</u> - the Council had been alerted to the fact that there had been another crash on the corner by the Royal Oak, just three days after planning permission for new homes on the site had been granted. The Council understood that the application was to be heard again at planning committee this Wednesday, for members to receive an update on the Section 106 Agreement required as a condition of planning.</p>	LDC/ESCC over concerns about how the Parish Council's views on the school expansion were portrayed.	
6	<p>Financial Matters</p> <p>a <u>To review and authorise cheques for payment</u> - the Council approved payment of nine items totalling £4352.19, including a grant of £700 towards the provision of entertainment at Village Day. This sum had been included in the year's budget, but - owing to being a part of the Village Day Committee - Councillor Stoner abstained from voting on this item.</p> <p>b <u>To Receive the Year End Internal Audit Report</u> - the year-end internal audit had been completed. The only comment made was for the Council to consider spending - or earmarking with a view to spending - some of its general reserves as the level is a little high. The Chairman thanked all those who had been involved in reviewing finance related matters over the last year.</p> <p>c <u>To Complete and Sign the Annual Governance Statement</u> - the Council reviewed and agreed the statements in the Annual Governance Statement, which was then signed by the Chairman and Clerk.</p> <p>d <u>To Agree & Sign Off the Accounting Statements Section of the Internal Audit Report</u> - the Council was happy with the accounting statements, and the Chairman signed Section 2 of the Annual Return accordingly.</p>	To make payments as approved	LG
7	<p>Planning Matters</p> <p>New Applications Considered at the Meeting</p> <p>a <u>LW/16/0181 - Oakfield Cottage, Theobalds Road</u> - erection of a single storey rear extension. <ul style="list-style-type: none"> o The Council unanimously agreed to support this application. </p> <p>b <u>LW/16/0334 - Meadowlands Farm, Slugwash Lane</u> - erection of a two storey extension to front. <ul style="list-style-type: none"> o Councillors all agreed to support this application. </p> <p>c <u>LW/16/0343 - 23 Downsview Drive</u> - retrospective application for a single storey</p>	To support	LG
		To support	LG

	<p>rear extension.</p> <ul style="list-style-type: none"> o As it was understood that the retrospective application was necessitated by the extension built having exceeded the original planning permission, the Council felt that it was not qualified to comment and that this should be the remit of the Enforcement/Planning officers. <p>d <u>LW/16/0314 - 3 Hurstwood Cottages, Colwell Lane South</u> - erection of an extension.</p> <ul style="list-style-type: none"> o The Council agreed to support this application. <p>Notices of Planning Permission Received (for information only)</p> <p>e <u>LW/16/0229 - Land opposite Serene Cottage, Colwell Lane South</u> - re-roof and alterations to outbuildings.</p>	<p>No comment</p> <p>To support</p>	<p>LG</p>
8	<p>Report of Clerk</p> <p>a <u>Review of Community Clean Up Day & date for next one</u> (September) - the Clean-Up Day held on 14 May was less well-attended than the initial one in March, but nevertheless achieved quite a lot in terms of litter and path clearance. The next event will be held on Sunday 25 September, as it appears this may be a better day for volunteers.</p> <p>b <u>Training Events</u> -to ratify the Clerk's attendance of a Lone Working course, re-arranged Leadership Training taster day & Chairmanship course. The Council approved the Clerk's attendance at the Lone Working and Leadership Training taster courses. She had however been told that Clerks are not permitted to attend Chairmanship training. The Chair & Vice-Chair may attend the Chair's Networking Day in East Grinstead on 27th September.</p> <p>c <u>Venue for Parish Council meetings during 2017</u> - the Council agreed that, owing to the difficulty of hearing people speaking at some meetings due to the loud salsa music being played in the main hall, it would switch to using the refurbished Church Hall for meetings from January 2017.</p> <p>d <u>Outdoor Gym quotes</u> - Further quotes had been received. The Clerk aims to apply for grant funding shortly.</p> <p>e <u>Repairs to original climbing unit at children's play area</u> - as requested at the last meeting, a quote had been received for installing a like for like log ramp on the oldest of the climbing frames at the green. Whilst the quote was for significantly more than had been quoted for the suggested climbing net, councillors felt that it would have greater longevity, be less susceptible to vandalism and be a means of access that more children would be comfortable with. As such, it was agreed to have a new log ramp installed as soon as possible.</p> <p>f <u>Findings of monthly play area inspection</u> - the bottom of the gate at the northern end of the play area has broken. The Council agreed it was happy to wait for it to be repaired until the handyman returns from holiday.</p> <p>g <u>Litter at play area</u> - litter has been a significant problem at the play area recently, with bins overflowing and litter consequently laying across the ground. The Clerk had been trying to establish whether LDC had missed collections or if more bins were needed. LDC claims it has been difficult to access the park owing to builders and therefore haven't been emptying the bins weekly as intended. It is hoped that the normal schedule of weekly collections will resume shortly.</p> <p>h <u>Village sign</u> - the Clerk will sign up to the Village Sign Society, to see the range of types of sign available and materials used. It was agreed that, whilst Tom the Wivelsfield Blacksmith has said that he couldn't give a price as it would depend upon the complexity of the sign design chosen, it would be useful to have some sort of guide in order to know what to expect and to be able to compare the cost of a locally made metal sign with other types available. The Council agreed that, if a metal sign was chosen, it would be good if it could be made from British steel.</p>	<p>Next Clean-Up Day to be on Sun 25 Sept</p> <p>Clerk to attend Lone Working & Leadership Training Taster day</p> <p>Meetings to be held at the Church Hall from Jan 2017</p> <p>Clerk to do Grant applications</p> <p>New log ramp to be installed</p> <p>Handyman to quote for gate repair</p> <p>Clerk to find out a ball-park cost for a wrought iron sign</p>	<p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p> <p>LG</p>

