

## Minutes of the Parish Council Meeting Held Monday 12 April 2021

7.30pm via the 'Zoom' Video Conferencing Platform<sup>1</sup>

Agenda Item	Description	Resolved
<b>Present:</b>	Councillors Dutt, Haffenden, Martin, R Morris, Rust and Pascoe. District Councillor Bikson, Liz Gander (Clerk) and seven members of the public.	
<b>Open Forum:</b>	<p>Councillor Bernard Rust, standing in as Chair for the evening, welcomed those present and indicated that the meeting would start with a minute's silence, as a mark of respect for Prince Philip, Duke of Edinburgh, who passed away last Friday.</p> <p>One resident asked when the refurbishment work is starting at the Village Hall. The Clerk advised that it is due to begin during the week commencing 3 May.</p>	
<b>1</b>	<p><b>Apologies for Absence</b> Councillor Dawson (Chair) had sent his apologies having got held up at a prior appointment and Councillor S Morris was unable to attend due to illness.</p>	
<b>2</b>	<p><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</p>	None noted.
<b>3</b>	<p><b>To Approve the Minutes of:</b> a The Parish Council Meeting held 1 March 2021 b The Extra-ordinary meeting held 8 March 2021</p>	Both sets of minutes approved & will be signed by the Chair.
<b>4</b>	<p><b>Planning Matters</b> <b>New planning applications considered at the meeting:</b> a <u>LW/21/0105 - Valebridge, Valebridge Road</u> - Variation of condition Number 1 and removal of condition 4b relation to approval LW/20/0281. b <u>LW/21/0128 - Coldharbour Park, Hundred Acre Lane</u> - Loft conversion with gable window and dormer roof extensions with recladding of existing dormer. c <u>LW/21/0208 - Roselands, North Common Road</u> - Certificate of Lawful Use/Dev (Proposed) - installation of roof lights to facilitate conversion of room.</p> <p><b>Other Planning Matters</b> d <u>Notification from Mid Sussex District Council of the withdrawal of application DM/17/2739 - Land To The East And West Of Hurst Farm Hurstwood Lane</u></p>	<p>To support the application. To submit a neutral comment. To support the application.</p> <p>Clerk awaiting further</p>

<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

	e	for development of up to 375 new homes, a 2 form entry primary school with Early Years provision, a new burial ground, allotments, Country Park, car parking, 'Green Way', new vehicular accesses and associated parking and landscaping. <u>Public consultation on plans for land east of Ditchling Road</u> – the team involved with developing proposals for this area of land are planning to consult with the local community in due course, by way of a door drop which will include information about the proposed scheme and a prepaid envelope to allow people to submit their comments.	information about the circumstances surrounding this.
5	a b c d e f g	<b>Financial Matters</b> To review and authorise items for payment. To note the financial statements to the end of March. <u>Increase in Fidelity Guarantee insurance</u> – the Clerk had increased this element of the Council's insurance to cover the bigger sums which will be held, temporarily, in the Council's bank accounts, between the receipt of grant funding and the loan for the Village Hall's building works, and payment of associated invoices. <u>To review quotes for the Church Lane car park work</u> – the Council resolved to engage John Millam to undertake the works, at a sum of £2800 & VAT. Mr Millam's quote was the most competitive, helpfully suggested an improvement to the original specification and he has the benefit of knowing the car park, having been the contractor to install it originally. <u>To review quotes for new signs for the recreation ground and play area</u> – the best price received so far was for £720.84, to cover both signs for the play area and ones for the village green, to discourage dog fouling. As one quote was still awaited and the Council wished to have some additional signs printed for around the Parish, it was resolved to allocate a budget of £1k to the signs. The Clerk to place the relevant orders once the final quote has been received and the best price identified. <u>To review quotes for wet pour surfacing at the playground</u> – deferred to next meeting as only one of three quotes requested had been received. <u>To approve the estimate for extending the concrete area inside the top pedestrian gate of the play area</u> – the Council approved the estimate of £175 to widen the concrete entrance way at the top of the children's playground.	Approved. Noted. The increase in insurance provision arranged was noted. To engage John Millam to undertake the work. Budget of £1k set aside for the signs, to come out of the Village Improvement Fund. Deferred to next meeting. Estimate approved.
6	a b c d e	<b>Clerk's Report</b> <u>Bus shelter repairs, Green Road</u> – the Clerk had, having liaised with the Chair, arranged for the replacement of a broken pane of glass in the bus shelter on the northern side of Green Road. <u>To confirm the date and arrangements for the Annual Meeting in May</u> – since the element of the coronavirus regulations which allowed for virtual meetings to be held, expires on 7 <sup>th</sup> May, it was agreed to move the Annual Meeting to Tuesday 4 <sup>th</sup> May. <u>To confirm arrangements for the Annual Parish Meeting</u> – similarly, in order to be able to convene the Annual Parish Meeting virtually, this will be held on Wednesday 5 <sup>th</sup> May. <u>To agree meeting dates for the period June-October 2021, to allow for approving payments for the Village Hall contract</u> – it was agreed to push the normal monthly meeting dates back by a week or so for the period June-October, to tie in with the schedule for approving payments for the Hall project. A revised list of dates will be issued. <u>To discuss giving notice on the current office</u> – it was agreed that, with building work at the Hall due to finish in mid-October, notice on the current	Noted. To be held, virtually, on Tuesday 4 <sup>th</sup> May. To be held, virtually, on Wed 5 <sup>th</sup> May. Dates agreed. Agreed to give notice to vacate

