

**Minutes of the Parish Council Meeting Held Monday 27<sup>th</sup> September 2021**  
7.30pm, Wivelsfield Church Hall, Church Lane, RH17 7RD

Agenda Item	Description	Resolved
<b>Present:</b>	Parish Councillors Martin (Vice-Chair), Dutt, Haffenden, R Morris, S Morris and Pascoe. Liz Gander (Clerk) and two members of the public.	
<b>Open Forum:</b>	Councillor Martin introduced herself as Vice-Chair and advised that she would be chairing the meeting in Councillor Dawson's absence. No open forum was required.	
<b>1</b>	<b>Apologies for Absence</b> Apologies had been received from Ian Dawson (Chair), District Councillor Bikson, County Councillor Milligan and Maria Caulfield MP.	Apologies accepted.
<b>2</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>	<b>To Approve the Minutes of:</b> The Parish Council Meeting held 25 <sup>th</sup> August 2021	Agreed & signed.
<b>4</b>	<b>Planning Matters</b> <b>New applications considered at the meeting:</b> <u>LW/21/0507 – Clearview, Nursery Lane</u> - conversion of existing workshop / builders yard to form a 3 bed dwelling. The Council resolved to object to this application. It felt that the grounds for objection had not changed since the last application for this site (LW/20/0868), namely that: <ul style="list-style-type: none"> <li>• The site is outside the planning boundary and not included within the Wivelsfield Neighbourhood Plan.</li> <li>• It is understood that the existing building did not have planning consent. As such the Parish Council considers that this application should be treated as a proposal for a new development on a new site, not viewed in the context of a new building replacing an existing one, since what is there should not have been there in the first place.</li> <li>• The adjacent bridleway is a bridleway and should not be a made up road that continues to be extended for vehicular use.</li> </ul> The Council is concerned for the impact on the local environment of building on this greenfield site and feels that it would set an unwelcome precedent for building in the countryside and outside of the development boundary.	To object on the grounds detailed.
	<b>b</b> <u>LW/21/0682 - Uplea, Green Road</u> - erection of 1no. dwelling and detached car port - amendment to an approved plan. The Parish Council resolved to object to this application, owing to: <ul style="list-style-type: none"> <li>• The same grounds of objection to a former application. Namely:</li> </ul>	To object on the grounds listed.

