



## Minutes of the Parish Council Meeting Held Wednesday 25<sup>th</sup> August 2021

### 7.30pm, Wivelsfield Church Hall, Church Lane

Agenda Item		Details	Resolved
<b>Present:</b>		Parish Councillors Dawson (Chair), Dutt, Haffenden and Martin. Liz Gander (Clerk) and three members of the public.	
<b>Open Forum:</b>		One resident, who was heavily involved in the preparation of the original Neighbourhood Plan, had attended in respect of agenda item 4n. Had the developer for this proposed site been in attendance, he would have wished to make them aware of the likely scale of opposition to development plans on the South Road site. He furnished the Parish Council with copies of some paperwork, evidencing the objections from the previous application for this site and noted that few reasons for previous objections have changed.	
<b>1</b>		<b>Apologies for Absence</b> Apologies had been received from Parish Councillors R Morris, S Morris and E Pascoe, District Councillor Bikson, County Councillor Milligan and Maria Caulfield MP.	The apologies were accepted.
<b>2</b>	a b	<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	None Noted.
<b>3</b>	a b	<b>To Approve the Minutes of:</b> The Parish Council Meeting held 26 <sup>th</sup> July 2021 The Extra-ordinary Meeting held 4 <sup>th</sup> August 2021	Both sets of minutes approved & signed.
<b>4</b>	a b c d  e f g	<b>Planning Matters</b> <b>New applications considered at the meeting:</b> <u>LW/21/0606 – Park Hill, Hundred Acre Lane</u> - erection of a brick garage to replace existing wooden lean-to structure. <u>LW/21/0522 - Sandpiper, Eastern Road</u> - single-storey rear/side wraparound extension. <u>TW/20/0091/TPO - 3 Laurel Close</u> - oak (T1 & T2) - reduce crown by 2m, lift crown to 4m due to excessive shading. <u>LW/21/0285 - St Peter And St John The Baptist Church, Church Lane</u> - alterations to south porch roof to remedy problems with rain water leaking down the north wall of the porch and new glazed doors to replace wooden doors.  <b>Notices of Planning Approval Granted</b> (for information only) <u>LW/21/0532 - 37 Charwood Road</u> - Replace existing conservatory with single storey rear extension with pitched roof. <u>LW/21/0263 - Wivelsfield Vicarage, Church Lane</u> - erection of log cabin summer house in rear garden. <u>LW/21/0397 - 9 Ridgeway</u> - Extension of existing roof to convert a barn hip into a gable end. Construction of a dormer window. Internal	To support.  To support.  Neutral response.  To support.

	h	conversion of attic space into useable bedroom and bathroom space, accessed via new internal stair. <u>TW/21/0040/TPO - 20 Medway Gardens</u> - To reduce back lateral canopies of 5 Oaks, reducing branches by up to 3 metres, but only to good growth points, garden side only. Trees growing too large and overhanging into neighbour's garden.	
	i	<u>W/21/0304/CD - Jenners, Green Road</u> - Discharge conditions 3, 4 and 6 in relation to planning approval LW/20/0350.	
	j	<u>LW/21/0020 - Chideok, Valebridge Road</u> - Outline application for two additional dwellings with design, scale and landscaping reserved.	
	k	<b>Notice of Withdrawn Application</b> (for information only) <u>LW/21/0192 - Land Adjacent to Kiln Cottage, Coldharbour Farm, Hundred Acre Lane</u> - Erection of 2 No. detached dwellings with car parking and associated works.	
	l	<b>Other Planning Matters</b> <u>Initial consultation on the Lewes District Local Plan</u> (consultation runs from 9 July for 8 weeks). To ratify a response to send to the consultation. The Council had held a working group meeting to discuss answers to this consultation, on the basis of which the Clerk had drawn up a draft response. Subject to two amendments suggested by the Clerk, it was agreed that the document would be finalised and submitted. The Clerk had also drafted a letter to Maria Caulfield, outlining some of the apparent tensions between steps that Lewes District Council are trying to take in order to meet its aim of being a carbon neutral area by 2030 and Government policy. This was also approved for sending.	To send the response, as drafted by the Clerk, subject to the two amendments proposed. To also submit a letter to Maria Caulfield MP.
	m	<u>Update from Homes England regarding the Hurst Farm application</u> - in response to some queries raised by the Parish Council (PC), an email had been received, which indicated that plans may be ready to present to the PC in early September. With respect to how we might have a say in the allocation of, or an entitlement to, plots at the allotment and burial ground (with the proposed sites for these likely to lay at least partially on Wivelsfield land), Homes England had advised that these sites will be the responsibility of other 'relevant bodies' who will deal with management and plot allocation.	
	n	<u>Proposals for a development of 45 homes on land at South Road</u> - developer Wates had requested a meeting with the Parish Council to discuss this proposal. It was agreed to hold a 30-minute virtual meeting with them on Wednesday 1 September.	To hold a 30 minute virtual meeting with the developer.
5	a	<b>Financial Matters</b> <b><u>General Finance</u></b> <u>To review and authorise items for payment</u> - the Council ratified one payment made since the last meeting of £47.76, approved a further nineteen items of general expenditure totalling £11,505.34, and four items relating to the Hall Improvement Project totalling £103,074.20 (see Appendix A for details).	Payments approved.
	b	<u>To note receipt of the internal audit letter of engagement 2021/22.</u>	Noted.
	c	<u>Request for a grant towards improving the acoustics in the Church Hall.</u> Whilst an initial email about this had been received, follow-up information had not been forthcoming in time for the meeting, so the item was deferred.	Deferred to next meeting.
	d	<b><u>Financial Matters Relating to the Hall Improvement Project</u></b>	Approved.

