



Minutes of the Parish Council Meeting Held 25th October 2021

7.30pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Parish Councillors I Dawson, I Haffenden, H Martin, R Morris, S Morris and E Pascoe. District Councillor Bikson, Liz Gander (Clerk) and ten members of the public.	
Open Forum:	<p>The Chair welcomed everyone to the meeting and invited questions or comments.</p> <p>A few questions were raised about item 4c on the agenda, with residents wondering what the Parish Council's stance on this would be. District Councillor Bikson said she is opposing it, as it is inappropriate for the village, is on a green field site and we do not have the infrastructure to support it. The Chair noted that there are a number of issues that were raised with the last application for this site, which do not seem to have been overcome.</p> <p>In relation to questions about the Lewes Local Plan and housing land supply situation, the Chair explained that, as the Local Plan is now considered out of date, Lewes District Council (LDC) believes that the guidance indicates they need to accommodate a lot more housing. However, letters forwarded by Maria Caulfield from the Secretary of State for the Ministry of Housing, Communities and Local Government, seem to suggest that this is not necessarily the case and there is an indication that the Government feels development should be targeted at brownfield land and major cities, (although it is unfortunate that there has been nothing definitive on this yet).</p> <p>Another query was raised in relation to item 4e – the Lakedene application. A resident was concerned that, as yet, no site notice has been put up and neighbouring properties have not received neighbour consultation letters. There is also concern that there is still no drainage or vehicle movement plan, as requested by the last application. As the latest application is extensive, it will potentially exacerbate drainage issues and there is concern for where the owners' and contractors vehicles will go.</p> <p>Finally, the owner of Keepers Cottage (item 4a) had attended the meeting to answer any questions in relation to the application. He noted that their plans had been updated in response to issues raised by Lewes District Council, but that the updated plans were not yet showing on LDC's website.</p>	
1	<p>Apologies for Absence</p> <p>Apologies had been received from Parish Councillor Nick Dutt and Maria Caulfield MP.</p>	Apologies accepted.

2	a	Declarations of Members' Interests To receive declarations of interest from Councillors on items on the agenda – I Dawson declared a pecuniary interest in item 4c as his house backs onto the proposed development site.	Cllr Dawson's interest noted.
	b	To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests	None noted.
3	a	To Approve the Minutes of: The Parish Council Meeting held 27 th September 2021	Minutes approved & signed.
4	c	Planning Matters New planning applications considered at the meeting: In the interest of those who had attended the meeting to hear the outcome of discussion on item 4c, this was moved to the start of the planning section. <u>LW/21/0729 - Land East Of Ditchling Road</u> - outline application with all matters reserved except for access for the erection of up to 96no. dwellings. Owing to the interest declared in this item, the Chair left the room for the duration of discussion and until a vote had taken place. Vice-Chair, Harriet Martin, assumed the Chair's role in his absence. The Council resolved to strongly object to the application. It is outside the planning boundary and not in the Neighbourhood Plan. It is poorly sited away from amenities. The cumulative effect of this, along with other development in the area, would put huge strain on the already struggling road network. There is insufficient infrastructure to support it; the school is at capacity, there is no NHS health provision in the village, bus services are lacking and there are no cycle lanes or safe walking routes linking it to larger service centres. This is a valued green field site and the Government is indicating a push towards brownfield development. The village has already seen more development than the Rural Settlement Study indicated was sustainable during the Local Plan period. The development would not fulfil a local need. A planning application for the key housing site identified within the Wivelsfield Neighbourhood Plan is about to be lodged with LDC and this will provide 30 additional, affordable units to fulfil any outstanding need for affordable housing, so further housing/affordable housing is not required. The site, due to its location at the edge of the village, away from key village amenities (school, shop and pub), and from services offered by neighbouring towns, is demonstrably not sustainable when considered against all the above arguments and heavy reliance that would be placed on use of private vehicles, coupled with LDC's declaration of a climate emergency and pledge to be net carbon neutral by 2030. Just as infrastructure like improved cycle lanes and walking routes are being targeted at East Sussex towns and along the coastal strip, so too should large developments be concentrated on these, more sustainable, areas. Once the unanimous vote to object to the application had been taken, with reasons detailed, the Chair re-entered the room and resumed chairing the meeting.	To strongly object for the reasons detailed.
	a	<u>LW/21/0691 - Keepers Cottage, Abbots Leigh, Slugwash Lane</u> - side and rear extensions to ground floor and first floor, with internal alterations and new access driveway. Following some discussion and contributions from the applicant, the Council resolved to object to the application on the grounds that it was felt the proposals were not in keeping with	To object as detailed.

