



Minutes of the Parish Council Meeting Held Monday 12 June 2023

7pm, Renshaw Room, Wivelsfield Village Hall

| Agenda Item | | Description | Resolved |
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| Present: | | Parish Councillors H Martin (Chair), I Haffenden, R Morris and S Morris. County Councillor Milligan, Liz Gander (Clerk) and three members of the public. | |
| 1 | a | Apologies for Absence Parish Councillors Broad and Cumberland had sent their apologies as they were away. District Councillor Coupland had also sent his apologies as he is unwell. | Apologies accepted. |
| 2 | 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. |
| 3 | | Public Forum One member of the public had attended to make some supplementary comments to their objection to item 5a of the agenda. The Chair of the Village Day Committee invited Councillor Cumberland, as Vice-Chair, to officially open Village Day on 15 th July. The Vicar reminded those present that the Church Fete will be taking place this Saturday, 17 th June. | |
| 4 | a | To Approve the Minutes of: The Annual Meeting of the Parish Council held 15 th May 2023 | Approved and signed. |
| 5 | a b | Planning Matters New applications considered at the meeting: <u>LW/23/0272 - Park Hill, Hundred Acre Lane</u> - Erection of agricultural plant/equipment shed. The Council resolved to object to this application as there is no evidence of the need for an additional agricultural building, it is outside the development boundary, would adversely impact neighbours with the proposal being so close to the boundary with the adjacent property and there are concerns for the impact on the trees immediately next to the proposed development site. <u>LW/23/0241 - Kiplings, Nursery Lane</u> - Single Storey Rear Extension, Single Storey First Floor Extension Above Existing Attached Garage. | To object for the reasons listed. To submit a neutral comment. |

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| c | <p><u>LW/23/0194 - Ridge House, Ditchling Road</u> - Retrospective use of annex as separate dwelling. The council resolved to object to this application. It believed that, as planning consent was granted for the annex on the basis that it was tied to the house, it should remain so. Another dwelling has already been built and retrospectively approved as a separate dwelling in the grounds, meaning that, if this application were also to be granted, there would be three dwellings where there had been one, contrary to planning policy. The annex also appears to be very much a part of the main house.</p> | To object for the reasons outlined. |
| d | <p><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. The Council felt that, whilst the development is not wanted, the proposed development as presented under this planning application is one of the best that it has seen. The Council therefore resolved to support it, on the basis that a good range of play equipment is installed in the play area (ideally having first consulted the community), and that the plans as presented are adhered to, in terms of the use of permeable surfaces to reduce surface water run off and heat pumps etc at 20% over the minimum specification. The Council also asked that, should the application be approved, conditions be imposed to ensure that working hours on site are kept to standard working hours Monday-Friday, that no deliveries take place at the beginning and end of the school day, that there is a wheel wash on site and that a one-way system is set up for site traffic to enter and leave the village. Additionally, the Council would wish to have the contact details for the site manager, so that any queries or issues can be raised (and hopefully dealt with) easily and effectively.</p> | To support the application, with comments as detailed. |
| e | <p>Tree Works Application Approval Received (for information only) <u>TW/23/0031/TPO - Land West Of 10, Charlwood Road</u> - T25,26,27,28 - Four oak trees growing in close proximity to one another, effectively forming one crown - Reduce height by approx 2 metres and radial spread by 2-3 metres, T31 - Stand-alone oak inbetween garage buildings - Reduce height by approx 3 metres and radial spread by approx 1.5 - 2 metres, T33, 34 - Two bifurcated hornbeam (4 stems) in close proximity to each other, effectively forming one crown - Reduce height by approx 3-4 metres and radial spread by 2 metres, T35 - Hornbeam - Reduce crown by 3-4 metres all round, remove 4-5 lowest limbs of approx 100mm diameter, T36 - Hornbeam - Reduce crown by 3-4 metres all round.</p> | Noted. |
| f | <p><u>TW/23/0039/TPO - Wood House, North Common Road</u> - T1-Oak - 2.5m crown reduction on the south west side of the tree.</p> | Noted. |
| g | <p>Other Planning Matters <u>Lewes District Council (LDC) five year housing land supply</u> - the Council noted that LDC has published its latest Housing Land Supply figure which, (using the Standard Method as required when a Local Plan is over five years old and deemed out of date) is only 3.02 years of the required 5 year full supply. Whilst there are arguments and alternative calculations to show why this should not be the case, until such time as a new five year plan is in place, this shortfall puts local communities at risk of further development as the 'tilted balance' applies, with the presumption in favour of sustainable development being considered paramount (it is this</p> | Information contained within the Housing Land Supply Position Statement was noted. |