	e	<p>To review and approve the third payment to Sunninghill Construction Ltd for the Hall Improvement works.</p> <p>To review, discuss and make decisions regarding any matters arising from the third Hall cost report and the site meeting of 19<sup>th</sup> August, to include (but not limited to):</p> <ul style="list-style-type: none"> <li>• an essential 'air bridge' at £690 (40m of wood &amp; a day's labour for two carpenters)</li> <li>• decision not to plaster the Parish Council office.</li> <li>• the cost saving of removing all decoration from the contract (other than the ceilings and a mist coat to the walls, which is needed for snagging). It was agreed to request that other decoration is removed from the contract for now, so that other quotes for painting may be obtained. The Management Committee had discussed possibly putting together a team of volunteers to undertake some of the painting.</li> <li>• the impact of necessary changes to lintel specification and steels – the fact that there will be a cost implication was noted, however sums are not yet known. It was agreed that the Clerk will liaise with RLF regarding the impact that this and other changes/delays to structural information has had on the contract.</li> <li>• Need for a firestop where gaps have been found at the top of some walls – it was noted that there will be a cost implication to this, but sums are not yet known.</li> <li>• External lighting – it was agreed to instruct Sunninghill to undertake the work to install new external lighting on the east and western ends of the building at a cost of £1,389.96 and £1,258.38 respectively. This is £148.34 more than had been included within the provisional sums. External lighting on the northern side of the building is to be left and will be dealt with by the Management Committee at a later date.</li> <li>• The notice of delay issued on 16<sup>th</sup> August 2021. It was noted that a six-week delay is now being anticipated by the contractor, but that they are trying to mitigate this. The notice of delay will be reviewed and assessed by RLF.</li> </ul>	<p>Approved.</p> <p>Agreed.</p> <p>Agreed.</p> <p>Clerk to liaise with RLF.</p> <p>External lighting to the new eastern and western entrances agreed.</p>
6	<p>a</p> <p>b</p> <p>c</p>	<p><b>Clerk's Report</b></p> <p>To ratify the decision to fell and remove the roots of two diseased horse chestnut trees by the northern boundary of the recreation ground, following a tree inspection report which recommended that they be removed promptly. The Clerk to ask the Management Committee to plant new trees in their place.</p> <p>To review the actions list. Reviewed.</p> <p>To agree a venue for the September meeting – as the Church Hall is not available, the Clerk is looking into the options of using either a room at the Hospice or the Church itself.</p>	<p>Approved.</p> <p>Management Committee to be asked to plant new trees.</p> <p>Venue for September meeting to be confirmed.</p>
7	<p>a</p> <p>b</p>	<p><b>Reports from Councillors</b></p> <p><u>Feedback from a Planning Training Session run by ESALC</u> – a key point arising from this session had been that significant weight is given to the previous planning history for a site. Therefore where a development has previously been refused and a new application is not demonstrably different, the past decision can be a useful defence against subsequent applications coming forward, particularly when a site has gone to appeal as inspectors do not like to go against one another.</p> <p><u>Feedback from an inter-parish meeting held regarding the Lewes Local Plan</u> – said to be a useful meeting, at which the Issues and Options consultation had been discussed.</p>	

