

Minutes of the Parish Council Meeting Held Monday 26th July 2021

7.30pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (Chair), Martin (Vice-Chair), Dutt, Haffenden, R Morris, S Morris and Pascoe. County Councillor Milligan, District Councillor Bikson, Liz Gander (Clerk) and Reverend Powell.	
Open Forum:	No open forum was required.	
1	Apologies for Absence Maria Caulfield MP.	
2	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	To Approve the Minutes of: a The Parish Council Meeting held 7 th June 2021 b The Parish Council Meeting held 28 th June 2021	Both sets of minutes approved & signed.
4	Planning Matters New Planning Applications Considered at the Meeting: a <u>LW/21/0418 - Moors Cottage, Slugwash Lane</u> - Certificate of Lawful Use/Dev (Existing) - Application for a Certificate of Lawful Development (Existing) for the construction and use of the Cottage and associated land as an unrestricted one bedroom dwelling. The Council resolved to object to the application, as it felt that the cottage should remain tied to the kennels/business as was originally approved. There was also concern about there not being sufficient parking space for the dwelling to be in line with the requirements of the Wivelsfield Neighbourhood Plan. b <u>LW/21/0404 - 26 Mill Rose Way</u> - two-storey side extension. The Parish Council resolved to support the above application for a two-storey side extension. However, were the application to be approved, the Council would wish to see a minimum of two off-street parking spaces being maintained, to comply with the requirements of the Wivelsfield Neighbourhood Plan. c <u>LW/21/0437 - Winters Farm Courtyard, North Common Road</u> - demolition of existing office buildings and construction of 1no dwelling and garage. Following a vote of 3 in support of this application, 1 against and 3 neutral, the Chairman took a casting vote. As such, the Council resolved to submit a neutral application but would like Lewes District Council (LDC) to check on the rights of access.	<p>To object for the reasons stated.</p> <p>To support but with condition to maintain a minimum of 2 off-road parking spaces.</p> <p>Neutral response, but LDC to check on rights of access.</p>

	<p>Other Planning Matters</p> <p>d <u>Initial consultation on the Lewes District Local Plan</u> (consultation runs from 9 July for 8 weeks). It was agreed to hold a separate, working group meeting to discuss this. Monday 16th August, 7.30pm on Zoom. District Councillor Bikson asked to be invited.</p> <p>e <u>Hurst Farm – feedback from a meeting with representatives of Homes England</u> – Councillors who attended felt that the tone of the meeting was positive and that Homes England seemed keen to do something that would be acceptable to Wivelsfield as well as Haywards Heath. They had been talking about closing Hurstwood Lane (as proposed in the previous plans), which members discouraged, citing the recent water main works and the impact on alternative routes including, for example, Slugwash Lane, as evidence for this not being a good idea (plus the nonsense of people living on the same estate having to access different bits of it from entirely different access points). Councillors also suggested that forthcoming plans need to revert to housing numbers contained within the strategic plan, not the larger number previously proposed, which had resulted in, for example, the positioning of the school having to be pushed into the East Sussex area of land. The Clerk to liaise with Homes England regarding Wivelsfield's entitlement to spaces at the school and within the burial ground and allotments and how (and with whom) this can be negotiated.</p> <p>f <u>Springfield Industrial Estate</u> – an email had been received from the Guinness Partnership, advising that they are still working on preparing reports to accompany a planning application and anticipate submitting this in around two months' time.</p>	<p>Separate meeting to be held to discuss.</p> <p>Clerk to liaise with Homes England regarding an allocation of spaces for Wivelsfield residents at the allotments, school and burial ground.</p>
5	<p>Financial Matters</p> <p>General Finance</p> <p>a <u>To review and authorise items for payment</u> – the Council approved thirteen general items of expenditure, totalling £3321.96, and a further four items relating to the Village Hall Project, totalling £129,068.38 (see Appendix A for details).</p> <p>b <u>Request for additional dog bins in the northern part of the Parish</u> – the council resolved to ask Lewes District Council to install up to two, dual-purpose bins (rather than dog bins) as these are more cost effective. The Clerk to go back to the person who wrote in with suggestions for possible bin locations, to seek input as to which two locations should be a priority.</p> <p>c <u>Request to take on responsibility for the litter bin by the pavilion at the village green</u> – it was agreed to ask LDC to add this bin to their bin-emptying rounds.</p> <p>Financial Matters Relating to the Hall Improvement Project</p> <p>d <u>To review and approve the second payment to Sunninghill Construction Ltd for the Hall Improvement works.</u></p> <p>e To review the project cost monitoring spreadsheet.</p> <p>f <u>To review, discuss and make decisions regarding any matters arising from the second Hall cost report.</u> RLF had agreed to rejig the cost report to make it easier to understand and a meeting has been arranged to discuss items arising from it. Once there is more clarity, an extra-ordinary meeting will be arranged to discuss it. It does however appear that there will be some additional costs (on top of the original contract sum), although, representatives of the Parish Council and Management Committee are liaising with RLF to look at where savings can be made in order to minimise this. The Clerk was asked to send a letter to the Management Committee, requesting that they provide a financial forecast for Village Hall for the year and seek to identify any additional sums from its reserves, which could be allocated to the project.</p>	<p>Payments Approved.</p> <p>Up to two dual-purpose bins approved. Clerk to liaise re locations.</p> <p>Agreed.</p> <p>Agreed.</p> <p>Noted.</p> <p>Deferred to an extra-ordinary meeting.</p> <p>Clerk to write to Management Committee.</p>

