

**Minutes of the Parish Council Meeting Held 11 December 2023**  
7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors H Martin (Chair), C Broad, I Haffenden, R Morris. Liz Gander (Clerk), N Turner (co-opted at the meeting) and two members of the public.	
<b>1</b>	<p style="text-align: center;"><b>Apologies for Absence</b></p> <p>a Apologies had been received from Parish Councillors Cumberland, who was away and S Morris, who was unwell, as well as from County Councillor Milligan.</p>	Apologies accepted.
<b>2</b>	<p style="text-align: center;"><b>Possible Co-option of New Councillor</b></p> <p>Nigel Turner answered some questions and explained his professional background to the Council, prior to a vote being taken. Mr Turner was duly co-opted, signed a Declaration of Acceptance of Office and took his place at the Council table.</p>	Nigel Turner co-opted as a member of the Council.
<b>3</b>	<p style="text-align: center;"><b>Declarations of Members' Interests</b></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>	None Noted.
<b>4</b>	<p style="text-align: center;"><b>Public Forum</b></p> <p>The meeting was suspended to allow the public forum to take place.</p> <p>One resident expressed utter dismay at the recent demolition of the property 'Lakedene' on Theobalds Road, which seemed entirely contrary to planning permission. A recent application to vary 'condition 1 (Plans) relating to approval LW/21/0724 to alter external materials, increase size of dormers, replacement of roof structure and pool house floor lowered by 400mm', did not in any way suggest that was being proposed was the demolition and rebuilding of the property.</p> <p>Concerns have also been expressed about the means of disposing of surface water from the site, since residents believe it should be being pumped across the road, not into a wildlife pond as is currently reported to be happening.</p>	The Council to contact Lewes District Council's Planning Enforcement Officer to follow up on this & other outstanding enforcement matters.
<b>5</b>	<p style="text-align: center;"><b>To Approve the Minutes of:</b></p> <p>a <u>The Parish Council meeting held 6<sup>th</sup> November 2023</u> – the minutes were agreed to be a true record of the meeting and were signed by the Chair.</p>	Approved & signed.
<b>6</b>	<p style="text-align: center;"><b>Planning Matters</b></p> <p style="text-align: center;"><b>New application considered at the meeting:</b></p> <p>a <u>LW/23/0680 - Cads, Valebridge Road</u> - Change of use and conversion from workshop to dwelling house with integral garage.</p>	To submit a neutral comment.

b	<p><b>Application received between the publication of the agenda and the meeting:</b>  <u>LW/23/0756 – Farm View, South Road</u> – erection of single storey rear extension and alterations to fenestration. Details of this application had been received on the day of the meeting and therefore members had not had chance to review it. The Clerk has sought an extension of time to the consultation deadline which, if approved, will allow for the application to be discussed at the January meeting. If not, the Clerk will review any comments made by councillors via email, along with any comments lodged by neighbours on the Lewes District Council planning portal, and submit a comment on behalf of the Council under her delegated powers.</p>	Clerk to submit comment on behalf of Council unless extension to consultation deadline received.
c	<p><b>Notices of Planning Approval Received (To note for information only)</b>  <u>LW/23/0288 - Land Opposite South Cottage, South Road</u> - Approval of Reserved Matters following Outline Planning Permission (reference LW/21/0754) relating to the Layout, Scale, Appearance and Landscaping for the erection of up to 45 homes, (including 40% affordable) and formal and informal open space including new woodland planting and play areas.  In light of the query at 7e, the Council agreed to ask Lewes District Council whether a Section 106 Agreement has been drawn up for the South Road site yet and to find out whether a substantial sinking fund could be built into it, in order to ensure that the developer contributes to the ongoing upkeep of the communal areas of the site for a meaningful number of years.</p>	Clerk to ask about S106 Agreement for South Road site.
d	<p><u>LW/23/0572 – 9 Baldings Cottages, Green Road</u> – demolition of porch, conservatory &amp; garden shed &amp; replacement with a single storey side and rear extension.</p>	Planning approvals noted.
e	<p><u>LW/23/0516 – Hedgerows, Theobalds Road</u> – two storey side extensions to both ends, two storey and single storey rear extensions, 2 no. pitched roof dormers to the front and 3 no. rear, alterations to fenestration, installation of solar panels to front and boundary amendments.</p>	
f	<p><u>LW/23/0350 – Kelowna, Valebridge Road</u> – change of use from ancillary annex to residential dwelling house and retrospective permission for first floor accommodation and roof lights.</p>	
g	<p><u>LW/22/0786 – Wivelsden Farm, North Common Road</u> – hay and straw barn for agriculture.</p>	
h	<p><b>Other Planning Matters</b>  <u>Consultation on Lewes Local Plan - 'Towards a Lewes Local Plan: Spatial Strategy and Policy Directions'</u> – consultation runs until 8<sup>th</sup> February and all residents are encouraged to respond.</p>	To arrange a meeting in Jan to discuss.
i	<p><u>Planning Appeal Decisions &amp; Analysis</u> – Committee Report for Lewes Planning Applications Committee (for noting and information). The Council was disappointed to note that, whilst members of Lewes District Council's Planning Committee have, in its view, been doing their job as elected representatives and disagreeing with officer recommendations to approve certain planning applications where they felt (on the basis of local knowledge) that it was appropriate to do so, this simply seems to have resulted in more applications going to Appeal, costing LDC money, which is now therefore being cautioned against.</p>	Report noted.

