



Minutes of the Parish Council Meeting Held Monday 12 December 2022

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item		Description	Resolved
Present:		Parish Councillors I Dawson (Chair), I Haffenden, R Morris, D Cumberland, C Broad. County Councillor Milligan, District Councillor Bikson, Liz Gander (Clerk) and two representatives of the Village Hall Management Committee.	
Open Forum:		No open forum was required.	
1	a	Apologies for Absence Apologies had been received from Councillors Martin (concerned about conditions underfoot following the snow) and S Morris, who was ill.	Apologies accepted.
2		Co-option of New Councillor(s) The Chair invited the two gentlemen who had put themselves forward for co-option, to introduce themselves and explain a bit about their background and reasons for wanting to join the Council. Following each introduction, members voted, and resolved to co-opt both David Cumberland and Chris Broad to the Council. Councillors Cumberland and Broad signed their declarations of acceptance of office and took their seats at the Council table.	To co-opt David Cumberland & Chris Broad to the Council.
3	a b	Declarations of Members' Interests 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.
4	a	To Approve the Minutes of: The Parish Council Meeting held 3 rd October 2022	Approved & signed.

5		<p>Planning Matters</p> <p>New Planning Applications Considered at the Meeting</p> <p>a <u>LW/22/0661 - 39 Charlwood Road</u> - Single storey side extension and paving of driveway.</p> <p>b To Ratify Comments Submitted for the Following Applications <u>LW/22/0658 – Edgewood, South Road</u> - 1no Rear Dormer with two rooflights to front roofslope.</p> <p>c <u>LW/22/0691 - Land North Of More House Farm, Ditchling Road</u> - Retrospective change of use of agricultural land to dog walking compound.</p> <p>d To Consider the Following Tree Works Applications <u>TW/22/0103/TPO – 28 Downscroft</u> – T14, Oak, fallen in flood; T13 oak – crown reduction of 3m for safety of property.</p> <p>e <u>TW/22/0104/TPO - 3 Highview Place</u> - T1 - Oak - Crown lift lowest branches by approx 1-2 metres, prune lateral spread towards house back by 2 metres and blend into high crown, remove major deadwood - to achieve clearance from the house.</p> <p>f Notices of Planning Permission Received (for information only) <u>LW/22/0537 Barnard And Brough, Green Road</u> - Installation of 5no internally illuminated fascia signs, 2no non-illuminated fascia signs, 1no internally illuminated pylon sign and 1no internally illuminated directional sign.</p> <p>g <u>LW/22/0543 - Townings Place Barn, Slugwash Lane</u> - Erection of timber treehouse around walnut tree in rear garden.</p> <p>h Other Planning Matters <u>Land East of Ditchling Road Appeal</u> – it has been confirmed that the Inquiry will begin on Tuesday 10th January 2023, at 10am, at Wivelsfield Village Hall and is expected to last for five days. It was agreed that the Chair will speak on the Council's behalf at the Inquiry and will put together a speech which will be circulated for Council approval, prior to the event. The Chair will also organise a public meeting, to allow residents to share their views and discuss who from the community is going to speak, in order to ensure all key arguments are covered, but without undue duplication (as it has previously been made clear that Inspectors do not take kindly to hearing the same thing said by several different people).</p>	<p>To submit a neutral response.</p> <p>Ratified response of 'no objection'.</p> <p>Ratified a neutral response.</p> <p>Neutral response agreed.</p> <p>Neutral response agreed.</p> <p>Chair to speak on the Council's behalf, with a pre-approved speech.</p> <p>Meeting to be arranged to allow residents to agree approach.</p>
6		<p>Financial Matters</p> <p><u>General Finance</u></p> <p>a <u>To ratify payments made in November</u> – the Council ratified seventeen payments made in late October and November, totalling £4272.54 (please see Appendix A for more information).</p> <p>b <u>To approve December payment items</u> – the Council approved a further two items paid since the November payments run, and before this meeting, totalling £1128.75, along with thirteen items of general expenditure totalling £8062.34 to be paid after the meeting. Additionally, there were three items relating to the Hall Improvement Project, totalling £6470.89.</p> <p>c <u>To answer the query raised about the quarterly financial statements in October.</u></p>	<p>Approved.</p> <p>Approved.</p> <p>Noted.</p>