	b	surrounding buildings and were therefore contrary to Policy 5 (Design) of the Wivelsfield Neighbourhood Plan.	To support the application.
	d	<u>LW/21/0770 – Quinces, Eastern Road</u> - Demolition of existing garage, erection of single-storey side extension and detached 3-bay garage. On the basis that this house sits on its own, well back on a large plot, the Council agreed, by a narrow majority, to support the application.	To object.
	e	<u>LW/21/0781 – Clearview, Nursery Lane</u> – Application for a Certificate of Lawful Use for builders yard and store. The Council resolved unanimously to object to this application. It wished to query whether the land upon which the ‘builders yard’ sits was ever designated as commercial land, or if it still has an agricultural land designation, (as, if the latter, it felt that granting a certificate of lawful use for a commercial-use building would not be appropriate). It was also concerned about a history of reports about noxious fumes emanating from bonfires on this site and felt that the certificate should not be granted in order to prevent further incidences, given the detrimental effect the fumes/smoke could be having on neighbouring residents and the environment.	To object for the reasons listed.
	f	<u>LW/21/0724 - Lakedene, Theobalds Road</u> - Alterations to existing house, front, rear, side and roof extensions with balconies, detached pool house to rear and associated landscaping work. The Parish Council resolved to object to this application on the basis of: concerns about drainage and sewerage and the impact of this significantly bigger proposal on these, given that they still do not appear to have been adequately addressed. The overall size and design of the proposals, which are considered contrary to Policy 5 of the Wivelsfield Neighbourhood Plan. The impact of vehicle movements associated with the development, the impact of construction traffic on this private road and the ability of the site to accommodate it.	
		Notices of Planning Approval Granted	
		<u>LW/21/0250 – Nuggets, Valebridge Road</u> - Variation of condition 1 (plans) in relation to planning approval LW/18/0566 - An increase of 9 parking spaces, change of house types on plots 1-14, relocating the car ports in plots 2, 3, 4, 5, 6, 7, 8, 13 and 14 to the gardens of these plots, creating a detached car port for plots 2-8, plots 5 and 6 are now semi-detached, the road by plot 10 and 14 has been extended, plot 11 has been shifted northwards and plot 14 has shifted southwards, this allows for a detached car port to be provided at plots 13 and 14.types.	
		Other Planning Matters	
	g	<u>Springfield update</u> – the Guinness Partnership has indicated that it will be submitting a planning application for the Springfield site during the first week of November.	Noted.
5		Financial Matters	
		General Finance	
	a	<u>To review and authorise items for payment</u> – the Council ratified two items paid since the last meeting, relating to the Village Hall project, totalling £4140, and approved a further contract payment for the Hall project of £127,413.77, alongside thirteen items of general expenditure totalling £6169.60, (see Appendix A for details).	All payments approved.
	b	To note a receipt of CIL of £617.89.	Noted.
	c	To sign off the bank reconciliations for May – September 2021.	Approved.
	d	To review the financial statements for the year to date.	Noted.
	e	<u>To agree to move some money between budget headings</u> – it was agreed to move the following budgets around:	