	<p>i <u>Sage 50 Accounts upgrade</u> - the Council had been approached by Sage, offering a reduced price upgrade to the latest (2016 version) of the Sage 50 accounts package used by the Clerk. Since the current version (2010) is no longer supported and a number of upgrades/improvements to the software have been made, the Council resolved to purchase the updated package.</p> <p>j <u>Church Lane car park: surface and fencing</u> - the Clerk had approached three companies for quotes for remedial repairs to the surface of the Church Lane car park, but as yet had not received any replies. She had also been in touch with the Monday Group to see if repairing/replacing the post and rail fencing around the car park would be something that they would be willing to do, but they had said that unfortunately the job would be too physical for their volunteers.</p> <p>k <u>Community Speed Watch</u> -the Wivelsfield Speed Watch co-ordinator has been struggling to get a reply from the PCSO responsible for training and supervising the groups and has therefore been unable to recommence speed monitoring in the village, as he understands that the speed indicator device will require recalibrating first. The Clerk has followed this up with Inspector Rob Lovell who came to the Annual Parish Meeting, and hopes that this will be resolved soon.</p> <p>l <u>Parking at St Peter's School, Chailey</u> - ESCC had confirmed that it part owns and part rents the land used for a car park at Chailey St Peters school. There are sixty spaces in total, two of which are for disabled use. The car park received planning permission because there is no direct pedestrian access to the school and therefore 90% of children would travel by car.</p> <p>m <u>Annual Council Plan</u> - The Council agreed with the items suggested by the Clerk for inclusion within the Council's plan for the next year. Councillors wished to also add support for local businesses, repair/replacement of the village sign and support for twinning and the Sierra Leone links.</p>	<p>Clerk to purchase updated Sage 50 accounts package</p> <p>Items to be included within the Annual Council Plan were agreed</p>	<p>LG</p> <p>LG</p>
9	<p>Working Group Reports</p> <p><u>Communications Group</u></p> <p>a <u>To make recommendations regarding the purchase of a projector</u> to allow planning applications to be viewed at meetings. The Clerk had identified a couple of possible projector options, each at less than the £200 original budget imposed. The Council agreed to purchase the cheapest of these.</p> <p>b <u>Website</u> - still to be worked on to get content up-to-date.</p> <p><u>Finance and Policies Group</u></p> <p>c <u>To discuss and agree an Employer Discretions Policy</u> for membership of the Local Government Pension Scheme - to be deferred to next meeting.</p> <p>d <u>To respond to the consultation on the draft recommendations of the East Sussex Electoral Review</u>, within which Wivelsfield would become a ward in its own right (compared with the current joint ward arrangement with Chailey). Consultation period ends 16 June 2016. The Clerk to liaise with the Clerk of Chailey Parish Council and submit a further letter, reiterating the Parish Council's wish to retain the present joint ward arrangement.</p> <p><u>Asset & Planning Group/Neighbourhood Plan (NP)</u></p> <p>e <u>Update on the Neighbourhood Plan</u> - still awaiting the examiner's report. Councillor Fair queried what would happen if the Bovis appeal were to happen before the NP referendum. The Chairman replied that the Springfield appeal hearing inspector attached weight to the Neighbourhood Plan, and it is also mentioned in the decision notice for the school. He therefore felt that it would be difficult for another inspector not to give weight to the NP.</p> <p>f <u>Update on Cala Homes development off North Common Road</u> - Councillor van Bochove had passed on information from Cala, notifying residents that Saturday morning working will commence shortly (8.30am-1pm). It was agreed that signage</p>	<p>Agreed to purchase projector at cost of £125</p> <p>To work on website</p> <p>Clerk to liaise with Chailey Clerk and write to the Boundary Commission</p> <p>To find out where the power supply for the</p>	<p>LG</p> <p>LG ID /JF</p> <p>LG</p> <p>MvB</p>