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| | h | <p>factor which has resulted in the two appeals in Wivelsfield – for South Road and Ditchling Road - having recently been granted). Figures included in the Five Year Land Supply Position Statement also show that, of the developments which make up the five year land supply, 12% are in Wivelsfield (fourth only to the main coastal towns of Newhaven, Peacehaven and Seaford) and likewise Wivelsfield will be contributing 15% of the affordable housing total (the third greatest contribution in the District, after Newhaven and Peacehaven).</p> <p><u>To discuss whether to request a meeting with Lewes District Council's Planning Department to discuss the Local Plan, strategic approach to refusals and concerns about development in the Parish</u> – it was agreed to request a meeting with Leigh Palmer, Head of Planning (and potentially those planning officers with responsibility for Wivelsfield applications) in order to discuss a number of planning related issues.</p> <p>The Clerk to prepare a draft list of things to be discussed, for councillors to review and contribute to as appropriate.</p> | <p>Council to request a meeting with Head of Planning and to prepare a list of topics to be discussed.</p> |
| 6 | a b c d e f g h | <p>To Review the Following Policies & Other Documents</p> <p>Scheme of Delegation</p> <p>Working Group Terms of Reference</p> <p>Procedures for Online Banking</p> <p>Grants Policy</p> <p>Complaints Procedure</p> <p>Grievance Procedure</p> <p>Dismissal & Disciplinary Procedure</p> <p>Health & Safety Policy</p> | <p>All documents a-h as presented were approved.</p> |
| 7 | a b c d e f g h i | <p>Financial Matters</p> <p><u>General Finance</u></p> <p><u>To note the report from the year end internal audit</u> – the Council noted the positive outcome of the internal audit and the Chair thanked the Clerk for her work in securing it.</p> <p><u>To review the effectiveness of internal audit</u> – the Council was very happy with the effectiveness of internal audit, their communication and the scope and breadth of their reports.</p> <p>To resolve to continue to use Mulberry and Co for internal audit services for the forthcoming year.</p> <p><u>To consider whether it would be appropriate to reallocate the earmarked reserve for office accommodation</u> – the Council resolved to retain £1500 in the office accommodation reserve and release the remainder into the general fund.</p> <p>To review and sign the Financial Statements for the year ended 31 March 2023.</p> <p>To review, approve and sign Section 1 of the Annual Return - the Annual Governance statement.</p> <p>To review, approve and sign Section 2 of the Annual Return – Accounting Statements.</p> <p>To note the forthcoming publication of a Notice of Electors' Rights.</p> <p><u>To approve this month's payments</u> – the Council ratified one payment made since the last meeting of £73.63 and approved a further eighteen payments totalling £8960.88. It was agreed to increase the membership donation to CPRE from £100 to £112 per year.</p> | <p>Noted.</p> <p>Council satisfied with effectiveness of audit. Agreed.</p> <p>To retain £1500 in the reserve & release the rest to the general fund. Agreed & signed.</p> <p>Approved & signed. Approved & signed. Noted.</p> <p>Payments approved.</p> |