	<p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p> <p>h</p>	<ul style="list-style-type: none"> <li>• The property would be overbearing, out of keeping with its surroundings and would detrimentally impact neighbouring properties.</li> <li>• A concern about parking and turning provision on site.</li> <li>• The car port would be closer to and more intrusive for neighbouring properties than on previous plans.</li> </ul> <p><u>LW/21/0683 - Uplea, Green Road</u> - two-storey rear and side extensions - amendment to approved plan LW/19/0174.</p> <p><u>LW/21/0609 - Unit 3, Home Farm, Slugwash Lane</u> - demolition of existing building and erection of 3 bed detached dwelling. The Parish Council resolved to object to this application as the site is outside the planning boundary and it is not in the Wivelsfield Neighbourhood Plan.</p> <p><u>LW/21/0696 - 35 Downsview Drive</u> - single-storey front extension with mono-pitch roof. The Council resolved to support this application, as it appears to be in keeping with what other properties in the road have had done.</p> <p><b>Notices of Planning Approval Granted</b></p> <p><u>LW/21/0606 - Park Hill, Hundred Acre Lane</u> - erection of a brick garage to replace existing wooden lean-to structure.</p> <p><b>Notice of Dismissed Appeal</b></p> <p><u>LW/20/0210 - Land To The North Of Theobalds Road</u> - Erection of three detached dwellings, with garages and associated landscaping.</p> <p><b>Other Planning Matters</b></p> <p><u>Feedback from a meeting with Wates regarding their proposals for a development of 45 homes on land off South Road</u> – Councillors that attended the meeting commented that it looked like a nice enough development, but not suitable for this site. They had made it clear to Wates that, on the basis of the level of local feeling against the former application on this site, the community was unlikely to support it. A letter forwarded by Maria Caulfield MP, from the Minister of State for Housing, emphasised that the Government is supporting development on brownfield land, which adds weight to the community's wish to retain the field on South Road as a green space.</p>	<p>Neutral response.</p> <p>To object for the reasons given.</p> <p>To support.</p>
5	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p><b>Financial Matters</b></p> <p><u>General Finance</u></p> <p>To review and authorise items for payment. Payments as listed at Appendix A were approved. This included ratification of some items paid since the last meeting.</p> <p>Confirmation of completion of external audit and receipt of the signed AGAR Section 3.</p> <p><u>Request for a grant towards improving the acoustics, sound-proofing and lighting in the Church Hall.</u> As the Church Hall is used by an array of recreational groups and serves the wider community, the Parish Council resolved to provide a grant of £1350, to help fund the work<sup>1</sup>.</p> <p><u>To approve the ordering of 7 sets of defibrillator pads</u> at a cost of £287.78, as the current ones are approaching their expiry date.<sup>2</sup></p> <p><u>To discuss next year's urban grass cutting contract options and agree whether to engage East Sussex Highways or another contractor.</u> It was agreed to continue with this year's arrangement of self-delivering, using Barcombe Landscapes. The Clerk was asked to request a list of cutting dates from the contractor.</p>	<p>Payments approved. Noted.</p> <p>Council to contribute £1350 towards the project. Approved.</p> <p>To continue with this year's arrangement with Barcombe Landscapes.</p>

<sup>1</sup> Grant provided under the power to provide or contribute to provision of recreational facilities Local Government (Miscellaneous Provisions) Act 1976 s19(3)

<sup>2</sup> S137 Local Government Act 1972

f	<p><u>Request from the Bonfire Society to fund a Christmas tree for the Village Hall car park.</u> The Council understood that the Hall's Management Committee had agreed to provide a tree, therefore no decision necessary.</p>	
g	<p><u>Red phone box: base and installation quotes.</u> Both the Clerk and East Sussex Highways had sought multiple quotes for this work, but only two had been forthcoming. It was agreed to appoint Warren Drives to do the work.</p>	Contractor agreed upon.
h	<p><u>Playground fencing quotes</u> – as a solution to the gap in the hedge line by the former 'den' area in the children's playground, it was agreed to have chestnut paling installed, with something like Hawthorn to be planted behind, to add a barrier of foliage as a further deterrent to it being climbed. The Council also approved the replacement of two broken posts in the perimeter fence. ODB Fencing to be instructed to undertake the work.</p>	Contractor and approach agreed.
	<p><u>Financial Matters Relating to the Hall Improvement Project</u></p> <p>To review and approve the third payment to Sunninghill Construction Ltd for the Hall Improvement works.</p>	Approved.
i	<p>To review, discuss and make decisions regarding any matters arising from the fourth Hall cost report, site meeting of 16<sup>th</sup> September and architect's report of 14<sup>th</sup> September, to include (but not limited to):</p>	
j	<ul style="list-style-type: none"> <li>• Costs of flooring for the Renshaw Room and bar areas</li> <li>• Need to replace electrics in the Renshaw Room</li> </ul>	
i	<ul style="list-style-type: none"> <li>• The rebuilding of toilet walls found to be unstable</li> </ul>	
ii	<ul style="list-style-type: none"> <li>• Additional weeks of container hire for storage of Hall contents</li> </ul>	
iii	<ul style="list-style-type: none"> <li>• Painting of the Hall</li> </ul>	
iv	<ul style="list-style-type: none"> <li>• Kitchen units for parish office</li> </ul>	
v	<ul style="list-style-type: none"> <li>• Visual appearance of wall straps and lintels in PC office and toilets</li> </ul>	
vi	<ul style="list-style-type: none"> <li>• The notice of delay issued on 16<sup>th</sup> August 2021.</li> </ul>	
vii	<p>The Clerk summarised the above reasons for additional costs, many of which were as a direct result of the asbestos removal which necessitated the full stripping out of most of the Hall and ancillary rooms, (including removal of all bonded floor surfaces and the stripping of walls and ceilings). There is currently an anticipated six-week delay, resulting from a combination of factors, the reasons for which the Contract Administrator is currently reviewing, in order to advise on whether to grant an extension of time. The Council noted that, at present, the anticipated increase in the contract cost is £40,325.27. The Village Hall Management Committee has pledged to contribute around an additional £12k towards the increased costs and the Parish Council has CIL money and money in the Clerk's office and Village Improvements earmarked reserves which can be used if necessary.</p>	
viii	<p>The Clerk to write to the Management Committee to request that they continue to seek further grant funding towards the costs of the project.</p> <p>Having agreed to explore other possibilities for painting the interior of the building at the last meeting, the Council, on the recommendation of the Management Committee, agreed that all interior painting should be reinstated into the contract, as this is felt to be the most cost effective/time efficient approach, that will allow the Hall to reopen and bookings to resume as soon as possible. This will add a further £5850 to the contract sum, (as it had been removed within the latest cost report, while other options were considered).</p>	
	<p>The Council noted that wall straps will be evident in the PC office, but agreed that these could be covered with pictures or notice boards. The Clerk will liaise with the Management Committee about the purchase of a kitchen unit for the office.</p>	