		advising construction traffic not to enter the village from the B2112 should be more prominent and perhaps include signs back at the top of Fox Hill on the Haywards Heath relief road. A query was raised about where power to the site will be drawn from. Councillor van Bochove to follow-up with Cala Homes. g <u>Update on the Springfield site</u> - no further information available. h <u>Bovis appeal</u> - still awaiting a date for the public inquiry. i <u>Findings of the recent Asset Inspection</u> - not yet completed. <u>Highways & Street Lighting Group</u> j <u>Forthcoming SLR Meeting with ESCC Highways</u> - the Chair read out the list of items included on the agenda for this week's Strengthening Local Relationships (SLR) meeting. Councillors asked for grass cutting (or the recent lack of it) to be discussed, as well as parking around the school during building work. k <u>To Discuss the Proposed Lighting Scheme for the Ridge Way development</u> - Councillors had found the information received difficult to understand as the diagrams were very technical. The Clerk to ask if someone could come out to talk members through what is proposed, or at the very least provide an 'idiot's guide'. <u>Community Development</u> l <u>Twinning update</u> - representatives from Sourcieux-les-Mines will be coming over after Village Day this year and will be spending some time at the primary school.	Cala site will be taken from Asset inspection to be completed Lighting designer to be asked to come out to speak to Council	JF
10		Report from Village Hall - there will be a meeting of the Village Hall Management Committee this Wednesday.		
11		Items for Noting or Inclusion on Next Agenda Website, Asset Inspection & Village Day		
12	a	Dates of Next Meetings 4 July 2016 - Parish Council Meeting		

The meeting closed at 9.45pm.

Accounts for Payment for the Parish Council Meeting of-6 June 2016

Accounts approved for payment at the meeting:

Payee	Expenditure	Value £	Total £	Chq No
Lewes District Council	June play area inspection		18.00	100465
E Gander	June salary		1101.34	100466
East Sussex Pension Fund	Pension contribution June 2016		355.42	100467
HMRC	Quarterly PAYE/NI Contributions		662.84	100468
E Gander	Reimbursement for Wivelsfield.net domain renewal	7.78		100469
	Purchase of stationery supplies (toner cartridges, envelopes, laminating pouches)	132.97		
	Travel to CiLCA support session 11 April	14.17		
	New answerphone for office	24.49	179.41	
EAC Software	Email hosting June 2016	36.00		100470
	Website development	1008.00		
	Purchase of a 'search' plugin	42.60	1086.60	
M van Bochove	Travel expenses for new councillor training		13.50	100471
Mulberry & Co	Year End Audit		235.08	100472
Wivelsfield Village Day	Grant for 2016 event		700.00	100473
Total			4352.19	