	d	<u>To note and approve the new Clerks salary scales</u> , effective from (ie to be backdated to) 1 April 2022.	Noted & agreed.
	e	<u>To review the initial budget for 2023/24</u> – the figures in the initial budget were agreed, in principle, as they stood, with the Council awaiting some information from the Management Committee regarding a caretaker (to be provided for the next meeting).	Awaiting feedback from Management Committee.
	f	<u>To consider the budget implications and a long-term plan for the aspirational items raised at the Visioning evening held in October.</u>	Meeting to be arranged.
	g	<u>Confirmation of a CIL receipt of £39,448.28 in respect of planning application LW/18/0566</u> (24 dwellings at 'The Nuggets', Valebridge Road).	Noted.
	h	<u>To ratify paying for outstanding work to the Hall up front</u> , prior to reclaiming it from Lewes District Council by way of the formerly approved CIL bid, in order to enable work to go ahead more quickly.	Agreed.
	i	<u>To liaise with the Hall's Management Committee regarding the need and funding for a caretaker.</u> A provisional sum of £5k towards a caretaker's salary was agreed in principle, dependent upon the Management Committee providing outline costs and a job description of what the role would entail.	Sum agreed in principle. Awaiting further information.
	j	<u>To ratify approving a donation of £500 towards repairs to bridleway 19/1 by the Monday Group.</u> The Monday Group had estimated that the work would cost £1500, but were only asking for a contribution towards the cost, which the Council was happy to give, under its power to repair and maintain public footpaths & bridleways ¹ .	Donation of £500 agreed.
	k	<u>To discuss office cleaning and approve the purchase of a vacuum cleaner</u> – it was agreed that the Council will purchase a vacuum cleaner (up to £200 budget agreed) and that the Clerk will take over cleaning the office from January.	Change to cleaning arrangements approved.
	l	<u>Confirmation of external audit arrangements from 2022-23 to 2026-2027</u> – it had been confirmed that PKF Littlejohn LLP will continue to provide external audit services for the next five years.	Noted.
	m	<u>To review a quote received for work to the children's play area, outdoor gym and basket ball board, following the annual play area inspection</u> – it was agreed to seek quotes for a repair to the slide unit, a general maintenance visit to tighten fixings and replace missing caps, and to look at the air walker at the gym. Other items to be built into a cyclical maintenance schedule.	Items to seek quotes for identified.
	n	<u>To consider a replacement lantern for column B, Ditchling Road</u> – the Council agreed to fund a replacement lantern at an estimated cost of £1450.	Agreed.
7		Clerk's Report	
	a	<u>Actions list</u> – old items to be removed.	
	b	<u>Review of the visioning exercise held last month and to agree a date for a follow-up meeting.</u> It was agreed to hold a follow-up meeting with Trevor Leggo, ideally on either 19 th or 26 th January.	To arrange another meeting.
	c	<u>Feedback from the Scribe Clerks' Conference held on 14th October</u> – the Clerk outlined the topics covered and invited councillors to ask if they would like to be sent a link to the recorded webinar.	Noted.
	d	<u>Key messages arising from the local elections briefing at Lewes District Council on 23rd November</u> – the Clerk summarised key information arising from the meeting, including the fact that all nomination papers for prospective councillors must be hand-delivered to Lewes District Council, at a pre-arranged appointment, before 4pm on 4 th April 2023. All voters	Noted.

¹ Highways Act 1980, ss.43, 50

	e	attending polling stations at next May's elections will be required to show a form of photo ID.	Meeting to be arranged.
	f	<u>To arrange a meeting with members of Ditchling Parish Council and residents to discuss potential improvement works to the bridleway past St George's</u> – the Clerk to seek a lunchtime meeting on Monday 6 th Feb 2023. <u>Temporary speed indicator devices</u> (SIDs) – having not been able to find an agreeable location for a temporary SID on Green Road, for vehicles travelling East, the Council agreed to proceed with licencing the three other sites previously agreed.	To seek licences for the three agreed sites.
8		Reports from Councillors	
	a	Feedback from the ESALC Chair's Forum – nothing specific was raised.	
	b	Feedback from the Village Hall Management Committee held 12 th October – warm hubs were discussed, but there would be the issue of having sessions supervised. It will be mentioned again at the Management Committee this week. The Clerk will look into funding.	
	c	Feedback from the course attended on powers and duties of local councils – Cllr Martin away, so no feedback received.	
	d	Feedback from the Sussex Police & Crime Commissioner Focus Group held on 21 November – Cllr Martin away so no feedback received.	
	e	Feedback from the ESALC AGM and conference held 30 th November 2022 – a resilience plan template is now available through East Sussex County Council.	
9		Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting	
	a	Cancellation of the monthly Community Action Safety Group meetings with Sussex Police.	Noted.
	b	Email regarding a social enterprise opportunity: 'our community store'.	Noted.
	c	Consultation on South East Water's plans to secure future drinking water supplies in the south east up to 2075.	
	d	Consultation on the Draft Mid Sussex District Plan 2021-2039. Consultation period ends on 19th December. Councillors to let the Clerk know if they have any comments.	
	e	Information on the Phoenix Project in Lewes.	Noted.
	f	Vehicles exiting from Somerset House, Eastern Road. Martin Homes had asked their site liaison person to speak to residents to advise them of the need to use the designated access point to the car park, rather than driving over the verge/pavement. This practise had however continued, (with evidence being provided by a resident, showing multiple tyre tracks in the snow), so a physical barrier will be installed to prevent it, owing to the proximity of the junction and safety concerns.	Action being taken by Management Company.
	g	Action in Rural Sussex revised community led planning support services.	Noted.
	h	Email and literature re the proposed North Barnes Farm development at East Chilmington.	Noted.
	i	Invitation to attend a meeting with Maria Caulfield to discuss planning issues on 19 th December at 5pm. Cllr Martin is registered to attend. Cllrs Dawson, R Morris and Broad indicated a wish to attend as well. Clerk to arrange.	Clerk to request additional attendees.
	j	Pensions Funding Strategy Consultation – deadline for comments 20 th January 2023.	Noted.
	k	New/refresher councillor/chairman training session – 12 th January, 7-9pm on Zoom. New councillors Cumberland and Broad asked to attend.	New cllrs to attend.
	l	Planning update from Maria Caulfield MP.	Noted.
	m	Email confirming repair of verge on North Common Road.	Noted.