6	<p>a</p> <p>b</p> <p>c</p>	<p><b>Policies</b></p> <p>To review and re-adopt the Council's Data Protection Policy.</p> <p>To review the draft Grants Policy. The Council felt that, whilst the basis of the draft policy was fine, it would be helpful to have clearer criteria upon which grant applications would be assessed. Councillors to suggest suitable additions to the policy. It was also agreed to set a single point in the year for grant applications to be received, (though this would not necessarily preclude the odd, one-off application at a different time, if the need for funding could not have been foreseen during the annual grant application period).</p> <p>To review the draft Protocol on Marking the Death of a Senior National Figure. The draft protocol as suggested, was agreed subject to it being tailored to Wivelsfield.</p>	<p>Approved.</p> <p>Some policy amendments to be made before adoption.</p> <p>Agreed subject to tailoring.</p>
7	<p>a</p> <p>b</p>	<p><b>Clerk's Report</b></p> <p>To agree revised meeting dates for November and December 2021. The meeting dates of 29<sup>th</sup> November and 20<sup>th</sup> December were agreed.</p> <p>To review the anti-littering, competition-winning posters and decide on how many to have printed. Of the seven winning posters selected, it was agreed to have one of each printed up to A3 size, for displaying around the school grounds. A further six A3 copies to be made of the poster which the Council felt was most clear and eye-catching, for display around the Parish.</p>	<p>Revised dates agreed.</p> <p>Number of posters to be printed agreed.</p>
8	<p>a</p> <p>b</p> <p>c</p>	<p><b>Reports from Councillors</b></p> <p>Feedback from a NPPF training session – no-one had been able to attend this session, after the date was changed by ESALC.</p> <p>Feedback from basic tree inspection course – the course was said to have been very good.</p> <p>Preparations for Remembrance Day service – the road closure order has been confirmed and the soldier silhouette purchased. Wreath, poppy boxes and other items to be ordered once we have details of the local contact.</p>	
9	<p>a</p>	<p><b>Village Hall Improvement Project</b></p> <p>To discuss any matters relating to the Project not covered under item 5. It was felt everything had been discussed under items 5i and j.</p>	
10	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p>	<p><b>Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting</b></p> <p><u>Consultation on Gatwick's Northern Runway Project</u>. Consultation runs until 1<sup>st</sup> December 2021.</p> <p><u>DEFRA consultation on Local Nature Recovery Strategies</u>. NALC has requested comments to be with them by 15<sup>th</sup> October, DEFRA consultation period ends 2<sup>nd</sup> November 2021.</p> <p><u>Sussex Lund community events and community fund</u> – clerk to forward details of events to members of the council.</p> <p><u>Request for improvement to bridleway between Eastern Road and St Georges</u>. An area of the bridleway is said to have been sorted out with the addition of concrete, but some is very overgrown. It was suggested that it might be something a work party could do, but it needs more investigation. Councillor Pascoe to look into it.</p> <p><u>Village Recycling Day</u> – it was agreed that the originally proposed date in October would be too tight to organise. It was suggested to push this back to the spring.</p>	<p>Deferred to next meeting.</p> <p>Cllrs to forward any comments to the Clerk.</p> <p>To be added to next agenda.</p> <p>Date to be pushed back.</p>
11	<p>a</p> <p>b</p> <p>c</p>	<p><b>Items for Noting or Inclusion on Next Agenda</b></p> <p>West Wood – follow up.</p> <p>Action list.</p> <p>Cleaning and maintenance of road signs, finger posts and village gateways.</p>	