8	a	<b>Village Hall Improvement Project</b> To note the minutes of the site meeting held Thursday 19 <sup>th</sup> August and any matters arising therein, not covered under item 5. No further matters to discuss.	Noted.
9	a	<b>Correspondence</b> Government Call for Evidence to inform its development of a National Resilience Strategy. Councillors to review and forward any comments to the Clerk in advance of the deadline of 27 <sup>th</sup> September.	Councillors to review & forward comments to the Clerk.
	b	<a href="#">Draft West Sussex Transport Plan 2022-2036</a> (WSTP) for consultation from Friday 16 <sup>th</sup> July to Friday 8 <sup>th</sup> October.	Noted.
	c	Lewes District Council consultation about a proposed new <a href="#">Council Tax Reduction Scheme for 2022/23</a> . The consultation will run until 5pm on Sunday, October 31 <sup>st</sup> .	Noted.
	d	Lewes District Council <a href="#">consultation on licensing and gambling policies</a> . Consultation ends Monday 20 <sup>th</sup> September at 5pm.	No comment.
	e	East Sussex County Council Bus Service Improvement Plan Survey. Consultation closes on 14 <sup>th</sup> September 2021.	Cllrs to review & forward comments.
	f	Invitation to attend CPRE Sussex virtual AGM. Saturday 25 <sup>th</sup> September at 10am. Closing date for registration is Friday 10 <sup>th</sup> September. No one from the Council is able to attend. Apologies to be tendered.	Clerk to send Council's apologies.
	g	Emails about verges on Hundred Acre Lane. <b>Items received since publication of the agenda</b>	Noted.
	h	Solar Together – whilst the Council supports the principle of carbon reduction, it did not feel it appropriate to promote specific schemes.	
	i	Update from Maria Caulfield MP.	Noted.
	j	Email regarding help for Afghan refugees. A parishioner had written to enquire whether the PC had any plans for initiatives to help Afghan refugees. It was felt that this would be more something the District Council may help with, as the Parish Council does not have the power to provide housing or spend money on things other than for the benefit of the Wivelsfield community. If anyone within the Parish sets something up however, individual councillors may wish to support it in a personal capacity.	
10	a	<b>Items for Noting or Inclusion on Next Agenda</b> Feedback from the SLR meeting on 13 <sup>th</sup> September.	
	b	Feedback from a meeting with Wates on 6 <sup>th</sup> September.	
11	a	<b>Date of Next Meeting</b> Monday 27 <sup>th</sup> September 2021– Parish Council Meeting	

The meeting closed at 9.01pm.

## Accounts for Payment for the Meeting of 25 August 2021

Items paid since the last meeting (for ratification)

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Transparity Solutions Ltd	June 2021 Office 365 Subscription		47.76		396
			47.76		

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary September 21		1546.49	Online	397
East Sussex Pension Fund	Pension contributions September 21		555.34	Online	398
HMRC	Quarterly PAYE & NI Contributions Jul-Sept 21		1662.19	Online	399
I Dawson	Basic and Chairman's allowances April-Sept 21		294.34	Online	400
I Haffenden	Basic Allowance April-Sept 21		196.17	Online	401
E Pascoe	Basic Allowance April-Sept 21		245.17	Online	402
Lewes District Council	Outdoor Gym and Play Area Inspection Aug 21		36.00	Online	403
Lewes District Council	Outdoor Gym & Play Area Inspection Sept 21		36.00	Online	404
Lewes District Council	Charters Gate Way Dog Bin Emptying August 21		93.60	Online	405
Lewes District Council	Charters Gate Way Dog Bin Emptying Sept 21		93.60	Online	406
Transparity Solutions Ltd	August 2021 Office 365 Subscription		47.76	Online	407
Sage UK Ltd	September Sage 50 Accounts subscription		102.00	SO	408
Trident Computers UK Ltd	IT contract September 21		60.60	Online	409
Lucia De Mezzo	Reimbursement for prizes for school anti-littering competition		25.00	Online	410
Dave Boniface/ Campbells Pest Control	Removal of bees and sealing of nest in wooden stilt at children's play area		65.00	Online	411
Alun Gedrych Ltd	Tapered concrete area to left of entrance path in playground		175.20	Online	412
Royal British Legion Industries Ltd	Unknown Tommy Figure (S137 payment)		200.00	Online	413

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
E Gander	Travel expenses		38.88	Online	414
Public Works Loans Board	First PWLB loan repayment		6270.88	DD	415
<b>Total General Expenditure</b>			<b>11,505.34</b>		
<b>Village Hall Improvement Project</b>					
Crowther Associates	RIBA Stage 5 Payment 3 of 6		1500.00	Online	416
RLF	Post Contract QS & CA Services – Month 3		2640.00	Online	417
Sunninghill Construction Limited	Third month of Village Hall works		98,214.20	Online	418
Stephen Wilson Partnership Ltd	Design of temporary works		720.00		419
<b>Total Village Hall Expenditure</b>			<b>103,074.20</b>		
<b>Total Expenditure</b>	General & Village Hall		<b>114,579.54</b>		