

Minutes of the Parish Council Meeting Held 2 October 2023

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item	Description	Resolved
Present:	Parish Councillors H Martin (Chair), C Broad, D Cumberland, R Morris and S Morris. Liz Gander (Clerk) and two members of the public.	
1	<p>Apologies for Absence Apologies had been received from Councillor Haffenden who was away.</p>	Apologies accepted.
2	<p>Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda – Councillors R and S Morris declared a personal interest in item 5c. To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests</p>	Personal interests noted.
3	<p>Public Forum The meeting was suspended whilst the public forum took place.</p> <p>A resident from the west of the Parish raised concerns about the speed of traffic on Valebridge Road, part of which remains set at the national speed limit, despite several new developments, (all part of Wivelsfield Parish), which have recently been built and access directly onto the 60mph stretch. The Council was asked if it could do anything to help secure/request an extension of the 30mph area to cover these developments (and ideally to extend to the viaduct).</p>	Clerk to contact East & West Sussex Highways with request to reduce speed limit.
4	<p>To Approve the Minutes of: The Parish Council meeting held 7th August 2023. It was noted that our PCSO's name should have read as Chris Marchant, not Chris Barkshire. Otherwise the minutes were confirmed to be a true record of the meeting.</p>	Approved & signed.
5	<p>Planning Matters New applications considered at the meeting <u>TW/23/0082/TPO – 29 Downscroft</u> - T 1 -Oak - Judicious thin to branch density by approx. 20%, reduction of remaining branches by approx 2m to suitable growth points, and removal of superfluous growth on limb and trunk as appropriate. <u>LW/23/0493 – Clearwaters Farm, Clearwater Lane</u> - Change of use from agricultural land into a dog walking compound, including erection of 6ft deer fencing enclosing site, creation of 2no. car parking spaces and pathway with associated landscaping. <u>LW/23/0532 – Land North of Slugwash Gardens</u> – Cllrs R and S Morris refrained from voting on this item. Other members unanimously voted to object to it for numerous reasons, including, the site being outside the</p>	<p>To submit a neutral comment.</p> <p>To submit a neutral comment.</p> <p>To object for numerous</p>

		development boundary, off a rural, narrow country lane, unsuitable for more traffic or the creation of a pavement (which would be needed). Existing flooding concerns and areas that already lay very wet, the impact on wildlife, impact on existing trees and hedges, development which is inappropriate and out of keeping with the surrounding environment, in terms of density, height and appearance. Demand for local housing has already been met, huge numbers of units have already recently been approved, far in excess of the numbers which previous planning officers and inspectors have said that Wivelsfield Green, as a service village, could accommodate.	reasons including those listed.
	d	<u>TW/23/0078/TPO – 20 Strood Gate</u> - T1 - Oak - reduction to 3-4m high monolith.	Neutral comment.
	e	<u>LW/23/0516 – Hedgerows, Theobalds Road</u> - Two storey side extensions to both ends, two storey and single storey rear extensions, 2no pitched roof dormers to the front and 3no rear, alterations to fenestration, installation of solar panels to front and boundary amendments.	To support the application.
	f	<u>LW/23/0572 - 9 Baldings Cottages, Green Road</u> - Demolition of side porch, conservatory and garden shed and replacement with a single storey side and rear extension.	To support the application.
	g	Notices of Refusal Received (for information only) <u>TW/23/0063 - 7 Hawthorn Close</u> - T1 - European beech – Fell, T2 - European beech – Fell, T3 - European beech – Fell.	Noted.
6		Financial Matters <u>General Finance</u>	
	a	<u>To approve payments made in September</u> – the Council ratified the payments made in September (totalling £15,750.86), which had been circulated via email (please see Appendix A for information).	Payments approved.
	b	<u>To approve this month's payments</u> – the Council approved payment of sixteen items, totalling £14,542.08 (see Appendix B).	Payments approved.
	c	To approve the bank reconciliation for July 2023	Approved.
	d	To approve the bank reconciliation for August 2023	Approved.
	e	<u>Funding for playground repair</u> – Clerk to review correspondence from when she was away regarding the play area and outdoor gym.	Clerk to review.
	f	<u>Retention of Process 2 Matters</u> – the Council resolved to retain the services of its Data Protection Officer.	DPO services to be retained.
	g	<u>Receipt of External Audit Report and Publication of the Notice of Conclusion of Audit</u> – the external audit report had been received and had no issues raised. The Notice of Conclusion of Audit had been displayed, along with Sections 1-3 of the Annual Return (AGAR).	External audit complete & notice of conclusion of audit displayed.
7		Clerk's Report	
	a	<u>Letter received re speed limit on Valebridge Road</u> – discussed during the open forum.	See actions noted under open forum.
	b	Licence for SID received	Noted.
	c	Playground inspection	Noted.
	d	<u>Proposed GDPR training</u> – Clerk to liaise with Data Protection Officer (DPO) to discuss.	Clerk to discuss with DPO.
	e	Slow ways	Info noted.
	f	<u>Church Lane car park, faulty light, trees overgrowing lights & overnight parking.</u> The street light has been reported to East Sussex Highways and the Clerk will liaise with relevant parties to find out more about the other matters.	Clerk to follow up.