7	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p> <p>h</p>	<p><b>Financial Matters</b></p> <p><u>To approve this month's payments</u> – the Council approved eleven items of general expenditure for this month totalling £6,142.42, along with £954 for an item coming under the second part of the Village Hall Improvement Project. (See Appendix A).</p> <p><u>To review and sign off the bank reconciliations for September and October</u></p> <p><u>To note the new national salary scales issued in November</u>, to be backdated to 1 April 2023.</p> <p><u>To review the draft Budget 2024/25</u> – Councillors highlighted the need to add in costs for cleaning the toilets at the Hall which will be open to the public in due course. Further information had also been received regarding councillor allowances and energy charges, which will need to be factored into the budget. These amendments will be made ready for discussion at the January meeting.</p> <p><u>To discuss a request from the residents of Charters Gate Way for the Parish Council to contribute towards the cost of tree works</u> – whilst the Parish Council had every sympathy for residents being expected to cover the cost of significant tree works on this estate, it had sought advice which indicated that it has no power to contribute to these works on private land. The Council suggested that residents seek multiple quotes, ensure that all trees in question are within the site and consider making wood available for local residents to use, rather than paying to have it taken away. It was also suggested that they go back to the Management Company and/or Lewes District Council, to see whether any sinking fund provision was made for ongoing maintenance as part of the original Section 106 Agreement for the site..</p> <p><u>Tree works on the green</u> – back in April 2019, following some years' worth of ongoing dispute about ownership of the oak trees bordering the Village Hall car park and the consequent reluctance of the Hall's Management Committee to pay for work on them, the Parish Council agreed to take responsibility for having any necessary work done to ensure that they were appropriately maintained. Whilst this arrangement has continued since, the present Council's understanding of the responsibilities of the Management Committee is that the Committee should be responsible for all costs associated with the maintenance of the buildings and grounds and should levy charges on hirers at a level to ensure this is possible. The Council recognises that, as a community facility, these fees need to be appropriate and is willing to provide occasional financial assistance in the form of a grant if necessary. It was agreed that the Chair will request a meeting with the Village Hall's Chair to discuss arrangements going forward and to make clear that the Council is extremely appreciative and supportive of the work that the Committee Trustees do. A subsequent meeting between other representatives of the two bodies to be arranged if needed.</p> <p><u>To discuss whether to continue with the Council's Zoom subscription when due for renewal</u> – it was agreed that, whilst Zoom had been invaluable during lockdowns, it would be sensible to use Microsoft Teams (included within our Office 365 subscription) going forwards, should any informal, virtual meetings be needed. As such, the Council's Zoom subscription will not be renewed.</p> <p><u>To note a refund from our former IT contractor</u> – a refund of £314.50 is due from our former IT support provider, by way of a credit for unused support hours.</p>	<p>Payments approved.</p> <p>Reviewed &amp; signed.</p> <p>Noted.</p> <p>Budget to be updated to include factors mentioned.</p> <p>Council to make suggestions to residents.</p> <p>Chair to meet with Chair of Hall Committee.</p> <p>Zoom subscription will not be renewed.</p> <p>Refund noted.</p>
8	<p>a</p> <p>b</p> <p>c</p>	<p><b>Policies for Adoption or Review</b></p> <p><u>To consider adopting the following new policies:</u></p> <p>Dignity at Work Policy (required to comply with the Civility &amp; Respect Pledge)</p> <p>Equality &amp; Diversity Policy</p> <p><u>To review and update the following existing policies:</u></p> <p>Communications with the Press &amp; Media</p>	<p>All policies as presented were agreed and will be adopted/</p>