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| | j k l | <p><u>To consider applying for a Co-operative Bank debit card</u> – it was agreed to apply for a debit card for the Clerk to use for Council purchases. The card to have a maximum daily cash withdrawal limit of £100.</p> <p><u>To consider purchasing Adobe Acrobat Pro (or similar package)</u> – the Council agreed to purchase this package for the Clerk's use.</p> <p><u>Chair's Fund</u> – the Chair does not wish to claim members' allowances, therefore the Council decided to reinstate the Chair's Fund, to allow small gifts etc to be purchased. £500 to be transferred from the budget for members' allowances, to a Chair's Fund.</p> | <p>Application for debit card agreed. Agreed.</p> <p>£500 Chair's Fund agreed.</p> |
| 8 | a b c d | <p>Clerk's Report</p> <p><u>Summary from Police & Crime Commissioner Focus Group</u> – conversation at the Focus Group meeting had centred on fly tipping, anti-social behaviour and the importance of residents reporting incidents, as deployment of resources is intelligence based, so the better picture the Police can build up, the more accurately they can target issues. Representatives from Parish Councils present expressed a wish to be made more aware of the time that PCSOs spend in Parishes, to be able to help debunk the myth of 'we never see the police here'.</p> <p><u>To discuss community consultation</u> – the Council wishes to consult with the community to find out what residents' priorities are, and which projects/ideas have the most support, in order to help shape the Council's strategic direction. Suggestions made for doing so included: a questionnaire distributed to all households, with scope to complete it online if preferred; an evening held in the pub or village hall to allow feedback, or some 'surgery' style drop-ins; visits to/contact with local clubs and organisations to ask them to promote the questionnaire/collect people's views; display boards at Village Day and door to door visiting to speak to residents face to face.</p> <p>In the first instance, the Clerk to draft a consultation document, for circulation to councillors for input.</p> <p><u>Village Day</u> – Councillor Cumberland, as Vice-Chair, to open Village Day. The Council to have some information boards in the Village Hall. It will not be possible to have a stall, as in some previous years, since too few councillors are available on the day to cover it.</p> <p><u>Emergency planning</u> – the Council agreed to use the East Sussex Resilience Forum template for producing an emergency plan. The Clerk to fill some of it out, before circulating to councillors for input.</p> | <p>Noted.</p> <p>Clerk to prepare draft consultation document for comment and input from councillors.</p> <p>Cllr Cumberland to open Village Day.</p> <p>Clerk to start filling in emergency plan template.</p> |
| 9 | | <p>Reports from District & County Councillors, MP & PCSO</p> <p>The Council noted receipt of a report from County Councillor Milligan. Thanks were extended to East Sussex County Council for the new Flexi Bus service, which is said to be making a hugely positive difference to some residents.</p> | |
| 10 | | Items to be taken to the Next Lewes District Association of Local Councils Meeting | None noted. |
| 11 | a b | <p>Correspondence</p> <p>To note information about the Government's Community Ownership Fund.</p> <p>Transport for the South East Electric Vehicle Charging Infrastructure Strategy.</p> | <p>Noted.</p> <p>Noted.</p> |
| 12 | | Items for Noting or Inclusion on Next Agenda West Wood | |

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| | | Actions List Discussion with Village Hall Management Committee | |
| 13 | a | Date of Next Meeting Monday 3 rd July 2023 – Parish Council Meeting | |

Accounts for Payment for the Meeting of 12th June 2023

Items Paid Since the Last Meeting for Ratification

| Payee | Expenditure | Value | Total | Payment Type | Voucher Ref |
|---|-----------------------|-------|-------|--------------|-------------|
| | | £ | £ | | |
| Village Hall Improvement Project Part 2 | | | | | |
| CCTV Direct UK | CCTV camera bases x 5 | | 73.63 | Online | 786 |
| Total | | | 73.63 | | |

New Items Approved for Payment

| Payee | Expenditure | Value | Total | Payment Type | Voucher Ref |
|---------------------------|---|-------|---------|--------------|-------------|
| | | £ | £ | | |
| General Expenditure | | | | | |
| Salaries | June 23 | | 2305.11 | Online | 787 |
| East Sussex Pension Fund | Pension contributions June 23 | | 834.37 | Online | 788 |
| HMRC | Quarter 1 PAYE & NI Contributions | | 2908.87 | Online | 789 |
| Lewes District Council | Outdoor Gym & Play Area Inspection June 23 | | 36.00 | Online | 790 |
| Lewes District Council | Charters Gate Way Dog Bin Emptying June 23 | | 93.60 | Online | 791 |
| Lewes District Council | Litter bin emptying pavilion and car park – April 23 | | 38.40 | Online | 792 |
| Lewes District Council | Litter bin emptying pavilion and car park – May 23 | | 48.00 | Online | 793 |
| Transparity Solutions Ltd | May 2023 Office 365 Subscription | | 49.08 | Online | 794 |
| Sage UK Ltd | June 23 Sage 50 Accounts subscription | | 86.40 | DD | 795 |
| Trident Computers UK Ltd | IT contract July 23 | | 60.60 | Online | 796 |
| Wivelsfield Village Hall | Renshaw Room hire for 2023-24 Council year | | 384.00 | Online | 797 |
| E Gander | Travel expenses for attending Police & Crime Commissioner Focus Group in Lewes on 16 May 23 | | 8.28 | Online | 798 |

| Payee | Expenditure | Value | Total | Payment Type | Voucher Ref |
|----------------------------------|--|-------|----------------|--------------|-------------|
| Mulberry & Co | Year End Internal Audit 2022-23 | | 262.08 | Online | 799 |
| Fresh Air Fitness | Repairs and service of outdoor gym equipment | | 611.04 | Online | 800 |
| Barcombe Landscapes | Playing field, war memorial and verge maintenance April – May 23 | | 1035.43 | Online | 801 |
| Ian Dawson | Members' Allowance 1 April – 9 May 23 | | 62.62 | Online | 802 |
| CPRE | Membership renewal | | 112.00 | Online | 803 |
| Kelly Engineering Solutions Ltd | Repair to loose panel on old slide unit | | 25.00 | | 804 |
| Total General Expenditure | | | 8960.88 | | |