	f	parish office at The Cock Inn will be given, with a view to vacating it by the end of November 2021. <u>To discuss the possibility and value of relocating the large rocks from the play area</u> - mention had been made in the past of the possibility of removing the rocks from the playground. Out of curiosity, an estimate of £600 had been obtained for the cost of moving them out of the playground and up to the edge of the green, by the bus shelter adjacent to Green Road, (with an additional £200 to be added to this if they were to be removed from the green entirely). As these were put in as part of the 2013 revamp of the playground as a 'natural' feature to encourage children to explore, climb, jump from and develop physical confidence, it was agreed that they should remain.	from end of November '21.  Rocks to be left where they are currently.
	g	To agree a response to the <a href="https://www.gov.uk">Local authority remote meetings: call for evidence - GOV.UK (www.gov.uk)</a> The Council reviewed and agreed responses to the eleven questions within this consultation. It felt overwhelmingly that local councils should be allowed to continue to hold remote meetings and that overall, whilst some who do not have the technology to allow them to join a meeting virtually might be disadvantaged, this was outweighed by the convenience and benefits of both councillors and members of the public being able to join from their own home. The council sought the opinion of residents present, who similarly agreed that it was useful to be able to join a meeting without having to leave home, and to be able to have it on in the background, whilst being able to do other things. Overall attendance at meetings by members of the public has increased since switching to virtual meetings.	Responses to consultation agreed. To be submitted by the Clerk.
7	a	<b>Reports from Councillors</b> <u>Neighbourhood Plan review update</u> - the working group will be meeting on 19 <sup>th</sup> April to review what needs to be updated. In order to keep the Plan current, it will need to be reviewed every two years.	
	b	<u>Faded speed signs opposite Charters Gate</u> - the red band around the speed signs has faded.	
	c	<u>Dirty village signs at TP and also entrance to village</u> - will be taken up with Highways.	
	d	<u>Trees obscuring streetlight at Fanners</u> - to be followed up informally.	
	e	<u>Hedge blocking pavement opposite Blackmores junction</u> - Cllr Pascoe had spoken to the property owner who had indicated their intention to get the hedge cut back.	
	f	<u>Hedge over pavement at South Road</u> - to be mentioned to Highways.	
	g	<u>Old circus sign at roundabout</u> - mention to Highways.	
	h	<u>Removal of old Village Hall sign</u> - working party to be organised to dig this up.	Clerk to write to Highways in respect of items b, c, e, f and g.  Working party to remove sign.
	i	<u>Vandalising and destruction of bridges on Drovers road, with damming and bridging of the stream leading to blockage of the tube</u> - it was agreed to look into getting some signs made up for the bridleway. However, it was suggested that the Council is mindful to avoid a proliferation of signs, as there are already said to be three different types in evidence on the bridleway.	Discussion to take place around content of signs.
8	a	<b>Village Hall Improvement Project</b> <u>Update</u> - the work is now due to start during the first week of May, having been put back by a month owing to a long lead time on the purchase of some materials.	