	g	<p>One item requiring approval was the cost of designing some temporary works (£600 & VAT) for where steel work has been found in the entrance foyer, which hadn't been anticipated. This was approved and it was agreed to ask the Structural Engineers (SWP) to invoice the Parish Council directly (to save the management type fee that the main contractor would charge if it were to go through them).</p> <p><u>To authorise the signing of a Grant Agreement with Lewes District Council for the payment of the CIL grants for the Hall Improvement Project</u> - Signing of the grant agreement was approved, on the basis of the draft received. Awaiting final copy which will be signed by two members.</p>	<p>Additional sum approved.</p> <p>Approved.</p>
6	a b	<p>Clerk's Report</p> <p><u>To note the content of the Annual Play Area Inspection report</u> - the Clerk to investigate the best means of repair for the one item flagged as a medium risk item. Other, low risk items, to be monitored as advised in the report.</p> <p><u>To review the previous request to support a speed awareness initiative with bin stickers and scarecrows, in light of responses received from District & County Councils</u> - advice received had been that, whilst the District Council would not object to stickers being put on bins, these could not replicate road traffic signs (eg 30mph roundels). Similarly, whilst scarecrows being put out for a short period would be acceptable (providing they did not cause a physical or visual obstruction), they could not hold or display any kind of written message about speed. Consequently, the Council felt that any anecdotal evidence of the benefits of such an initiative, were likely to be outweighed by the limitations and difficulties presented by the advice received. This information will be passed to those who had proposed the initiative and the ball left in their court.</p>	<p>Clerk to investigate best mode of repair.</p> <p>Information collated to be passed to those who proposed the initiative.</p>
7	a b c	<p>Reports from Councillors</p> <p><u>Suggestions as to steps that can be taken locally to address climate change</u> - a suggestion had been made that it would be great to try to be the first community in the UK to switch to entirely green energy. Many energy suppliers have schemes whereby if you recommend a friend, you both receive a credit to your account. It was suggested that people, rather than taking the money themselves, could donate it to a village organisation/pot, for the benefit of the community, whilst also helping the environment. Another meeting will be arranged (in September) to explore this in more detail.</p> <p><u>Village Recycling Day</u> - it was agreed that the a Village Recycling Day, whereby, on a specified day, people could put outside their houses anything that they no longer needed, for other people to make use of, would be a great idea. It was further suggested that it would be good to compile a list of community volunteers who would be willing to help out with tasks/projects as needed around the community. It was suggested that perhaps a leaflet could go out, advertising the green energy, village recycling day and community volunteer list ideas. However it was also noted that, if we're looking at steps to tackle climate change, then having leaflets printed is perhaps not the best idea. A working group comprising councillors Dawson, Dutt, Martin and District Councillor Bikson will explore this in more detail.</p> <p><u>Dog Poo issues in the village</u> - Councillor Pascoe has bought, and will distribute, some cans of the spray paint used to highlight dog waste that has been left on the ground by dog owners. The Clerk to try to get hold of some more of the metal dog fouling signs for attaching to lamp posts etc.</p>	<p>A further meeting to be held in September.</p> <p>A working group comprising councillors Dawson, Dutt, Martin and District Councillor Bikson to consider this in more detail.</p> <p>Clerk to try to obtain more metal anti-dog-fouling signs.</p>

