



Minutes of the Parish Council Meeting Held Monday 3rd July 2023

7pm, Renshaw Room, Wivelsfield Village Hall

Agenda Item		Description	Resolved
Present:		Parish Councillors H Martin (Chair), I Haffenden, R Morris, D Cumberland. County Councillor Milligan.	
1	a	Apologies for Absence Parish Councillor S Morris and Liz Gander had sent their apologies. It was noted that District Councillor Coupland was absent and had been poorly. It was agreed that Councillor Martin would liaise with the Clerk in contacting Lewes District Council (LDC) to offer the council's best wishes for his recovery.	Apologies accepted. Councillor Martin and Clerk to contact LDC.
2	a b	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		Public Forum No members of the public were present.	
4	a	To Approve the Minutes of: The Annual Meeting of the Parish Council held 12 th June 2023	Approved and signed.
5	a	Appointment of Representatives <u>To agree which councillor will lead on planning for Remembrance Sunday</u> – the council felt that there was insufficient information about what the duties of a representative would be, and how the council would work with the other agencies involved. It was agreed that Councillor Martin would liaise with the Clerk and Nick Dutt to establish greater clarity on this point, and to consider whether it would be helpful for Nick to attend any discussion of this point at a future meeting.	Councillor Martin to Liaise with the Clerk to provide more information before a representative can be appointed.

6	a	<p>Planning MattersNew applications considered at the meeting <u>LW/23/0277 - 1 Park View, South Road</u> - Replacement and extension of existing ground floor side and rear extensions, first floor rear bay window.</p>	To support the application.
	b	<p>Tree Works Applications for Consideration <u>TW/23/0037/TPO - 38 Charwood Gardens</u> - T1 - Mature Oak - Crown Reduction by 3m.</p>	To object to the application, and to comment to LDC that it was unclear that the applicant had the right to apply for works to a tree which is not on his/her land.
	c	<p>Notice of Planning Approval Received (for information only) <u>LW/23/0243 - More House Farm, Ditchling Road</u> - 6ft high deer fence, creating a 1.5-acre secure dog walking field.</p>	
	d	<p>Tree Works Applications Approved (for information only) <u>TW/23/0039/TPO - Wood House, North Common Road</u> - T1-Oak - 2.5m crown reduction on the south west side of the tree.</p>	Noted.
	e	<p><u>TW/23/0032/TPO - Land Adjacent To Mill Rose Way</u> - G1 - Ash - Remove dead stems within group, T9 - Oak - Remove significant deadwood; climbed inspection of old wound, T13 - Sycamore - Remove significant deadwood, T20 - Sycamore - Dismantle and fell to ground level, T22 - Lombardy Poplar - Remove significant deadwood, T27 - English Oak - Remove significant deadwood and tarpaulin, T17 - Sycamore - Dismantle and fell to ground level, T8 - Cherry - Height reduction by 1.5m (from 15m to 13.5m) radial spread reduction by 2m (from 6m to 4m) on the Southern aspect only to reduce overhang on neighbouring property with natural crown shape maintained and removal of dead wood, T19 - Silver Birch - Height reduction by 9m (from 14m to 5m) to retain as habitat (dead/dying tree) leaving bat box in place.</p>	Noted.
	f	<p>Other Planning Matters <u>Update on the Springfield Industrial Estate site</u> – the application has taken a very long time, but the applicant appears confident that approval will be forthcoming soon.</p> <p>Councillor Cumberland asked whether it would be possible to have key planning documents printed and available at each meeting to aid discussion. One or two key documents per application would be sufficient.</p>	<p>Noted.</p> <p>Clerk to consider.</p>
7	a	<p>Financial Matters General Finance <u>To approve this month's payments</u></p>	Payments approved.
	b	<p><u>To review the first quarter's financial statements</u></p>	Approved.
	c	<p><u>To consider transferring some money from the Council's community bank account, to a savings account (perhaps with a different provider), to take advantage of higher interest rates</u> – following discussion, the Council resolved to move £65k from the Co-Op Community account and £20k from</p>	To move £65k from the Co-Op Community