10	a	Items for Noting or Inclusion on Next Agenda To agree words for Ditchling Road Appeal Inquiry. To review information received from the Management Committee in respect of a caretaker and to review implications for the Council's budget. Village Day grant application. To agree the precept.	
	b		
	c		
	d		
11	a	Date of Next Meeting Monday 9 th January 2023 – Parish Council Meeting	

Appendix A

Sums Paid in November for Ratification at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Lewes District Council	Pavilion & car park litter bin emptying Sept 22		33.60	Online Paid 11.10.22	658
Royal British Legion	Lamp post poppies		60.00	Paid 20.9.22	659
L&D Botting	Office cleaning October 22		32.00	Paid 21.10.22	660
Kelly Engineering Solutions Ltd	Repairs and maintenance around green, bus shelter, office and Church Lane car park		200.00	Paid 26.10.22	661
Salaries	Nov 22		2218.11	Online	662
East Sussex Pension Fund	Pension contributions Nov 22		827.46	Online	663
Lewes District Council	Outdoor Gym & Play Area Inspection Nov 22		36.00	Online	664
Lewes District Council	Charters Gate Way Dog Bin Emptying Nov 22		93.60	Online	665
Lewes District Council	Litter bin emptying pavilion and car park – October 22		42.00		666
Lewes District Council	Annual Play Area Inspection		63.00	Online	667
Transparity Solutions Ltd	Sept 2022 Office 365 Subscription		38.28	Online	668
Sage UK Ltd	Nov 22 Sage 50 Accounts subscription		86.40	DD	669
Trident Computers UK Ltd	IT contract December 22		60.60	Online	670
DM Payroll Services Ltd	Half yearly charge for payroll services		139.50	Online	671
Mulberry & Co	H Martin attendance at 2 courses		90.00		

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
				Online	672
SLCC	Annual subscription		234.00	Online	673
The Bard of Henley Company Ltd	Reference book		17.99	Online	674
Total General Expenditure			4272.54		

Appendix B

Accounts for Payment for the Meeting of 12th December 2022

Items Paid Before the Meeting for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
L&D Botting	Office Cleaning Nov 22		32.00		675
Expenditure on Village Hall Project*					
Parker Ironmongery	New locks etc for Village Hall		1096.75		676
Total			1128.75		

New Items Approved for Payment at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Salaries	Dec 22 (inc. back pay to 1 April 22 following NALC pay award)		2,871.55	Online	677
East Sussex Pension Fund	Pension contributions Dec 22		1114.57	Online	678
HMRC	Quarter 3 PAYE & NI Contributions		3197.52	Online	679
Lewes District Council	Outdoor Gym & Play Area Inspection Dec 22		36.00	Online	680
Lewes District Council	Charters Gate Way Dog Bin Emptying Dec 22		93.60	Online	681
Lewes District Council	Litter bin emptying pavilion and car park – November 22		33.60	Online	682
Transparity Solutions Ltd	Nov 2022 Office 365 Subscription		38.28	Online	683
Sage UK Ltd	Dec 22 Sage 50 Accounts subscription		86.40	DD	684
Trident Computers UK Ltd	IT contract Jan 23		60.60	Online	685
Ansty & Staplefield Parish Council	Share of street lighting costs for Valebridge Road area		285.23	Online	686

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
E Gander	Hot water bottle for office		12.99	Online	687
L&D Botting	Office cleaning – Dec 22		32.00	Online	688
CPRE	Donation as agreed at Oct 22 meeting		200.00		689
Total General Expenditure			8062.34		
Expenditure on Village Hall Project*					
CCTV Direct UK	Hall CCTV System		2790.69		690
TLC	Heating modules		2,875.44		691
Broadband Buyer.com	Wifi access points		804.76		692
Total Village Hall Expenditure			6470.89		
Total Expenditure			14,533.23		