	d	<u>The Tommy figures</u> – it was agreed to purchase a ‘Tommy’ figure from the Royal British Legion, at a cost of £175 (to be paid for under S137 expenditure) ¹ , for use around Remembrance Day.	Purchase of ‘Tommy’ figure agreed.
8	a	Village Hall Improvement Project To note the content of the minutes from the Site Meeting held on 15 th July.	Noted.
9	a	Correspondence <u>Reports of surface water flooding on South Road and Eastern Road and update from East Sussex Highways and the Ouse & Adur Rivers Trust.</u> A number of reports of surface water flooding had been received after very heavy rain on 28 th June. These were reported both the East Sussex Highways and to the Ouse & Adur Rivers’ Trust, and residents who reported issues were encouraged to liaise with the latter.	
	b	<u>Draft West Sussex Transport Plan 2022-2036</u> (WSTP) for consultation from Friday 16 th July to Friday 8 th October.	
	c	<u>Confirmation of drainage inspections to be carried out on South Road and Eastern Road following recent surface water flooding issues.</u> In light of correspondence referred to in 9a, East Sussex Highways have agreed to undertake drainage inspections at the areas affected by surface water flooding, but could not commit to a timescale for this.	
	d	<u>Working in partnership to Tackle Loneliness & Isolation virtual conference, 19th October 2021.</u> The cost and appropriateness of this to be reviewed and further information circulated to members.	
10		Items for Noting or Inclusion on Next Agenda Actions List.	
11	a	Date of Next Meeting Wednesday 4 August – Extra-Ordinary Meeting	
	b	Wednesday 25th August 2021– Parish Council Meeting	

¹ Local Government Act 1972 S137

Items Approved for Payment at the Meeting of 26 July 2021

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Clerk	Salary August 21		1546.29	Online	379
East Sussex Pension Fund	Pension contributions August 21		555.34	Online	380
Lewes District Council	Annual Play Area Inspection Recharge		63.00	Online	381
Transparity Solutions Ltd	July 2021 Office 365 Subscription		47.76	Online	382
Sage UK Ltd	August Sage 50 Accounts subscription		102.00	SO	383
Trident Computers UK Ltd	IT contract August 21		60.60	Online	384
Dawn Berndt & Sarah Firrel	South East Landbased Training Courses LLP LANTRA basic tree safety and inspection course – Cllr Pascoe – 21.9.21		184.80	Online	385
ESALC	Planning Training Sessions – Cllrs Dawson, Dutt and Martin		144.00	Online	386
E Pascoe	Reimbursement for 6 cans of paint for highlighting dog poo		35.00	Online	387
E Gander	Printer Ink	31.98			
	Dell warranty extension for laptop and desktop computers	145.19	177.17	Online	388
David Chaffe	Maureen Chaffe Data Protection Officer services		150.00	Online	389
CPRE	Annual Membership 2021-22		100.00	Online	390
EAC Software	Annual website hosting		156.00	Online	391
Total General Expenditure			3321.96		
Village Hall Improvement Project					
Crowther Associates	RIBA Stage 5 Payment 2 of 6		1500.00	Online	392
RLF	Post Contract QS & CA Services – Month 2		2640.00	Online	393
Sunninghill Construction Limited	Second month of Village Hall works		122,972.38	Online	394
Lewes District Council	Building Regulations Inspection		1956.00	Online	395
Total Village Hall Expenditure			129,068.38		
Total Expenditure	General & Village Hall		132,390.34		