		<p>the Barclays Community Account to a new 95 day account with Cambridge & Co. In addition a further £30k to be transferred from the Co-Op community account to the Co-Op instant access account, and £20k to be moved from the Barclays Community account to the interest bearing Business Premium account.</p> <p>In addition, the Council felt that consideration should be given to whether cash management can be further optimised to take advantage of the current money market situation. It was noted that it may be worth tying up cash beyond that needed for short term expenses, to benefit from higher rates, and that the effect for the Council's finances might not be immaterial (where the low rates of the last decade or would not have made it so). It was also noted, however, that Councils are typically more limited in the range of investment options than retail savers, and that the requirement for multiple signatories and complex account set-up can mitigate the positive effects of a higher rate environment. Councillor Broad to update the Clerk on the discussion.</p>	<p>account to a new 95 day Cambridge account.</p> <p>To move £30k from the Co-Op Community Account to the Co-Op instant Access Account</p> <p>To move £20k from the Barclays Community Account to the Barclays Business Premium Account.</p> <p>Approved</p>
	d	To agree to make monthly payments for the new IT contract via direct debit	Approved
	e	To agree updates to the Council's Financial Regulations to reflect item 7e above and for the Clerk's use of a council debit card (now received)	Approved
	f	To ratify agreement to the new IT contract with Tetrabyte	Approved
8	a	Clerk's Report Actions List	Noted.
	b	To agree the Method Statement and Risk Assessment for the temporary speed indicator device.	Approved.
9	a	<p>Reports from Parish Councillors</p> <p><u>Report from the Village Hall Management Committee held on 13 June 23</u> – Councillor Haffenden updated the Council on his and Councillor S Morris's attendance at the latest Village Hall Management Committee. Amongst the matters discussed was the search for a new cleaner, given the apparently unreliable performance of the incumbent. Councillor Haffenden reported that the Committee appeared keen to ensure positive relations with the Council, and agreed to circulate copies of the Committee minutes to which he had access.</p>	<p>Noted.</p> <p>Councillor Haffenden to arrange for circulation of Committee minutes.</p>
	b	<p><u>To agree topics for any further discussion to be had with the Management Committee</u> – in light of the above report it was agreed that a positive step would be for the Council to draft a list of current issues and potential solutions as the basis for a discussion between the Council and the Committee. Councillor Martin agreed to draft this document, which the Clerk will circulate to councillors for comment. A working meeting of councillors may then be needed before a meeting is set to discuss with the Village Hall Management Committee.</p>	<p>Councillor Martin to draft issues document for discussion with Councillors.</p>
10		<p>Reports from District & County Councillors, MP & PCSO</p> <p>To note any written reports received prior to the meeting</p>	To be circulated after the meeting

11		Items to be taken to the Next Lewes District Association of Local Councils Meeting	None
12	a b c d	Correspondence – to review the items below plus any others arriving between the publication of the agenda and the meeting Information and meeting offer from the Sussex Community Housing Hub D-Day Anniversary Guide – 2024 Information from Transport for the South East Feedback from the East Sussex Countryside Team about the bridleway from Eastern Road to St Georges	Noted Noted Noted Noted
13		Items for Noting or Inclusion on Next Agenda	None
14	a	Date of Next Meeting Monday 7 th August 2023 – Parish Council Meeting	

Payments Approved at the Meeting of 3rd July 2023

Items Paid Since the Last Meeting for Ratification

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
E Gander	Reimbursement for repair of office printer		132.00	Online	805
BT	Quarterly phone & broadband		179.92	DD	806
Total			311.92		

New Items Approved for Payment

Payee	Expenditure	Value	Total	Payment Type	Voucher Ref
		£	£		
General Expenditure					
Salaries	July 23		2,489.92	Online	807
East Sussex Pension Fund	Pension contributions July 23		912.57	Online	808
Lewes District Council	Outdoor Gym & Play Area Inspection July 23		36.00	Online	809
Lewes District Council	Charters Gate Way Dog Bin Emptying July 23		93.60	Online	810
Lewes District Council	Quarterly dog bin emptying 1 Jul – 30 Sept 23		655.20	Online	811
Lewes District Council	Quarterly litter bin emptying 1 Jul – 30 Sept 23		93.60	Online	812
Lewes District Council	Litter bin emptying pavilion and car park – June 23		38.40	Online	813
Transparity Solutions Ltd	June 2023 Office 365 Subscription		49.08	Online	814
Sage UK Ltd	July 23 Sage 50 Accounts subscription		92.40	DD	815
Total General Expenditure			4460.77		