<b>12</b>	a	<b>Date of Next Meeting</b> Monday 25 <sup>th</sup> October 2021– Parish Council Meeting	
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The meeting closed at 9.43pm.

Appendix A

## Expenditure Approved at the Meeting of 27<sup>th</sup> September 2021

### Ratified Items Paid Since the Last Meeting

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Lewes District Council	Emptying of bin by pavilion – August 21		8.40	Online	420
PKF Littlejohn LLP	Year End External Audit fee 2020-21		360.00	Online	421
Trident Computers UK Ltd	IT Contract October 21		60.60	Online	422
ICO	Annual data protection registration		35.00	DD	426
<b>Total General Expenditure</b>			<b>464.00</b>		
<b>Village Hall Project</b>					
Crowther Associates	RIBA Stage 5 Payment 4 of 6		1500.00	Online	423
RLF	Post Contract QS & CA Services – Month 4		2640.00	Online	424
South Coast Catering Equipment Ltd	50% deposit for kitchen fittings		7497.00	Online	425
<b>Total Village Hall Project Expenditure</b>			<b>11,637</b>		
<b>Total expenditure since last meeting</b>			<b>12,101</b>		

**New Items Approved for Payment**

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
<b>General Expenditure</b>					
Clerk	Salary October 21		1546.29	Online	427
East Sussex Pension Fund	Pension contributions October 21		555.34	Online	428
Lewes District Council	Dog Bin Emptying 1 Oct – 31 Dec 21		655.20	Online	429
Lewes District Council	Litter Bin Emptying 1 Oct – 31 Dec 21		54.29	Online	430
Lewes District Council	Outdoor Gym & Play Area Inspection Oct 21		36.00	Online	431
Lewes District Council	Charters Gate Way Dog Bin Emptying Oct 21		93.60	Online	432
Transparity Solutions Ltd	September 2021 Office 365 Subscription		47.76	Online	433
Sage UK Ltd	October Sage 50 Accounts subscription		102.00	SO	434
Trident Computers UK Ltd	IT contract October 21		60.60	Online	435
BT	Phone & Broadband		220.80	DD	436
Sussex Tree Surgeons	Felling and stump grinding of two diseased horse chestnuts. Lifting of canopies at play area.		948.00	Online	437
<b>Total General Expenditure</b>			<b>4319.88</b>		
<b>Village Hall Improvement Project</b>					
Sunninghill Construction Limited	Fourth month of Village Hall works		120,802.54	Online	438
<b>Total Village Hall Expenditure</b>			<b>120,802.54</b>		
<b>Total Expenditure</b>	<b>General &amp; Village Hall</b>		<b>125,122.42</b>		