	b	<u>To note the payments schedule for the work and to discuss arrangements for drawing down CIL funding and the PWLB loan</u> – the Clerk is currently liaising with Lewes District Council regarding the drawing down of CIL. It was agreed that it is more prudent to have receipts coming in in stages, to match the timing of invoices, than to have all funding delivered at the start.	Agreed to draw money down in stages.
	c	<u>To agree to engage the civil and structural engineers on an hourly rate basis if needed for advice during the construction process</u> – agreed.	Agreed.
	d	<u>Results of the asbestos survey</u> – asbestos found in the Hall was minimal and of the type that only needs dealing with if, as in this case, significant structural work is going to be undertaken.	
9		<b>Correspondence</b>	
	a	NHS, Social Care and Frontline Workers' Day, 5 <sup>th</sup> July 2021.	Noted.
	b	VE day 2021 – to consider at a future meeting whether to purchase a silhouette that can be used to commemorate those who have died serving our country at events such as Remembrance Day.	To be considered at a future meeting.
	c	East Sussex Association of Local Councils (ESALC) support arrangements from 1 April 2021.	Noted.
	d	Letter from Maria Caulfield MP regarding the Lewes Local Plan and associated emails from Lewes District Council.	Noted.
	e	Letter from the Ministry of Housing, Communities and Local Government about the resumption of face to face meetings.	Noted with disappointment.
	f	Email regarding verge cutting and highways work on Hundred Acre Lane.	Noted.
	g	Enquiry from Plumpton College. A few projects which Plumpton College students might be able to help with were suggested, but thought unlikely to be appropriate for various reasons. These included: helping to clear a ditch by bridleway 18, cleaning and repainting road signs and writing an article for the Wivelsfield News. The Clerk to liaise with the College and the Council to bear students in mind if other projects which fit their criteria arise.	Clerk to liaise with Plumpton College.
	h	East Sussex Pension Fund - new Ill Health Liability Insurance arrangement: information for employers.	Noted.
	i	<b>Additional items of correspondence received since publication of the agenda</b> Request to have a skip in the Church Lane car park – the land owner and Parish Council both agreed to the siting of a skip in the car park temporarily, whilst building work is undertaken at number seven Church Lane.	Siting of skip agreed.
	j	Mulberry and Co Training – noted.	Noted.
	k	Police Focus Group Invitation – Councillor Martin and the Clerk to attend.	Attendees
	l	East Sussex Highways Rights of Way Team – suggested site meeting in West Wood. It was proposed that Councillors Dawson and R Morris attend.	agreed for items k and l.
	m	Welcome back fund – to be discussed at next meeting.	
	n	Costs for installing posts for a temporary speed indicator device - to be discussed at a future meeting.	
10		<b>Items for Noting or Inclusion on Next Agenda</b> None noted.	
11		<b>Date of Next Meeting</b>	
	a	Tuesday 4 <sup>th</sup> May – Parish Council Meeting	
	b	Wednesday 5 <sup>th</sup> May - Annual Parish Meeting	

Councillor Haffenden thanked Councillor Rust for stepping in to Chair the meeting and the meeting closed at 9.16pm.

## Items Approved for Payment at the Meeting of 12 April 2021

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary April 21		1546.49	Online	316
East Sussex Pension Fund	Pension contributions April 21		555.34	Online	317
Lewes District Council	April 2021 play area & outdoor gym inspection		36.00	Online	318
Lewes District Council	Dog bin emptying 1 April – 30 June 21		655.20	Online	319
Lewes District Council	Litter bin emptying 1 April – 30 June 21		54.29	Online	320
Lewes District Council	Dog bin emptying Charters Gate Way April 21		93.60	Online	321
Transparity Solutions Ltd	March 2021 Office 365 Subscription		47.76	Online	322
Sage UK Ltd	March Sage 50 Accounts subscription		102.00	SO	323
Trident Computers UK Ltd	IT contract May 21		55.80	Online	324
Simon Goacher	Payroll Services 2020-21		221.01	Online	325
ESALC	ESALC/NALC annual subscription		918.50	Online	326
East Sussex County Council	Street Lighting Maintenance 2020-21 Street Lighting Energy 2020-21	2131.20 2324.80	4456.00	Online	327
The Cock Inn	Donation for use of office 1 April – 30 June 2021		300.00	Online	328
Wivelsfield Green Cricket Club	First half of annual cricket pitch maintenance grant		350.00	Online	329
E Gander	Reimbursement for money to Sage to cover additional £6 for March and April until Standing Order updated with bank Glass for bus shelter repair	12.00 40.00	52.00	Online	330
Ed Pascoe	Mileage and expenses for working group activities		31.58	Online	331
<b>Total General Expenditure</b>			<b>9475.57</b>		
<b>Village Hall Improvement Project</b>					
Robinson Low Francis	Pre-start Meeting		1080.00	Online	332
Crofton Consulting Ltd	Electrical design scheme for western end of Hall		4780.80	Online	333
<b>Total Village Hall Expenditure</b>			<b>5860.80</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>15,336.37</b>		

Online payments set up by the Clerk on: 22 April 2021. Authorised by I Dawson.