	d e f g h i j k l m	Social Media Policy Data Protection Policy Data Sharing Agreement Filming & Recording of Meetings Policy Freedom of Information Publication Scheme Information Security Incident Policy Internet & Email Usage Policy IT Security Policy – Councillors IT Security Policy – Staff Privacy Notice - Staff	renewed as appropriate.
9	a b c d e f g	<p><b>Clerk's Report</b></p> <p><u>GDPR training</u> – virtual training with the Council's Data Protection Officer to be arranged for February/March.</p> <p><u>Annual Play Area Inspection</u> - Clerk to order a replacement wooden stepping post for large play structure.</p> <p><u>Church Lane car park update</u> – awaiting quotes for both drainage/surfacing and replacement of post and rail fence at front.</p> <p><u>To agree a date for an informal meeting to discuss community consultation</u> – Council to meet on 29<sup>th</sup> January for an informal discussion.</p> <p><u>Information about street lighting under the new East Sussex Highways contract and awaited lighting repairs</u> – the Street Lighting Supervisor from East Sussex Highways is meeting with all clerks to go through arrangements under the new Balfour Beatty contract and will then be in a position to start providing quotes for outstanding work. All three lights in the Church Lane car park are currently out and not repairable. Highways will aim to make a temporary repair (by putting in a standard lamp or two) to restore light, until such time as they are able to quote for and install replacement heritage style lights. Highways is aware of work awaited to other lights, including on Ditchling Road and in Farncombe Close, and will provide the Parish Council with quotes for these as soon as possible.</p> <p><u>Action list</u> – had been updated.</p> <p><u>To discuss a location for the temporary speed indicator device on South Road</u> – Highways had said that they were unable to give an opinion as to whether the site originally earmarked for the temporary Speed Indicator Device (SID) on South Road would remain viable with the upcoming new development, as plans for the road access were not yet determined. This has been challenged as approved plans are available and the Clerk is awaiting further information accordingly.</p>	<p>Training to be arranged. Clerk to arrange. Quotes awaited. Meeting arranged.</p> <p>Clerk awaiting meeting with Highways Lighting Supervisor.</p> <p>Awaiting further contact from Highways.</p>
10	a b	<p><b>Reports from Parish Councillors</b></p> <p><u>Feedback from the ESALC AGM &amp; Conference, held 14 November 2023</u> – the conference had been cut short owing to parking issues. There had been a number of speakers, though it was noted that these events are often as useful from the point of view of networking with other councils.</p> <p><u>Liaising with Village Hall Management Committee regarding respective responsibilities</u> – as discussed under 7f, the Chair will arrange a meeting with the Chair of the Management Committee.</p>	
11		<p><b>Reports from District &amp; County Councillors, MP &amp; PCSO</b></p> <p>A report had been received from County Councillor Milligan.</p>	
12		<p><b>Items to be taken to the Next Lewes District Association of Local Councils Meeting</b></p> <p>Still awaiting confirmation of when the next meeting will be.</p>	
13		<p><b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b></p>	

	a	Sussex Police letter to MPs and Councillors	Noted.
	b	East Sussex Highways presentation as given at ESALC AGM	Noted.
	c	<a href="#">Consultation on Lewes District Council's priorities for the next four years</a> (consultation runs until 31 <sup>st</sup> December). The Council's comments related to difficulties with LDC's website, Customer First, poor chat bot and general issues with communication.	Clerk to respond on Council's behalf.
	d	<a href="#">Consultation on the East Sussex draft Local Transport Plan 4</a> (LTP4). Consultation runs until 25 <sup>th</sup> February 2024.	Noted.
	e	<a href="#">Transport for the South East, State of the Region 2023 Report</a> (to note for information).	Noted.
	f	<a href="#">Letter from parents re bus service to Wivelsfield Primary School</a> – Council happy to signpost parents to relevant contacts.	
	g	<a href="#">Email re Cala Homes Exhibition</a> – residents and councillors alike had been disappointed with the exhibition and Cala representatives. Comments included that the exhibition had seemed very much for show, that fliers advertising it were sent out much too late and that people's local knowledge and opinions were being argued against rather than listened to. Still nothing has been heard about the online alternative for reviewing the plans and making comments that the Council had requested for those unable to attend. The Clerk to pursue a meeting with a more senior Cala Homes representative, after the initial contact's repeated failure to reply to emails.	Clerk to seek a meeting with a more senior representative of Cala Homes.
<b>14</b>		<b>Items for Noting or Inclusion on Next Agenda</b>	
<b>15</b>	a	<b>Date of Next Meeting</b> Monday 15 <sup>th</sup> January 2024	

The meeting closed at 9.10pm

Accounts Approved for Payment at the Meeting of 11<sup>th</sup> December 2023

## Items Paid Since the Last Meeting – Now Ratified

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
The Monday Group	Donation for Jacob's Post signage as agreed at meeting of 6 <sup>th</sup> November		200.00	Online	874
<b>Total</b>			<b>200.00</b>		

## New Items Approved at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Salaries	December 23 (including back pay to 1 <sup>st</sup> April for annual pay award)		3,162.00	Online	875
East Sussex Pension Fund	Pension contributions December 23		1185.86	Online	876
Lewes District Council	Car park & pavilion bin emptying October 23		48.00	Online	877
Lewes District Council	Car park & pavilion bin emptying Nov 23		38.40	Online	878
Lewes District Council	Charters Gate Way dog bin emptying December 23		93.60	Online	879
Lewes District Council	Outdoor Gym & Play Area Inspection December 23		36.00	Online	880
Sage UK Ltd	December 23 Sage 50 Accounts subscription		92.40	DD	881
Ansty & Staplefield Parish Council	Share of street lighting energy costs Valebridge Road area		407.26	Online	882
John Wigzell	Fixing straps and padlock for temporary SID		68.23	Online	883
Wivelsfield Village Hall	Electricity for office – 1 Jan – 11 Dec 23		870.28	Online	884
Tetrabyte	IT contract		140.39	DD	885
<b>Total General Expenditure</b>			<b>6,142.42</b>		
<b>Village Hall Improvement Project Part 2</b>					
Central Linemarkings Ltd	Line marking at Village Hall car park		954.00		886
<b>Total Village Hall</b>			<b>954.00</b>		
<b>Total Expenditure December 2023</b>			<b>7,096.42</b>		