		From:	Sum: £	To:	Totals: £	
		Chairman's Fund	200.00	Councillor Training	200.00	
		Chairman's Fund	100.00	Litter Services		
		Councillor Allowances	978.00	Litter Services		
		Neighbourhood Plan	322.00	Litter Services	1400.00	
f		To note the Council's payroll provider's decision to retire, from 31 March 2022.				Agreed to move budgets around as detailed.
g		<u>To review quotes received from alternative payroll providers.</u> The Council resolved to appoint DM Payroll as the Council's new payroll provider, effective from 1 April 2022 and to request them to also make the submissions to the Council's pension scheme.				Noted. Agreed to appoint DM Payroll.
h		<u>To review and comment on the first draft of the 2022/23 budget</u> – the following alterations to the draft budget (v1) were agreed:				Resolved to increase the Clerk's salary by an increment from April 2022 & to adjust the salaries & grants budgets.
		<ul style="list-style-type: none"> Salaries budget to be increased to £37k. Within this the Council agreed to increasing the Clerk's salary by an increment on the Clerks' national pay scales from 1 April 2022, as, by that stage, she will not have had an incremental increase for 7 years. The grants budget to be set at £8k. 				Agreed to appoint Safeplay Playground Services to undertake maintenance work.
i		To consider the quotes provided for repairs to and maintenance of the children's playground – the Council resolved to accept all elements of the quote from Safeplay Playground Services dated 4 October 2021, covering various repairs and maintenance items. The Clerk to liaise with the contractor regarding the most appropriate timing for different aspects of the work. A budget of up to £3k was agreed for the work (slightly more than the approved quote), in case anything else comes to light which needs attention in the meantime.				
		The contractor had advised that the Council retains the older equipment (slide unit and swings) for as long as it can, as the quality and longevity of these older units is often superior to modern build standards.				
j		<u>Financial Matters Relating to the Hall Improvement Project</u>				
k		To review and approve the fifth payment to Sunninghill Construction Ltd for the Hall Improvement works.				Approved.
		To review, discuss and make decisions regarding any matters arising from the fifth Hall cost report, site meeting of 14 th October and architect's reports, to include (but not limited to):				
i		<ul style="list-style-type: none"> The contractor's application for an extension of time. The contractor had applied for a six-week extension of time, which the Contract Administrator has been reviewing. He had not however received enough information to feel able to assess to what extent this was due in time for the meeting. The Parish Council therefore provisionally agreed to grant a six week extension of <i>time</i>, but with the apportionment of costs yet to be agreed. 				Discussion deferred to next meeting.
ii		<ul style="list-style-type: none"> Plastering of the Parish Council office and ancillary areas – the recent site visit had shown that the walls of the PC office, entrance way and public toilets have a lot of exposed wall ties etc, which does not give a good finish. It had been estimated that to plaster all of these would cost an additional £1800. In the grand scheme of things, in order to achieve a more professional looking finish, the Council resolved that it would be foolish not to have this done whilst the building work is ongoing, and resolved to instruct that plastering of these areas be undertaken. 				Agreed to request plastering of the PC office, entrance way and public toilets.