	g	<u>Letter re Somerset Mews</u> – there continue to be reports of vehicles driving over the pavement on Eastern Road to enter and exit this development, despite repeated attempts by the Council to get the developers/management company to install bollards to prevent this. The Clerk to write to the Traffic Safety/Enforcement Team at East Sussex County Council (ESCC), as well as the Planning Enforcement Officer at Lewes District Council (LDC), to see what they can do.	Clerk to follow up with ESCC and LDC.
	h	<u>M Caulfield letter re moratorium</u> – Clerk to write to the Head of Planning at LDC to ask him to address the points that Maria Caulfield has made with respect to the possibility of a moratorium on development and housing numbers.	Clerk to write to Head of Planning.
	i	<u>Southern Water</u> – consultation on waste water discharges. Pass to Charters Gate Residents' Association to comment if appropriate.	Pass on for comment.
	j	Welcome matters – not discussed.	
8		Reports from Parish Councillors	
	a	<u>Chair's Forum</u> – the Chair gave a brief verbal report about a Chair's forum she had attended, which had included information and discussion about: new safety regulations for village halls, the national risk register, Martin's Law, appropriate conduct for councillors and the benefits of hanging on to your Clerk.	Clerk to add the Civility & Respect Pledge to the next agenda.
	b	<u>ESALC AGM & Conference</u> – the Chair and Vice-Chair confirmed they will attend this event, to be held on 14 th November.	Attendance confirmed.
	c	<u>Don't Urbanise the Downs Meeting</u> – Cllr R Morris had attended a meeting in Plumpton, but said that the only action arising from it was for people to send postcards to LDC, asking for the Eton College site to be excluded from the Local Plan.	
	d	<u>Village Hall Committee</u> – Cllr S Morris had attended a Hall committee meeting. Progress on the remaining tasks to be completed on the Hall following refurbishment has been going well, with wifi and security improvements, painting completed, hand dryers and soap dispensers etc up in the toilets and improved signage inside the building. The setting up of wifi modules on the heaters (to allow them to be controlled remotely) is now a priority. The Council agreed to the Hall's caretaker using its office one day a week as needed. Discussion needs to take place with regards to cleaning of the toilets at the Renshaw Room end of the building when they become publicly accessible. The topic of a wider discussion about division of responsibility between the Council and the Committee to be added to the next agenda.	Council to liaise with Hall Committee re cleaning of the public toilets. Item to be added to next agenda re respective responsibility of Council & Committee.
9		Reports from District & County Councillors, MP & PCSO No reports had been received prior to the meeting.	
10		Items to be taken to the Next Lewes District Association of Local Councils Meeting No items raised, but Clerk/Chair to find out when the next LDALC meeting will be.	
11		Items for Noting or Inclusion on Next Agenda	
12	a	Date of Next Meeting Monday 11 th December 2023	

Payment Made in September 2023 - Ratified at the Meeting of 2nd October 2023

ayee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Salaries	October 23		2,351.22	Online	828
East Sussex Pension Fund	Pension contributions September 23		853.90	Online	829
Members' Allowances	April - September 2023		587.10	Online	830-832
HMRC	Quarter 2 PAYE & NI Contributions		3210.04	Online	833
Sage UK Ltd	September 23 Sage 50 Accounts subscription		92.40	DD	834
Public Works Loans Board	Half-yearly repayment for loan		7546.46	DD	835
DM Payroll	Payroll Services April - Sept 23		139.50	Online	836
Lewes District Council	Outdoor Gym & Play Area Inspection September 23		36.00	Online	837
Lewes District Council	Charters Gate Way Dog Bin Emptying September 23		93.60	Online	838
Bob Franklin	Locum Clerk Services 7-31 August 23		444.90	Online	839
Total General Expenditure			15,355.12		
Village Hall Improvement Project Part 2					
Kelly Engineering Solutions	Installation of pergola to rear of Hall		395.74	Online	840
Total Village Hall			395.74		
Total Expenditure September 2023			15,750.86		

Accounts for Payment – October 2023 – As Approved at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Lewes District Council	Car park & pavilion bin emptying August 23		38.40	Online	842
Lewes District Council	Dog bin emptying 1 Oct – 31 Dec 23		655.20	Online	843
Lewes District Council	Litter bin emptying 1 Oct – 31 Dec 23		93.60	Online	844
Lewes District Council	Outdoor Gym & Play Area Inspection October 23		36.00	Online	845
Sage UK Ltd	October 23 Sage 50 Accounts subscription		92.40	DD	846
Process Matters 2	Data protection officer services		150.00	Online	847
PKF Littlejohn	External Audit fee 2022-23		504.00	Online	848
BT	Phone & Broadband		179.92	Online	850
Bob Franklin	Locum Clerk Services 6-27 Sept 23		360.00	Online	851
Bob Franklin	Locum Clerk Services 29 Sept – 2 Oct 23		128.90	Online	852
Salaries	October 23		2,351.42	Online	855
East Sussex Pension Fund	Pension contributions October 23		853.90	Online	856
Elan City	Purchase of temporary Speed Indicator Device		2,809.93	Online	857
ICO	Annual data protection registration		35.00	DD	858
Total General Expenditure			8,288.67		
Village Hall Improvement Project Part 2					
G Chapman	Painting of Hall		4,555.00	Online	849
CSB Construction Services Ltd	50% deposit for fire doors		1698.41	Online	850
Total Village Hall			6,253.41		
Total Expenditure October 2023			14,542.08		