6	a	Policies Updates to the draft Grants Policy – it was agreed to make a few minor amendments to the draft policy, to include: <ul style="list-style-type: none"> • encouraging, but not including as mandatory, the requirement for organisations applying for a grant to have to have dual signatories on their bank account; • adding a clause to say that, if the money proves not to be needed for its designated purpose, it must be returned to the Parish Council; • Noting that the Parish Council reserves the right to request evidence of how the grant has been spent. • Having an exceptions clause so that, although grant applications will be invited once a year, groups will also be able to submit them at other times if something comes up that could not have been foreseen at the time of the annual grant submissions deadline. 	A few minor amendments/ additions to the policy were suggested. These will be made and the policy document reviewed again at the next meeting.
7	a b c d	Clerk's Report <u>Actions list</u> – to be provided to councillors before next meeting. <u>Update on fencing at children's play area</u> – the appointed contractor has now ceased doing this type of work, therefore it will be necessary to obtain some more quotes. <u>Update on phone box/book exchange</u> - the phone box has now been moved to an area of hardstanding (and out of the field it was in, before the weather turns). The contractor is anticipating being able to lay the base in December. <u>Cleaning and maintenance of road signs, finger posts and village gateways</u> – the Clerk had drawn the Council's attention to the East Sussex Highways Volunteer Guide, which details various steps that need to be completed if we wish to have anyone doing work on the highway on a voluntary basis.	
8	a b	Reports from Councillors a West Wood – to follow up – no further progress. It was suggested however to look further into the process of registering the paths. b Review of bridleway between Eastern Road and St Georges – no further input on this, but issues were raised with two other footpaths in the Parish: The path across the field from Slugwash Lane, in the direction of Nursery Lane, has barbed wire on top of the fence that has been put in, and is dangerous, particularly if someone were to slip (which is more likely now that everyone has to walk along the same designated path, which therefore gets churned up and slippery following wet weather). The path off Ditchling Road, from Bethel Chapel in the direction of Ote Hall Farm, is also fenced and is reported to be about a foot deep in water. The Clerk to flag these matters with the East Sussex Rights of Way Team.	Look into registering paths. Clerk to contact East Sussex Rights of Way Team about issues with two footpaths.
9	a	Village Hall Improvement Project To discuss any matters relating to the Project not covered under item 5 – no further items arising.	
10	a b c d	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting a Sewage leak from Linden Homes onto bridleway Wivelsfield 3a. b Update from Maria Caulfield MP. c Response from the Minister of Housing to the PCs letter to Maria Caulfield regarding the Local Plan. d Consultation on Gatwick's Northern Runway Project. Consultation runs until 1 st December 2021.	Noted. Noted. Noted. Noted.

	e f g h i	Request for improvements to the bridleway between South Road and North Common Road. Invitation to meet with Highways Officer to discuss possible requests for a Community Match scheme. ESALC - Invitation to attend a Chairman's forum on Monday 6 th December. ESALC AGM & Conference – Thursday 25 th November. Damage to dog bin on B2112 – the dog bin appeared to have been damaged by a hedge trimmer, as the corner had been cut off and the lid damaged. This has been referred to Lewes District Council.	Noted. Noted. EP & HM to attend. Referred to LDC.
11	a	Items for Noting or Inclusion on Next Agenda Request to bring the start time of meetings forward to earlier in the evening.	
12	a	Date of Next Meeting Monday 29 th November 2021– Parish Council Meeting	

Appendix A

Accounts for Payment for the Meeting of 25th October 2021

Items paid since the last meeting (for ratification)

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
Village Hall Project					
Crowther Associates	Riba Stage 5 Payment 5 of 6		1500.00		439
RLF	Post Contract QS & CA Services – Month 5		2640.00		440
Total Village Hall Project Expenditure			4140.00		

New Items Approved for Payment at the Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary November 21		1546.29	Online	441
East Sussex Pension Fund	Pension contributions November 21		555.34	Online	442
Lewes District Council	Outdoor Gym & Play Area Inspection Nov 21		36.00	Online	443
Lewes District Council	Charters Gate Way Dog Bin Emptying Nov 21		93.60	Online	444

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
Transparity Solutions Ltd	October 2021 Office 365 Subscription		47.76	Online	445
Sage UK Ltd	November Sage 50 Accounts subscription		102.00	SO	446
Trident Computers UK Ltd	IT contract November 21		60.60	Online	447
Shredded Neat	Safe Shredding and recycling of old council paperwork		6.90	Online	448
Clerk	Reimbursement for purchase of VAT book Travel expenses Ink cartridges	35.00 16.02 35.95	86.97	Online	449
Wivelsfield PCC	Grant towards LED lighting and sound-proofing at the Church Hall as agreed at meeting of 25.9.21		1350.00	Online	450
Wel Medical Ltd	7 sets of defibrillator pads		287.28	Online	451
Barcombe Landscapes	Verge Cutting Recreation Ground Maintenance War Memorial Maintenance	480.00 1320.00 126.86	1926.86	Online	452
Wivelsfield PCC	Hall Hire		70.00	Online	453
Total General Expenditure			6169.60		
Village Hall Improvement Project					
Sunninghill Construction Limited	Fifth month of Village Hall works		127,413.77	Online	454
Total Village Hall Expenditure			127,413.77		
Total Expenditure	General & Village Hall		133,583.37		